



TOWN OF PAONIA
214 GRAND AVENUE
REGULAR TOWN BOARD MEETING AGENDA
TUESDAY, MARCH 25, 2025 6:30 PM
[HTTPS://US02WEB.ZOOM.US/J/88099070879](https://us02web.zoom.us/j/88099070879)
MEETING ID: 880 9907 0879

Public Participation: Must raise hand and be recognized by the Mayor, come to the podium and state your name and the street on which you live. Time limit is 3 minutes, one time per item. Direct all comments to the Mayor. No responses will be made by staff or Board during the meeting. No derogatory or demeaning statements or public displays. Please be respectful.

Roll Call

Approval of Agenda

Announcements

Appreciations - Trustee Swartz

1) The Town is accepting applications for the available seat on the Tree Board. The Tree Board meets at least once a month (3rd Tuesday at 5:15pm) and is an advisory board for the Board of Trustees and the Town Administrator. Applications and a letter of interest are due to the Town Clerk by April 2, 2025 at 12:30pm.

2) The Town is still seeking a new member to fill a seat on the Zoning Board of Adjustments. The ZBoA only meets when public hearings are scheduled for it. Applications and a letter of interest are due to the Town Clerk by April 2, 2025 at 12:30pm.

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

Consent Agenda

[March](#) 11, 2025 Regular Meeting Minutes

[Berg](#) Harvest LLC dba Berg Harvest Mercantile License Renewal

[Disbursements](#)

Staff Reports

[Departmental](#) Scorecard

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

[Item](#) #1: Consideration of Change Order #5 from Earthworks Excavation

[Item](#) #2: Consideration of Resolution 12-2025 Amending FY 2024 Budget

[Item](#) #3: Consideration of Resolution 13-2025 Accepting Loan from CWRPDA

Item #4: Consideration of Approval of RFP for Park Electrical

[Item](#) #5: Consideration of RFP 2025-03 - Selecting an ADA Transition Plan Consultant

[Item](#) #6: Consideration of RFQ 2025-02 Water Attorney; Selecting Which Respondents to Interview.

[Item](#) #7: Consideration of Approval of a Selection of the Responses to RFP 2025-01 Town Hall Cleaning Services

[Item](#) #8: Consideration of Applying for a Grant from the Rural and Tribal Assistance Program for Engineering and Design Work on the Samuel Wade Bridge.

[Item](#) #9: Consideration of approval to renew the AXON Body-Worn Camera and video Storage Contract for five (5) years ending in May 2030

[Item](#) #10: Appointment of a Trustee Liaison to the Tree Board

Mayor & Trustee Reports

Adjournment

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
March 11, 2025

Meeting Video Link: https://www.youtube.com/watch?v=0v9DI6lvC_U&t=4851s

RECORD OF PROCEEDINGS

Public Participation: Must raise hand and be recognized by the Mayor, come to the podium and state your name and the street on which you live. Time limit is 3 minutes, one time per item. Direct all comments to the Mayor. No responses will be made by staff or Board during the meeting. No derogatory or demeaning statements or public displays. Please be respectful.

Mayor Smith calls the meeting to order at 6:30 PM.

Roll Call

PRESENT

Mayor Paige Smith

Trustee John Valentine

Trustee Rick Stelter

Mayor Pro-Tem Kathy Swartz

Trustee Walter Czech

Trustee Lucy Hunter

Trustee Mike Heck

Approval of Agenda

Trustee Hunter makes a motion to approve the agenda with the removal of the Berg Harvest Public Hearing, seconded by Mayor Pro-Tem Swartz.

The motion carries unanimously.

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

None

Consent Agenda

Trustee Stelter makes a motion to approve the Consent Agenda, seconded by Trustee Czech.

The motion carries unanimously.

Staff Reports

The Town of Paonia has won a Budget Award from the Government Finance Officer's Association.

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

Public Hearing

Postponed

Public Hearing

Consideration of an application to modify a Tavern License and add a sidewalk service area to Fiona's Bartique LLC dba Fiona's Bartique for the tavern premises located at 130 Grand Avenue, Paonia, CO 81428, whose managing owner is Rene Verduin.

Public Hearing Begins: 7:00 pm

Town Clerk Vetter confirms that proper notice was given.

Town Clerk Vetter gives her Staff Presentation and confirms that all legal obligations have been met for the requested modification of premises but that there were some ADA concerns with the Sidewalk Service Area that needed to be addressed for the Administrative offices, Public Works and the Police Department. Town Administrator Wynn, Police Chief Laiminger & Public Works Director Heiniger ask questions about exit doors, ADA compliant passage on the sidewalk with vehicles parked there and layout of the outside tables.

Rene Verduin, owner, answers questions to the Board about each issue and also agrees to change the seating area from 6 feet to 5 ft, to address the vehicle encroachment issue.

Public Comment

M. Brezonick - comments in support

Mayor Pro-Tem Swartz asks staff if a Sidewalk for business use permit will be needed and if it is charged by item.

Town Clerk Vetter confirms that a permit will be needed and how it is charged.

The Public Hearing closes at 7:13 PM.

Trustee Hunter makes a motion to approve Fiona's Bartique modification of premises to add a sidewalk service area given the limit of the area being reduced to 5 feet, instead of 6 feet to address ADA concerns, seconded by Mayor Pro-Tem Swartz.

Voting Aye: Mayor Pro-Tem Swartz, Trustee Stelter, Trustee Valentine, Trustee Hunter

Voting Nay: Trustee Heck

The motion carries.

Item #1- Consideration of Runway Repairs at North Fork Valley Airport.

Trustee Stelter makes a motion to approve the runway repairs at North Fork Valley Airport, seconded by Trustee Czech.

Trustee Stelter makes a motion to amend the main motion to add “in an amount not to exceed \$15,000.”

The motion carries unanimously.

Main Motion: To approve the runway repairs at North Fork Valley Airport in an amount not to exceed \$15,000.00.

The motion carries unanimously.

Item #2- Consideration of Purchase of Four (4) Aerators for the Wastewater Lagoons.

Trustee Hunter makes a motion to approve the purchase of four (4) Misco aerators, two (2) 20 hp and two (2) 15 hp, in an amount not to exceed \$132,000.00, seconded by Trustee Swartz.

The motion carries unanimously.

Item #3: Consideration of Resolution 08-2025 Urging Voters to Vote "NO" on Paonia Ballot Issue 2B.

Public Comment

J. Yeamans: comments against

D. Spiegel: comments against

S. Watson: comments against

D. Knutson: comments in favor

J. Canode: comments against

A. Ford: comments against

Trustee Hunter makes a motion to approve Resolution 08-2025 Urging Voters to vote "NO" on Paonia Ballot Issue 2B, seconded by Trustee Stelter.

Voting Yea: Trustee Valentine, Trustee Stelter, Mayor Pro-Tem Swartz, Trustee Hunter

Voting Nay: Trustee Czech, Trustee Heck

Item #4: Consideration of Resolution 09-2025 Urging Voters to Vote "Yes" on Paonia Ballot Issue 2C

Public Comment:

S. Watson: comments about format

Mayor Pro-Tem Swartz makes a motion to approve Resolution 09-2025 Urging Voters to Vote "Yes" on Paonia Ballot Issue 2C at the April 1, 2025, municipal election, a ballot issue for the purpose of determining if the Town of Paonia shall be permitted to publish ordinances by title only, seconded by Trustee Stelter.

Voting Yea: Trustee Valentine, Trustee Stelter, Mayor Pro-Tem Swartz, Trustee Czech, Trustee Hunter, Trustee Heck

The motion carries unanimously.

Item #5: Consideration of Resolution 10-2025 Clarifying Water Standby Taps

Trustee Hunter makes a motion to approve resolution 10-2025 with the addition of the following language, property owners must have purchased the right by deposit and/or standby fee to connect to the town's water distribution system prior to the effective date of ordinance 2020-01 or January 27th of 2020, seconded by Trustee Stelter.

The motion carries unanimously

Item #6: Consideration of Resolution 11-2025 Accepting the Town of Paonia's Public Records Policy.

Trustee Stelter makes a motion to approve Resolution 11-2025 Accepting the Town of Paonia's Public Records Policy, seconded by Trustee Czech.

The motion carries unanimously.

Mayor & Trustee Reports

Trustee Hunter gives an update on the Ad-Hoc Committee for Special Events. Its members are Trustee Stelter, Trustee Hunter, Administrator Wynn, Jess Dervin-Ackerman and Robert Bushta. The first meeting does not have a scheduled date at this time.

Adjournment

Meeting adjourns at 9:20 PM.

Samira M Vetter, Town Clerk

Paige Smith, Mayor



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Liquor License Renewal - Berg Harvest
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	03/25/2025
BACKGROUND:	After having a liquor violation (underage sale), Berg Harvest needed to have that violation cured on the license they had already surrendered while in pursuit of a Hotel & Restaurant License for the premises. With your approval, the license will be renewed, they will cooperate with the Liquor Enforcement Division to cure the violation and once that is complete they will work with the Clerk's Office to surrender the Beer & Wine License and come back to ask for a Hotel & Restaurant License for the premises as they were already doing.
BUDGET:	N/A
RECOMMENDATION:	All legal obligations have been met
ATTACHMENT:	Staff report for license renewal and renewal application



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consent Agenda Berg Harvest LLC dba Berg Harvest Mercantile License Renewal
SUBMITTED BY:	Ruben Santiago – Deputy Clerk
DATE:	03/11/2025
BACKGROUND:	Finding of Facts: - License Renewal Paperwork is in the possession of the Town Clerk - Local fees have been paid and the Colorado Dept. of Revenue's fees were paid online. A copy of the payment receipt is in the custody of the Town Clerk. - The Administrative Offices have no issues or concerns with the license renewal. - The Police Department has no issues or concerns with the license renewal. - The Public Works department has no issues or concerns with the renewal.
BUDGET:	\$250.00 to – 10-32-01 – Liquor Licenses.
RECOMMENDATION:	All legal requirements have been met for the renewal of this license.
ATTACHMENT:	BergHarvest-25-106-OldLicenseRenewalApplication-ForMeeting-03112025_Redacted.pdf

DR 8400 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Submit to Local Licensing Authority

**BERG HARVEST
MERCANTILE
40467 MATHEWS LANE
Paonia CO 81428**

Fees Due		9
Annual Renewal Application Fee	\$	
Renewal Fee	601.25	
Storage Permit \$100 X _____	\$	
Sidewalk Service Area \$75.00	\$	
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$	
Related Facility - Campus Liquor Complex \$160.00 per facility	\$	
Amount Due/Paid	\$ 601.25	

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

☐ Paid by check
☒ Paid Online

Uploaded to Movelt on Date

Licensee Name

BERG HARVEST LLC

Doing Business As Name (DBA)

BERG HARVEST MERCANTILE

Liquor License Number

03-13831

License Type

Beer & Wine (city)

Sales Tax License Number

01368138

Expiration Date

11/18/2024

Due Date

10/04/2024

Business Address

Street Address

73 SAMUEL WADE ROAD

Phone Number

9705276372

City, State, ZIP Code

Paonia CO 81428

Mailing Address

Street Address

40467 MATHEWS LANE

City, State, ZIP Code

Paonia CO 81428

Email

bergharvestllc@gmail.com

Operating Manager

Lauren M Thliveris

Date of Birth

Home Address

10

Street Address

Phone Number

City

State

ZIP Code

Paonia

CO

81428

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented?

☒ Owned

*If rented, expiration date of lease

☐ Rented*

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☐ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?..... ☐ Yes ☒ No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... ☐ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?..... ☐ Yes ☒ No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... ☐ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?

☐ Yes ☒ No

If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?

☒ Yes ☐ No

If yes, attach a detailed explanation.

Violation on 08/30/2024

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?

☐ Yes ☒ No

If yes, attach a detailed explanation.

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Lauren M Thliveris

Title

Owner

Signature

Date (MM/DD/YY)

Lauren M Thliveris

03/09/2025

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Title

Attest

Signature

Date (MM/DD/YY)

DR 8495 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Tax Check Authorization, Waiver, and Request to Release Information

I, Lauren M Thliveris

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

Berg Harvest LLC dba Berg Harvest Mercantile

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

Berg Harvest LLC dba Berg Harvest Mercantile

Social Security Number/Tax Identification Number

68-0587490

Home Phone Number

Business/Work Phone Number

608-347-7722

Street Address

73 Samuel Wade Road

City

Paonia

State ZIP Code

CO

81428

Printed name of person signing on behalf of the Applicant/Licensee

Lauren M Thliveris

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) Date Signed

Lauren M Thliveris

03/09/2025

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
4 Rivers Equipment LLC								
1438	4 Rivers Equipment LLC	1753217	Rubber Tracks 450MM, poly Grea	03/13/2025	1,783.55		70-51-23 VEHICLE EXPENSE	03/31/2025
1438	4 Rivers Equipment LLC	1753217	Rubber Tracks 450MM, poly Grea	03/13/2025	1,783.55		60-50-23 VEHICLE EXPENSE	03/31/2025
1438	4 Rivers Equipment LLC	1753217	Rubber Tracks 450MM, poly Grea	03/13/2025	891.78		10-45-23 VEHICLE EXPENSE	03/31/2025
1438	4 Rivers Equipment LLC	1753218	Rubber Track, Poly Grease	03/13/2025	1,587.64		60-50-23 VEHICLE EXPENSE	03/31/2025
1438	4 Rivers Equipment LLC	1753218	Rubber Track, Poly Grease	03/13/2025	793.83		10-45-23 VEHICLE EXPENSE	03/31/2025
1438	4 Rivers Equipment LLC	1753218	Rubber Track, Poly Grease	03/13/2025	1,587.64		70-51-23 VEHICLE EXPENSE	03/31/2025
1438	4 Rivers Equipment LLC	2-28-2025 STA	Parts	02/28/2025	34.91		70-51-22 REPAIRS & MAINTENANCE	03/31/2025
1438	4 Rivers Equipment LLC	2-28-2025 STA	Parts	02/28/2025	34.91		10-46-22 REPAIRS & MAINTENANCE	03/31/2025
1438	4 Rivers Equipment LLC	2-28-2025 STA	Parts	02/28/2025	34.91		10-45-22 REPAIRS & MAINTENANCE	03/31/2025
Total 4 Rivers Equipment LLC:					8,532.72			
ADP, INC								
1352	ADP, INC	685027309	Workforce Now Payroll Solution B	03/07/2025	45.30		10-41-20 LEGAL, ENGINEERING & PR	03/31/2025
1352	ADP, INC	685027309	Workforce Now Payroll Solution B	03/07/2025	45.30		10-42-20 LEGAL, ENGINEERING & PR	03/31/2025
1352	ADP, INC	685027309	Workforce Now Payroll Solution B	03/07/2025	45.30		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
1352	ADP, INC	685027309	Workforce Now Payroll Solution B	03/07/2025	45.31		70-51-20 LEGAL, ENGINEERING & PR	03/31/2025
1352	ADP, INC	685027309	Workforce Now Payroll Solution B	03/07/2025	45.31		80-52-20 LEGAL, ENGINEERING & PR	03/31/2025
Total ADP, INC:					226.52			
All Copy Products Inc								
1268	All Copy Products Inc	5033603061	Coverage 3/27/25 - 4/26/25	03/12/2025	99.43		10-41-74 MACHINERY & EQUIPMENT	03/31/2025
1268	All Copy Products Inc	5033603061	Coverage 3/27/25 - 4/26/25	03/12/2025	99.43		70-51-77 MACHINERY & EQUIPMENT	03/31/2025
1268	All Copy Products Inc	5033603061	Coverage 3/27/25 - 4/26/25	03/12/2025	99.44		60-50-77 MACHINERY & EQUIPMENT	03/31/2025
1268	All Copy Products Inc	5033603061	Coverage 3/27/25 - 4/26/25	03/12/2025	99.44		80-52-77 MACHINERY & EQUIPMENT	03/31/2025
Total All Copy Products Inc:					397.74			
AMKO Bond Services LLC								
1444	AMKO Bond Services LLC	2024116	Filing Assistance Services Agree	12/31/2024	250.00		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
Total AMKO Bond Services LLC:					250.00			
Bruin Waste								
1307	Bruin Waste	237388	Porta Toilet, Anti-freeze Lamborn	03/05/2025	114.75		60-50-24 RENTALS	03/31/2025
1307	Bruin Waste	237388	Porta Toilet, Anti-Freeze - 332 4th	03/05/2025	261.00		10-46-24 RENTALS	03/31/2025
Total Bruin Waste:					375.75			
City Of Grand Junction								
673	City Of Grand Junction	2025-0007364	Lab Test	02/28/2025	138.00		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total City Of Grand Junction:								
					138.00			
Consolidated Electrical Distributors Inc								
1318	Consolidated Electrical Distributor	FEB 2025 STA	Shop/Exit Lights, Water Plant, Ov	02/25/2025	279.47		10-46-25 SHOP EXPENSE	03/31/2025
1318	Consolidated Electrical Distributor	FEB 2025 STA	Shop/Exit Lights, Water Plant, Ov	02/25/2025	279.47		10-45-25 SHOP EXPENSE	03/31/2025
1318	Consolidated Electrical Distributor	FEB 2025 STA	Shop/Exit Lights, Water Plant, Ov	02/25/2025	279.47		80-52-25 SHOP EXPENSE	03/31/2025
1318	Consolidated Electrical Distributor	FEB 2025 STA	Shop/Exit Lights, Water Plant, Ov	02/25/2025	279.47		60-50-25 SHOP EXPENSE	03/31/2025
1318	Consolidated Electrical Distributor	FEB 2025 STA	Shop/Exit Lights, Water Plant, Ov	02/25/2025	279.47		70-51-25 SHOP EXPENSE	03/31/2025
1318	Consolidated Electrical Distributor	FEB 2025 STA	Shop/Exit Lights, Water Plant, Ov	02/25/2025	257.47		60-50-22 REPAIRS & MAINTENANCE	03/31/2025
Total Consolidated Electrical Distributors Inc:					1,654.82			
Duckworks Auto Parts Inc								
50	Duckworks Auto Parts Inc	03670032518	Hartman brothers	03/05/2025	19.95		10-46-25 SHOP EXPENSE	03/31/2025
50	Duckworks Auto Parts Inc	03670032518	Hartman brothers	03/05/2025	19.96		10-45-25 SHOP EXPENSE	03/31/2025
50	Duckworks Auto Parts Inc	03670032518	Hartman brothers	03/05/2025	19.96		60-50-25 SHOP EXPENSE	03/31/2025
50	Duckworks Auto Parts Inc	03670032518	Hartman brothers	03/05/2025	19.96		70-51-25 SHOP EXPENSE	03/31/2025
Total Duckworks Auto Parts Inc:					79.83			
EAGLE WASH								
1367	EAGLE WASH	1011	Car Wash Services	03/18/2025	44.69		10-42-23 VEHICLE EXPENSE	03/31/2025
1367	EAGLE WASH	1011	Car Wash Services	03/18/2025	30.38		70-51-23 VEHICLE EXPENSE	03/31/2025
1367	EAGLE WASH	1011	Car Wash Services	03/18/2025	30.38		60-50-23 VEHICLE EXPENSE	03/31/2025
1367	EAGLE WASH	1011	Car Wash Services	03/18/2025	20.24		10-46-23 VEHICLE EXPENSE	03/31/2025
1367	EAGLE WASH	1011	Car Wash Services	03/18/2025	20.24		10-45-23 VEHICLE EXPENSE	03/31/2025
Total EAGLE WASH:					145.93			
Earthworx Excavation, LLC								
1431	Earthworx Excavation, LLC	PAYMENT NO.	2MG Tank RehabilitationProject N	03/12/2025	59,402.04		60-50-72 CAP OUTLAY-Water Tank Reli	03/31/2025
Total Earthworx Excavation, LLC:					59,402.04			
Empower Trust Company LLC								
1190	Empower Trust Company LLC	1275412712	Retirement Plan PPE	03/07/2025	3,961.66		10-0220 RETIREMENT PLAN	03/31/2025
Total Empower Trust Company LLC:					3,961.66			
ENVIRO-CHEM ANALYTICAL INC								
1221	ENVIRO-CHEM ANALYTICAL IN	14171074	NO2, NO3, Se, PD	03/12/2025	65.30		70-51-20 LEGAL, ENGINEERING & PR	03/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total ENVIRO-CHEM ANALYTICAL INC:								
Fire & Police Pension Assn.								
63	Fire & Police Pension Assn.	START DATE 0	SRP - DB Component Paonia Poli	03/05/2025	4,381.21	10-0219	FPPA	03/31/2025
Total Fire & Police Pension Assn.:								
Green Analytical Laboratories								
1246	Green Analytical Laboratories	2503047	PFAS 537.1	03/14/2025	450.00	60-50-20	LEGAL, ENGINEERING & PR	03/31/2025
Total Green Analytical Laboratories:								
Kendall Excavating								
424	Kendall Excavating	2232	Whistling Acres Pipeline, Pipe Re	03/10/2025	138.96	60-50-22	REPAIRS & MAINTENANCE	03/31/2025
Total Kendall Excavating:								
Lasting Impressions								
98	Lasting Impressions	29529	Printed Clothing	02/24/2025	62.00	10-46-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29529	Printed Clothing	02/24/2025	62.00	10-45-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29529	Printed Clothing	02/24/2025	62.00	80-52-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29529	Printed Clothing	02/24/2025	62.00	60-50-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29529	Printed Clothing	02/24/2025	62.00	70-51-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29530	Printables	02/24/2025	77.60	10-46-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29530	Printables	02/24/2025	77.60	10-45-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29530	Printables	02/24/2025	77.60	80-52-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29530	Printables	02/24/2025	77.60	60-50-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29530	Printables	02/24/2025	77.60	70-51-16	OPERATING SUPPLIES	03/31/2025
98	Lasting Impressions	29538	2XL White Logo Grey, Navy	03/02/2025	34.99	10-41-15	OFFICE SUPPLIES	03/31/2025
98	Lasting Impressions	29538	2XL White Logo Grey, Navy	03/02/2025	34.99	60-50-15	OFFICE SUPPLIES	03/31/2025
98	Lasting Impressions	29538	2XL White Logo Grey, Navy	03/02/2025	34.99	70-51-15	OFFICE SUPPLIES	03/31/2025
98	Lasting Impressions	29538	2XL White Logo Grey, Navy	03/02/2025	34.99	80-52-15	OFFICE SUPPLIES	03/31/2025
Total Lasting Impressions:								
Mail Services, LLC.								
645	Mail Services, LLC.	1976973	1st class postage, product, print	03/10/2025	185.84	60-50-17	POSTAGE	03/31/2025
645	Mail Services, LLC.	1976973	1st class postage, product, print	03/10/2025	185.83	70-51-17	POSTAGE	03/31/2025
645	Mail Services, LLC.	1976973	1st class postage, product, print	03/10/2025	185.83	80-52-17	POSTAGE	03/31/2025
Total Mail Services, LLC.:								

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Mesa County Public Health Regional Lab								
763	Mesa County Public Health Regio	12849	Total Coliform w/ E. coli	03/05/2025	25.00		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
763	Mesa County Public Health Regio	12850	Total Coliform w/ E. coli	03/05/2025	25.00		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
Total Mesa County Public Health Regional Lab:					50.00			
North Fork Service (Reedy's)								
141	North Fork Service (Reedy's)	FEB 2025 - PW	WATER FUEL	02/01/2025	181.96		60-50-23 VEHICLE EXPENSE	03/31/2025
141	North Fork Service (Reedy's)	FEB 2025 - PW	STREET'S FUEL	02/01/2025	181.96		10-45-23 VEHICLE EXPENSE	03/31/2025
141	North Fork Service (Reedy's)	FEB 2025 - PW	PARKS FUEL	02/01/2025	181.96		10-46-23 VEHICLE EXPENSE	03/31/2025
141	North Fork Service (Reedy's)	FEB 2025 - PW	SANITATION FUEL	02/01/2025	181.96		80-52-23 VEHICLE EXPENSE	03/31/2025
141	North Fork Service (Reedy's)	FEB 2025 - PW	WASTEWATER FUEL	02/01/2025	181.98		70-51-23 VEHICLE EXPENSE	03/31/2025
141	North Fork Service (Reedy's)	FEB 2025 PD	Fuel Jan 2025 PD	02/01/2025	997.68		10-42-23 VEHICLE EXPENSE	03/31/2025
141	North Fork Service (Reedy's)	FORD 033QF	JORDAN'S TRUCK TIRES	02/24/2025	447.10		60-50-23 VEHICLE EXPENSE	03/31/2025
141	North Fork Service (Reedy's)	FORD 033QF	JORDAN'S TRUCK TIRES	02/24/2025	447.10		70-51-23 VEHICLE EXPENSE	03/31/2025
Total North Fork Service (Reedy's):					2,801.70			
Paonia Farm & Home Supply Inc								
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	15.58		10-41-25 TOWN HALL EXPENSE	03/31/2025
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	12.99		10-42-22 REPAIRS & MAINTENANCE	03/31/2025
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	2.34		10-45-23 VEHICLE EXPENSE	03/31/2025
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	14.80		10-45-25 SHOP EXPENSE	03/31/2025
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	10.99		10-46-22 REPAIRS & MAINTENANCE	03/31/2025
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	14.80		10-46-25 SHOP EXPENSE	03/31/2025
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	58.75		60-50-25 SHOP EXPENSE	03/31/2025
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	22.17		70-51-25 SHOP EXPENSE	03/31/2025
125	Paonia Farm & Home Supply Inc	FEB 28TH 202	sander, water, owl cameras, test e	02/28/2025	14.79		80-52-25 SHOP EXPENSE	03/31/2025
Total Paonia Farm & Home Supply Inc:					167.21			
Peak Alarm Co., Inc								
1119	Peak Alarm Co., Inc	6184634	ADMIN ALARM	04/01/2025	37.40		10-41-20 LEGAL, ENGINEERING & PR	03/31/2025
1119	Peak Alarm Co., Inc	6184634	WATER ALARM	04/01/2025	37.40		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
1119	Peak Alarm Co., Inc	6184634	WW ALARM	04/01/2025	37.40		70-51-20 LEGAL, ENGINEERING & PR	03/31/2025
1119	Peak Alarm Co., Inc	6184634	TRASH ALARM	04/01/2025	37.41		80-52-20 LEGAL, ENGINEERING & PR	03/31/2025
Total Peak Alarm Co., Inc:					149.61			
PROTECH DIESEL REPAIR								
1381	PROTECH DIESEL REPAIR	812	Trash truck Repair	03/03/2025	8,032.19		80-52-77 MACHINERY & EQUIPMENT	03/31/2025
Total PROTECH DIESEL REPAIR:					8,032.19			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Redden, Jordan								
1167	Redden, Jordan	REIMBURSEM	Footwear Reimbursement March	03/08/2025	75.00		60-50-16 OPERATING SUPPLIES	03/31/2025
1167	Redden, Jordan	REIMBURSEM	Footwear Reimbursement March	03/08/2025	75.00		70-51-16 OPERATING SUPPLIES	03/31/2025
Total Redden, Jordan:					150.00			
Reschke, Luke								
1443	Reschke, Luke	PERMIT REFU	Building Permit Refund	03/18/2025	135.00		10-32-03 BUILDING PERMITS	03/31/2025
Total Reschke, Luke:					135.00			
RESPEC Company LLC								
1124	RESPEC Company LLC	INV02250382	Raw Water Monitoring	03/12/2025	510.00		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
1124	RESPEC Company LLC	INV01250535	RAW WATER MONITORING	02/18/2025	387.50		60-50-73 CAP OUTLAY-West Loop Impr	03/31/2025
1124	RESPEC Company LLC	INV01250597	WWW CONSTRUCTION STAND	02/19/2025	1,548.87		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
1124	RESPEC Company LLC	INV01250597	WWW CONSTRUCTION STAND	02/19/2025	1,548.88		70-51-20 LEGAL, ENGINEERING & PR	03/31/2025
1124	RESPEC Company LLC	INV01250789	Water/WW GENERAL ENGINE	02/20/2025	633.75		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
1124	RESPEC Company LLC	INV01250799	Water/WW GENERAL ENGINE	02/20/2025	633.75		70-51-20 LEGAL, ENGINEERING & PR	03/31/2025
1124	RESPEC Company LLC	INV01250800	Water CIP PHASE 1 - WATER S	02/20/2025	8,950.00		60-50-73 CAP OUTLAY-West Loop Impr	03/31/2025
1124	RESPEC Company LLC	INV02250635	Water/WW General Engineering	03/14/2025	367.50		70-51-20 LEGAL, ENGINEERING & PR	03/31/2025
1124	RESPEC Company LLC	INV02250635	Water/WW General Engineering	03/14/2025	835.00		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
1124	RESPEC Company LLC	INV02250786	Water CIP Phase 1 - Water Syste	03/17/2025	5,357.25		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
Total RESPEC Company LLC:					20,768.50			
Rhinehart Oil Co.								
1224	Rhinehart Oil Co.	118347CT	Diesel Fuel	02/28/2025	443.53		80-52-23 VEHICLE EXPENSE	03/31/2025
Total Rhinehart Oil Co.:					443.53			
Robert's Enterprises Inc								
145	Robert's Enterprises Inc	BILL DATE 031	14432 & 14436 CRESTHAVEN T	03/10/2025	110.00		80-52-02 CONTRACT LABOR	03/31/2025
Total Robert's Enterprises Inc:					110.00			
Shums Coda Associates								
1170	Shums Coda Associates	18948	February Building Permit Plan Re	03/14/2025	1,380.00		10-43-20 LEGAL, ENGINEERING & PR	03/31/2025
Total Shums Coda Associates:					1,380.00			
Southwestern Systems, Inc								
152	Southwestern Systems, Inc	203428	Jet Cleaning 123 Oak Ave, TV Ins	03/04/2025	1,455.00		70-51-22 REPAIRS & MAINTENANCE	03/31/2025

Report dates: 3/1/2025-3/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Southwestern Systems, Inc:								
					1,455.00			
Stewart Ditch and Reservoir Co								
226	Stewart Ditch and Reservoir Co	6826	Shareholder Admin Fee Annual A	03/05/2025	648.45		10-46-31 DUES & SUBSCRIPTIONS	03/31/2025
Total Stewart Ditch and Reservoir Co:								
					648.45			
The UPS Store #5734								
1256	The UPS Store #5734	MMTT0M78HE	NDA EARLY AM	03/04/2025	202.02		60-50-20 LEGAL, ENGINEERING & PR	03/31/2025
Total The UPS Store #5734:								
					202.02			
United Companies Inc								
162	United Companies Inc	1623364	Road Base, Enviro Fee, Fuel Surc	03/13/2025	128.98		10-45-25 SHOP EXPENSE	03/31/2025
162	United Companies Inc	1623364	Road Base, Enviro Fee, Fuel Surc	03/13/2025	128.99		10-46-25 SHOP EXPENSE	03/31/2025
162	United Companies Inc	1623364	Road Base, Enviro Fee, Fuel Surc	03/13/2025	128.99		80-52-25 SHOP EXPENSE	03/31/2025
162	United Companies Inc	1623364	Road Base, Enviro Fee, Fuel Surc	03/13/2025	128.99		60-50-25 SHOP EXPENSE	03/31/2025
162	United Companies Inc	1623364	Road Base, Enviro Fee, Fuel Surc	03/13/2025	128.99		70-51-25 SHOP EXPENSE	03/31/2025
Total United Companies Inc:								
					644.94			
USA Blue Book								
441	USA Blue Book	INV00641310	BUFFER POUCHES, TUBE ASS	03/04/2025	362.28		60-50-22 REPAIRS & MAINTENANCE	03/31/2025
441	USA Blue Book	INV00641310	BUFFER POUCHES, TUBE ASS	03/04/2025	599.38		60-50-14 CHEMICALS	03/31/2025
Total USA Blue Book:								
					961.66			
Western Implement								
1301	Western Implement	IN46088	CAPTIVE RR, WHEEL, DEBURRI	03/06/2025	27.34		10-45-25 SHOP EXPENSE	03/31/2025
1301	Western Implement	IN46088	CAPTIVE RR, WHEEL, DEBURRI	03/06/2025	27.34		10-46-25 SHOP EXPENSE	03/31/2025
1301	Western Implement	IN46088	CAPTIVE RR, WHEEL, DEBURRI	03/06/2025	27.34		80-52-25 SHOP EXPENSE	03/31/2025
1301	Western Implement	IN46088	CAPTIVE RR, WHEEL, DEBURRI	03/06/2025	27.34		60-50-25 SHOP EXPENSE	03/31/2025
1301	Western Implement	IN46088	CAPTIVE RR, WHEEL, DEBURRI	03/06/2025	27.35		70-51-25 SHOP EXPENSE	03/31/2025
1301	Western Implement	IN46088	CAPTIVE RR, WHEEL, DEBURRI	03/06/2025	12.69		60-50-16 OPERATING SUPPLIES	03/31/2025
1301	Western Implement	IN46088	CAPTIVE RR, WHEEL, DEBURRI	03/06/2025	12.69		70-51-16 OPERATING SUPPLIES	03/31/2025
Total Western Implement:								
					162.09			
Winwater Corp								
491	Winwater Corp	078945 01	2mil gallon res	03/06/2025	1,163.44		60-50-72 CAP OUTLAY-Water Tank Reli	03/31/2025
Total Winwater Corp:								
					1,163.44			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
WYNN, STEFEN								
1334	WYNN, STEFEN	EXPENSE REI	Reimbursement for Travel Jan-Mar	03/10/2025	150.53	10-41-26	TRAVEL, MEETINGS & TRAI	03/31/2025
1334	WYNN, STEFEN	EXPENSE REI	Reimbursement for Travel Jan-Mar	03/10/2025	150.53	60-50-26	TRAVEL, MEETINGS & TRAI	03/31/2025
1334	WYNN, STEFEN	EXPENSE REI	Reimbursement for Travel Jan-Mar	03/10/2025	150.54	70-51-26	TRAVEL, MEETINGS & TRAI	03/31/2025
1334	WYNN, STEFEN	EXPENSE REI	Reimbursement for Travel Jan-Mar	03/10/2025	150.54	80-52-26	TRAVEL, MEETINGS & TRAI	03/31/2025
Total WYNN, STEFEN:					602.14			
Grand Totals:					121,623.42			

Board Meeting Date: _____

Town Administrator: _____

Finance Committee/Mayor: _____

Finance Committee/Trustee: _____

Trustees: _____

Date Reviewed: _____

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE						
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design). CO #1 approved at the 8.22.23 Board Meeting. CO #1 was executed and submitted to SGM on 8.28.23. CDOT approved RMS Grant, R/W acquired from School Board and design is being finalized for construction. CDOT & SGM informed the Town that construction is likely in Spring 2025 and the estimated probable cost of construction is \$2.5MM. Meeting held with affected property owners in July 2024. FOR Meeting with CDOT held on 8/7/2024, cost now \$2.9MM. RAISE grant submitted for supplemental funding on 1.21.2025	~\$2,900,000.00	7.14.23	1.24.2025	Pristine Infrastructure and Critical Facilities	
Policy Reviews: Purchasing, Internal Controls, and Personnel, Credit Card Policy	These processes and policies will be a product to be worked on during 2024. Purchasing, Internal Controls estimated completion 5/30/2024; Personnel estimated completion 12/30/2024. Credit Card policy is ready for 7.23.2024 agenda. Purchasing Policy with Internal Controls complete in Purchasing Manual ready for Board Consideration on 9/10/2024. Personnel Policy review to take place in December. Purchasing, credit card and related financial policies have been adopted and completed. Next month personnel policy updates will have its own line item.	Staff Time	7.17.23	8.23.2024	Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems; Organizational Excellence and Staff Development	9.17.2024
Ordinance for Consecutive Systems (Water Companies)/Agreements with Water Companies	At a minimum an agreement with water companies that describes expectations from the town, expectations from the water companies/subdivisions, indemnification, and insurance requirements should be considered to reduce liability to the town. Further discussion with the Water Attorney is necessary. Standardized IGA with Water Companies with clauses for maintenance and increasing bulk water rates for non-compliance/if Water Company chooses to have the town complete maintenance. Town Attorney working on Draft Agreement for Hidden Valley water company. Multiple Water Companies have requested formalized agreements with the Town. Hidden Valley has replied that they do not want to enter into a new agreement with the Town but would rather add a supplement to the agreement with the Town taking on additional responsibilities for meter reading and billing without fixing or repairing their system. Being Considered with Code Revision from Sustainable Futures. Collaborative Approach to Consecutive Systems TBD September - December. Creation of Paonia Water System Coalition, TBD February 2025.	Staff Time (for actual agreements there will be a fee from attorney review TBD)	7.11.23	1.24.2025	Pristine Infrastructure and Critical Facilities; Communications and Records Management	
Code Re-Write	If funded by DOLA grant, then an RFP will need to be issued to meet the competitive bid requirement. Scheduled a phone call with a separate consulting firm to get a budget figure on price for DOLA grant for 8.28.23, once budget price received, will submit to DOLA for their consideration. Received Council Approval for \$25,000 Match from DOLA Admin Grant on 9.14.23. Submission of Grant on 9.15.23. Resubmitted Grant information to DOLA on 11.22.23. RFQ will be live in 2024 after grant funding is awarded and approved. RFP will be made live on 2.5.24 RFP Consultant selection/decision being made on 4.23.2024. Work has begun on code rewrite, sustainable futures selected as consultant. Special Meeting held on 8/20/2024 for feedback from Trustees on Code Rewrite. Need to ask for extension on the project from DOLA. Consultant is awaiting completion of Comprehensive Plan to finalize code adjustments as of 1.22.2025.	\$38,000	7.11.23	1.24.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Chase ink Credit Account	Submitted a letter to Chase Card Services to get control of the online banking account for the Chase ink Credit Card. Would like to see if any cashback rewards have been earned, and if so, where are they. Continue to get control of Chase Bank Credit Cards - will need to travel to Telluride and visit Chase Banker in person. Form has been signed by former finance director and signed by myself and sent to Chase Bank for final approval. Awaiting Chase Banks response. Chase Bank denied the change of ownership and awaiting for further action.	Staff Time	7.28.23	7.19.2024	Transparent, Secure and Accurate Financial and Administrative Systems	
Special Event Process and Applications	Improve the process and include the recent ordinance for street closures in the application process. This also includes the process for park reservations. Request to be on agenda for 2.11.2025 for discussion of setting an ad-hoc policy committee of Trustees (who would also introduce an ordinance), staff, and special event organizers for policy development.	Staff Time	8.1.23	1.24.2025	Organizational Excellence and Staff Development; Communications and Records Management	
Creation of a Municipal Comprehensive Emergency Management Plan	Town staff have worked closely with a county-wide Hazard Mitigation Plan with Delta County Emergency Management and as approved by FEMA and state regulators. The Town needs a specific emergency management plan to the town for continuity of operations.	Staff Time	1.1.2025	1.24.2025	Organizational Excellence and Staff Development; Communications and Records Management; Safe and Resilient Community	
Personnel Policy and Handbook Updates	There is a need to update the personnel policy to include relevant federal and state requirements as well as clarify several existing policies. Updates need to be made to the handbook that reflect administrative policies that have been implemented, changed or enacted since 2018.	Staff Time	1.1.2025	1.24.2025	Organizational Excellence and Staff Development	
Creation of Neighborhood Watch Organization	Concerned Residents and business owners brought forward a request to discuss what can and can't be done about criminal activity and disturbances of peace downtown. Staff meet with the group and told them what the Town can and can't do in regards to protecting civil rights of individuals. Out of the discussion came a request to start a neighborhood watch organization and possibly a citizen's academy. Staff would like to formally create a plan with at least one Trustee, Staff and residents/business owners interested in helping form policy to serve on a committee that may result in a new ordinance.	Staff Time	1/12/1900	1.24.2025	Safe and Resilient Community; Communication and Records Management	
Sort/Dispose of Box of Outdated Bank Info		Staff Time	2/5/2025		Communication and Records Management	
FINANCE DEPARTMENT						
Add Community Development Module to Caselle	Board of Trustees approved a new module with Caselle for Community Development to track all permits issued by the town. Final step is building forms such as certificate of occupancy, event permits, etc. On the last step for setting this up, permit templates. Ran into Caselle issues but should be resolved now. In process of trying to reschedule when all key staff are available for training	≈\$20,000 with recurring annual costs (already paid, implementation is beginning)	7.1.24	1.22.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Consider Adding Purchase Order module with Caselle	With the adoption of a Purchasing Manual in September, the new process will include a three-way match requirement for purchase orders. Current purchase orders are tracked on a spreadsheet, but with the module they'll be tracked in Caselle. Requisitions/Purchase Order package has been purchased and is in initial setup. Module has been adding, working implementing with the new year.	≈\$3,000 with recurring annual costs (already paid, implementation is beginning)	8.1.2024	1.22.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Meter Updates in Caselle	Working with Public Works department to check meter ids, endpoints in Caselle and change as many as possible to radio read. No recent meter changes due to sever cold. Project to resume in spring.	Time and Materials, each meter installation cost is ≈\$1,400	5.27.24	1.22.2025	Pristine Infrastructure and Critical Facilities; Transparent, Secure and Accurate Financial and Administrative Systems	
Documenting Accounting and Utility Processes	Recording processes for water meter read input, utility billing, red tags, disbursement approval, printing checks for approved disbursements and other departmental tasks. Major department duties have been documented. Checking for smaller or new processes that still might need documentation.	Staff Time	7.1.24	7.17.24	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Caselle Budget Tools for Department Heads	Working on setting up budget review and creation tools for department heads within Caselle Connect Online. Once set up Department Heads will be able to access and view their current budget, funds and line items specific to their department from their town devices. As of 8/1/2024, this is live and Department Heads are able to see their budget/actuals as items are booked to the GL.	Staff Time	7.16.24	8.23.2024	Transparent, Secure and Accurate Financial and Administrative Systems	8.1.2024
ClearGov Intergration with Caselle	Both platforms have been in use for some time but have not been integrated. After the most recent budget season the Town Treasurer/Administrator determined ClearGov to not be a good fit for the Town of Paonia needs and is in the process of terminating the contract with vendor.	Reduction of ~\$30,000 in cost savings	7.17.24	2.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	2.18.2025
Take Over Payroll Process	Was decided that fiance would be taking over payroll process from HR. To work on training and transfer of duties over next pay periods. Finance has trained last 2 pay periods on ADP, FPPA and Empower processes. Next pay period will run with back up as required from HR. Still to train on additions, edits, and contributions.	Staff Time	1.14.2025	2.24.2025	Organizational Excellence and Staff Development	
Bank Access Issues	Bank access for records and current information has been inconsistent. Work with an approved bank signer and bank to resolve issues.	Staff Time	2.5.2025		Transparent, Secure and Accurate Financial and Administrative Systems	
Caselle Vendor Record Clean Up	Outdated vendors need to be closed out. Make sure all current and new vendors are set up correctly and have accurate W9 information on file. Handful of vendors updated.	Staff Time	2.5.2025	2.24.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	
CLERK'S DEPARTMENT						
Xpress Bill Pay / Caselle Integration	Integration changes to Caselle System to disconnect Point & Pay and update it for XBP completed on 12/16/2024. Staff training on the new system was completed on 1/7/2025. XBP is now live but currently implemented for in-person payments at the Town Hall counter to ensure all is working as promised before opening it up to the public online. With the configuratiion changes made in Caselle, payments post in real-time. On track for opening up to the public on 2/1/2025. XBP went live to the public 2/1, with a seperate non-utilities payment gateway added as well. As of 2/10/2025: 35 Online Accounts created, with 20 opting for paperless option. Reconsilation all good. Issue with accepting AMEX cards addressed but not available yet.	Monthly fees + Staff Time	12.16.2024	02.10.2025	Organizational Excellence and Staff Development; Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
New SQL & Access Databases	Databases: Dog Tags (Completed and Live) - Need to update for 2025 and modify web pages for easier sorting. Completed SQL queries to sort 2024 vs 2025 for easier readability.	Staff Time	01.01.2024	02.10.2025	Organizational Excellence and Staff Development; Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
Create checklists for Clerk Duties	Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistency and thoroughness. Updating as we go concurrent with the training for new Deputy Clerk - Ongoing	Staff Time	7.19.23	1.29.24	Organizational Excellence and Staff Development; Communication and Records Management	
MuniDocs clean- up & catch up	Still in process as time permits, This has also become the landing place for Board Committee Agenda's and minutes		9.14.23	9.30.24	Organizational Excellence and Staff Development; Communication and Records Management	
CIRSA Audit	Coordinating with Dept Heads to fix deficiencies	Staff time	5.9.24	6.4.24	Organizational Excellence and Staff Development; Communication and Records Management	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Update Public Records Policy	On March 11, 2025 agenda	Staff Time	10.10.24	3.10.2025	Organizational Excellence and Staff Development; Communication and Records Management	03.10.2025
Create Marketing Policy (including Social Media Policy)	During the 1.14.2025 Board Meeting, Trustees asked that Staff research and recommend ways to better communicate with Residents, Businesses, Visitors and the extended Paonia Community. Staff recommended that a marketing and communications policy be created for the Board to review.	Staff Time	1.14.2025	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management	
New/Transfer Liquor License Packet	In process	Staff Time	10.10.24	3.19.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Disaster Recovery Plan for Records - to be included in a Municipal Comprehensive Emergency Management Plan		Staff Time	10.10.24		Organizational Excellence and Staff Development; Communication and Records Management	
Laserfiche implementation	Clerk and Deputy Clerk had a troubleshooting session around security, permissions and retention programming. Continuing to upload documents and schedule Professional Service time with specialists to set up workflows.	\$11,257.50 first year with \$7757.50 annual from 2026 on	10.11.24	03.20.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Munimeetings Migration to CivicsPlus Select	Clerk and Deputy Clerk had minutes training in the new system and should soon be setting a hard transfer date soon!	\$2310.00 Implementation, integration and migration fee.	10.24.24	2.13.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Codification, Supplement Number 05	Authorized Codification for Ord. 2023-06, 2023-07, 2024-01, 2024-02, 2024-03, fine tuning	1500.00 est	10.30.2024	10.30.24	Organizational Excellence and Staff Development; Communication and Records Management	2/4/2025
Create and implement Safety Policy and Plan	Working together with Deputy Public Works Director to develop and coordinate Town safety plan.		1.29.2025	03.15.2025	Organizational Excellence and Staff Development, Safe and Resilient Community	
Boards and Committee's Policies and Processes	First step underway, creating new applications, job description, expectations, interview process	Staff Time	10.21.24	10.30.24	Organizational Excellence and Staff Development; Communication and Records Management	
Outline and Implement New Hire Onboarding process	Rough draft created, need review with other dept heads and administrator and fine tuning before being put into place	Staff Time	2.4.2025	2.13.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Electronic Communications & Device Security Policy	Enacted on 1.20.25, disbursing to staff and Boards to collect signature pages, have collected half of the signature pages	Staff Time	11/7/2024	2.13.2025	Organizational Excellence and Staff Development; Communication and Records Management	2.24.2025
ORD 2024-04 Amending Chapter 2 Articles 6, 7 & 8 of the Paonia Municipal Code	With Clay for Review for 12/10 agenda. Enacted 1.20.25.	Staff Time	11/7/2024	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Implementing O 2024-04 with Boards and committees	Emails assigned and distributed, working on coordination and set-up with Clerk's Office and Boards and Commissions. All town issued emails out and new processes, agenda and packet deadlines in place and being enforced.	Staff Time	1.20.25	2.13.2025	Organizational Excellence and Staff Development; Communication and Records Management	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Special Election for April 1, 2025	Call for election complete. Special Election on track and will take place 04/01/2025.	est \$3200.00	1.14.25	2/5/2025	Organizational Excellence and Staff Development; Communication and Records Management	
SHRM-CP Certification	Started classes with goal of taking certification test in 2026, starting with Leadership & Navigation Competency	\$900	1/31/2025	2/5/2025	Organizational Excellence and Staff Development; Communication and Records Management	
Registered Parliamentarian Ceritfication	Completed Class "Motions in General"	Membership dues of aroun \$100.00	1/31/2025	2/13/2025	Organizational Excellence and Staff Development; Communication and Records Management	
Apply for CMC	One more classes to take	\$200	1/24/2023	2/4/2025	Organizational Excellence and Staff Development; Communication and Records Management	
PUBLIC WORKS						
ADA Transition Plan	Discussed at Department Head Meeting, will need to begin to evaluate crossings throughout intersections in Town. Will add this to fulcrum and add notes in GIS about intersections in compliance and intersections that need to be brought into compliance with ADA standards. Working with Town Administrator to accomplish a true plan. Request on agenda for 2.11.2025 to send an RFP to hire a consultant to complete a ADA transition plan for the Town.	≈\$30,000	8.1.23	1.24.2025	Organizational Excellence and Staff Development; Pristine Infrastructure and Critical Facilities	
Add cornering mirror at Pan American and Rio Grande	Initial mirror blew down in wind storm. Need to re-order a larger mirror	Staff Time	8.8.23	1.24.2025	Safe and Resilient Community	
Working on lead service line inventory	Inventory is complete. Waiting on next steps from CDPHE	Staff Time	11/6/2023	1/23/2025	Pristine Infrastrucutre and Critical Facilities;	
Mays water availability.	Conveyance agreement with Bone Mesa for raw water coming off of Gelwick through the Town's pipe to the splitter box at Mays	Staff Time (any rehabilitation will incur a cost TBD)		7.17.2024	Pristine Infrastrucutre and Critical Facilities;	
Construction standard update	Standards have been reviewed by Public Works. Waiting on final draft from respec	NTE \$21,600	2/2/2024	1/23/2025	Pristine Infrastrucutre and Critical Facilities;	
Finish NorthWest corner of skatepark.	Looking at options to finish the unfinished portion of the skatepark.	Staff Time (any construction will incur a cost TBD)		1/23/2025	Pristine Infrastrucutre and Critical Facilities;	
Equipment and contract bids	Public works is currently seeking quotes for pavement milling (Samuel Wade Bridge contracted), asphalt rollers. PW is reaching out to Engineers to get a scope of work on bridge repairs as of 1.1.2025	≈\$500,000		1/23/2025	Pristine Infrastrucutre and Critical Facilities;	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Roof repair - Town Hall	Randy with Quality Cool Roofing Solutions inspected the job on 7/29/24. Elite Commercial Roofing will inspect the job on 8/2/24. Innovative Roofing was contacted as well with no response. Elite is the only contractor that sent a quote. It will be discussed in the 8/27/24 public meeting. Repair was put on hold until spring/summer 2025	≈\$40,000	7.29.24	1/23/2025	Pristine Infrastructure and Critical Facilities;	
F-150 Recall	Received official recall letter for the 2014 F-150 recalls for Output Speed Sensor. An unintended downshift into 1st gear. 2014 F-150's are scheduled for recall on 3/18/25	Staff Time	7/1/2024	3/14/2025	Pristine Infrastructure and Critical Facilities;	
Apple Valley Plumbing	Needs to be cameraed to see the extent of damage under the concrete flooring	≈\$2,500		1/23/2025	Pristine Infrastructure and Critical Facilities;	
WATER DEPARTMENT						
CDPHE Free Assistance Program for Lead Service Line Replacement	Applied today for the program with Cory and Stefan as PoC. Will evaluate this program in FY-2024. Sunrise Engineering has been helping us through this process.	Staff Time	8.1.23	11.24.23	Pristine Infrastructure and Critical Facilities;	12.31.2024
Mays Metering	Raw Water at the Mays Springs is being metered. Data is being sent to Brian Mitchem. This is before the split to Bone Mesa.	Staff time	7.2023	1.24.2025	Pristine Infrastructure and Critical Facilities;	
Mays Cleanup / Spring site Cleanup	Clearing trees and brush at Mays along the springs so that tree roots don't get into the pipes. Wrightwater will need specific areas on the springs cleared and cleaned up. Awaiting drawings for their needs.	Staff Time			Pristine Infrastructure and Critical Facilities;	
Meter Audit	46 meter audits complete since Feb. 2024	Staff Time (replacements of meters TBD but ≈\$1,400/meter)	11.2023	1/24/2025	Pristine Infrastructure and Critical Facilities;	
WASTEWATER DEPARTMENT						
Utility Fee Study	Water and Sewer Rates need to be reviewed. 20-year cash flow analysis for water and upcoming restrictions on NPDES permit for wastewater necessitate increases in the rates for utilities. Proposed Rate increases on the Board agenda for December 12, 2023. RESPEC has been given a task order to complete a PNA for future funding in regards to the wastewater system, as part of the PNA a 20-year cash flow analysis will be completed which includes a utility fee study to cover the cost of debt financing repairs and improvements to the waste water collections and treatment systems	≈\$15,000 (\$10,000 grant funding secured)	7.14.23	1.24.2025	Transparent, secure and accurate financial and Administrative Systems	
Aerator at the lagoon failure and disassembled	PW was approved to upgrade surface aeration at 3/11/25 meeting	≈\$18,000	1.1.2025	3/17/2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
POLICE DEPARTMENT						
Compiling possible municipal code additions, subtractions, and combinations to address shortfalls in current muni code	Additions and updated ordinances have been submitted for code rewrite.	Staff Time	5/1/2023	1/16/2025	Organizational Excellence and Staff Development; Communication and Records Management	In Progress
Reactivation of Bicycle Patrol Unit	Equipment is being evaluated priced. Policies are being sourced for review,	Donated/Repurposed Eqpt/ <\$500	8/1/2024	1/16/2025	Safe and Resilient Community	In Progress
Reviewing possible municipal code fee/fine updates to address shortfalls in current muni code	Reaching out to other like sized or surrounding municipalities to compile fee and fine amounts.	UNK	4/1/2023	1/16/2025	Organizational Excellence and Staff Development; Communication and Records Management	In Progress

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Left hand turns into parking spaces on Grand Avenue	Hi-Viz signs have been installed. Painting/stripping options are being evaluated (weather dependant).	UNK	4/1/2024	1/16/2025	Safe and Resilient Community	In Progress
Patrol Car Lettering	All newer patrol cars have been lettered and updated. Only the one remaining Chevy patrol vehicle is in nneed of decals. Awaiting decal supplier on site quote.	<\$1000	7/30/2024	1/16/2025	Organizational Excellence and Staff Development	In Progress
ESS Security Training	Department Staff are continuing to take the ESS trainings and work towards the 630 Point minimum point threshold	Staff Time	5/1/2023	1/16/2025	Safe and Resilient Community	Continuous
Implementation of Spillman FLEX	Working with DCSO on acquiring database access for ONE officers. Awaiting response from CBI.	\$25,121.24	3/1/2023	1/16/2025	Communications and Records management; Safe and Resilient Community	In Progress
Employee appraisal/review	Packets are completed and beeing reviewed by Admin staff. Annual goals and projects are being submitted and reviewed.	Staff Time	1/1/2024	1/16/2025	Organizational Excellence and Staff Development	In Progress
Red Dot Sights for service weapons	Red dot sights have been purchased, but are currently backordered.	\$4,203.54	7/1/2024	1/16/2025	Safe and Resilient Community	In Progress
Updated OHV Ordinance	Public safety committee has met and compiled a list of possible updates. Updated ordidinance has been drafted and reviewd by legal. Electric Vehicle regulations are being considered for addition to the OHV ordinance	Staff Time	9/1/2024	1/16/2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	In Progress
Code Enforcement for parking/inoperable vehicles/RV's/snow removal	Letters are being sent via mail and some are being delivered in-person via uniformed officer.	Staff Time	5/1/2024	1/16/2025	Safe and Resilient Community	Continuous
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th						
Construction Timeline	Construction is estimated to begin in Late-Spring - Mid-Summer of FY-2025. Additional funding has been applied for from RAISE and SRTS. These additional funds will assist the Town is not completely depleting its surplus funds for the project.	≈\$2,900,000	7.17.23	1.24.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
Temporary Construction Easements	Temporary Construction Easements have been approved by CDOT and are awaiting final decisions and coordination from SGM and affected property owners.	Included in Construction Cost	1.1.2025	1.24.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
Hydrogeological Study						
Wrightwater Engineering / Hydrogeological	Wrightwater initial site visit to the springs. Spent 3 days on the mountain gathering data. Brush Clearing is set for this Spring. WWE gave a presentation to the Board about the spring boxes and how we plan to gather more raw water. Study will be conducted Spring 2025. WWE engineering to continue the project with the loss of lead hydrogeologist	\$197,974	7.20.23	3/17/2025	Pristine Infrastrucutre and Critical Facilities;	
Grant for \$25,000 Colorado River Water Conservation District Grant	Contract, COI and W-9 sent and received, have received reimbursements	Staff Time	7.20.23	1.24.2025	Pristine Infrastrucutre and Critical Facilities;	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Grant from Roundtable	\$25,000 awarded to Paonia for completing the Hydrogeological Study	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
CWCB Grant	Awarded \$147,973 towards the Hydrogeological Study	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
HOUSING NEEDS ASSESSMENT						
DOLA IHOP Reimbursement	3rd Quarter FY-23 reimbursement request submitted and \$32,348.25 will be sent to the Town from DOLA. 4th Quarter FY-23 reimbursement will be submitted and the final reimbursement amount will be requested. Adoption of ordinance regulating short term rentals and accessory dwelling units necessary for final DOLA reimbursement	\$25,000 (reimbursement)	7.1.23	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
COMPREHENSIVE PLAN						
Timeline	1/17 PC Meeting with Status Update; 1/22 Survey Questions from Consultant for Publication; 1/23 Status Update for BoT; 2/2 Staff Meeting with Consultant; 2/27 Status Update for BoT; 2/28 FLUM Meeting PH at PC; 3/1 Staff Meeting with Consultant; 3/13 Draft Element Presentation PH at PC Meeting for Infrastructure; 3/26 Status Update for BoT; 3/29 Staff Meeting with Consultant; 4/3 Draft Element Presentation PH at PC for Transportation, Governance & Community Participation; 4/23 Status Update for BoT; 4/26 Staff Meeting with Consultant; 5/1 Draft Element Presentation PH at PC for Growth Framework, Economic Development, Parks, Recreation & Trails; 5/28 Status Update for BoT; 6/5 Final Presentation PH for Adoption at PC; 6/18 PH Final Adoption by BoT; EXTENSIVE TIMELINE AVAILABLE ON THE TOWN WEBSITE	\$52,395.00	1.19.23	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
DOLA Planning Grant	Reimbursement for work already completed will be submitted during week of 11.27.23, final DOLA reimbursement incomplete until the project is finished; item is tracked on budget/actuals each month on the grant reporting page	\$25,000 (reimbursement)	5.1.23	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
PHASE I - WATER IMPROVEMENTS						
Proposed Alignment	Meeting held on 7.24.23 regarding Existing water line alignment & GIS Data Accuracy. Proposed alignment options to consider, avoid easements by placing the water line in road R/Ws. AC line feeding old water plant, Evaluate PRV needs. Main Line improvements are being realigned so that they follow existing rights of way along roadways in areas that they are possible to be relocated. Waiting on final draft with Trustee Hunters suggestions fixed	≈\$6,000,000.00	7.24.23	3/17/2025	Pristine Infrastructure and Critical Facilities;	
Easement Acquisition	May need to plan for two lines, potable and raw water, Town representative to negotiate easements (Town Administrator) once they're located. Land acquisition amounts have changed and are being finalized, if necessary at all. Nicki called County Clerk. No records of official easements. <u>Surveyor and Engineering are working on getting the paperwork established</u>	Included in cost associated with proposed alignment	8.1.23	1/24/2025	Pristine Infrastructure and Critical Facilities; Communication and Records Management	
File for EIAF Tier II Grant	On 7.27.23, a grant application was filed for EIAF Tier II with project number 09721. DOLA Staff accepted the application for consideration on 8.3.23. Town was awarded \$965,000 for Tank Relining.	\$965,000 (reimbursement)	7.27.23	11.24.23	Pristine Infrastructure and Critical Facilities;	
SRF Loan Application	SRF Loan Application is being considered for FY - 2024 and is budgeted for approximately \$11MM, Application is complete and awaiting a hearing by the authority to decide whether or not the Town will be awarded funding	Staff Time	3.1.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Item #1: Consideration of Change Order #5 from Earthworks Excavation
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	3/25/2025
BACKGROUND:	History- Change order 1: Unplanned removal of a buried backwash tank. Change Order 2: Redirected raw water line do to exposed line not being proper rating adding 62' Change Order 3: 2 inch bypass needed to install a cut-in valve to replace improper valve. Change Order 4: Welding closed improper tap after cut in valve installed Public Works will be available to give more information on change order #5.
BUDGET:	
RECOMMENDATION:	To approve Change Order #5 from Earthworks Excavation for construction of an access road to the new tank pad, for a not to exceed price of \$4000.00.
ATTACHMENT:	Change Order #5 Invoice

SECTION 00 69 50 CHANGE ORDER

No. 5

Date of Issuance: 03/12/2025

Effective Date: 03/12/2025

Project: 2MG Tank Rehabilitation, Site Civil	Owner: Town of Paonia	Owner's Contract No.:
Contract:		Date of Contract:
Contractor: Earthworx Excavation		Engineer's Project No.: 2013-471.013

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Construct new road/access to new tank pad.

Attachments (list documents supporting change):

See attached documents from Earthworx Excavation.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 336,278.15

[Increase] [Decrease] from previously approved
Change Orders No. 1 to No. 4:

\$ 32,620.13

Contract Price prior to this Change Order:

\$ 368,898.28

[Increase] [Decrease] of this Change Order:

\$ 4,000.00

Contract Price incorporating this Change Order:

\$ 372,898.28

CHANGE IN CONTRACT TIMES:Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (days or date): April 15, 2025

Ready for final payment (days or date): May 1, 2025

[Increase] [Decrease] from previously approved Change Orders
No. ____ to No. ____:

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date): April 15, 2025

Ready for final payment (days or date): May 1, 2025

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date):

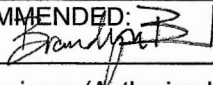
Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date): April 15, 2025

Ready for final payment (days or date): May 1, 2025

RECOMMENDED:

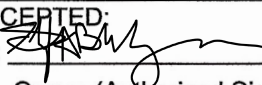
By: 

Engineer (Authorized Signature)

Date: 03/12/2025

Approved by Funding Agency (if applicable):

ACCEPTED:

By: 

Owner (Authorized Signature)

Date: 3/14/2025

ACCEPTED:

By: 

Contractor (Authorized)

Date: 3-12-25

Date:

Earthworx Excavation

68204 Kinikin Road
Montrose, CO 81403 US
+19709750234
mike.earthworx@outlook.com



INVOICE

BILL TO
Cory Heiniger
Town of Paonia

INVOICE 2034
DATE 03/05/2025
TERMS Net 14
DUE DATE 03/19/2025

PROJECT ADDRESS
2 MG tank site

CUSTOMER JOB #
Change Order # 5 Paonia

ACTIVITY	QTY	RATE	AMOUNT
Earthworx Excavation:Change Order Construct road/access to new tank pad	16	250.00	4,000.00
JD 700L Dozer & operator - 16 hours			

Thank You For Your Business and Have A Great Day!

BALANCE DUE \$4,000.00



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Item #2 Consideration of Resolution 12-2025 Amending FY-2024 Budget
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	3.21.2025
BACKGROUND:	Multiple disbursements were posted to month 13 that have been posted to the Fiscal Year 2024 General Ledger. It was originally suspected that budget amendments for FY-2024 were needed, but after reviewing the budget to actuals and financial statements, budget amendments are not necessary. In General Fund Revenue Surplus (Fund Balance) was expected to be used to pay for ongoing projects, specifically, the Code Rewrite with Sustainable Futures for \$25,000 and the Comprehensive (Master) Plan rewrite with Phoenix Rising Resources for \$28,000. The General Fund Revenue that reflects the transfer from Surplus (Fund Balance) into revenue is 10-39-99 and reflects \$21,815.60 (of a maximum of \$25,000) for the Code Rewrite and the full \$28,000 for the Comprehensive Plan project. In the Water Utility Enterprise Fund, \$77,500 was expected to come from surplus (fund balance) to cover the hydrogeology study and will be reflected on 60-36-31.
BUDGET:	No Budget Amendment is needed for FY-2024, final transfers from Fund Balance (Surplus) to operating revenue will be made before the audit is completed.
RECOMMENDATION:	No action is needed, for information only.
ATTACHMENT:	Attachment A: FY-24 Year End Budget to Actual 3.21.2025

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31 ACTUAL	PERCENT REALIZED
General Fund				
10-31-01	PROPERTY TAXES	\$ 195,000.00	\$ 191,185.81	98%
10-31-02	S.O. AUTO TAXES	\$ 21,000.00	\$ 22,609.66	108%
10-31-03	SALES TAX - TOWN	\$ 785,000.00	\$ 551,848.14	70%
10-31-04	SALES TAX - COUNTY	\$ 260,000.00	\$ 157,274.39	60%
10-31-05	SALES TAX - STATE MARIJUANA	\$ 52,000.00	\$ 12,994.79	25%
10-31-06	CIGARETTE TAX	\$ 1,500.00	\$ 1,332.23	89%
10-31-07	FRANCHISE TAX	\$ 45,000.00	\$ 57,950.12	129%
10-31-08	PENALTY & INTEREST	\$ 200.00	\$ 394.96	197%
10-31-09	DELINQUENT TAX	\$ -	\$ -	
10-31-10	ABATEMENTS	\$ -	\$ 47.74	
10-31-11 (22-31-06)	MARIJUANA OCCUPATIONAL TAX (Transaction Fee)	\$ 132,000.00	\$ 93,550.00	71%
	Subgroup : TAXES	\$ 1,491,700.00	\$ 1,089,187.84	73%
General Fund				
10-32-01	LIQUOR LICENSES	\$ 2,750.00	\$ 5,690.00	207%
10-32-02	MISCELLANEOUS PERMITS	\$ 2,500.00	\$ 10,398.00	416%
10-32-03	BUILDING PERMITS	\$ 26,000.00	\$ 34,219.63	132%
10-32-04	SPECIAL REVIEWS	\$ 1,000.00	\$ 1,550.00	155%
10-32-05	ZONING VERIFICATION & ADMINISTRATIVE REVIEWS	\$ 1,000.00	\$ 300.00	30%
10-32-06	VIN INSPECTIONS	\$ 2,200.00	\$ 1,190.00	54%
10-32-07	PRE-APPLICATION MEETINGS	\$ 1,000.00	\$ -	0%
10-32-09 (26-30-01)	SIDEWALK FEE	\$ 30,000.00	\$ 30,279.53	101%
10-32-10	MARIJUANA LICENSING FEE	\$ 9,000.00	\$ 4,675.00	52%
	Subgroup : LICENSES, PERMITS & FEES	\$ 75,450.00	\$ 88,302.16	117%
General Fund				
10-33-01	HIGHWAY USER TAX	\$ 56,000.00	\$ 71,047.82	127%
10-33-02	MOTOR VEHICLE - \$1.50	\$ 1,500.00	\$ 1,574.35	105%
10-33-03	MOTOR VEHICLE - \$2.50	\$ 3,500.00	\$ 3,589.25	103%
10-33-07	SEVERANCE TAX	\$ 5,500.00	\$ 4,895.47	89%
10-33-08	MINERAL LEASING	\$ 16,000.00	\$ 8,012.82	50%
10-33-09 (40-38-01)	CONSERVATION TRUST FUND	\$ 9,250.00	\$ 16,285.06	176%
10-33-10	ROAD & BRIDGE	\$ 10,000.00	\$ 6,669.86	67%
	Subgroup : INTERGOVERNMENTAL REVENUES	\$ 101,750.00	\$ 112,074.63	110%
General Fund				
10-34-01	COURT FINES	\$ 100.00	\$ 1,165.00	1165%
10-34-02	POLICE FINES	\$ 2,500.00	\$ 8,843.50	354%
10-34-03	MISCELLANEOUS FINES - BONDS	\$ 100.00	\$ 155.00	155%
10-34-04	OTHER AGENCY CONTRIBUTIONS - PD (B2B COUNTY)	\$ -	\$ 211,276.16	40K%
10-34-05	DOG TAGS	\$ 100.00	\$ 185.00	185%
10-34-06	CODE ENFORCEMENT VIOLATIONS	\$ 2,500.00	\$ -	0%
10-34-10	LAW ENFORCEMENT COST ALLOCATION	\$ -	\$ -	
10-34-50	PD GRANT	\$ 4,000.00	\$ -	0%
	Subgroup : FINES AND FORFEITURES	\$ 9,300.00	\$ 221,624.66	2383%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31ST ACTUAL	PERCENT REALIZED
General Fund				
10-35-01	RENTS & ROYALTIES	\$ 3,600.00	\$ 24,289.02	675%
10-35-02	MOTOR FUEL TAX REFUNDS	\$ -	\$ -	
10-35-04	INTEREST INCOME	\$ 115,000.00	\$ 201,755.89	175%
10-35-05	LATE CHARGES	\$ -	\$ 7,060.84	2000%
10-35-06	OTHER INCOME	\$ 100.00	\$ 16,488.79	16489%

10-35-07	INSURANCE PROCEEDS (NEEDS ADDED)	\$	-	\$	-	
10-35-09	PARK DONATIONS	\$	-	\$	-	
10-35-10	OTHER AGENCY CONTRIBUTIONS	\$	-	\$	-	
10-35-13	BRIDGE RESERVE	\$	-	\$	-	
10-35-15	REFUND OF EXPENDITURES	\$	1,000.00	\$	18,846.24	1885%
10-35-16	RESTITUTION	\$	5,200.00	\$	4,853.35	93%
10-35-18	SALES OF ASSETS	\$	-	\$	-	
10-35-20	GRANT REVENUE	\$	1,035,592.00	\$	74,000.96	7%
	Subgroup : MISCELLANEOUS REVENUES	\$	1,160,492.00	\$	347,295.09	30%
General Fund						
10-39-99	TRANSFER REVENUE	\$	386,826.00	\$	55,595.21	
	Subgroup : TRANSFERS	\$	386,826.00	\$	55,595.21	
General Fund						
	TOTAL GENERAL FUND REVENUES	\$	3,225,518.00	\$	1,914,079.59	59%
General Fund						
	NET SURPLUS (DEFICIT) - General Fund	\$	-	\$	24,816.67	

\$21,815.60 from reserves (upto \$25,000) for Sustainable Futures and \$28,000 from Surplus for Phoenix Rising Resources

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31 ACTUAL
ADMINISTRATION	PERSONNEL SERVICES		
10-41-01	MAYOR & TRUSTEES	\$ 9,600.00	\$ 9,044.00
10-41-02	TOWN ADMINISTRATOR/CONTRACT LABOR	\$ 44,500.00	\$ 45,375.86
10-41-03	SALARIES & WAGES	\$ 65,500.00	\$ 68,661.74
10-41-04	EMPLOYER FICA	\$ 7,400.00	\$ 7,502.37
10-41-05	EMPLOYER MEDICARE	\$ 1,750.00	\$ 1,732.29
10-41-06	UNEMPLOYMENT TAX	\$ 900.00	\$ 288.94
10-41-07	INSURANCE BENEFITS	\$ 15,750.00	\$ 22,905.71
10-41-08	RETIREMENT BENEFITS	\$ 5,200.00	\$ 4,876.32
10-41-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
10-41-10	WORKMEN'S COMPENSATION	\$ 1,200.00	\$ 1,797.54
10-41-13	OVERTIME	\$ 982.00	\$ 1,579.49
	Subgroup : Personnel Services	\$ 153,282.00	\$ 163,764.26
		Percent Realized	107%
ADMINISTRATION	OPERATING		
10-41-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 2,600.53
10-41-16	OPERATING SUPPLIES	\$ 6,000.00	\$ 3,032.18
10-41-17	POSTAGE	\$ 500.00	\$ 5,446.25
10-41-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 105,000.00	\$ 69,039.29
10-41-21	AUDIT & BUDGET EXPENSE	\$ 5,000.00	\$ 6,708.34
10-41-22	REPAIRS & MAINTENANCE	\$ 5,000.00	\$ 1,088.49
10-41-25	TOWN HALL EXPENSE	\$ 12,000.00	\$ 5,413.69
10-41-26	TRAVEL, MEETINGS, & TRAININGS	\$ 10,200.00	\$ 7,579.31
10-41-27	INSURANCE & BONDS	\$ 10,000.00	\$ 12,587.34
10-41-28	UTILITIES	\$ 5,200.00	\$ 3,165.55
10-41-29	TELEPHONE & INTERNET	\$ 1,800.00	\$ 814.40
10-41-30	PUBLISHING ADS	\$ 6,500.00	\$ 12,033.92
10-41-31	DUES & SUBSCRIPTIONS	\$ 24,000.00	\$ 37,607.21
10-41-33	DATA PROCESSING	\$ 8,000.00	\$ 694.61
10-41-40	MISCELLANEOUS	\$ 5,500.00	\$ 23,421.86
10-41-43	CULTURAL EVENTS	\$ -	\$ -
10-41-44	HUMAN SERVICES	\$ 4,500.00	\$ 3,018.05
10-41-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 211,200.00	\$ 194,251.02
		Percent Realized	92%
ADMINISTRATION	CAPITAL OUTLAY & TRANSFERS		
10-41-73	BUILDING IMPROVEMENTS	\$ 10,000.00	\$ 1,572.69
10-41-74	MACHINERY & EQUIPMENT	\$ 1,500.00	\$ 3,662.46
10-41-75	GRANT PROJECTS	\$ 50,000.00	\$ 66,470.21
10-41-90	TREASURER'S FEE	\$ -	\$ 8,461.31
10-41-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 61,500.00	\$ 80,166.67
		Percent Realized	103%
TOTAL		\$ 425,982.00	\$ 438,181.95
		Percent Realized	103%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31 ACTUAL
LAW ENFORCEMENT PERSONNEL SERVICES			
10-42-02	CONTRACT LABOR (JUDGE)	\$ 6,600.00	\$ 5,820.00
10-42-03	SALARIES & WAGES	\$ 422,500.00	\$ 434,507.08
10-42-04	EMPLOYER FICA	\$ 29,100.00	\$ 3,487.43
10-42-05	EMPLOYER MEDICARE	\$ 6,800.00	\$ 6,486.63
10-42-06	UNEMPLOYMENT TAX	\$ 4,000.00	\$ 894.67
10-42-07	INSURANCE BENEFITS	\$ 65,500.00	\$ 57,979.63
10-42-08	RETIREMENT BENEFITS	\$ 11,000.00	\$ 9,393.27
10-42-09	LIFE/DISABILITY INSURANCE	\$ 1,180.00	\$ -
10-42-10	WORKMEN'S COMPENSATION	\$ 13,000.00	\$ 8,695.93
10-42-11	FPPA PENSION	\$ 40,000.00	\$ 38,106.47
10-42-12	FPPA D&D	\$ 10,000.00	\$ 13,262.65
10-42-13	OVERTIME	\$ 40,800.00	\$ 14,740.13
	Subgroup : Personnel Services	\$ 650,480.00	\$ 593,373.89
		Percent Realized	91%
LAW ENFORCEMENT OPERATING			
10-42-15	OFFICE SUPPLIES	\$ 750.00	\$ 529.82
10-42-16	OPERATING SUPPLIES	\$ 20,000.00	\$ 15,360.77
10-42-17	POSTAGE	\$ 500.00	\$ 72.31
10-42-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,000.00	\$ 9,185.47
10-42-22	REPAIRS & MAINTENANCE	\$ 1,500.00	\$ 688.06
10-42-23	VEHICLE EXPENSE	\$ 23,500.00	\$ 25,552.68
10-42-26	TRAVEL, MEETINGS, & TRAININGS	\$ 7,500.00	\$ 4,777.57
10-42-27	INSURANCE & BONDS	\$ 55,500.00	\$ 42,011.01
10-42-28	UTILITIES	\$ 2,500.00	\$ 2,477.68
10-42-29	TELEPHONE & INTERNET	\$ 1,200.00	\$ 2,379.05
10-42-30	PUBLISHING ADS	\$ -	\$ -
10-42-31	DUES & SUBSCRIPTIONS	\$ 1,200.00	\$ 1,516.73
10-42-33	DATA PROCESSING	\$ 1,500.00	\$ 3,936.91
10-42-42	CONTRACT SERVICES	\$ 13,500.00	\$ 13,499.37
10-42-44	HUMAN SERVICES	\$ 1,500.00	\$ 995.06
	Subgroup : Operating Expenditures	\$ 135,650.00	\$ 122,982.49
		Percent Realized	91%
LAW ENFORCEMENT CAPITAL OUTLAY & TRANSFERS			
10-42-73	BUILDING IMPROVEMENTS	\$ -	\$ 2,920.28
10-42-74	MACHINERY & EQUIPMENT	\$ 39,000.00	\$ 46,563.30
	Subgroup : CAPITAL OUTLAY	\$ 39,000.00	\$ 49,483.58
		TOTAL \$ 825,130.00	\$ 765,839.96
		Percent Realized	93%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31 ACTUAL
BUILDING	PERSONNEL SERVICES		
10-43-01	MAYOR & TRUSTEES	\$ -	\$ -
10-43-02	CONTRACT LABOR	\$ 52,000.00	\$ 5,437.50
10-43-03	SALARIES & WAGES	\$ -	\$ -
10-43-04	EMPLOYER FICA	\$ -	\$ -
10-43-05	EMPLOYER MEDICARE	\$ -	\$ -
10-43-06	UNEMPLOYMENT TAX	\$ -	\$ -
10-43-07	INSURANCE BENEFITS	\$ -	\$ -
10-43-08	RETIREMENT BENEFITS	\$ -	\$ -
10-43-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -
10-43-10	WORKMEN'S COMPENSATION	\$ -	\$ -
10-43-13	OVERTIME	\$ -	\$ -
	Subgroup : Personnel Services	\$ 52,000.00	\$ 5,437.50
		Percent Realized	10%
BUILDING	OPERATING		
10-43-15	OFFICE SUPPLIES	\$ -	\$ -
10-43-16	OPERATING SUPPLIES	\$ 1,000.00	\$ -
10-43-17	POSTAGE	\$ 500.00	\$ -
10-43-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 35,836.00
10-43-22	REPAIRS & MAINTENANCE	\$ 500.00	\$ -
10-43-23	VEHICLE EXPENSE	\$ -	\$ -
10-43-26	TRAVEL & MEETINGS	\$ -	\$ -
10-43-27	INSURANCE & BONDS	\$ 1,000.00	\$ 4,544.77
10-43-28	UTILITIES	\$ 1,500.00	\$ 239.85
10-43-29	TELEPHONE & INTERNET	\$ 1,100.00	\$ -
10-43-30	PUBLISHING ADS	\$ -	\$ -
10-43-31	DUES & SUBSCRIPTIONS	\$ 500.00	\$ 290.00
10-43-33	DATA PROCESSING	\$ -	\$ 3,914.54
10-43-40	MISCELLANEOUS	\$ -	\$ -
10-43-43	CULTURAL EVENTS	\$ -	\$ -
10-43-44	HUMAN SERVICES	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 11,600.00	\$ 44,825.16
		Percent Realized	386%
BUILDING	CAPITAL OUTLAY & TRANSFERS		
10-43-73	BUILDING IMPROVEMENTS	\$ -	\$ 54.20
10-43-74	MACHINERY & EQUIPMENT	\$ -	\$ 188.71
	Subgroup : CAPITAL OUTLAY	\$ -	\$ 242.91
		Percent Realized	79%
TOTAL		\$ 63,600.00	\$ 50,505.57
		Percent Realized	79%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31 ACTUAL
STREETS	PERSONNEL SERVICES		
10-45-02	CONTRACT LABOR	\$ -	\$ 700.00
10-45-03	SALARIES & WAGES	\$ 133,000.00	\$ 106,181.90
10-45-04	EMPLOYER FICA	\$ 8,500.00	\$ 6,652.34
10-45-05	EMPLOYER MEDICARE	\$ 2,000.00	\$ 1,555.80
10-45-06	UNEMPLOYMENT TAX	\$ 1,100.00	\$ 214.59
10-45-07	INSURANCE BENEFITS	\$ 22,000.00	\$ 18,549.76
10-45-08	RETIREMENT BENEFITS	\$ 7,000.00	\$ 4,891.42
10-45-09	LIFE/DISABILITY INSURANCE	\$ 450.00	\$ -
10-45-10	WORKMEN'S COMPENSATION	\$ 6,700.00	\$ 5,142.19
10-45-13	OVERTIME	\$ 4,500.00	\$ 2,815.73
	Subgroup : Personnel Services	\$ 185,250.00	\$ 146,703.73
		Percent Realized	79%
STREETS	OPERATING		
10-45-15	OFFICE SUPPLIES	\$ -	\$ 8.79
10-45-16	OPERATING SUPPLIES	\$ 1,500.00	\$ 2,016.66
10-45-17	POSTAGE	\$ -	\$ 1.40
10-45-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 102,000.00	\$ 5,735.72
10-45-21	AUDIT & BUDGET EXPENSE	\$ 1,500.00	\$ 2,208.33
10-45-22	REPAIRS & MAINTENANCE	\$ 25,000.00	\$ 15,591.12
10-45-23	VEHICLE EXPENSE	\$ 12,500.00	\$ 4,442.14
10-45-24	RENTALS	\$ 1,500.00	\$ -
10-45-25	SHOP EXPENSE	\$ 1,500.00	\$ 3,286.62
10-45-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,500.00	\$ 1,128.77
10-45-27	INSURANCE & BONDS	\$ 3,700.00	\$ 6,557.98
10-45-28	UTILITIES	\$ 13,000.00	\$ 10,591.97
10-45-29	TELEPHONE & INTERNET	\$ 1,100.00	\$ 632.56
10-45-30	PUBLISHING ADS	\$ -	\$ 157.25
10-45-31	DUES & SUBSCRIPTIONS	\$ 1,000.00	\$ 5,679.89
10-45-32	FEES & PERMITS	\$ -	\$ 40.00
10-45-33	DATA PROCESSING	\$ 1,250.00	\$ 136.10
10-45-40	MISCELLANEOUS	\$ 2,500.00	\$ 2,241.77
10-45-42	SNOW REMOVAL	\$ 15,000.00	\$ 3,541.68
10-45-43	CULTURAL EVENTS	\$ -	\$ -
10-45-44	HUMAN SERVICES	\$ -	\$ -
10-45-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 184,550.00	\$ 63,998.75
		Percent Realized	35%
STREETS	CAPITAL OUTLAY & TRANSFERS		
10-45-70	CAPITAL OUTLAY	\$ 1,117,680.00	\$ 75,893.15
10-45-72	CAPITAL OUTLAY 5TH ST REALIGNMENT		\$ 94,833.81
10-45-73	BUILDING IMPROVEMENTS	\$ -	\$ -
10-45-74	MACHINERY & EQUIPMENT	\$ 82,500.00	\$ 50,971.85
10-45-75	GRANT PROJECTS	\$ -	\$ -
10-45-90	TREASURER'S FEE	\$ -	\$ -
10-45-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 1,200,180.00	\$ 221,698.81
		Percent Realized	28%
TOTAL		\$ 1,569,980.00	\$ 432,401.29
		Percent Realized	28%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31 ACTUAL
PARKS	PERSONNEL SERVICES		
10-46-02	CONTRACT LABOR	\$ 3,600.00	\$ 1,000.00
10-46-03	SALARIES & WAGES	\$ 108,500.00	\$ 86,773.90
10-46-04	EMPLOYER FICA	\$ 7,000.00	\$ 5,423.89
10-46-05	EMPLOYER MEDICARE	\$ 1,650.00	\$ 1,268.47
10-46-06	UNEMPLOYMENT TAX	\$ 950.00	\$ 174.98
10-46-07	INSURANCE BENEFITS	\$ 18,500.00	\$ 17,511.07
10-46-08	RETIREMENT BENEFITS	\$ 5,750.00	\$ 3,999.28
10-46-09	LIFE/DISABILITY INSURANCE	\$ 350.00	\$ -
10-46-10	WORKMEN'S COMPENSATION	\$ 3,750.00	\$ 3,251.09
10-46-13	OVERTIME	\$ 4,500.00	\$ 2,479.61
	Subgroup : Personnel Services	\$ 154,550.00	\$ 121,882.29
		Percent Realized	79%
PARKS	OPERATING		
10-46-15	OFFICE SUPPLIES	\$ 100.00	\$ 7.98
10-46-16	OPERATING SUPPLIES	\$ 4,500.00	\$ 4,266.96
10-46-17	POSTAGE	\$ -	\$ 67.17
10-46-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 1,000.00	\$ 942.72
10-46-21	AUDIT & BUDGET EXPENSE	\$ 1,000.00	\$ 2,208.33
10-46-22	REPAIRS & MAINTENANCE	\$ 28,000.00	\$ 12,050.90
10-46-23	VEHICLE EXPENSE	\$ 4,500.00	\$ 4,312.87
10-46-24	RENTALS	\$ 1,750.00	\$ 3,990.00
10-46-25	SHOP EXPENSE	\$ 750.00	\$ 1,699.10
10-46-26	TRAVEL, MEETINGS & TRAININGS	\$ 500.00	\$ 112.59
10-46-27	INSURANCE & BONDS	\$ 6,250.00	\$ 8,667.64
10-46-28	UTILITIES	\$ 6,500.00	\$ 8,494.11
10-46-29	TELEPHONE & INTERNET	\$ 750.00	\$ 510.93
10-46-30	PUBLISHING ADS	\$ -	\$ -
10-46-31	DUES & SUBSCRIPTIONS	\$ -	\$ 2,152.60
10-46-32	FEES & PERMITS	\$ 750.00	\$ -
10-46-33	DATA PROCESSING	\$ -	\$ -
10-46-40	MISCELLANEOUS	\$ 3,000.00	\$ 1,767.10
10-46-42	CONTRACT SERVICES	\$ 3,500.00	\$ 11,862.62
10-46-43	CULTURAL EVENTS	\$ -	\$ -
10-46-44	HUMAN SERVICES	\$ -	\$ -
10-46-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 62,850.00	\$ 63,113.62
		Percent Realized	100%
PARKS	CAPITAL OUTLAY & TRANSFERS		
10-46-70	CAPITAL OUTLAY	\$ -	\$ 11,269.08
10-46-73	BUILDING IMPROVEMENTS	\$ 42,334.00	\$ 2,009.89
10-46-74	MACHINERY & EQUIPMENT	\$ -	\$ 4,059.27
10-46-75	GRANT PROJECTS	\$ 2,500.00	\$ -
10-46-90	TREASURER'S FEE	\$ -	\$ -
10-46-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 44,834.00	\$ 17,338.24
		Percent Realized	39%
TOTAL		\$ 262,234.00	\$ 202,334.15
		Percent Realized	77%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31 ACTUAL
WATER			
* Revenue is dependent upon utility rate increases			
WATER UTILITY REVENUE			
60-36-01*	WATER CHARGES	\$ 895,000.00	\$ 889,995.32
60-36-02*	WATER CHARGES - USAGE	\$ 700,000.00	\$ 296,837.66
60-36-03	SALES & SERVICES	\$ 500.00	\$ (3,702.51)
60-36-04	STANDBY TAP FEES	\$ 62,000.00	\$ 58,738.86
60-36-05	BULK WATER	\$ 2,500.00	\$ 14,272.00
60-36-06	RECONNECT FEES & PENALTIES	\$ 1,500.00	\$ -
60-36-07	WATER TAPS	\$ -	\$ 12,975.00
60-36-08	TAPS FEES ASSIGNED FOR STORAGE	\$ -	\$ -
60-36-09	START/STOP SERVICE FEES	\$ 6,500.00	\$ 5,615.14
60-36-10	INTEREST	\$ -	\$ -
60-36-12	RENTS	\$ -	\$ 1,000.00
60-36-13	MISCELLANEOUS REVENUE	\$ -	\$ 4,159.39
60-36-15	SALE/DISPOSAL OF ASSETS	\$ -	\$ -
60-36-20	PASS THROUGH FUNDS	\$ -	\$ -
60-36-21	DOLA PASS THROUGH REVENUE	\$ -	\$ -
60-36-22	WPA PASS THROUGH REVENUE	\$ -	\$ -
60-36-23	DWRF GRANT (PRINCIPAL LOAN FORGIVENESS)	\$ -	\$ -
60-36-24	DOLA URS PASS THROUGH REVENUE	\$ -	\$ -
60-36-25	LOAN FUNDS	\$ 7,200,000.00	\$ -
60-36-30	GRANT FUNDS	\$ 1,137,973.00	\$ 12,500.00
60-36-31	CAPITAL CONTRIBUTIONS	\$ 352,500.00	\$ 77,500.00
	Subgroup : Total Revenue¹	\$ 10,358,473.00	\$ 1,369,890.86
		Percent Realized	13%
WATER			
¹ Budget Revenues differ from 20-year cashflow analysis, budget is in whole numbers, cashflow is to the penny			
WATER UTILITY PERSONNEL SERVICES			
60-50-02	TRUSTEE/ADMIN SALARIES	\$ 40,750.00	\$ 35,534.20
60-50-03	SALARIES & WAGES	\$ 236,500.00	\$ 197,954.90
60-50-04	EMPLOYER FICA	\$ 20,000.00	\$ 14,672.71
60-50-05	EMPLOYER MEDICARE	\$ 5,000.00	\$ 3,409.20
60-50-06	UNEMPLOYMENT TAX	\$ 2,500.00	\$ 470.24
60-50-07	INSURANCE BENEFITS	\$ 52,500.00	\$ 38,906.76
60-50-08	RETIREMENT BENEFITS	\$ 15,000.00	\$ 10,825.01
60-50-09	LIFE/DISABILITY INSURANCE	\$ 1,000.00	\$ -
60-50-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 4,316.59
60-50-13	OVERTIME	\$ 17,500.00	\$ 7,262.70
	Subgroup : Personnel Services	\$ 396,250.00	\$ 313,352.31
		Percent Realized	79%
WATER			
WATER UTILITY OPERATING EXPENSES			
60-50-14	CHEMICALS (New Line Item as of 7.1.2024)	\$ -	\$ 1,934.25
60-50-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 1,747.08
60-50-16	OPERATING SUPPLIES	\$ 28,000.00	\$ 17,368.55
60-50-17	POSTAGE	\$ 4,000.00	\$ 3,012.92
60-50-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 525,000.00	\$ 132,796.73
60-50-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,375.00
60-50-22	REPAIRS & MAINTENANCE	\$ 75,000.00	\$ 33,129.38
60-50-23	VEHICLE EXPENSE	\$ 6,000.00	\$ 4,696.75
60-50-24	RENTALS	\$ 2,500.00	\$ 1,195.50
60-50-25	SHOP EXPENSE	\$ 7,300.00	\$ 5,986.90
60-50-26	TRAVEL, MEETINGS & TRAININGS	\$ 3,500.00	\$ 2,458.61
60-50-27	INSURANCE & BONDS	\$ 17,000.00	\$ 16,828.07
60-50-28	UTILITIES	\$ 27,500.00	\$ 24,223.02
60-50-29	TELEPHONE & INTERNET	\$ 1,850.00	\$ 7,002.74

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 31ST ACTUAL
WATER			
WATER UTILITY OPERATING EXPENSES			
60-50-30	PUBLISHING ADS	\$ 2,000.00	\$ 191.16
60-50-31	DUES & SUBSCRIPTIONS	\$ 27,700.00	\$ 47,416.60
60-50-32	FEES & PERMITS	\$ 9,750.00	\$ 4,111.00
60-50-33	DATA PROCESSING	\$ 10,500.00	\$ 6,402.26
60-50-40	MISCELLANEOUS	\$ 500.00	\$ 275.13
60-50-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ 655.96
60-50-42	CONTRACT SERVICES	\$ 32,000.00	\$ 10,175.48
60-50-44	NORRIS RETIREMENT	\$ 13,500.00	\$ 6,608.00
60-50-50	WATER POWER AUTHORITY LOAN	\$ 180,000.00	\$ 154,059.69
60-50-51	DRINKING WATER REVOLVING FUND	\$ 24,000.00	\$ -
60-50-52	FCNB INTERIM FINANCING	\$ 500.00	\$ -
60-50-54	DEBT SERVICE	\$ 15,000.00	\$ -
60-50-55	LOAN PRINCIPAL	\$ -	\$ 21,210.22
60-50-56	LOAN INTEREST	\$ -	\$ 22,542.40
60-50-60	WATER STORAGE EXPENDITURE	\$ -	\$ 215.00
	Subgroup : Water Operating Expenditures	1,022,800.00	\$ 537,684.15
		Percent Realized	53%
WATER			
WATER UTILITY CAPITAL OUTLAY & TRANSFERS			
60-50-69	RAW WATER METERING	\$ -	\$ 21,790.85
60-50-70	CAPITAL OUTLAY	\$ 7,775,000.00	\$ 274,105.68
60-50-71	PASS THROUGH ACCOUNT	\$ -	\$ -
60-50-72	CAPITAL OUTLAY - WATER TANK RELINING	\$ -	\$ 16,189.00
60-50-73	CAPITAL OUTLAY - WESTERN LOOP IMPROVEMENTS	\$ -	\$ -
60-50-74	GRANT - WATERSMART	\$ -	\$ -
60-50-75	GRANT PROJECTS	\$ -	\$ 114,080.71
60-50-76	BUILDING IMPROVEMENTS	\$ -	\$ -
60-50-77	MACHINERY & EQUIPMENT	\$ 24,500.00	\$ 51,212.05
60-50-99	TRANSFERS	\$ -	\$ -
	Subgroup : Water Capital Outlay & Transfers	\$ 7,799,500.00	\$ 477,378.29
		Percent Realized	6%
WATER			
WATER UTILITY DEPRECIATION			
60-59-99	DEPRECIATION	\$ 223,550.00	\$ -
	Subgroup : Water Depreciation	\$ 223,550.00	\$ -
		Percent Realized	0%
WATER FUND			
TOTAL REVENUES	\$	10,358,473.00	\$1,369,890.86
TOTAL EXPENDITURES	\$	9,442,100.00	\$1,328,414.75
		Percent Realized	14%
	NET INCOME (LOSS) - Water Utility	\$ 916,373.00	\$ 41,476.11

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	DECEMBER 31 ACTUAL
WASTEWATER			
WASTEWATER UTILITY REVENUE			
70-37-01	SEWER BASE CHARGE	\$ 884,000.00	\$ 779,995.11
70-37-04	SEWER TAPS	\$ -	\$ 10,000.00
70-37-05	SEWER RENTAL PROPERTY	\$ -	\$ -
70-37-07	SALES & SERVICE	\$ -	\$ -
70-37-08	PASS THROUGH FUNDS	\$ -	\$ -
70-37-09	INTEREST INCOME	\$ 23,000.00	\$ 37,173.37
70-37-10	WWTP PAYBACK FUND	\$ -	\$ -
70-37-11	WWTP PAYBACK INTEREST	\$ -	\$ -
70-37-12	RENTS	\$ -	\$ -
70-37-13	GRANT REVENUE	\$ -	\$ 137,756.00
70-37-14	MISCELLANEOUS REVENUE	\$ -	\$ 1,593.00
	Subgroup : Total Revenue	\$ 907,000.00	\$ 966,517.48
		Percent Realized	107%
WASTEWATER			
WASTEWATER UTILITY PERSONNEL SERVICES			
70-51-02	TRUSTEE/ADMIN SALARIES	\$ 40,750.00	\$ 35,534.46
70-51-03	SALARIES & WAGES	\$ 237,000.00	\$ 198,018.71
70-51-04	EMPLOYER FICA	\$ 18,250.00	\$ 14,680.63
70-51-05	EMPLOYER MEDICARE	\$ 4,500.00	\$ 3,411.08
70-51-06	UNEMPLOYMENT TAX	\$ 2,500.00	\$ 470.47
70-51-07	INSURANCE BENEFITS	\$ 52,000.00	\$ 38,203.40
70-51-08	RETIREMENT BENEFITS	\$ 14,500.00	\$ 10,830.63
70-51-09	LIFE/DISABILITY INSURANCE	\$ 750.00	\$ -
70-51-10	WORKMEN'S COMPENSATION	\$ 5,200.00	\$ 4,122.93
70-51-11	OVERTIME	\$ 16,000.00	\$ 7,269.82
	Subgroup : Personnel Services	\$ 391,450.00	\$ 312,542.13
		Percent Realized	80%
WASTEWATER			
WASTEWATER UTILITY OPERATING EXPENSES			
70-51-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 268.19
70-51-16	OPERATING SUPPLIES	\$ 7,500.00	\$ 11,489.91
70-51-17	POSTAGE	\$ 4,000.00	\$ 2,504.58
70-51-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 15,250.00	\$ 48,012.20
70-51-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,625.00
70-51-22	REPAIRS & MAINTENANCE	\$ 75,000.00	\$ 54,493.46
70-51-23	VEHICLE EXPENSE	\$ 6,500.00	\$ 4,550.89
70-51-24	RENTALS	\$ 2,500.00	\$ 375.75
70-51-25	SHOP EXPENSE	\$ 11,500.00	\$ 3,002.91
70-51-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,000.00	\$ 1,694.63
70-51-27	INSURANCE & BONDS	\$ 6,750.00	\$ 9,165.13
70-51-28	UTILITIES	\$ 40,000.00	\$ 40,781.51
70-51-29	TELEPHONE & INTERNET	\$ 1,350.00	\$ 3,393.66
70-51-30	PUBLISHING ADS	\$ 500.00	\$ 191.17
70-51-31	DUES & SUBSCRIPTIONS	\$ 4,450.00	\$ 24,997.56
70-51-32	FEES & PERMITS	\$ 7,700.00	\$ 1,839.20
70-51-33	DATA PROCESSING	\$ 8,500.00	\$ 6,352.27
70-51-40	MISCELLANEOUS	\$ 1,500.00	\$ 5,000.00
70-51-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ 255.00
70-51-42	CONTRACT SERVICES	\$ 7,500.00	\$ 7,609.07
70-51-43	GAUGING STATION	\$ 5,000.00	\$ 4,853.00
70-51-44	NORRIS RETIREMENT	\$ -	\$ 5,712.00
70-51-50	DOLA PRINCIPAL & INTEREST	\$ -	\$ -
70-51-51	RURAL DEVELOPMENT PRINCIPAL & INTEREST	\$ 73,250.00	\$ 99,560.00
70-51-52	WWTP PAYBACK FUND EXPENDITURES	\$ -	\$ -
70-51-53	ISSUANCE COSTS	\$ -	\$ -
70-51-54	DEBT RESERVE	\$ 24,000.00	\$ -
	Subgroup : Operating Expenses	\$ 313,450.00	\$ 349,727.09
		Percent Realized	112%

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	DECEMBER 4TH ACTUAL
WASTEWATER			
WASTEWATER UTILITY CAPITAL OUTLAY & TRANSFERS			
70-51-70	CAPITAL OUTLAY	\$ 70,000.00	\$ -
70-51-71	PASS THROUGH FUNDS	\$ -	\$ -
70-51-72	ASSET REPLACEMENT RESERVE	\$ -	\$ -
70-51-73	PASS THROUGH OPERATING	\$ -	\$ -
70-51-75	GRANT PROJECTS	\$ -	\$ -
70-51-76	BUILDING IMPROVEMENTS	\$ -	\$ -
70-51-77	MACHINERY & EQUIPMENT	\$ 132,000.00	\$ 71,936.23
70-51-99	TRANSFERS	\$ -	\$ -
	Subgroup : Wastewater Capital Outlay & Transfers	\$ 202,000.00	\$ 71,936.23
		Percent Realized	36%
WASTEWATER			
WASTEWATER UTILITY DEPRECIATION			
70-59-99	DEPRECIATION	\$ 100.00	\$ -
	Subgroup : Wastewater Depreciation	\$ 100.00	\$ -
WASTEWATER FUND			
TOTAL REVENUES	\$	907,000.00	\$966,517.48
TOTAL EXPENDITURES	\$	907,000.00	\$734,205.45
		Percent Realized	81%
	NET INCOME (LOSS) - Wastewater Utility	\$ -	\$ 232,312.03

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	DECEMBER 31 ACTUAL
SANITATION			
SANITATION REVENUE			
80-30-02	TRASH CHARGES	\$ 320,000.00	\$ 319,086.45
80-30-03	BULK TRASH CHARGE	\$ 1,500.00	\$ 1,185.00
80-30-04	TIRE PICK UP	\$ -	\$ -
	Subgroup : Total Revenue	\$ 321,500.00	\$ 320,271.45
		Percent Realized	100%
SANITATION			
SANITATION PERSONNEL SERVICES			
80-52-02	CONTRACT/ADMIN SALARIES	\$ 12,000.00	\$ 4,718.26
80-52-03	SALARIES & WAGES	\$ 93,000.00	\$ 62,243.95
80-52-04	EMPLOYER FICA	\$ 6,800.00	\$ 4,152.01
80-52-05	EMPLOYER MEDICARE	\$ 1,600.00	\$ 948.71
80-52-06	UNEMPLOYMENT TAX	\$ 900.00	\$ 130.87
80-52-07	INSURANCE BENEFITS	\$ 23,000.00	\$ 13,157.90
80-52-08	RETIREMENT BENEFITS	\$ 5,700.00	\$ 2,971.87
80-52-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
80-52-10	WORKMEN'S COMPENSATION	\$ 4,250.00	\$ 3,599.53
80-52-11	OVERTIME	\$ 4,750.00	\$ 2,013.69
	Subgroup : Personnel Services	\$ 152,500.00	\$ 93,936.79
		Percent Realized	62%
SANITATION			
SANITATION OPERATING EXPENSES			
80-52-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 220.02
80-52-16	OPERATING SUPPLIES	\$ 1,500.00	\$ 875.01
80-52-17	POSTAGE	\$ 2,500.00	\$ 2,395.21
80-52-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 14,461.27
80-52-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,375.00
80-52-22	REPAIRS & MAINTENANCE	\$ 2,500.00	\$ 1,296.24
80-52-23	VEHICLE EXPENSE	\$ 15,000.00	\$ 14,749.78
80-52-24	RENTALS	\$ 5,000.00	\$ 783.50
80-52-25	SHOP EXPENSE	\$ 2,500.00	\$ 3,317.00
80-52-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,000.00	\$ 2,239.55
80-52-27	INSURANCE & BONDS	\$ 6,800.00	\$ 9,202.42
80-52-28	UTILITIES	\$ 3,000.00	\$ 2,061.53
80-52-29	TELEPHONE & INTERNET	\$ 1,400.00	\$ 1,649.77
80-52-30	PUBLISHING ADS	\$ -	\$ 198.87
80-52-31	DUES & SUBSCRIPTIONS	\$ 2,700.00	\$ 22,131.89
80-52-32	FEES & PERMITS	\$ 1,000.00	\$ 63.00
80-52-33	DATA PROCESSING	\$ 5,000.00	\$ 4,780.21
80-52-40	MISCELLANEOUS	\$ 1,000.00	\$ 275.12
80-52-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
80-52-42	LANDFILL FEES	\$ 38,100.00	\$ 34,706.05
80-52-43	CLEAN UP DAYS	\$ 7,000.00	\$ -
	Subgroup : Operating Expenses	\$ 111,200.00	\$ 128,781.44
		Percent Realized	116%
SANITATION			
SANITATION CAPITAL OUTLAY & TRANSFERS			
80-52-70	CAPITAL OUTLAY	\$ -	\$ -
80-52-71	PASS THROUGH FUNDS	\$ -	\$ -
80-52-75	GRANT PROJECTS	\$ -	\$ -
80-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
80-52-77	MACHINERY & EQUIPMENT	\$ -	\$ 9,425.37
80-52-99	TRANSFERS	\$ -	\$ -
	Subgroup : Sanitation Capital Outlay & Transfers	\$ -	\$ 9,425.37
		Percent Realized	0%
SANITATION			
SANITATION DEPRECIATION			
80-59-99	DEPRECIATION	\$ 57,800.00	\$ -
	Subgroup : Sanitation Depreciation	\$ 57,800.00	\$ -
		Percent Realized	0%
SANITATION FUND			
TOTAL REVENUES	\$ 321,500.00		\$320,271.45
TOTAL EXPENDITURES	\$ 321,500.00		\$232,143.60
		Percent Realized	72%
NET INCOME (LOSS) - Sanitation Utility		\$ -	\$ 88,127.85

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	DECEMBER 31 ACTUAL
NFV AIRPORT			
NFV AIRPORT REVENUE			
50-31-06	AIRPORT REVENUE	\$ 3,100.00	\$ 7,650.00
50-31-15	TRANSFER FROM GENERAL FUND RESERVE	\$ 75,492.00	\$ -
50-31-16	CAPITAL IMPROVEMENT FUND - AIRPORT GRANTS	\$ -	\$ -
	Subgroup : Total Revenue	\$ 78,592.00	\$ 7,650.00
Percent Realized			10%
NFV AIRPORT			
NFV AIRPORT CAPITAL OUTLAY & TRANSFERS			
50-32-70	CAPITAL OUTLAY	\$ 78,592.00	\$ -
50-52-71	PASS THROUGH FUNDS	\$ -	\$ -
50-52-75	GRANT PROJECTS	\$ -	\$ -
50-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
50-52-77	MACHINERY & EQUIPMENT	\$ -	\$ -
50-52-99	TRANSFERS	\$ -	\$ -
	Subgroup : NFV Capital Outlay & Transfers	\$ 78,592.00	\$ -
Percent Realized			0%
NFV AIRPORT			
NFV AIRPORT DEPRECIATION			
50-59-99	DEPRECIATION	\$ -	\$ -
	Subgroup : NFV Depreciation	\$ -	\$ -
Percent Realized			0%
NFV AIRPORT			
TOTAL REVENUES	\$ 78,592.00		\$7,650.00
TOTAL EXPENDITURES	\$ 78,592.00		\$0.00
Percent Realized			0%
NET INCOME (LOSS) - NFV CAPITAL IMPROVEMENT FUND			\$7,650.00



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of Resolution 13-2025 Accepting Loan from CWRPDA
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	3.21.2025
BACKGROUND:	The Town isn't quite ready to adopt a resolution accepting the loan from CWRPDA. The following steps need to be completed first: - Estimates for project schedule Exhibit F (10) - Name and title of at least two Authorized Officers under Exhibit B (7) (Authorized Officers can act on the loans, including the ability to withdraw funds) - Comments, if any, to the Loan Agreement - Naming convention for the Town and the Enterprise (verify) - Confirmation the address listed in Exhibit B(2) is correct - Draft of the Town's Loan authorizing Ordinance or Resolution (including the naming of the two authorized officers and approval of the rate increase necessary to take on the loan) - Draft General Counsel Opinion (Please refer to Exhibit E-1 of the attached Loan Agreement) - Draft Bond Counsel Opinion (Please refer to Exhibit E-2 of the attached Loan Agreement) - Draft Parity Certificate for existing debt on the same pledge - Draft of Town's Ordinance or Resolution raising rates sufficiently to meet the coverage covenant on the loan agreement
BUDGET:	N/A
RECOMMENDATION:	We will need Bond Counsel to provide a Bond Counsel Opinion. The CWRPDA gave the Town three Attorneys that they have worked with in the past and it stands to reason that the Town should choose one of these attorneys to provide a Bond Counsel Opinion. Recommended Motion: I move to approve the Town Administrator to select a Bond Counsel to provide an opinion with the assistance of the Town Attorney and the Town Clerk.
ATTACHMENT:	Attachment A: Approval Letter - Town of Paonia Attachment B: DWRP Town of Paonia Exhibit C - draft Attachment C: Bond Counsel Suggestion CWRPDA



COLORADO WATER RESOURCES & POWER DEVELOPMENT AUTHORITY

The Amp - Suite 820, 1580 N. Logan Street, Denver, Colorado 80203-1939
303/830-1550 · Fax 303/832-8205 · info@cwprda.com

March 11, 2025 (Transmitted via email)

Stefen Wynn, Town Administrator
Town of Paonia
P.O. Box 460
Paonia, CO 81428

Re: Drinking Water Revolving Fund ("DWRF") Loan Approval

Dear Mr. Wynn:

On March 7, 2025, the Board of Directors of the Colorado Water Resources and Power Development Authority approved the Town of Paonia for a DWRF loan in the total amount of \$9,744,000.00 (comprised of a \$3,744,000.00 leveraged loan plus cost of issuance, a \$1,344,609.00 Base direct loan, a \$1,655,391.00 Bipartisan Infrastructure Law ("BIL") General Supplemental direct loan, and \$3,000,000.00 BIL Principal Forgiveness ("PF")). The BIL & Base direct loan is for a term of 20 years at an interest rate of 1.50% and the leveraged loan will receive the subsidized market rate from the bond sale. The loan was approved with the following conditions:

1. The Town increasing user rates, if necessary, sufficiently to meet the Authority's rate covenant prior to loan execution.

We look forward to working with you and your attorneys towards a successful loan closing. Please call me at (303) 830-1550, extension 1015 or email me at ggazashvili@cwprda.com with any questions.

Sincerely,

A handwritten signature in black ink that reads "Giorgi Gazashvili".

Giorgi Gazashvili
Financial Analyst II

CC: Clayton Buchner, (via email)
Siobhan Yoest, Matthew Alms, Alex Hawley, Aly Ulibarri, Grantsandloans, WQCD (via email)
Doug Schwenke, (via email)
Cheryl Gantner, (via email)

EXHIBIT C
DRINKING WATER REVOLVING FUND
DISADVANTAGED COMMUNITIES LOAN PROGRAM
LOAN REPAYMENT SCHEDULE
TOWN OF PAONIA, COLORADO, ACTING BY AND THROUGH ITS _____ ENTERPRISE

Loan Number: #----

On or before the first of each date, commencing on **November 1, 2025**, the
Governmental Agency shall pay the amount set forth below:

LOAN DATE:	TBD
TOTAL LOAN AMOUNT:	\$6,000,000.00
UP-FRONT BIL PRINCIPAL	
FORGIVENESS:	\$3,000,000.00
REPAYABLE LOAN PRINCIPAL	
AMOUNT:	\$3,000,000.00
INTEREST RATE:	1.50%
TERM (YEARS):	20

PAYMENT DATES	PAYMENT	PRINCIPAL	REMAINING PRINCIPAL	CALCULATED INTEREST
			\$3,000,000.00	
11/1/2025	\$87,090.47	\$64,590.47	\$2,935,409.53	\$22,500.00
5/1/2026	\$87,090.47	\$65,074.90	\$2,870,334.63	\$22,015.57
11/1/2026	\$87,090.47	\$65,562.96	\$2,804,771.67	\$21,527.51
5/1/2027	\$87,090.47	\$66,054.68	\$2,738,716.99	\$21,035.79
11/1/2027	\$87,090.47	\$66,550.09	\$2,672,166.90	\$20,540.38
5/1/2028	\$87,090.47	\$67,049.22	\$2,605,117.68	\$20,041.25
11/1/2028	\$87,090.47	\$67,552.09	\$2,537,565.59	\$19,538.38
5/1/2029	\$87,090.47	\$68,058.73	\$2,469,506.86	\$19,031.74
11/1/2029	\$87,090.47	\$68,569.17	\$2,400,937.69	\$18,521.30
5/1/2030	\$87,090.47	\$69,083.44	\$2,331,854.25	\$18,007.03
11/1/2030	\$87,090.47	\$69,601.56	\$2,262,252.69	\$17,488.91
5/1/2031	\$87,090.47	\$70,123.57	\$2,192,129.12	\$16,966.90
11/1/2031	\$87,090.47	\$70,649.50	\$2,121,479.62	\$16,440.97
5/1/2032	\$87,090.47	\$71,179.37	\$2,050,300.25	\$15,911.10
11/1/2032	\$87,090.47	\$71,713.22	\$1,978,587.03	\$15,377.25
5/1/2033	\$87,090.47	\$72,251.07	\$1,906,335.96	\$14,839.40
11/1/2033	\$87,090.47	\$72,792.95	\$1,833,543.01	\$14,297.52
5/1/2034	\$87,090.47	\$73,338.90	\$1,760,204.11	\$13,751.57
11/1/2034	\$87,090.47	\$73,888.94	\$1,686,315.17	\$13,201.53
5/1/2035	\$87,090.47	\$74,443.11	\$1,611,872.06	\$12,647.36
11/1/2035	\$87,090.47	\$75,001.43	\$1,536,870.63	\$12,089.04
5/1/2036	\$87,090.47	\$75,563.94	\$1,461,306.69	\$11,526.53
11/1/2036	\$87,090.47	\$76,130.67	\$1,385,176.02	\$10,959.80
5/1/2037	\$87,090.47	\$76,701.65	\$1,308,474.37	\$10,388.82
11/1/2037	\$87,090.47	\$77,276.91	\$1,231,197.46	\$9,813.56
5/1/2038	\$87,090.47	\$77,856.49	\$1,153,340.97	\$9,233.98
11/1/2038	\$87,090.47	\$78,440.41	\$1,074,900.56	\$8,650.06
5/1/2039	\$87,090.47	\$79,028.72	\$995,871.84	\$8,061.75
11/1/2039	\$87,090.47	\$79,621.43	\$916,250.41	\$7,469.04
5/1/2040	\$87,090.47	\$80,218.59	\$836,031.82	\$6,871.88
11/1/2040	\$87,090.47	\$80,820.23	\$755,211.59	\$6,270.24
5/1/2041	\$87,090.47	\$81,426.38	\$673,785.21	\$5,664.09
11/1/2041	\$87,090.47	\$82,037.08	\$591,748.13	\$5,053.39
5/1/2042	\$87,090.47	\$82,652.36	\$509,095.77	\$4,438.11
11/1/2042	\$87,090.47	\$83,272.25	\$425,823.52	\$3,818.22
5/1/2043	\$87,090.47	\$83,896.79	\$341,926.73	\$3,193.68
11/1/2043	\$87,090.47	\$84,526.02	\$257,400.71	\$2,564.45
5/1/2044	\$87,090.47	\$85,159.96	\$172,240.75	\$1,930.51
11/1/2044	\$87,090.47	\$85,798.66	\$86,442.09	\$1,291.81
5/1/2045	\$87,090.41	\$86,442.09	\$0.00	\$648.32
Total	\$3,483,618.74	\$3,000,000.00		\$483,618.74

From: [Giorgi Gazashvili](#)
To: [Stefen Wynn](#); [Samira V](#); [Morgan Taylor](#)
Cc: [Clayton Buchner, Town Attorney](#)
Subject: RE: DWRF Town of Paonia - BIL & Base Direct Loan - Draft Documents
Date: Tuesday, March 18, 2025 11:02:15 AM

Hi Stefen,

Following up on our conversation on the phone yesterday, here are some suggestions for Bond Counsels that we work with most often:

- Kim Crawford; Phone: **(720) 330-2354**; Email: Kim.Crawford@butlersnow.com
- Lisa K. Mayers; Phone: **303.839.3993**; Email: LMayers@spencerfane.com
- Thomas M. Peltz; Phone: **303-292-7807**; Email: Thomas.Peltz@KutakRock.com

Let me know who you decide to go with, and you can have them start reviewing the docs and start setting up the resolutions, etc...

Thank you!

Giorgi Gazashvili

Financial Analyst II

Colorado Water Resources & Power Development Authority
 1580 N. Logan Street, Suite 820
 Denver, CO 80203
 Phone: (303) 830-1550, Ext 1015
 Fax: (303) 832-8205



From: Giorgi Gazashvili
Sent: Thursday, March 13, 2025 12:46 PM
To: Stefen Wynn <StefenW@townofpaonia.com>; Samira V <SamiraV@townofpaonia.com>; MorganT@townofpaonia.com
Cc: Clayton Buchner, Town Attorney <cmblawllc@gmail.com>; siobhan.yoest@state.co.us; Matt Alms (matt.arms@state.co.us) <matt.arms@state.co.us>; Hawley - CDPHE, Alex <alex.hawley@state.co.us>; Aly Ulibarri - CDPHE <aly.ulibarri@state.co.us>; CDPHE grants and loans general email (CDPHE_grantsandloans@state.co.us) <cdphe_grantsandloans@state.co.us>;

Douglas.Schwenke@respec.com; Cheryl Gantner <cgantner@cwrpda.com>

Subject: RE: DWRF Town of Paonia - BIL & Base Direct Loan - Draft Documents

Hi all, just wanted to send out an updated Approval Letter with some additional language regarding the future of the cap grants.

Please use the attached for your records.

Thanks!

Giorgi Gazashvili

Financial Analyst II

Colorado Water Resources & Power Development Authority

1580 N. Logan Street, Suite 820

Denver, CO 80203

Phone: (303) 830-1550, Ext 1015

Fax: (303) 832-8205



From: Giorgi Gazashvili

Sent: Tuesday, March 11, 2025 10:55 AM

To: Stefen Wynn <StefenW@townofpaonia.com>; Samira V <SamiraV@townofpaonia.com>; MorganT@townofpaonia.com

Cc: Clayton Buchner, Town Attorney <cmblawllc@gmail.com>; siobhan.yoest@state.co.us; Matt Alms (matt.alm@state.co.us) <matt.alm@state.co.us>; Hawley - CDPHE, Alex <alex.hawley@state.co.us>; Aly Ulibarri - CDPHE <aly.ulibarri@state.co.us>; CDPHE grants and loans general email (CDPHE_grantsandloans@state.co.us) <cdphe_grantsandloans@state.co.us>; Douglas.Schwenke@respec.com; Cheryl Gantner <cgantner@cwrpda.com>

Subject: DWRF Town of Paonia - BIL & Base Direct Loan - Draft Documents

Good Afternoon!

I'm happy to inform you that the Town of Paonia's DWRF loan request was approved on March 7, 2025.

Attached to this email is the Loan Approval Letter, the Directory, draft Exhibit C (Loan

Repayment Schedule) and the initial draft of the Loan Agreement for your review.

Please note: the Loan Agreement attached is for the \$6,000,000.00 Direct Loan Portion only. I'll send over a draft copy of the Leveraged Loan Agreement for the remaining amount once it becomes available.

Please review the Directory and confirm the information is accurate, and if you have the information for the Bond Counsel, you can go ahead and fill it in or let me know if you need recommendations.

Below is a list of items that we'll need to finalize the Loan Agreement:

- Estimates for project schedule Exhibit F (10)
- Name and title of at least two Authorized Officers under Exhibit B (7) (Authorized Officers can act on the loans, including the ability to withdraw funds)
- Comments, if any, to the Loan Agreement
- Naming convention for the Town and the Enterprise (verify)
- Confirmation the address listed in Exhibit B(2) is correct
- Draft of the Town's Loan authorizing Ordinance or Resolution (including the naming of the two authorized officers and approval of the rate increase necessary to take on the loan)
- Draft General Counsel Opinion (Please refer to Exhibit E-1 of the attached Loan Agreement)
- Draft Bond Counsel Opinion (Please refer to Exhibit E-2 of the attached Loan Agreement)
- Draft Parity Certificate for existing debt on the same pledge
- Draft of Town's Ordinance or Resolution raising rates sufficiently to meet the coverage covenant on the loan agreement

If you have questions or need additional information, please call me at 303-830-1550, Ext. 1015. I look forward to working with you towards a successful loan closing.

Thank you.

Giorgi Gazashvili

Financial Analyst II

Colorado Water Resources & Power Development Authority

1580 N. Logan Street, Suite 820

Denver, CO 80203

Phone: (303) 830-1550, Ext 1015

Fax: (303) 832-8205





**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Item #5 Consideration of RFP 2025-03 Selecting an ADA Transition Plan Consultant
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	3.21.2025
BACKGROUND:	ADA Transition Plans were to have been completed by 1991, and the Town hasn't adopted a plan yet or had a recent evaluation of all of its facilities for barriers to accessibility. The Town put out an RFP and one addendum to solicit proposals from qualified firms to help perform: a) Self-Evaluation; b) Provide Training for Town Staff; c) Conduct Facility Survey and Barrier Assessment; d) Transition Plan; e) Project Database and Mapping Setup; f) Community Engagement; g) Project Management. The Town received seven proposals from qualified firms and their proposals were scored based on the evaluation criteria provided for them in the proposal. The Selection/Scoring Committee is: Town Administrator & Treasurer; Town Clerk; and the Public Works Director. Scores are as follows: MHAC - 99 (SV); 100 (CH); 96 (SW) Avg. Score 98.33 RICK - 98 (SV); 99 (CH); 95 (SW) Avg. Score 97.33 Benesch - 93 (SV); 93 (CH); 88 (SW) Avg. Score 91.33 Matrix - 87 (SV); 99 (CH); 88 (SW) Avg. Score 91.33 Vitruvian - 83 (SV); 100 (CH); 85 (SW) Avg. Score 89.33 Bureau Veritas - 86 (SV); 99 (CH); 84 (SW) Avg. Score 89.66 Altura Solutions - 92 (SV); 100 (CH); 84 (SW) Avg. Score 92
BUDGET:	
RECOMMENDATION:	RECOMMENDED MOTION: I Move to select MHAC as the most responsive and responsible bidder and direct the Town Administrator to begin negotiating a contract for consideration at the April 8th Board Meeting
ATTACHMENT:	Attachment A: RFP 2025-03 ADA Transition Plan & Addendum No. 1 Attachment B: ADA Proposals Attachment C: Scoring Sheets



TOWN OF PAONIA, COLORADO

REQUEST FOR PROPOSALS

ADA Transition Plan

RFP 2025-03

ISSUED: February 12, 2025

PROPOSAL DUE DATE: March 19, 2025, 4PM (M.T.)

REQUEST FOR PROPOSAL – ADA Transition Plan

The Town of Paonia is currently seeking the contracted services of a Consultant to collect data and create an ADA Transition Plan. It is intended that the successful candidate would perform the services listed in this proposal. THIS REQUEST FOR PROPOSALS (RFP) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for proposals allows the Town of Paonia, Colorado (the Town) to select a service provider that best meets the needs of the Town, taking into consideration proper qualifications, price, products, and service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget.

This RFP has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFP or addenda pertaining to this RFP will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

COMMUNITY BACKGROUND

The Town of Paonia, Delta County, Colorado, is a Title 31 statutory Town, and was incorporated in 1902. The Town has a population of approximately 1,447 residents (2020 Census) and consists of approximately 800 households. The Town is situated on the North Fork of the Gunnison River, and services approximately 632 households (approximately 1,482 people) outside of the Town limits with drinking water. Paonia is home to the noted western newspaper *High Country News*, and KVNF community public radio station.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, public buildings, and sidewalks), and Recreational programs (parks and recreation activities). The Town has retained general counsel services provided by Clayton Buchner as a part-time employee of the Town.

The Town of Paonia has a Mayor-Town Board form of government with a contract Town Administrator/Treasurer. There are six (6) Board of Trustee representatives, and each representative is elected to the Board for staggered four (4) year terms. The Mayor is elected for a four (4) year term. Every two (2) years, the Mayor (possibly) and three (3) Trustee representatives are up for election. The Mayor and all Trustees are elected "at-large."

The Town employs Department Heads and a staff of approximately 21 full-time and 2 part-time employees to manage the Town's day-to-day business. Town departments include administration, public works, and police. In addition to the Board of Trustees and the Mayor, there are currently four (4) volunteer boards: Planning Commission, combined Zoning Board of Adjustments/Board of Appeals, the Tree Board, and the North Fork Valley Airport Advisory Committee.

There are no identifiable plans created by the Town that addresses the Americans with Disabilities Act, aside from the current Town Administrator suggesting that the Board of Trustees name him the ADA Coordinator and which they approved on July 11, 2023.

SCOPE OF SERVICES

The Americans with Disabilities Act (ADA), passed on July 26, 1990 at Public Law 101-336 (42 U.S.C. Sec 12101 et seq.), became effective on January 26, 1992. The current text of the ADA includes changes made by the ADA Amendments Act of 2008 (Public Law 110-325), which became effective on January 1, 2009. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities, and the Act prohibits discrimination against disabled persons in the United States. Title II of the ADA requires state and local governments to make their programs, services, and activities accessible to persons with disabilities, and establish physical requirements for public facilities.

Although the Americans with Disabilities Act (ADA) has additional requirements as outlined in 28 C.F.R. §35.150 for public entities employing fifty (50) or more employees, the Town of Paonia would like to complete those additional steps as well. The Town of Paonia (Town) is currently seeking a qualified consultant (consultant) with experience in performing an ADA Self-Evaluation and developing a Transition Plan.

The intent of this RFP is to evaluate each interested consultant's specific qualifications, experiences, and select the best-qualified consultant. In addition, all interested consultants shall have sufficient readily available resources in the form of trained personnel, support services, specialized consultants and financial resources to carry out the work without delay or shortcomings. The work will be performed in accordance with a mutually agreed upon Services Agreement.

The Town intends to award a contract to one successful consultant for the services proposed by that consultant. However, all contracts are subject to approval by the Paonia Board of Trustees, and the Town reserves the right to not award any such contract at the discretion of the Board of Trustees.

In general, the work consists of the preparation of an ADA Self-Evaluation and Transition Plan and may include, but are not necessarily limited to the following tasks:

a. Self-Evaluation

The consultant shall assist the Town in developing the procedure and forms needed to conduct a self-evaluation of the Town's Right-of-Way for ADA compliance. The Consultant shall, but are not necessarily limited to, performing the following:

- Identify necessary documents, materials, and resources to conduct Self-Evaluation.

- Provide GIS data support to the Town, including inventory and mapping of barriers.
- Assist the Town project team in developing a strategy to implement and complete the Self-Evaluation process.
- Compile and finalize Self-Evaluation Report.

b. Provide Training for Town Staff

The process is expected to be an educational experience for Town Staff. The consultant shall train designated Town staff in the following areas:

- Applicable government code, statutes and regulations.
- Performing field investigations and inspections.
- Preparation of ADA Compliance Assessment Reports.
- Using and maintaining the database.
- Using and maintaining the project map.
- Monitoring and updating the ADA Self-Evaluation and Transition Plan.

c. Conduct Facility Survey and Barrier Assessment

The Consultant shall conduct surveys with field reviews of crosswalks, pathways, sidewalks and curb ramps in the public right-of-way and Town owned parking lots and facilities. The surveys will identify physical barriers in each facility that limit accessibility and compare each facility to the State Title 24 Building Code and the Federal Public Right-of-Way Accessibility Guidelines (PROWAG).

The Consultant shall, but are not necessarily limited to, perform the following:

- Public Right-of-Way: The Consultant shall survey the Town's inventory of crosswalks, sidewalks and curb ramp in the public right-of-way for ADA compliance.
- Town owned parking lots, buildings and park facilities: The Consultant shall survey all Town owned parking lots, buildings and park facilities for ADA compliance.

d. Transition Plan

Develop Transition Plan based upon the results of the Self-Evaluation Report, policy reviews, Town staff guidance, and public feedback.

Transition Plan shall comply with the ADA Title II including, but not limited to, the following:

- Methodology for the self-evaluation of existing barriers to accessibility.
 - Methodology must include an option for community volunteer assistance to supplement Town Staff for the Self-Evaluation; and
 - Methodology must include an option for Consultant to complete the self-evaluation.
- Summary of the findings of the self-evaluation.
- Detailed recommendations of remedial measures to correct deficiencies and a methodology for the prioritization of barrier remediation.
- Cost estimates of remediation measures and barrier removal plans.
- In consultation with Town staff, prepare an implementation schedule that includes milestones or measures of achievement for monitoring implementation.
- Procedures for periodically reviewing and updating the Transition Plan.
- Procedures and forms for performing evaluations of additional barriers.
- Procedures and forms for filing Requests for Accommodation.
- List of references and contact information for ADA and accessibility related resources.
- Identification of the official(s) who will be responsible for implementation of the plan.
- Develop draft and final report incorporating comments from the Town and Stakeholders.

e. Project Database and Mapping Setup

- The Consultant shall develop a database for the ADA Transition Plan using Microsoft Excel or other Town approved software such as iWorq. The purpose of the database is to facilitate ongoing monitoring and updating of the final ADA Transition Plan by Town staff.
 - The database shall correlate all aspects of the transition plan and shall be produced using the database, including but not limited to, Barrier Reports, Self-Evaluation and Transition Plan, reference drawings, standard drawings and photographs.
 - The database shall be the property of the Town when the ADA Transition Plan compilation is complete.
- Project Map – The consultant shall develop a map using AutoCAD or GIS for curb ramps. The map shall fully show distinct points for each identified barrier to access.
- Plans/Diagrams with ADA Barriers marked and labeled as noted above.

f. Community Engagement

Develop a public engagement strategy for proposed outreach and engagement with interested persons, including individuals with disabilities or organizations representing individuals with disabilities as required. This strategy should also be informed by goals recommended by the Town.

- Develop proposals and implementation timeline to engage the community in the ADA Transition Plan process.
- Specify the proposed number of meetings/workshops necessary to achieve a suitable engagement plan to meet the plan's goals.
- Incorporate opportunities for public comment into phases of the planning process.
- Review and incorporate public comment and feedback into the plan.
- Specify other engagement tools and media that will be utilized to implement community engagement.
- Develop public engagement materials including surveys, informational materials, and presentations.

g. Project Management

- Develop and maintain project schedule and budget.
- Project management tasks include attending meetings, developing agendas, notetaking.
- Assist the Town in project data management, documentation, and record keeping.
- Implement best practices for budget and schedule adherence.
- Provide periodic progress reports and presentations for staff, stakeholders, and/or Town Trustees.
- Provide GIS data to Town including final inventory and mapping of barriers and recommendations where applicable.
- Facilitate meetings including project kick-off and close-out as well as project team meetings throughout the planning process.

ADDITIONAL SERVICES

The need for additional services may be required during the term of the contract. The interested Consultant shall submit a fee schedule for key staff which may be directly involved in the work outside of the scope of services above. This fee schedule shall be on an hourly basis.

COST PROPOSAL

The Consultant is to prepare the Fee Schedule below based on the tasks listed in the Scope of Work and the table for additional services, if requested, based on personnel hourly rate(s).

Consultant shall provide an itemized schedule of rates and fees which includes all billing amounts and costs for each Task. Task amounts are considered to be not-to-exceed amounts.

<u>Task</u>	<u>Amount</u>
Task 1: SELF-EVALUATION	\$ _____
Task 2: PROVIDE TOWN STAFF WITH TRAINING	\$ _____
Task 3: TRANSITION PLAN	\$ _____
Task 4: FACILITY SURVEY & BARRIER ASSESSMENT	\$ _____
Task 5: DATABASE AND MAPPING SETUP	\$ _____
Task 6: COMMUNITY ENGAGEMENT	\$ _____
Task 7: PROJECT MANAGEMENT	\$ _____

Consultant Rate Schedule:

The rate for any authorized additional services is shown below:

Position Title	Hourly Rate
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of the proposals by all consultants. The intent of these guidelines is to assist consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory transmittal letter should be addressed to:

Stefen Wynn, M.P.A.
Town Administrator & Treasurer
StefenW@TownofPaonia.com

The letter shall be on the consultant's letterhead and include the consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter must be signed by the individual authorized to bind the Consultant to the proposal.

2. Consultant Information, Qualifications & Experience

The Town will only consider submittals from consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team.

Submittals shall include a detailed description of a minimum of three (3) projects which include the following information:

- Contracting agency
- Contracting agency Project Administrator/Contact Person including name, address and phone
- Contracting agency contact information
- Contract amount
- Date of contract

- Date of completion
- Consultant Project Administrator and contact information

3. Organization and Approach

- Describe the roles and organization of your proposed team for this project. Indicate the composition of subconsultants and number of project staff, facilities available and experience of your team as it relates to this contract. Provide an organizational chart.
- Describe your project and management approach.
- Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience for the Project's Scope of Work, as well as the length of employment with the proposed Consultant. Key members, especially the Project Administrator, shall have significantly demonstrated experience with this type of project, and should be committed to staying with the project for the duration of the project.
- Demonstrate that the consultant's Project Administrator and project staff have sufficient availability and/or that consultant has sufficient resources to timely deliver Town's projects.

4. Statement Accepting the General Terms and Conditions

The Town will only consider submissions that include a statement acknowledging and accepting the general terms and conditions.

5. Cost Proposal

The Request for Proposal includes a Fee Schedule which identifies the scope of work through task to be completed. The Cost Proposal worksheet can be found on page eight (8) of this document.

PROPOSAL EVALUATION

All submittals will be evaluated by Town Selection Committee. The Committee may be composed of Town staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Contract Administrator/Project Administrator only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer. The Committee will evaluate each submittal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any submittal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the Town requirements as set forth in this RFP. The selection process may include oral interviews. The proposer will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted. In the event that the Town receives no more than three proposals, the Town may opt to not conduct an oral interview.

Evaluation Criteria:

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any proposal is one hundred (100) points.

The consultant determined to be the most qualified, in the City's sole discretion, shall be based on the following 100-point grading system:

1. Quality of Proposal: 15 points
2. Qualification and Experience: 25 points
3. Organization and Approach: 25 points
4. Staff Availability: 10 points
5. Proposal Format and Completeness: 10 points
6. Project Schedule: 10 points
7. Project Cost: 5 points

• Quality of Proposal (15 Points)

Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete.

- **Qualifications & Experience (25 Points)**

Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to provide an American with Disabilities Act (ADA) Self Evaluation Transition Plan as detailed in the scope of work.

- **Organization and Approach (25 Points)**

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward.

- b. Roles and Organization of Proposed Team

- 1. Proposes adequate and appropriate disciplines of project team.

- 2. Some or all of team members have previously worked together on similar project(s).

- 3. Overall organization of the team is relevant to City needs.

- c. Project and Management Approach

- 1. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.

- 2. Team successfully addresses Work Planning and Programming efforts.

- 3. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.

- d. Roles of Key Individuals on the Team

- 1. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.

- 2. Key positions required to execute the project team's responsibilities are appropriately staffed.

- e. Working Relationship with City

- 1. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.

- 2. Team leadership understands the nature of public sector work and its decision-making process.

- **Staff Availability (10 Points)**

Consultant demonstrates project team staff is available and able to promptly respond to requests throughout the contract duration in order to timely deliver projects.

- **Proposal Format and Completeness (10 Points)**

- a. Attractive, professional appearance (Cover, internal layout, font type and size, and illustrations/photos).

- b. Clear, Concise, error-free.

- **Project Schedule (10 Points)**

The proposed schedule will be evaluated on the overall project timeline. The schedule offering the Town the shortest duration with the earliest start will receive a maximum of ten points and the subsequent proposals will receive points based on the weighted average as compared to the highest scoring consultant.

- **Project Cost (5 Points)**

The proposed project cost will be evaluated on the lowest cost that meets all of the criteria as outlined in the cost proposal worksheet and the Scope of Work and Additional Services. The most competitive proposals will also include separate costs for organizing volunteers to collect data for the Self-Evaluation and for the Consultant to complete the Self-Evaluation.

GENERAL TERMS AND CONDITIONS

- 1.) The Town reserves the right to undertake its own investigation to evaluate proposals. The Town shall have the sole discretion to accept or reject a proposal.
- 2.) All proposals become the property of the Town upon receipt and will not be returned to the candidate. Selection or rejection of the proposal will not affect this right.
- 3.) The Town operates under public disclosure laws, as part of normal procedures.
- 4.) Proprietary information must be identified and will be protected as far as possible.
- 5.) Cost of developing the proposal, attendance at any pre-proposal conference, or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
- 6.) Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFP or to follow the proposal format requested in the RFP may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.
- 7.) The successful candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
- 8.) The final selection will be based on the written proposal, oral and written responses of client references and on any interview with the candidate.

The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Proposals (RFP). No oral interpretations will be made by the Town to any firm as to the requirements of this RFP.

Emailed PDF proposals titled in the subject as, "PROPOSALS FOR ADA TRANSITION PLAN," will be accepted on or before 4:00 PM (MT) Wednesday, March 19, 2025 (Deadline), at the email addresses below. Proposals tendered after the deadline will be rejected.

Stefen Wynn
Town Administrator
StefenW@TownofPaonia.com

AND

'cc'd to: Paonia@TownofPaonia.com

Mailed proposals are not accepted.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this RFP shall be submitted by email to Stefen Wynn, Town Administrator, at e-mail address: StefenW@TownofPaonia.com; and 'cc'd to: Paonia@TownofPaonia.com.

The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions.

Submission of proposals indicates acceptance by the firm of the conditions contained in this RFP.

It is anticipated that the selection of a firm will be completed at a Regular Meeting of the Board of Trustees on April 8, 2025.

All materials submitted in connection with the proposal document become the property of the Town. All information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

Publication of RFP	February 12, 2025
Due date for proposals	March 19, 2025, at 4PM (M.T.)
Regular Meeting to Choose Consultant	March 25, 2025
Consultant Services Agreement Approved at Regular Town Board Meeting	April 8, 2025

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Qualifications does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Consultant, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or a reduction of funding.



Town of Paonia

Office of the Town Administrator
214 Grand Ave.
Paonia, CO 81428
O: (970) 527-4101
F: (970) 527-4102

3/17/2025

Addendum No. 1 RFP 2025-03 ADA Transition Plan

Q1. Is the Town also interested in having the Consultant inventory non-public areas, such as employee work areas, employee-only restrooms, breakrooms, etc.?

A1. The Town does not typically have 'employee-only' rooms within its public facilities, except for the Police Department's area within Town Hall. The Town Hall is also named, "The Community Center," and as such all areas within the Town Hall should be inventoried, including the Police Department.

Q2. Are there any other town-owned buildings that have a public function such as: A payment counter at a public works building, an airport building that provides a public function (as opposed to an airport building leased to a private company), a solid waste refuse dropoff facility, a fire station where public meetings are hosted?

A2. The public facilities that the Town operates are as follows:

1. Town Hall (Community Center) and Police Department at 214 Grand Ave. Paonia, CO.
2. Town Park
3. The Ellen Hanson Smith Teen Center at Town Park
4. The Public Restrooms at the Town Park
5. The Paonia River Park
6. The Historic Schoolhouse and Museum
7. Apple Valley Park which serves as the trailhead for the Jumbo Mountain Trail and offers tennis courts and public restrooms
8. Poulos Park in Downtown Paonia
9. Two Public Parking lots at 214 Grand Ave. (behind Town Hall) and 236 Main Ave (with an electric charging station)
10. The Public Works Building with Bulk Water Filling Station
11. The North Fork Ambulance service at 401 2nd St. Paonia, CO (owned by the Town and leased to the service, but the service is vacating in May)
12. The Town operates a municipal airport that has one building open to the public at: 38506 Back River Rd. Paonia, CO

Q3. Is an inventory available for the public rights-of-way?

A3. The Town has a general idea of the number of crosswalks, pathways, sidewalks, and curb ramps, but expects that this be completed by the consultant as a part of this project. Generally the Town has the following inventory of Rights of Way, but this list is expected to improve with the consultant's assistance.

1. Crosswalks:

- a. Intersection of 1st Street and Grand Avenue
- b. Intersection of 2nd Street and Main Street
- c. Intersection of 2nd Street and Grand Avenue
- d. Intersection of 3rd Street and Grand Avenue
- e. Intersection of 3rd Street and Box Elder Avenue
- f. Intersection of 3rd Street and Orchard Avenue
- g. Intersection of 3rd Street and Clark Avenue
- h. Intersection of 4th Street and Grand Avenue
- i. Intersection of 4th Street and Onarga Avenue
- j. Intersection of 4th Street and Box Elder Avenue
- k. Intersection of 4th Street and Orchard Avenue
- l. Intersection of 5th Street and Box Elder Avenue

2. Pathways/Trails:

- a. Paonia River Park to School Trail, approximately 1.5 Miles of trailway
- b. Apple Valley Park Jumbo Mountain Trailhead, approximately 0.5 miles of trailway

3. Sidewalks and Curb Ramps:

- a. The Town doesn't have a list of linear feet of sidewalk or an inventory of each intersection in Town. Please see **Attachment A** for clarification of intersections in Town and an asset inventory with rating the deterioration of sidewalks, streets and ramps in Town.

Appendix A

Street Information

PASER Rating Map
Curb/Gutter/Sidewalk Assessment

Legend

PASER Rating

1

2

3

4

5

6

7

9

Town of Paonia



A- Sidewalk attached to curb/gutter V- Vertical curb face
D- Sidewalk detached to curb/gutter R- Rollover curb face

Street	Block	Sidewalk	Curb and Gutter	Trees	Condition	Comments	Comments
N Fork	5th to 7th	North - None South - None	North - None South - None				
N Fork	4th to 5th	East - None West - None	East - None West - None		N/A N/A		
N Fork	3rd to 4th	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Moderate Poor	tree damage to sidewalks	
N Fork	2nd to 3rd	East - Detached West - Detached	East - Vertical West - Vertical	East - None West - Yes	Moderate Moderate	tree damage to sidewalks	
Box Elder	4th to 5th	East - Detached West - Attached	East - Vertical West - Vertical	East - Yes West - None	Good Very Good		
Box Elder	3rd to 4th	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Moderate Moderate	road under construction	
Box Elder	2nd to 3rd	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Moderate Moderate	tree damage to sidewalks	
Box Elder	2nd to Box Elder Dr	East - None West - None	East - None West - None				
Box Elder	Box Elder Ave	East - None West - None	East - None West - None				
Grand	3rd to 4th	North - Detached South - Detached	North - Vertical South - Vertical	North - Yes South - Yes	Poor Moderate	tree damage to sidewalks tree damage to sidewalks	
Grand	2nd to 3rd	East - Attached West - Attached	East - Vertical West - Vertical		Good Good		
Grand	1st to 2nd	East - Attached West - Attached	East - Vertical West - Vertical		Good Good		
Delta	4th to 5th	East - Detached West - None	East - Vertical West - None	East - Yes	Moderate		
Delta	3rd to 4th	East - None West - Detached	East - Vertical West - None		Moderate	CG not present from RR to 4th SW not present from 3rd to RR	
Delta	2nd to 3rd	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Good Good		
Delta	End to 2nd	East - None West - None	East - Vertical West - Vertical		Good Good		
Oak	6th to 7th	North - None South - None	North - None South - None				
Oak	3rd to 4th	East - None West - Attached	East - Vertical West - Vertical		Good Good		
Oak	2nd to 3rd	East - None West - Attached	East - Vertical West - Vertical			CG only from 2nd to RR SW only from RR to 3rd; CG only from 2nd to RR	
1st	Niagara to Main	North - Detached South - None	North - None South - None	North - Yes			
1st	Main to Grand	North - None South - Detached	North - None South - None	North - None South - None	Good	SW only from Main to alley	
1st	Grand to Onarga	North - Attached South - None	North - Vertical South - None		Moderate	SW from alley to Onarga is detached	
1st	Dorris to Paonia	North - None South - None	North - None South - None				
2nd	Niagara to Main	East - None West - None	East - None West - None	East - None West - None	N/A N/A		
2nd	Main to Grand	North - Attached South - Attached	North - Vertical South - Vertical		Good Good		
2nd	Grand to Onarga	North - Attached South - Attached	North - Vertical South - Vertical		Good Good		
2nd	Onarga to Poplar	North - Attached South - Attached	North - Vertical South - Vertical		Good Good		
2nd	Poplar to Box Elder	North - Attached South - Attached	North - Vertical South - Vertical		Good Good		
2nd	Box Elder to N Fork	North - Detached South - None	North - Vertical South - None	North - None	Good		
2nd	N Fork to Orchard	North - Detached South - None	North - None South - None	North - None	Good		
2nd	Orchard to Oak	North - Detached South - None	North - None South - None	North - None	Good		
2nd	Oak to Delta	North - Detached South - None	North - None South - Vertical	North - None	Good		
2nd	Delta to Rio Grande	North - Detached South - None	North - Vertical South - Vertical	North - None	Good		
2nd	Rio Grande to Colorado	North - Detached South - None	North - Vertical South - Vertical	North - Yes	Moderate		
2nd	Colorado to Clark	North - Attached South - None	North - Vertical South - Vertical		Moderate		
2nd	Clark to Minnesota	North - None South - None	North - None South - None				
2nd	Minnesota to Lamborn	North - None South - None	North - None South - None				
2nd	Lamborn to Dorris	North - None South - None	North - Vertical South - None		Moderate		
2nd	Dorris to Paonia	North - None South - None	North - None South - None				
Orchard	6th to 7th	North - None South - None	North - None South - None				
Orchard	3rd to 4th	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Poor Moderate	tree damage to sidewalks	
Orchard	2nd to N Fork	East - None West - None	East - None West - None				
Rio Grande	2nd to End	East - None West - None	East - Vertical West - Vertical		Good Good		
Rio Grande	2nd to 3rd	East - None West - Detached	East - Vertical West - Vertical	West - Yes	Good		
Rio Grande	3rd to 4th	East - None West - None	East - None West - None	East - None West - None	N/A N/A		
Rio Grande	4th to Creek	East - None West - None	East - None West - None	East - None West - None	N/A N/A		
Rio Grande	Creek to End/Gate	East - None West - None	East - None West - None	East - None West - None	N/A N/A		
	Cedar Dr	East - None West - None	East - None West - None	East - None West - None	N/A N/A		
	Box Elder Dr	East - None West - None	East - None West - None	East - None West - None	N/A N/A		
	Alder Ct	North - None South - None	North - None South - None				
	Delta to Oak	North - None South - None	North - Vertical South - None		Very Good		
	Oak to N Fork	North - None South - None	North - None South - None			concrete drainage channel	
	N Fork to Box Elder	North - None South - Detached	North - None South - None	South - No	Very Good		

5th	Box Elder to Grand	North - None South - None	North - None South - None			
6th	N Fork to Orchard	North - None South - None	North - None South - None			
6th	Orchard to Oak	North - None South - None	North - None South - None			
	Box Elder Loop	North - None South - None	North - None South - None			
7th	N Fork to Orchard	North - None South - None	North - None South - None			
7th	Orchard to Oak	North - None South - None	North - None South - None			
Main	1st to 2nd	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Poor	tree damage to sidewalks
Main	2nd to 3rd	North - None South - None	North - None South - None			
Main	3rd to End	North - None South - None	North - None South - None			
4th	Niagara to End	North - Attached South - Attached	North - Vertical South - Vertical	North - None South - None	Poor	tree damage to sidewalks
4th	Grand to Onarga	North - Attached South - Detached	North - Vertical South - Vertical	North - None South - None	Moderate	
4th	Onarga to Poplar	North - Attached South - Detached	North - Vertical South - Vertical	North - Yes South - None	Moderate	
4th	Poplar to Box Elder	North - Attached South - Detached	North - Vertical South - Vertical	North - None South - None	Good	
4th	Box Elder to N Fork	North - Attached South - Detached	North - Vertical South - Vertical	North - None South - Yes	Moderate	concrete drainage channel
4th	N Fork to Orchard	North - None South - Attached	North - Vertical South - Vertical	North - None South - None	Moderate	concrete drainage channel
4th	Orchard to Oak	North - None South - Attached	North - Vertical South - Vertical	North - None South - None	Moderate	concrete drainage channel
4th	Oak to Delta	North - None South - Attached	North - Vertical South - Vertical	North - None South - None	Poor	
Onarga	3rd to 4th	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Poor	tree damage to sidewalks
Onarga	2nd to 3rd	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Moderate	
Onarga	1st to 2nd	East - None West - Detached	East - Vertical West - Vertical	West - Yes	Good	
Poplar	3rd to 4th	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Moderate	
Poplar	2nd to 3rd	East - Detached West - Detached	East - Vertical West - Vertical	East - Yes West - Yes	Poor	tree damage to sidewalks
Poplar	2nd to End	East - None West - None	East - None West - None			
3rd/Samuel Wade		North - Attached South - None	North - Vertical South - None	South - None	Good	
3rd	Niagara to Main	North - Detached South - None	North - Vertical South - None	North - Yes	Good	Niagara to alley SW attached
3rd	Main to Grand	North - Attached South - Attached	North - Vertical South - Vertical		Moderate	SW detached alley to Grand
3rd	Grand to Onarga	North - Attached South - Attached	North - Vertical South - Vertical	North - None South - None	Good	
3rd	Onarga to Poplar	North - Detached South - Detached	North - Vertical South - Vertical	North - Yes South - None	Poor	
3rd	Poplar to Box Elder	North - Detached South - Detached	North - Vertical South - Vertical	North - Yes South - Yes	Good	
3rd	Box Elder to N Fork	North - Detached South - Detached	North - Vertical South - Vertical	North - Yes South - None	Moderate	
3rd	N Fork to Orchard	North - Detached South - Detached	North - Vertical South - Vertical	North - None South - None	Good	
3rd	Orchard to Oak	North - Detached South - Detached	North - Vertical South - Vertical	North - Yes South - Yes	Moderate	
3rd	Oak to Delta	North - None South - Detached	North - Vertical South - Vertical	North - None South - None	Moderate	CG from RR to Delta only
3rd	Delta to Rio Grande	North - Detached South - Detached	North - Vertical South - Vertical	North - Yes South - Yes	Moderate	CG from RR to Delta only
3rd	Rio Grande to Colorado	North - None South - Detached	North - None South - Vertical	North - None South - Yes	Moderate	
3rd	Colorado to Clark	North - None South - Detached	North - None South - None	South - None	Good	
3rd	Clark to Minnesota	North - None South - Detached	North - None South - None	South - None	Moderate	
3rd	Minnesota to Lamborn	North - None South - None	North - None South - None			
Clark	3rd to End	North - None South - None	East - None West - None			
Clark	2nd to 3rd	North - None South - None	East - Rollover West - Rollover		Good	
Clark	2nd to End	North - None South - None	East - None West - None			
Colorado	2nd to 3rd	East - None West - Detached	East - Vertical West - Vertical	East - None West - Yes	Moderate	
Colorado	2nd to End	East - None West - None	East - None West - None			
Niagara	3rd to 4th	East - None West - None	East - None West - None			
Niagara	2nd to 3rd	East - None West - None	East - None West - None			
Niagara	1st to 2nd	East - None West - None	East - Vertical West - None			
Minnesota	2nd to 3rd	East - None West - None	East - None West - None			
Lamborn	2nd to 3rd	East - None West - None	East - None West - None			
Dorris	2nd to Colorado	East - None West - None	East - None West - None			
Vista	3rd to End	North - Attached South - Attached	North - Rollover South - Rollover		Very Good	
Paonia	1st to 2nd	East - None West - None	East - None West - Rollover			CG is a valleypan
Meadowbrook Ct		East - None West - None	East - Vertical West - Vertical		Good	
Meadowbrook Dr	Paonia to Meadowbrook Ct	East - None West - None	East - Vertical West - Vertical		Good	island has CG
Meadowbrook Dr	Meadowbrook Ct to Paonia	East - None West - None	East - Vertical West - Vertical		Good	island has CG

no CG from alley to Main



ADA Self-evaluation and Transition Plan Proposal

RFP 2025-03 ADA Transition Plan



Prepared by:



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Stefen Wynn, M.P.A.
Town Administrator & Treasurer
Town of Paonia
214 Grand Avenue
Paonia, CO 81428
onia.com
Email: StefenW@TownofPa

Dear Mr. Wynn:

Mile High Accessibility Consultants (MHAC) appreciates the opportunity to submit our ADA Self-evaluation and Transition Plan proposal to the Town of Paonia (Town). MHAC is fully prepared to successfully complete this vital project on schedule and within budget.

Mile High Accessibility is the best qualified firm for this project for these reasons:

1. Our staff has experience with state and local government ADA Self-evaluations and Transition Plans with over 46 years combined experience.
2. MHAC has completed numerous ADA self-evaluation and Transition Plans for state and local governments including towns, cities, and counties throughout Colorado.
3. MHAC has conducted Public Right-of-way Accessibility Guidelines audits on over a thousand miles of public right-of-way.
4. Our staff has performed over a thousand ADA compliance facility audits for state and local governments across the nation.
5. MHAC ADA reporting is unsurpassed and provides a comprehensive ADA Compliance Management Database that is easy to use, understand, and customize to suit the Town's reporting requirements. Additionally, Mile High Accessibility's database gives photo documentation for every finding that is a barrier to accessibility.
6. MHAC has the most affordable ADA consulting rates in the industry.

Mile High Accessibility's qualifications, and our approach on how to successfully complete an ADA Self-evaluation and Transition Plan, will demonstrate how we are well suited to meet the requirements for this project.

MHAC acknowledges the receipt of Addendum No. 1 date March 17, 2025

Sincerely,



Ryan Kelley, President and Project Manager
Mile High Accessibility Consultants, Inc.
7971 Smokewood Drive
Colorado Springs, CO 80908
ryan@milehighaccessibility.com
(791) 205-7753



Mile High Accessibility Consultants, Inc.

7971 Smokewood Drive
Colorado Springs. CO 80908.
milehighaccessibility.com

Contact Person: Ryan Kelley, Project Manager
ryan@milehighaccessibility.com

Statement of Qualifications

MHAC was created to provide cost-effective ADA compliance consulting, using superior data collection and database development technology that is unparalleled in the industry. This, combined with the experience of MHAC staff, has resulted in an organization that excels at knowledge based, client focused, economical ADA compliance consulting. All MHAC staff are in Colorado Springs and are available to start this project immediately.

MHAC staff has:

- Helped many state and local government entities comply with the ADA by developing comprehensive ADA Self-evaluations and Transition Plans.
- Helped various cities and counties comply with the requirements of Department of Justice ADA Settlement Agreements.
- Contributed to the ADA accessibility audits of over 1,200 facilities, totaling an excess of 30 million square feet of space.
- Performed over 1,100 ADA audits of parks and recreation facilities across the Nation.
- Performed Public Right-of-way Accessibility Guidelines audits on more than a thousand miles of public right-of-way.
- Developed ADA compliant policies, programs, and services for a multitude of cities and counties across the U.S.

MHAC staff is experienced in all disability rights laws and has a thorough knowledge of:

- 2010 ADA Standards for Accessible Design
- U.S. Access Board's Public Right-of-way Accessibility Guidelines (PROWAG)
- 2017 American National Standards Institute (ANSI) 117.1
- Chapter 11- Accessibility of the 2021 International Building Code (IBC)
- Outdoor Developed Areas Accessibility Guidelines
- U.S. Department of Housing and Urban Development Fair Housing Accessibility Guidelines

MHAC staff is proficient and experienced in providing these services:

ADA Self-evaluation and Transition Plans	Public Right-of-way Audits
Park and Recreation Audits	Outdoor Recreation Area Audits
ADA Facility Audits	Website Accessibility Audits
ADA Architectural Plan Reviews	Disability Laws Training
ADA Lawsuit Expert Testimony	ADA Lawsuit Defense
ADA DOJ Settlement Resolution Consulting	Multi-housing FHA Compliance Audits



The following are MHAC's most recently completed ADA self-evaluation and transition plan projects. The projects below contain contact information and are included as references.



ADA Self-evaluation & Transition Plan / City of Edgewater, CO

MHAC completed an ADA Self Evaluation & Transition Plan for the City of Edgewater. This project required an evaluation of ADA City policies and practices, an accessibility assessment of 30 miles of the City's public right-of-way, and an ADA survey of the Edgewater Civic Center. MHAC provided cost estimates for barrier removal and barrier removal prioritization. After the final public outreach event, a formal ADA Self-evaluation and Transition Plan was finalized. This project was completed on time and within budget. MHAC continues to provide on-call ADA consulting and public right-of-way consulting for barrier removal renovations and new developments by providing design reviews and on-site inspections of completed PROW improvements for accessibility.

Project Start Date: 2/2023

Project Completion Date: 12/2023

Project Cost: \$ 59,560

Contact Name: Kit Lammers, Community Services Director

1800 Harlan St,

Edgewater, CO 80214

Office: (720) 763-3000

Cell: (720) 763-3008

klammers@edgewaterco.com





ADA Self-evaluation & Transition Plan / Town of Bennett, CO

MHAC finalized a comprehensive ADA Self-evaluation and Transition Plan for the Town of Bennett. The scope of this project included an evaluation of the Town's policies, programs, and services, an ADA survey of 13 facilities, 9 parks, an accessibility audit of 45 streets and 6 shared use paths in the Town's public right-of-way using the Public Right-of-way Accessibility Guidelines, and an accessibility audit of the Town's website. MHAC provided cost estimates for barrier removal and barrier removal prioritization. After completing the final public outreach presentation, public comments were added to the final ADA Transition Plan. This project was completed on time and within budget. MHAC continues to provide on-call ADA consulting and public right-of-way consulting for barrier removal renovations and new developments by providing design reviews and on-site inspections of completed PROW improvements for accessibility.

Project Start Date: 2/2023

Project Completion Date: 12/2023

Project Cost: \$ 86,360

Contact Name: Gerilynn Scheidt, Town Safety Officer and ADA Coordinator

207 Muegge Way

Bennett, CO 80102

Office: (303) 644-3249 ext. 1004

gscheidt@bennett.co.us



Town of Paonia- Proposal for ADA Self-evaluation and Transition Plan



ADA Compliance Assessment & Transition Plan / City of Fountain, CO

MHAC continues to provide ongoing ADA Compliance Assessments for the City of Fountain. To date, Mile High has completed ADA Compliance Assessments for City facilities, thirty bus stops for Fountain Municipal Transit, and 2,000 City curb ramps. This project has been completed on time and within budget. MHAC is currently developing the City's ADA Transition Plan and will be performing public outreach in the near future. MHAC continues to provide on-call ADA consulting and public right-of-way consulting for barrier removal renovations and new developments by providing design reviews and on-site inspections of completed PROW improvements for accessibility.

Project Start Date: Ongoing

Project Completion Date: Ongoing

Project Cost: \$ 65,000

Contact Name: Rosa McCormick, ADAC, Public Works Assistant, ADA/Transit Coordinator

116 South Main St.

Fountain Colorado 80817

Office: (719) 322-2019

rosa@fountaincolorado.org





TOWN OF
ESTES PARK
COLORADO



ADA Self-evaluation & Transition Plan - Parks and Public Right-of-way/ Estes Park, CO

MHAC performed an ADA Self-evaluation and Transition Plan for the Town's 11 facilities, 13 parks, and 59 miles of public right-of-way. The project's scope of work included ADA assessments of facilities, parks, and public right-of-way, cost estimates for barrier removal, barrier removal prioritization, public outreach, and the completion of a formal ADA Self-evaluation & Transition Plan. This project was completed on time and within budget. MHAC continues to provide on-call ADA consulting and public right-of-way consulting for barrier removal renovations and new developments by providing design reviews and on-site inspections of completed PROW improvements for accessibility.

Project Start Date: 2/2023

Project Completion Date: 11/2023

Project Cost: \$ 58,200

Contact Name: Robert Schumaker, Facilities and Parks Manager

Office: (970) 577-3576

Cell: (970) 231-1309

rschumaker@estes.org





ADA Self-evaluation & Transition Plan/ City of Federal Heights, CO

MHAC completed a comprehensive ADA Self Evaluation & Transition Plan for the City of Federal Heights. This project required a review of City programs policies and procedures, an ADA assessment of 44 miles of public right-of-way, City facilities and parks, cost estimates for barrier removal, prioritization for barrier removal, public outreach, and the finalization of a formal ADA Self-evaluation and Transition Plan. This project was completed on time and within budget.

Project Start Date: 1/2021

Project Completion Date: 12/2021

Project Cost: \$ 71,000

Contact Name: Jeff Hill, Town Engineer

2380 West 90th Avenue

Federal Heights, CO 80260

Office: (303) 412-3521

Cell: (940) 224-0997

jhill@fedheights.org





ADA Self-evaluation and Transition Plan

MHAC completed an ADA Self-evaluation & Transition Plan for the City of Cripple Creek. The scope of work included an ADA assessment of City facilities and parks. A review of City programs, policies, and procedures and a PROW assessment will be completed in 2025.

MHAC will perform a PROWAG assessment of the City's public right-of-way and public outreach events in 2025.

Project Start Date: 5/2024

Project Completion Date: 8/2024

Project Cost: \$ 30,400

Contact Name: Carol Stotts, Risk Management Director

Office: (719) 689-3469

cstotts@cripple-creek.co.us

337 E Bennett Ave

Cripple Creek, CO 80813



ADA Self-evaluation and Transition Plan

MHAC completed an ADA Self-evaluation & Transition Plan for the Town of Winter Park. The scope of work included an ADA assessment of Town facilities and parks. A review of Town programs, policies, and procedures and a PROW assessment will be completed in 2025.

MHAC will perform a PROWAG assessment of the Town's public right-of-way and public outreach events in 2025.

Project Start Date: 6/2024

Project Completion Date: 7/2024

Project Cost: \$ 4,700

Contact Name: Becky Stensvad, ADA Coordinator

Office: (970) 726-8081 Extension 222

bstensvad@wpgov.com

80500 US Highway 40

Winter Park, CO 80482





CITY OF Española *New Mexico, U.S.A.*



ADA Self-evaluation & Transition Plan/ City of Espanola, New Mexico

MHAC finalized an all-inclusive ADA Self-evaluation & Transition Plan for the City of Española. This project involved a review of City programs policies and procedures, an ADA assessment of 21 City facilities, 5 parks, 34 miles of public right-of-way assessment of all City owned streets, cost estimates for barrier removal, prioritization for barrier removal, public outreach, GIS integration, and the completion of a formal ADA Self-evaluation & Transition Plan. This project was completed on time and within budget.

Project Start Date: 9/2020

Project Completion Date: 6/2021

Project Cost: \$ 35,000

Contact Name: Sally Baxter, Human Resources Director, ADA Coordinator

Office: (505) 747-6080

Cell: (505) 927-9899

sbaxter@espanolanm.gov

405 N. Paseo De Onata

Española, NM 87532





City of Longmont



City of Fort Collins



City of Edgewater



City of Fountain



Town of Bennett

welcome neighbors.



Town of Estes Park



Ryan Kelley- President and Project Manager

Ryan has over 13 years of experience with disability rights laws consulting and has experience with the Americans with Disabilities Act, the 2010 ADA Standards for Accessible Design, Public Right-of-way Accessibility Guidelines (PROWAG), the Architectural Barriers Act, and Sections 504 and 508 of the Rehabilitation Act. Ryan's primary role will be as Project Manager. He will provide guidance and interpretation of all rights and responsibilities related to all disability rights laws, project planning and scheduling, project communications, and the supervision of staff, project scope and tasks, data collection, data analysis, database development, and reporting.

Kent Kelley- Vice-President and Executive Consultant

Kent has 15 years of experience with all disability rights laws such as the Americans with Disabilities Act, Public Right-of-way Accessibility Guidelines (PROWAG), Fair Housing Act, Sections 504 and 508 of the Rehabilitation Act, and the Architectural Barriers Act. Kent is responsible for growing and managing the accessibility implementation services offered by MHAC. These services include ADA self-evaluations and transition plans for state and local governments, park and recreation accessibility audits, ADA architectural plan reviews, and website accessibility audits. Kent will assist in public outreach, ADA policy development, data collection, data analysis, facility site analysis, database development, and reporting.

Chris Laden- Web Accessibility Engineer

Chris has over 20 years of experience with website development and programming. Chris has also in-depth knowledge and experience with web accessibility, web accessibility audits, website accessibility remediation, and PDF and other documents accessibility remediation.

April Reed- Project Consultant

April has 6 years of experience with the Americans with Disabilities Act, 2010 ADA Standards for Accessible Design, Public Right-of-way Accessibility Guidelines (PROWAG), and Web Content Accessibility Guidelines (WCAG 2.1). April is responsible for data collection, data analysis, database development, and ADA policy development.

Aaron Roberts- Field Technician

Aaron has 6 years of experience collecting data for ADA projects. Using his knowledge of the 2010 ADA Standards for Accessible Design, Public Right-of-way Accessibility Guidelines (PROWAG), and Mile High Accessibility's data collection software. Aaron is responsible for data collection, data analysis, and database development.

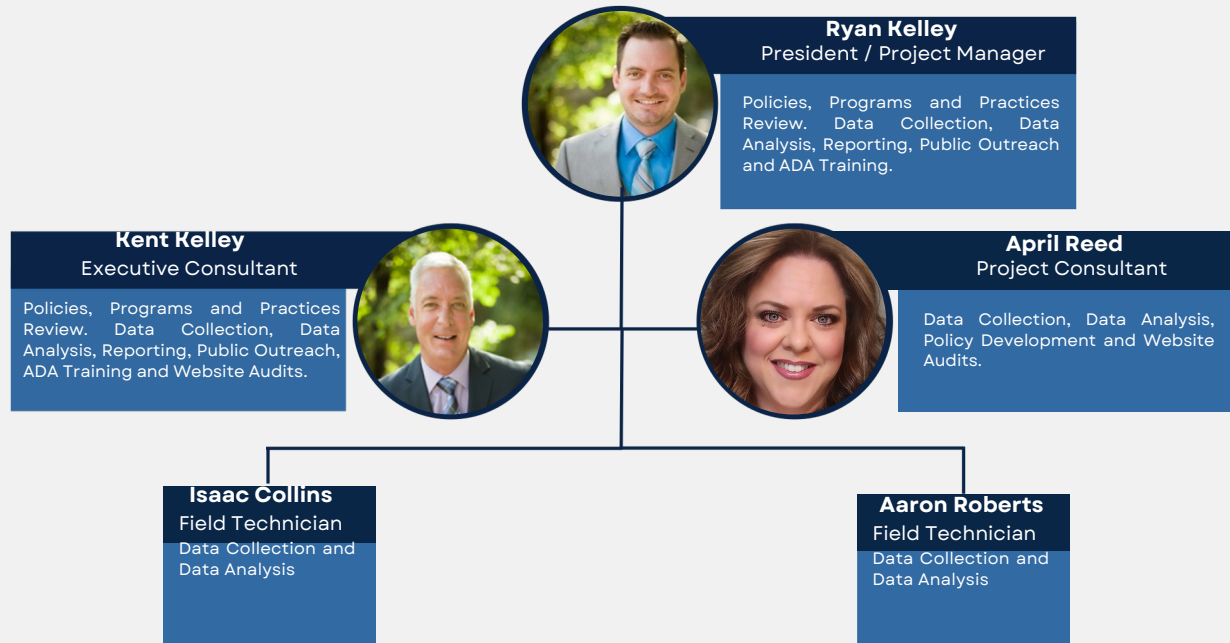
Isaac Collins- Field Technician

Isaac has 6 years of experience with the Americans with Disabilities Act, 2010 ADA Standards for Accessible Design, Public Right-of-way Accessibility Guidelines (PROWAG), and the Outdoor Developed Areas Accessibility Guidelines. Isaac is responsible for data collection, data analysis, and database development.



ORGANIZATIONAL CHART

90



Self-evaluation

MHAC's ADA Self-evaluation and Transition Plan project with Paonia would begin with a comprehensive review of all Paonia programs, activities, and services that the Town administers. To initiate this process, all Town departments and their programs, activities, and services need to be identified. To accurately determine Town programs, activities, and services, MHAC will conduct staff surveys with appropriate staff members from Paonia's 5 departments. Once the interviews have been completed and programs and services have been thoroughly documented, MHAC will begin the evaluation of the Town's policies and procedures to determine if they comply with the ADA.

Evaluation of City Policies and Procedures

Inventory and Reviewing Existing ADA Policies and Procedures

MHAC will inventory and review existing ADA policies that the Town has in place to determine if the policies address the areas that should be considered by Title II entities. With the assistance of Town staff, MHAC will perform the following review to guide in the development of ADA compliant programs and policies:

- Identify all necessary ADA documents, materials, and resources required for ADA compliance.
- Inventory and review existing ADA policies and procedures provided by City staff to determine if programmatic accessibility barriers exist.
- Help the City develop ADA compliant policies and procedures as needed.

Review Programs, Activities, and Services

This review begins with thorough research of what programs, activities, and services the Town offers and how they are offered to the community. MHAC will start this process by identifying and cataloging the Town's programs through interviews with Town staff and by assessing what is offered to the public on the Town's website. Once programs, activities, and services have been identified, Mile High will perform a comprehensive analysis to determine if the Town's programs and services offered to the public discriminate, based on a disability. With this information, Mile High will generate recommendations for policy revisions, physical barrier removal, and necessary staff training to ensure that the Town's programs are inclusive to everyone, including individuals with disabilities.

There are situations where it is not possible to integrate people with disabilities without fundamentally altering the nature of a program, activity, or service. A "fundamental alteration" is a change that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered. The ADA does not require changes of this nature. Also, legitimate safety requirements may make it necessary to exclude or isolate a person with a disability.

Guidance and Templates for ADA Policies and Procedures

If the Town does not currently have the following recommended ADA Policies, MHAC will provide the applicable ADA policy templates listed below that MHAC can modify and then be implemented by the Town to reduce the Town's ADA compliance liability. MHAC will assist in customizing these templates to reflect the programs, activities, and services offered by Paonia. Town staff should be trained in all ADA policies adopted through this process.



- Americans with Disabilities Act Nondiscriminatory Eligibility Criteria Policy
- ADA Self-evaluation and Transition Plan Policy
- ADA Service Animal Policy
- Law Enforcement ADA Policies, Practices, and Procedures

- Effective Communications
- Citizen's Complaints
- Interrogating Witnesses
- Arresting, Booking, and Holding Suspects
- 911 Emergency Procedures
- Emergency Medical Services

- ADA Effective Communications Policy
- ADA Emergency Management Policy
- ADA General program Access policy
- ADA Equal Employment Policy
- ADA Reasonable Accommodation Policy
- ADA Contracting Policy
- ADA Mobility Device Policy
- Town Website Accessibility Policy

ADA Self-Evaluation and Transition Plan Report for Policies, Programs and Services

MHAC will produce an ADA Self-Evaluation and Transition Plan for policies and programs that identifies noncompliant aspects of existing policies, programs, and services that present a potential risk or liability and are not ADA compliant. The Transition Plan will also describe and document all Town ADA compliant policies and procedures as well as revised ADA policies developed through the Self-evaluation process.

After analysis of Town policies, programs, and services, MHAC report will provide modification recommendations for program eligibility requirements, reasonable accommodations, effective communications, law enforcement policies, practices, and procedures, ADA Title I (Employment) policies and practices, and recommendations for Town staff training.

Public Outreach Plan

Public input is crucial for the Self-evaluation and Transition Plan process. The ADA regulation requires that state and local governments provide an opportunity for people with disabilities, and other interested individuals or organizations, to review and comment on the self-evaluation and transition plan. This allows for people with disabilities, and Town organizations that represent people with disabilities, to contribute to the process of generating accessibility solutions that are more effective and creative. Also, involving the public enhances the accountability of the self-evaluation and transition plan process and helps ensure the prudent use of limited public resources. One of the most important benefits of public input is that it can help the Town prioritize the removal of barriers to accessibility that are highly significant to the public.

The purpose of the Public Outreach Plan is to:

- Inform the public and Town stakeholders about the purpose and benefits of an ADA Transition Plan.
- Encourage the participation of all the community in the Transition Plan process.
- Provide different options for the public to contribute ideas and feedback throughout the entire Transition Plan process.
- Utilize public input for the creation and implementation of the Transition Plan.



To facilitate participation in the public input process, we recommend that the Town offer a variety of opportunities for input including public meetings, online public surveys, and both in-person and virtual workshops and forums. Notifications for public outreach events should be widespread and include the Town's website, press releases, social media outlets, and flyers available at various Town facilities.

MHAC tailors its public outreach events to encourage public input on:

- Policies, Programs and Services
- Accessibility of Paonia facilities
- Accessibility of Paonia Public Right-of-way

MHAC recommends using the following to share information and collect feedback throughout the Transition Plan process:

- Town website
- Emails to stakeholders
- Facebook
- Twitter/Instagram
- Online surveys and comments
- News releases
- Next Door

Equitable Participation of Stakeholders and Individuals

The first step to ensure equitable participation is to identify internal and external potential stakeholders that can contribute to the public input for the Transition Plan.

Internal Stakeholders

- Mayor
- Town Council
- Town Administrator
- Department Heads
- Town Staff

External Stakeholders

- Residents
- Community Representatives
- Businesses and Property Owners
- Educational Institutions
- Accessibility Community

Proposed Public Outreach Events

MHAC will assist the Town with these public outreach events.

1. Create a Public Outreach Survey for External Stakeholders

See Attachment 1 – Paonia Public Outreach Survey

2. Create a Public Right-of-way Needs Assessment Survey

See Attachment 2 – Paonia Public Right-of-way Needs Assessment Survey

3. Develop Online Outreach Communications

- Create Content for Paonia Website (Paonia website content manager).
- Build Platform for Paonia Website Needs Assessment Survey (Paonia website content manager).
- Create Content for Social Media (Paonia Communications Director).



4. Review Online Content with Internal Stakeholders.

5. Public Outreach Kickoff Meeting

- Introduce External Stakeholders to the ADA Self-evaluation and Transition Plan Project.
- Explain the Self-evaluation and Transition Plan Process.
- Describe and demonstrate the opportunities for comments and feedback.
- Invite initial comments and feedback.

6. Conduct Mid-project Review of Public Input Received with Internal Stakeholders

7. Conduct Final Review of Public Input Received with Internal Stakeholders

8. Incorporate Public Input Received into Draft Transition Plan

9. Present Draft Transition Plan to Internal and External Stakeholders

Community Involvement Report

At the conclusion of public outreach efforts, MHAC will complete a Community Involvement Report detailing the results of public outreach. These results will be published in the Town's Transition Plan.

In-person Town Staff Training

We believe that interactive training is the most effective method to not only teach new concepts to Paonia staff but also engage staff so that learning is effective and even enjoyable. Without practical application, students often fail to comprehend the depths of the study material. We add interactive and group activities to the training experience. MHAC recommends the following training sessions for the Town of Paonia staff:

Applicable Government Code, Statutes and Regulations

This course will introduce Paonia Staff to the various codes, regulations, and guidelines that apply to the ADA and ADA self-evaluations and transition plans. This course will address:

- ADA Title II Regulations
- 28 Code of Federal Regulations Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services
- 2010 ADA Standards for Accessible Design
- Architectural Barriers Act
- Section 504 of the Rehabilitation Act of 1973
- 2017 ICC A117.1 Accessible and Usable Buildings and Facilities – ICC Codes
- Public Right-of-way Accessibility Guidelines (PROWAG)
- Manual on Uniform Traffic Control Devices (MUTCD)
- Colorado Department of Transportation Standard Plans for the Public Right-of-way
- Web Content Accessibility Guidelines (WCAG)

Performing Field Investigations and Inspections

This interactive training will allow Paonia Staff to learn through a hands-on experience while participating in field survey demonstrations of select Paonia facilities. The course will guide Staff through the data collection and barrier identification of these elements scoped in the 2010 ADA Standards for Accessible Design:

- | | |
|---------------------|----------------------------|
| • Accessible Routes | • Plumbing Elements |
| • Site Elements | • Special Rooms and Spaces |
| • Built-in Elements | • Accessibility Elements |



Fundamentals of Removing Barriers to Accessibility

As a follow-up to field Investigations and inspections, MHAC will teach Paonia staff how to successfully remove barriers to accessibility using cost effective techniques that accomplish ADA compliance.

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Preparation of ADA Compliance Assessment Reports

As a follow-up to the Performing Field Investigations and Inspections training, MHAC will teach Paonia Staff how to take the data collected in the field survey demonstrations and develop an ADA Transition Plan Database and a Site Accessibility Evaluation Report.

Using and Maintaining MHAC ADA Transition Plan Databases

MHAC will present step-by-step instructions on how to use and maintain the MHAC Excel ADA Transition Plan Databases. This course will cover:

- Database Version Control
- Sorting and Filtering Data
- Status of Finding Management
- Using Recommendations for Barrier Removal
- Suggested Remediation Dates
- How Probable Construction Cost Ranges are Developed
- Using Database Formulas for Calculations of Barrier Remediation Costs
- Barrier Priority
- Navigating Photos of Findings and Finding Measurements
- Using the Notes Column for Updates

Using and Maintaining the Project Map

Analysis and Reporting

MHAC will teach Paonia staff how to use spatial analysis, geoprocessing tools, and the curb ramp, sidewalk, and intersection layers to identify areas with high concentrations of barriers. This will help staff prioritize repair projects and analyze accessibility patterns.

Maintenance and Updates:

Periodic Field Surveys

MHAC recommends conducting periodic field surveys to identify new barriers, update existing barrier data, and remove barriers that have been addressed. MHAC will provide instruction on how to input new barrier data, update existing data, and document barriers that have been corrected and brought into conformity with PROWAG.

Data Integration

To update and maintain the Project Map, MHAC will train staff on how to integrate data from the Public Right-of-way Transition Plan Database into the Project Map.

Monitoring and Updating the ADA Self-evaluation and Transition Plan

Monitoring and updating the ADA Self-evaluation and Transition Plan involves regularly reviewing Paonia's programs, services, and facilities to identify any accessibility barriers, and then taking proactive steps to address them through policy changes, physical modifications, and staff training, ensuring ongoing compliance with the Americans with Disabilities Act (ADA) standards; this process includes periodic re-evaluations to reflect changes in operations, new accessibility issues, and updates to ADA regulations.

MHAC will help staff learn how to update and maintain the ADA Self-evaluation and Transition Plan through:

Regular Reviews

Conducting periodic reviews of Town ADA policies, programs, practices, and facility accessibility, will help staff identify potential accessibility barriers that have arisen since the original ADA Self-evaluation.

Feedback Mechanisms

Establishing methods to obtain continual feedback from individuals with disabilities, staff, and the public regarding accessibility concerns and requests for reasonable accommodations.



Policy Updates

Reviewing and revising existing policies and procedures to ensure they are ADA compliant, including reasonable modifications for individuals with disabilities.

Staff Training

Providing ongoing training for all staff members on ADA compliance, including awareness of accessibility issues, proper communication techniques with people with disabilities, and procedures for providing auxiliary aids.

Documentation and Reporting

Maintaining detailed records of identified accessibility issues, corrective actions taken, and progress made towards achieving compliance.

ADA Evaluation Town Facilities and Parks

Facilities

- Town Hall / Police Station
- Paonia Fire Station
- Ellen Hanson Smith Teen Center at Town Park
- Historic Schoolhouse and Museum
- Public Works Building
- North Fork Ambulance
- Paonia Airport Building
- Public Parking Lot – 236 Main Avenue
- Public Parking Lot – 214 Grand Avenue

Parks

- Paonia Town Park/Restrooms
- Apple Valley Park
- Poulos Park
- Paonia River Park

The Town of Paonia is obligated to ensure that people with disabilities are not prevented from participating in the Town's programs and services because the facility is not accessible. Older facilities are not exempt from the ADA and there is no "grandfather clause" that allows facilities built before the ADA became a law to be inaccessible. The ADA does recognize that state and local governments have a limited financial capacity to improve accessibility in all their facilities and provides flexibility in how a public entity can make its programs and services, when viewed in their entirety, accessible to everyone. Available options for achieving accessibility include:

- Complete structural changes to make a facility ADA compliant.
- Relocate the program or service to an accessible facility.
- Offer the program or service in an alternate manner.

The ADA does not require every facility to be accessible. Structural modifications to a facility are not required when other solutions are viable. If there are no other viable solutions, then a facility must be made accessible unless the alterations would be technically infeasible.

Technically Infeasible

The ADA defines technically infeasible as "as something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modifications or additions that comply fully with the Standards."

Historic Significance

The 2010 Standards also contain an exemption for certain alterations that would threaten or destroy the historic significance of a historic property but would require the programs or services offered in an historic property be provided in an alternative manner.

Safe Harbor

Elements that have not been altered in existing facilities on or after March 15, 2012, and that comply with the corresponding technical and scoping specifications for those elements in either the 1991 ADA Standards or in the Uniform Federal Accessibility Standards are not required to be modified to comply with the requirements set forth in the 2010 Standards. The safe harbor provision does not apply to elements that were not in the 1991 Standards such as play areas, golf facilities, swimming pools, and other recreational facilities.



Facilities and Parks Data Collection

MHAC uses tablet-based technology for facility and park surveys, data analysis, and reporting. Facility surveys generate a substantial amount of data and photos for accessibility barriers. Mile High's software is superior for data collection and reporting in that it allows for data to be organized in a manner that is easily interpreted and managed by the Town. Our software is unique because it can be tailored to the Town's needs in a variety of ways. There are multiple variations of report styles that the Town can choose from, along with a wide variety of data sets. In addition to MHAC's executive summary reports, our facility reports are generated as a PDF. The database is exported into an Excel ADA Transition Plan Database which is fully searchable, sortable, and filterable and can easily be edited and customized.

For exterior spaces, Mile High software collects GPS coordinates with linked photos so that the barriers can be mapped, allowing for the Town's staff to easily locate each barrier. The GPS coordinates are ArcGIS compatible and can effortlessly be integrated into ArcGIS reports. The list of parks and facilities included in our fee proposal are lists provided by the Town in the RFP and the Addendum.

MHAC surveys facilities for the following for compliance with the ADA:

Accessible Routes

- Entrance
- Parking Facility
- Walkways
- Doors
- Doorways
- Curb Ramps

Site Elements

- Parking Spaces
- Access Aisles
- Passenger Loading Zones
- Stairways
- Handrails
- Ramps

Built-in Elements

- Signage
- Fire Alarm Systems
- Assistive Listening Devices
- Work Surfaces
- Service Counters
- Elevators

Plumbing Elements

- Drinking Fountains
- Restrooms
- Water Closets
- Toilet Compartments
- Urinals
- Lavatories and Sinks
- Grab Bars

Special Rooms and Spaces

- Exhibit Areas
- Break Rooms
- Reception Areas
- Conference Rooms
- Auditoriums
- Meeting rooms

Accessibility Elements

- Turning Space
- Clear Floor Space
- Changes in Level
- Reach Ranges
- Operable parts
- Protruding Objects
- Knee and Toe Clearance

Recreation Facilities

- | | | |
|----------------------------|---------------------|------------------|
| • Play Areas | • Picnic Facilities | • Fishing piers |
| • Sports Fields and Courts | • Skate Parks | • Swimming Pools |
| • Seating | • Shelters | • Trail Heads |



MHAC's ADA Transition Plan Database assigns priorities and a suggested schedule for the removal of all accessibility barriers. The prioritization process is essential so the Town can determine what needs to be remediated immediately and what can be delayed until future planning and budgets have been considered. MHAC will suggest dates for resolution of each architectural barrier based on the degree to which a barrier prevents program access, the level of difficulty to remove a barrier, and priorities set forth by the Department of Justice Project Civic Access settlement agreements. The ADA Transition Plan Database also allows Town staff to track barrier removal progress as barriers are brought into compliance with the ADA.

Facility Prioritization

MHAC assigns a priority of 1 – 4 for each accessibility barrier discovered. The prioritization process is essential so Paonia can determine what needs to be remediated immediately and what can be delayed until a future date. MHAC priorities are based on the following:

Priority 1 - High

Should be completed within 12 months. Includes findings that have little or no cost, were in violation of the codes at the time of construction, pose an imminent safety threat, or would remove barriers to the greatest number of people to the Town's programs and services.

Priority 2 - Important

Should be completed within 24 months. Includes barriers that have a lower budgetary impact on the entity in relationship to the degree of access provided and that impede access to higher numbers of people with disabilities.

Priority 3 - Moderate

Should be completed within 36 to months due to a technical violation that is difficult and costly to remediate and may not result in providing greater access to people with disabilities. Includes findings that create a moderate to significant impact on accessibility compared to the cost of the remediation.

Priority 4 - Low

Includes accessibility barriers in employee only spaces. These barriers should be addressed when any employee with a disability requests reasonable accommodations within the employee only space.

Probable Construction Costs (Cost Estimates)

A probable construction cost estimate range to remediate each barrier will be included in MHAC reports and databases. To improve accuracy of MHAC's cost estimates, current data from the Town's most recent public right-of-way construction projects will be incorporated into MHAC's cost estimates.

Reporting

MHAC provides executive summaries, reports, and an ADA Facility Transition Plan Database that are easy to comprehend and use by the Town's staff to implement the Transition Plan. All interior and exterior accessibility reports have linked photos that document all accessibility barriers, clear-cut recommendations that adhere to the 2010 ADA Standards, the 2017 American National Standards Institute (ANSI) 117.1, Chapter 11 – Accessibility of the 2021 International Building Code (IBC), and the International Code Council (ICC) A117.1 – 2017, barrier removal priorities, recommended remediation dates, and probable construction costs for barrier removal. These reports will help Town staff implement the Transition Plan and provide staff with the capability to pinpoint and address each specific barrier.



MHAC will deliver an Executive Summary for the ADA Facility Transition Plan that describes

- Overview of the Town ADA Facilities Transition Plan
- Scope of Facilities Surveyed
- Methodologies for Data Collection, Analysis, and Barrier Removal Prioritization
- Individual Facility and Park Findings Summary Reports with Cost Estimates

ADA Facilities and Parks Transition Plan Database (Sample Database available Upon Request)

The Town of Paonia ADA Transition Plan Database will document facility and park findings in several formats that allow Town staff a straightforward plan that prioritizes a path to compliance. The Excel format database will be sortable, filterable, and entirely customizable to suit Town staff needs.

Each finding will be addressed with a prioritized recommendation that will rectify the barrier to accessibility. The Transition Plan Database will contain:

- Finding Number
- Area Description
- Latitude and Longitude Coordinates
- Finding Description
- As-built Condition
- Barrier Removal Recommendations
- 2010 ADA Standards Citations
- Barrier Priority and Suggested Remediation Date
- Probable Construction Costs
- Status of Finding (Open/Noncompliant or Compliant)
- Photograph of Finding
- Notes

Site Accessibility Evaluation Report (See Attachment 3)

To augment MHAC's ADA Transition Plan Database, Paonia staff can also utilize MHAC's Site Accessibility Evaluation reporting system as a compliance punch list that has detailed barrier information, recommendations for barrier removal, photos of each barrier, compliance illustrations from the 2010 ADA Standards for Accessible Design, 2010 ADA Standards citations, estimated remediation dates, and notes to manage, monitor, and track barrier remediation progress.

Management, Monitoring, and Tracking Tools

This Transition Plan is a living document that will be updated as conditions within the Town evolve. The initial schedule is to formally review the complete document (main body and appendices) at least once per year, to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document should include a public comment period to continue the Town's public outreach efforts.

ADA compliance is an ongoing responsibility which will require monitoring to discover future accessibility issues that may be encountered. For example, facilities that currently meet ADA requirements could fall out of compliance in the future due to factors such as damage, disrepair, or renovations that could create new accessibility obstacles. Therefore, the ADA Coordinator should establish an on-going monitoring/inspection program or process to ensure that facilities continue to comply with ADA requirements. Town employees should also be encouraged to report any accessibility concerns or deficiencies that they may come across.

MHAC's ADA Transition Plan Database provides management, monitoring, and tracking all in one convenient database that is easy to use and understand. The Databases are fully searchable, sortable, and filterable and can be adapted to suit the Town's reporting requirements including barrier status and estimated completion dates.



- Conduct project kickoff meeting with appropriate Town staff and ADA Compliance Team.
- Create a Project Plan and schedule with detailed tasks and timelines.
- Inventory and Review Existing ADA Policies and Procedures.
- Review Programs, Activities, and Services.
- Provide compliant ADA Policies and Procedures.
- Assess Town owned facilities and parks included in the Scope of Work for ADA compliance.
- Develop the Paonia Facilities and Parks Transition Plan Databases and accompanying reports.
- Include recommendations for best practices that improve facility and park accessibility.
- Update Town staff with preliminary results of ADA facility and park assessments.
- Complete Public Outreach Plan events and the Community Involvement Report.
- Incorporate Community Involvement Report into the Transition Plan.
- Complete the Draft Transition Plan with a complete set of reports.
- Introduce Draft Transition Plan and reports to Town employees and the public for comments and feedback.
- Include Draft Transition Plan comments and feedback in the Final Transition Plan.
- Finalize Transition Plan and present plan to internal and external stakeholders.

Evaluation of the Public Right-of-way

MHAC will assess Town owned public right-of-way included in the scope of work for ADA compliance, PROWAG compliance, and conformity with Colorado Department of Transportation 2023 Design Manual.

MHAC will collect the pedestrian facilities in the public right-of-way and paved trails data to develop the Town's public right-of-way database. Data will be collected for the following elements identified in the Public Right-of-way Accessibility Guidelines (PROWAG):

- | | |
|--------------------------------------|---------------------------------------|
| • Pedestrian Access Routes | • On-street Accessible Parking Spaces |
| • Curb Ramps and Blended Transitions | • Detectable Warning Surfaces |
| • Accessible Pedestrian Signals | • Pedestrian Street Crossings |
| • Pedestrian Push Buttons | • Passenger Loading Zones |
| • Street Furniture | • Shared Use Paths |

For natural surface trails, MHAC will collect data for the trail head, trail head parking, and trail head amenities

Data Analysis

The prioritization of public right-of-way barriers to accessibility is based on location and access to Town programs and services. With PROWAG and the ADA, there are two categories of barrier removal that are identified in a self-evaluation and transition plan to help prioritize the removal of barriers in the public right-of-way:

1. Public right-of-way barriers which prevent access to local governments' services, programs, and activities, when viewed in their entirety.
2. Public right-of-way barriers which were created by new construction or alterations (i.e., new construction of sidewalks and intersections in the public right-of-way built after January 26, 1992), which do not comply with enforceable ADA standards or PROWAG at the time of construction.

To help determine when public right-of-way barriers to accessibility should be remediated, the barriers in sidewalks and curb ramps are prioritized in the following order:

- A. Arterial roads with access to many programs.
- B. Collector roads with access to many programs.
- C. Local roads with access to fewer programs.
- D. Residential roads with minor access to few programs.
- E. Little to no access to available programs.



In addition to the prioritization based on the type of road and the access to available programs, sidewalk and curb ramp barriers are prioritized by the type of barrier existing in a sidewalk or curb ramp.

MHAC will provide a recommended schedule for public right-of-way barrier removal that is based on the Town's Capital Improvement Plan, our prioritization criteria, and public comment. The schedule will span one to eleven years.

Public Right-of-way Transition Plan Database

The Public Right-of-way Transition Plan Database will document public right-of-way findings in several formats. The database will be ArcGIS compatible and will be entirely customizable.

Each public right-of-way finding will be addressed with a prioritized recommendation that will rectify the barrier. The Public-right-of-way Transition Plan Database will contain:

- Finding Number
- Area Description
- Latitude and Longitude Coordinates
- As-built Condition
- Recommendation and Recommended Specifications for Barrier Removal
- PROWAG Citation
- Barrier Priority
- Probable Construction Costs
- Status of Finding(Open/Noncompliant or Compliant)
- Photograph of Finding
- Notes

Project Map

MHAC's ArcGIS Project Map will include distinct points with finding details and photographs for each curb ramp barrier to access.

The Project Map will also document finding details and photographs for all the accessibility barriers discovered in the Town's sidewalks.

Public Right-of-way Summary Report

MHAC will deliver an Executive Summary for the Public Right-of-way Transition Plan that describes:

- Overview of the Town Public right-of-way Transition Plan
- A Scope of Public Right-of-way Surveyed
- Methodologies for Data Collection, Analysis, and barrier Removal Prioritization
- Individual Street Findings Summary Reports with Cost Estimates
- Program Policy Recommendations

Develop a Public Right-of-way ADA Transition Plan

MHAC will develop a comprehensive Public Right-of-way Transition Plan that addresses program accessibility when viewed in its entirety.



Public Right-of-way Transition Plan Development Tasks

MHAC will assist the Town in developing a comprehensive ADA Transition Plan for the public right-of-way that will include all public right-of-way included in the scope of work. The Transition Plan tasks are:

- Conduct project kickoff meeting with appropriate Town staff.
- Disseminate Public Right-of-way Needs Assessment Survey to public (see Attachment 2).
- Assess Town owned public right-of-way included in the scope of work for ADA compliance, PROWAG conformity, MUTCD compliance, and compliance with the Colorado Department of Transportation 2023 Design Manual.
- Develop the Paonia Public Right-of-way Transition Plan Database and accompanying reports noting all barriers at each location, recommendations to remediate barriers, a priority for barrier removal, probable construction costs for each barrier, and a timeframe to remediate each barrier.
- Include recommendations for best practices that improve public right-of-way accessibility.
- Update Town staff with preliminary results of the public right-of-way assessment.
- Complete Public Outreach Plan events.
- Incorporate public comments, needs assessment survey results, and feedback into the Transition Plan.
- Develop the Draft Transition Plan and Executive Summary Report.
- Introduce Draft Transition Plan and Executive Summary Report to Town employees and officials as well as the public for comments and feedback.
- Add remaining comments and feedback to the Transition Plan.
- Finalize Transition Plan.
- Update and revise public right-of-way construction and renovation design standards and guidelines to conform with the ADA, the Public Right-of-way Accessibility Guidelines, and the Colorado Department of Transportation's 2023 Road Design Guide.





Ryan Kelley
Project Manager
(719) 205-7753
ryan@milehighaccessibility.com

Experience

- ADA facility audits on millions of square feet of facilities throughout the U.S.
- Public Right-of-way Accessibility Guidelines audits on over a 1,500 miles of public right-of-way.
- ADA compliance audits on over 1,200 parks across the U.S.
- Helped state and local government entities comply with the ADA by developing comprehensive ADA Self-evaluations and Transition Plans and has also helped cities and counties comply with the requirements of Department of Justice ADA Settlement Agreements.
- Assisted over fifty clients defend ADA lawsuits.

SKILLS

ADA Self-evaluations and Transition Plans	Parks and Recreation Accessibility
2010 ADA Standards for Accessible Design	ArcGIS Mapping and Reporting
Public Right-of-way Accessibility Guidelines	DOJ Settlement Agreement Compliance Consulting
Public Right-of-way Accessibility Audits	ADA Lawsuit Defense

Project Experience

Federal Heights, CO - ADA Self-evaluation and Transition Plan	Edgewater, CO - ADA Self-evaluation and Transition Plan
Bennett, CO - ADA Self-evaluation and Transition Plan	Parker, CO - ADA Self-evaluation and Transition Plan
Estes Park, CO - ADA Self-evaluation and Transition Plan	Denver, CO - ADA Self-evaluation and Transition Plan
Seattle, WA - ADA Self-Evaluation and Transition Plan	Fort Collins, CO - ADA Self-evaluation and Transition Plan
Adams County, CO - ADA Self-Evaluation and Transition Plan	Littleton, CO ADA Self-evaluation and Transition Plan
Loveland, CO - ADA Self-evaluation and Transition Plan	Espanola, NM - ADA Self-evaluation and Transition Plan
Fountain, CO - ADA Facility and Public Right-of-way Audits	Longmont, CO - on-call ADA Consulting
Fort Collins, CO - on-call ADA Consulting	Edgewater, CO - on-call ADA Consulting
Georgia State Parks - ADA Self-evaluation and Transition Plan	Littleton, CO - Public Right of Way Transition Plan

EDUCATION

Bachelor of Science: Construction Management- Colorado State University





Kent Kelley

Executive Consultant

(719) 205-7752

kent@milehighaccessibility.com

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Experience

- ADA facility audits on millions of square feet of facilities throughout the U.S.
- Public Right-of way Accessibility Guidelines audits on over five hundred miles of public right-of-way.
- Assisted state and local governments in developing ADA Self-evaluations and Transition Plans.
- Developed and presented ADA Self-evaluations and Transition Plan training for public entities across the U.S.
- Participated in hundreds of ADA audits of parks and recreation facilities throughout the Country.
- Provided website accessibility audits for a variety of clients.

SKILLS

ADA Self-evaluations and Transition Plans

2010 ADA Standards for Accessible Design

Public Right-of-way Accessibility Guidelines

Public Right-of-way Accessibility Audits

Parks and Recreation Accessibility

Website Accessibility (WCAG 2.1)

DOJ Settlement Agreement Compliance Consulting

ADA Lawsuit Defense

Project Experience

Federal Heights, CO - ADA Self-evaluation and Transition Plan
Bennett, CO - ADA Self-evaluation and Transition Plan
Estes Park, CO - ADA Self-evaluation and Transition Plan
Seattle, WA - ADA Self-Evaluation and Transition Plan
Adams County, CO - ADA Self-Evaluation and Transition Plan
Loveland, CO - ADA Self-evaluation and Transition Plan
Fountain, CO - ADA Facility and Public Right-of-way Audits
Fort Collins, CO - on-call ADA Consulting
Georgia State Parks - ADA Self-evaluation and Transition Plan

Edgewater, CO - ADA Self-evaluation and Transition Plan
Parker, CO - ADA Self-evaluation and Transition Plan
Denver, CO - ADA Self-evaluation and Transition Plan
Fort Collins, CO - ADA Self-evaluation and Transition Plan
Littleton, CO ADA Self-evaluation and Transition Plan
Española, NM - ADA Self-evaluation and Transition Plan
Longmont, CO - on-call ADA Consulting
Edgewater, CO - on-call ADA Consulting
Littleton, CO - Public Right of Way Transition Plan

EDUCATION

Bachelor of Science: Business Administration - University of Colorado





April Reed

Project Consultant
(270) 399-5854
april@milehighaccessibility.com

Experience

- Completed ADA facility audits on state and local government facilities throughout Colorado.
- Assisted state and local governments in developing ADA Self-evaluations and Transition Plans.
- Participated in the ADA audits of facilities, parks and recreation facilities, and public right-of-way facilities.
- Assisted with website accessibility audits for a variety of clients.

SKILLS

ADA Self-evaluations and Transition Plans	Parks and Recreation Accessibility
2010 ADA Standards of Accessible Design	Website Accessibility (WCAG 2.1)
Public Right-of-way Accessibility Guidelines	Public Right-of-way Accessibility Audits

Project Experience

- Edgewater, CO - ADA Self-evaluation and Transition Plan
- Bennett, CO - ADA Self-evaluation and Transition Plan
- Parker, CO - ADA Self-evaluation and Transition Plan
- Estes Park, CO - ADA Self-evaluation and Transition Plan
- Española, NM - ADA Self-evaluation and Transition Plan
- Fountain, CO - ADA Facility and Public Right-of-way Audits
- Longmont, CO - on-call ADA Consulting
- Fort Collins, CO - on-call ADA Consulting
- Edgewater, CO - on-call ADA Consulting





Chris Laden
Web Accessibility Engineer

Experience

- Web UI development- optimized for screen readers, alternate input devices and keyboards access in compliance with WCAG 2.1 and WIA-ARIA.
- Experience with website accessibility audit tools (Webaim.org, axe chrome extension).
- Experience with website accessibility remediation.
- Experience with PDF accessibility remediation and verification.
- Understanding of desktop, mobile and responsive web design.
- Web content Management systems (Wordpress, Liferay Web portal platform).
- Enterprise web service Api definition and development.
- Web applications using MVC, RESTful design patterns.
- Large scale SOA back-end services for queueing and processing message requests and product responses.
- Database design, Object oriented programming, code debugging and testing.
- Writing technical specifications for QA testing procedures.
- SCRUM methodology, agile development, defining, prioritizing and demonstrating sprint objectives to the client.

Programming Skills

HTML	CSS
JavaScript	PHP
SVG	XML
XSL	C# (Net Core, ASP.net, WPF, WCF, LINO, XAML
Java (J2EE, Weblogic, OpenXava ORM	

Project Experience

Equilibrium Software Solutions Web Accessibility and SEO Development
Evan Saxon Productions Web Accessibility Audits and Web Applications
First American Financial / Wells Fargo Joint Venture Web Accessibility Project

EDUCATION

Bachelor of Arts : Urban Studies and Planning - University of California San Diego



Experience

- Completed ADA facility audits on state and local government facilities throughout Colorado.
- Performed data collection and analysis for ADA Self Evaluations and Transition Plan.
- Participated in the ADA audits of facilities, parks and recreation facilities, and public right-of-way facilities.

Project Experience

Edgewater, CO - ADA Self-evaluation and Transition Plan
Bennett, CO - ADA Self-evaluation and Transition Plan
Parker, CO - ADA Self-evaluation and Transition Plan
Estes Park, CO - ADA Self-evaluation and Transition Plan
Española, NM - ADA Self-evaluation and Transition Plan
Fountain, CO - ADA Facility and Public Right-of-way Audits
Longmont, CO - on-call ADA Consulting
Fort Collins, CO - on-call ADA Consulting
Edgewater, CO - on-call ADA Consulting

Isaac Collins- Field Technician

- Completed ADA facility audits on state and local government facilities throughout Colorado.
- Performed data collection and analysis for ADA Self Evaluations and Transition Plan.
- Participated in the ADA audits of facilities, parks and recreation facilities, and public right-of-way facilities.

Project Experience

Edgewater, CO - ADA Self-evaluation and Transition Plan
Bennett, CO - ADA Self-evaluation and Transition Plan
Parker, CO - ADA Self-evaluation and Transition Plan
Estes Park, CO - ADA Self-evaluation and Transition Plan
Española, NM - ADA Self-evaluation and Transition Plan
Fountain, CO - ADA Facility and Public Right-of-way Audits
Longmont, CO - on-call ADA Consulting
Fort Collins, CO - on-call ADA Consulting
Edgewater, CO - on-call ADA Consulting

Staff Availability

All members of MHAC's staff, and the Project Administrator, are available to begin this project immediately as well as the availability to complete this project on time and within budget.

Statement of Acknowledgement

MHAC acknowledges and accepts the General Terms and Conditions of RFP 2025-03.



Task	Schedule
Conduct project kickoff meeting.	April 2025
Create a Project Plan and schedule with detailed tasks and timelines.	April 2025
Inventory and Review Existing ADA Policies and Procedures.	April 2025
Review Programs, Activities, and Services.	May 2025
Provide compliant ADA Policies and Procedures.	May 2025
Assess Town owned facilities and parks included in the Scope of Work for ADA compliance.	June 2025
Complete evaluation of the Town's public right-of-way.	June 2025
Develop the Paonia Facility/Parks/PROW Transition Plan Databases and accompanying reports.	July 2025
Include recommendations for best practices that improve facilities, parks, and PROW accessibility.	July 2025
Update Town staff with preliminary results of ADA facility, park, and PROW assessments.	August 2025
Complete Public Outreach Plan events and the Community Involvement Report.	August 2025
Incorporate Community Involvement Report into the Transition Plan.	September 2025
Complete the Draft Transition Plan with the entire set of reports.	September 2025
Introduce Draft Transition Plan and reports to Town employees and the public for comments and feedback.	October 2025
Include Draft Transition Plan comments and feedback in the Final Transition Plan.	October 2025
Finalize Transition Plan and present plan to internal and external stakeholders.	November 2025



RFP 2025-03 ADA Transition Plan

COST PROPOSAL

The Consultant is to prepare the Fee Schedule below based on the tasks listed in the Scope of Work and the table for additional services, if requested, based on personnel hourly rate(s). Consultant shall provide an itemized schedule of rates and fees which includes all billing amounts and costs for each Task. Task amounts are considered to be not-to-exceed amounts.

<u>Task</u>	<u>Amount</u>
Task 1: SELF-EVALUATION	\$4,000.00_____
Task 2: PROVIDE TOWN STAFF WITH TRAINING	\$8,000.00__ (Virtual Training 50% off)
Task 3: TRANSITION PLAN	\$3,000.00_____
Task 4: FACILITY SURVEY & BARRIER ASSESSMENT	\$8,500.00_____
Task 5: DATABASE AND MAPPING SETUP	\$5,000.00_____
Task 6: COMMUNITY ENGAGEMENT	\$4,000.00_____
Task 7: PROJECT MANAGEMENT	\$1,000.00_____

Consultant Rate Schedule:

The rate for any authorized additional services is shown below:

Position Title	Hourly Rate
Project Manager	\$120.00_____
Executive Consultant	\$100.00_____
Project Consultant	\$90.00_____
Field Technician	\$75.00_____



MHAC encourages the participation of Paonia's ADA Coordinator and the Town's ADA liaisons throughout the course of this project. To keep the Town's staff informed for the duration of the project, MHAC will facilitate 3 Town staff meetings. These meetings will coincide with the release of interim deliverables and will function as a method to keep Town staff informed about the progress of the project and the results of the different phases of the project.

Available Additional Services

PROW Renovation and New Construction Design Review

MHAC has many state and local government clients that request public right-of-way design reviews as they correct findings discovered in a MHAC PROWAG audits of their public right-of-way and as new commercial and residential developments are added to the Town. This allows our clients to improve pedestrian accessibility and comply with PROWAG as they work through their PROWAG Transition Plan Database. MHAC can also provide this service when new developments occur. MHAC is always available for on-site consultation for pre and post right-of-way construction, which is often necessary for more complicated projects.

Facility Renovation and New Construction Plan Reviews

MHAC recommends that all facility renovations and any new construction have an ADA compliance plan review performed at the completion of 50% Design Drawings (DD) and a review of the 90% Construction Documents (CD). MHAC's 50% DD review will verify that the facility design is in full compliance with the ADA 2010 ADA Standards and ANSI A117.1 - 2017. With a 90% CD review, it can be determined if 50% DD accessibility findings were corrected. Also, hardware specifications and any other information contained in the specifications documentation can be reviewed for compliance with ADA/ANSI standards.

MHAC will complete the following tasks to execute a facility ADA compliance plan review:

- Attend kickoff meeting with design firm and Town's Project Manager
- Develop the critical project schedule to ensure all deadlines are met and no project delays are created.
- Conduct 50% DD review.
- Complete an Executive Summary documenting all ADA/ANSI findings.
- Hold a virtual meeting to discuss ADA/ANSI findings with design firm and Town's Project Manager.
- Perform an on-site inspection during 50% construction phase to determine if any ADA/ANSI violations have occurred during the first half of construction.
- Complete a 90% CD review to ensure that all ADA/ANSI findings discovered in the 50% DD review were corrected.
- Hold a virtual meeting to discuss any findings, issues, or concerns that arose from the 90% CD review.
- Perform an on-site facility survey at the completion of construction, and before punch list expiration, to determine what accessibility findings need to be corrected by the General Contractor. This is the most crucial task of an ADA plan review project. MHAC has saved public entities hundreds of thousands of dollars in barrier remediation work by providing documentation of noncompliant barriers created during construction that the General Contractor had to correct.



Public Right-of-way Accessibility Guidelines/ MUTCD Training

MHAC has provided numerous PROWAG/MUTCD training courses for state and local government entities and transportation professionals. This training is available to Paonia staff upon request. The training covers:

- Application and Administration
- Scoping Requirements
- Technical Requirements
- Supplemental Technical Requirements
- What's New in the Final Rule Text
- Pedestrian Control Features Standards of the Manual for Uniform Traffic Control Devices

Disability Etiquette

Participants increase their awareness of appropriate disability etiquette and discover how proper etiquette can be the first step in barrier removal for those with disabilities.

Learning Objectives

This course will help attendees understand disability etiquette involving:

- "People first" language
- Mobility Impairments
- Vision Impairments
- Speech Impairments
- Respiratory Impairments or Chemical Sensitivities
- Psychiatric Impairments
- Cognitive Impairments
- Deaf or Hard of Hearing

ADA Policies and Procedures

This training introduces the Paonia staff to the ADA policies and procedures adopted by the Town after the evaluation of existing policies and the development of new policies is completed by MHAC.

Learning Objectives

This session will provide Town staff with experiential training on Paonia ADA policies including:

- The Responsibilities of the ADA Coordinator
- Public Notice under the ADA
- ADA Grievance Procedure
- Title I Employment Compliance
- Effective Communication
- Reasonable Modifications
- Program Accessibility
- Emergency Management
- Mobility Devices
- Nondiscriminatory Eligibility Criteria
- Equal Employment
- Service Animals
- Ticketing
- Transportation
- Website Accessibility
- Additional Paonia ADA Policies



MHAC trainers break down Town responsibilities in areas such as, determining reasonable accommodations, creating effective communication, essential job functions, and service animals. Additionally, guidance is provided concerning documentation of disability, safety concerns and non-discriminatory hiring practices.

Learning Objectives

This course will cover:

- Who has obligations under Title I of the ADA
- Who has rights under Title I of the ADA
- Pre-employment do's and don'ts
- The process for identifying and providing reasonable accommodations
- Requirements concerning medical information and confidentiality
- How to troubleshoot job performance and safety issues and the complaint process

Service Animals

Service animal training helps to create a comfort level for front-line Town staff and provides recommendations for future interactions.

Learning Objectives

- The definition of a service animal
- How to interact with a service animal
- Does the ADA require that service animals be certified as service animals?
- What questions can Town employees ask to determine if a dog is a service animal?
- Are emotional support, therapy, comfort, or companion animals considered service animals under the ADA?
- When can service animals be excluded?
- What can Town staff do when a service animal is being disruptive or out of control?

MHAC helps government entities that are involved in ADA litigation and has participated in defense consulting for over 50 ADA lawsuits. MHAC will perform an on-site assessment of the allegations contained in the Complaint. While on-site, MHAC will assess all allegations based on the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the 2010 Standards for Accessible Design (2010 ADA Standards). MHAC will confirm or deny each allegation. We have discovered in the past that many allegations are in fact in compliance with the ADA and we will ensure that every allegation is closely evaluated. In the final report, MHAC will include photo documentation and measurements for each allegation, along with recommendations to remediate the barrier. MHAC can provide expert testimony should the lawsuit go to trial.





Public Outreach Survey

1. How would you rate the Town of Paonia's accessibility? This includes communication, programs, services, events, access to government facilities, parks, parking, trails, etc.

- ☐ Highly Accessible
- ☐ Accessible with few challenges
- ☐ Generally accessible, but could be improved
- ☐ Not at all accessible

2. How well do the Town of Paonia's policies and procedures support people with disabilities?

- ☐ Very well
- ☐ Somewhat
- ☐ Needs improvement
- ☐ Not sure

3. Do you know who to contact if you need assistance, have a concern or complaint, or need accommodations to access a facility or service?

- ☐ No, I don't know who to contact
- ☐ Yes, I do know who to contact

If Yes, please list who you would contact:

4. Have you ever experienced or observed a situation when you or another individual were unable to participate in a program, access information, or obtain services due to any of the following circumstances? (check all that apply)

Building not accessible

- ☐ Educational program not accessible
- ☐ Material not available in alternate format
- ☐ Interpreter not provided
- ☐ Activity or event not accessible
- ☐ Services not accessible
- ☐ Website not accessible
- ☐ Not applicable
- ☐ Other (please specify)



5. Have you ever requested an accommodation for a disability from the Town?

- ☐ Yes
- ☐ No

6. Check all programs, services or activities in which you participate at a Town facility.

- ☐ Classes
- ☐ Recreation
- ☐ Meetings
- ☐ Sporting events
- ☐ Seminars
- ☐ Volunteer Work (Employee)
- ☐ Other (please describe

7. What do you feel should be the Town's highest priority to improve accessibility for persons with disabilities?

8. Please provide any other information or suggestions that you feel would improve Town Accessibility:





Number	Question	Yes	No	Blank
1	Do you use a wheelchair, electric wheelchair or other seated rolling assistive device?			
2	Do you use a walker, crutch, or other walking assistive device?			
3	Are you blind, or do you have low vision?			
4	Do you live in the Town of Monument?			
5	What is the zip code of your residence?			
6	Do you work in the Town of Monument?			
7	Do you regularly shop in or visit the Town of Monument?			
8	Will you attend Town of Monument public meeting on the ADA Transition Plan?			
9	Please rank the following sidewalk defects in order 1-12, with 1 for the defect that is most important to be addressed or causes you the most difficulty, and 12 for the defect that is least important to be addressed or causes you the least difficulty. Use each number only once.			
9a	Overgrown vegetation			

9c	Slippery surfaces			
9d	Moveable objects blocking access			
9e	Fixed objects blocking access			
9f	Steep cross slopes			
9g	Steep curb ramp running slopes			
9h	Severe slope changes			
9i	Missing curb ramps			
9j	Missing or inadequate turning space			
9k	Missing or inadequate audible crossing information			
9l	Missing or inadequate cane detectable warning surfaces			
10	Please rank the importance of having accessible sidewalks next to public roads near the following facilities, with 1 as the most important to you and 10 as the least important to you. Use each number only once.			
10a	Schools			
10b	Libraries			
10c	Post Offices			
10d	State and local government offices			
10e	Transit centers serving multiple bus routes			
10f	Signed bus stops			



10g	Office buildings or other places of employment			
10h	Shopping centers/retail			
10i	Medical facilities			
10j	Parks			
Other Comments:				



Attachment 3 - Site Accessibility Evaluation Report

Sample Site Accessibility Evaluation



Town Hall

Address of Facility

Accessibility Evaluation

Inspection Date: 10/18/2023
Inspector: Ryan Kelley

Prepared By



(719)205 - 7753

Findings	3
Town Hall	3
Parking	3
Exterior Walkway	10
Lobby	35
Lobby Restrooms	45
Chambers	57
Pikes Peak Community Room	68
Court Clerk	71
Entrances	84
Building Permit - Public Works	87
Town Clerk	114
Cherokee Trail Conference Room	115
Hallway	117
Recreation	127
Human Resources	130
Restrooms Near 230	135
Longs Peak Training Room	146
2nd Floor Breakroom	149
Cherry Creek Conference Room	153
Mount Evans Conference Room	156

Town Hall: Parking

Finding: 1 - Left Center

The accessible parking stall is not wide enough.

Each parking space must be at least 8 feet wide and shall be marked to define the width.

Alternatively, the stall can be 11 feet wide minimum with a 5 foot wide minimum access aisle.

The measurements of parking spaces and access aisles shall be made from the centerline of the markings. Where the parking space is not adjacent to another parking space or access aisle, the measurement shall be permitted to include the full width of the line defining the parking space.

Citation:As Built:Budgeting Range:

2010 ADAS Section: 502.292"\$200 - \$300.00

2017 ANSI A117.1 Section: 502.2

Recommendation:

Restripe the ADA parking stall so that it is 8' wide.

Barrier Priority:

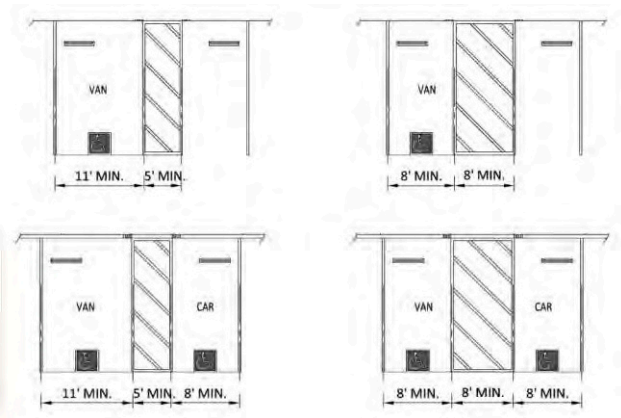
Priority 2 – Important: Should be completed within 24 months. Includes barriers that have a lower budgetary impact on the entity in relationship to the degree of access provided and that impede access to higher numbers of people with disabilities.

Estimated Remediation Date:

01/01/2026

Notes:

N/A



Finding: 1 Additional Finding Photos



Town Hall: Lobby Restrooms

Finding: 23 - Men's

The door is equipped with a door closer and returns to a closed position too quickly.

Door closers and gate closers shall be adjusted so that from an open position of 90 degrees, the time required to move the door to a position of 12 degrees from the latch is 5 seconds minimum.

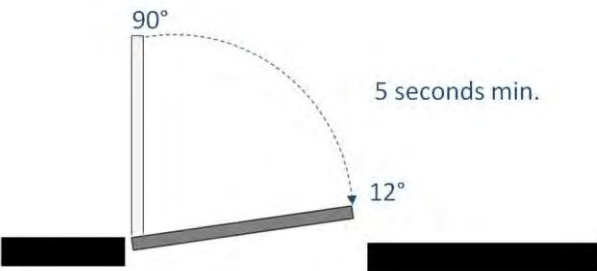
Citation:	As Built:	Budgeting Range:
2010 ADAS Section: 404.2.8.1	3 seconds, 13lbs of force	\$0 - \$0.00
2017 ANSI A117.1 Section: 404.2.7.1		

Recommendation:
Adjust the door closer. Maintenance item

Barrier Priority:
Priority 1 – High: Should be completed within 12 months. Includes findings that have little or no cost, were in violation of the codes at the time of construction, pose an imminent safety threat, or would remove barriers to the greatest number of people to the Town’s programs and services.

Estimated Remediation Date:
01/01/2025

Notes:
N/A



Town Hall: Lobby Restrooms

Finding: 24 - Men's

The top rim of the lavatory is too high.

All lavatories that are designated to be accessible shall be a minimum 17 inches in horizontal depth and mounted with the rim or counter edge no higher than 34 inches above the finished floor.

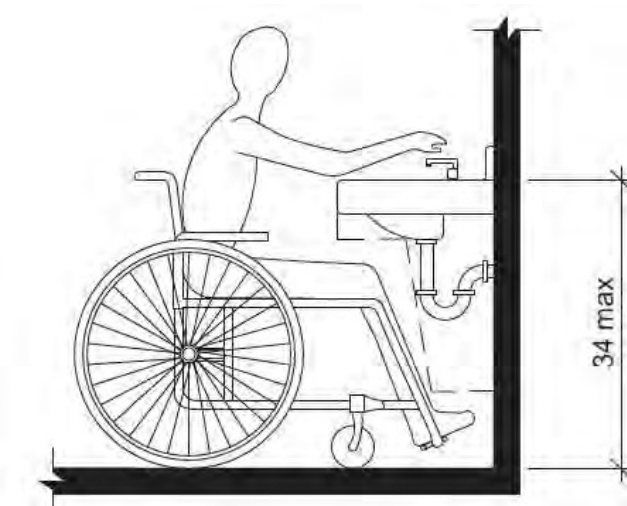
Citation:	As Built:	Budgeting Range:
2010 ADAS Section: 606.3	34.5"	\$250 - \$400.00
2017 ANSI A117.1 Section: 606.3		

Recommendation:
Replace the sink with a flush mount sink.

Barrier Priority:
Priority 2 – Important: Should be completed within 24 months. Includes barriers that have a lower budgetary impact on the entity in relationship to the degree of access provided and that impede access to higher numbers of people with disabilities.

Estimated Remediation Date:
01/01/2026

Notes:
N/A



Town Hall: Mount Evans Conference Room

Finding: 94

The door exceeds the maximum allowable opening force.

Interior doors shall have a maximum opening force of 5 pounds.

These forces do not apply to the force required to retract latch bolts or disengage other devices that hold the door or gate in a closed position.

Citation:	As Built:	Budgeting Range:
2010 ADAS Section: 404.2.9	12lbs	\$0 - \$0.00
2017 ANSI A117.1 Section: 404.2.8		

Recommendation:

Adjust the door closer. Maintenance item

Barrier Priority:

Priority 1 – High: Should be completed within 12 months. Includes findings that have little or no cost, were in violation of the codes at the time of construction, pose an imminent safety threat, or would remove barriers to the greatest number of people to the Town’s programs and services.

Estimated Remediation Date:

N/A

Notes:

N/A



RICK**REQUEST FOR PROPOSAL FOR THE**

Town of Paonia ADA Transition Plan

▀ RFP NO: 2025-03

▀ March 19, 2025 4:00 PM MT

/ **Rick Engineering Company (RICK)**
/ 5690 Webster Street, Arvada, CO 80002
/ (303) 423-6036
/ RICKENGINEERING.COM
/ Michael S. While, PE, LEED AP
/ mwhile@rickengineering.com



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1 | Cover Letter

(303) 423-6036
rickengineering.com

5690 Webster Street
Arvada, CO 80002

Town of Paonia, Colorado
Attn: Stefen Wynn, MPA
Town Administrator & Treasurer
214 Grand Avenue
Paonia, CO 81428
StefenW@TownofPaonia.com



RE: RFP 2025-03 – Town of Paonia ADA Transition Plan

Dear Stefen Wynn and Town of Paonia Staff,

It is an exciting time for the Town of Paonia. As the Town approaches 124 years since its Incorporation, Paonia, with its rich history as a Mountain Community, has adapted to the changes in economic conditions and remains a vibrant place to live, work and visit. The Town provides a full range of public services, including Recreational facilities, Public roadways, Walkways, Parking facilities, Police Department, Town Hall and many other facilities open to its Citizens and Visitors. Ensuring these assets are accessible to everyone is an essential component to the Town's vision to ensure a safe, welcoming and productive community. That is why the Town needs a highly qualified team of experts to prepare the proposed ADA Transition Plan.

The Colorado Engineering Division of RICK Engineering Company (RICK) has assembled that specialized team, ready to craft a thorough plan tailored to the Town of Paonia's unique local context. An invaluable study that ensures the Town is accessible for everyone today and into the future. Since 1955, RICK has provided similar services to public agencies throughout the Western U.S., including more than 30 years of supporting municipalities in Colorado, and specifically for municipalities throughout the Front Range. Accessibility is Our firm's DNA is rooted in accessibility-focused design—every project we undertake is guided by a commitment to inclusive and compliant solutions. Comprising civil engineers, ADA specialists, surveyors, GIS professionals, architects, and drone pilots, the RICK Team offers the expertise necessary to deliver a robust and practical Transition Plan.

Why choose RICK?

- ▲ As **experts in design**, we offer a well-rounded perspective, combining extensive experience with a deep understanding of ADA compliance. Our team is proficient not only in developing ADA-compliant designs but also in conducting thorough compliance inspections, ensuring every project meets the highest standards.
- ▲ **Our comprehensive team collaborates with the accessibility professional community**, actively engaging with organizations such as the Colorado Cross-Disability Coalition and the Rocky Mountain ADA Center Advisory Board. Through public outreach and advocacy, we help shape best practices and accessible design standards that drive meaningful change.
- ▲ As a **Colorado-based firm**, we have firsthand knowledge of the state's unique topographical and environmental challenges. Our designs are tailored to navigate complex grades, climate considerations, and regional factors, ensuring practical solutions.
- ▲ **We are confident that our timeline will deliver a Transition Plan sooner than expected**, anticipating completion within approximately five and a half months. However, if the municipality's needs extend beyond this timeframe, we will remain fully available and committed to supporting the Town.

- ▶ Our **previous experience** with notable projects such as the City of San Diego’s Parks and Recreation Department on their Self-Evaluation and Transition Plan, demonstrates RICK’s **ability to exceed municipal expectations**. California, as a leader in advancing accessibility, enforces rigorous standards that go beyond the minimum requirements, and we have successfully navigated these higher benchmarks.
- ▶ **We would welcome the opportunity to assist the Town in developing its own accessibility standards and codes**. This partnership will make certain that accessibility is not an afterthought, safeguarding that future development is accessible. With our extensive experience, including our work with the Town’s ADA evaluation process, we are fully prepared to support the Town’s needs and remain readily available to assist in any capacity.
- ▶ **RICK’s team offers unparalleled expertise in ADA compliance**, blending the technical precision of **Dakota Limon**, a Civil Engineering Designer with 10 years of experience who has testified before the Senate on accessibility issues and actively contributes to the ADA National Network Training program, with the specialized insight of **Joanne Cody, RLA, LEED AP**, an Accessibility Technical Specialist whose national portfolio includes ADA reviews and transition plans for iconic sites such as Zion National. Together, their combined expertise ensures a thorough, practical, and forward-thinking approach to Paonia’s ADA Transition Plan – balancing regulatory compliance with user-focused, inclusive design.

To further demonstrate why the Town of Paonia should choose RICK, we encourage you to reach out to the references we have provided. We are at our best when we connect with our clients, taking on their goals and providing exceptional service to those they serve. They can share their firsthand experiences collaborating with us while we provide dynamic solutions as their trusted partners.

We are very excited about this opportunity to partner with the Town of Paonia and thank you for your time and consideration. **Michael S. While, PE, LEED AP, Principal in Charge**, and authorized Signee of contractual agreements for RICK, will serve as the main point of contact for the RICK Team, and can be **reached at 303-403-2418 or MWhile@rickengineering.com** to answer any questions you may have regarding our submittal. We look forward to discussing further how we can serve Paonia through this important work.

Sincerely,



Michael S. While, PE, LEED AP
Principal in Charge / Project Manager
RICK Engineering Company



Rick Engineering Company (RICK) hereby acknowledges receipt of addendum 1 to RFP 2025-03, Published through biddirect.com

2 | Consultant Information & Qualifications

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i. Company Information

WHO WE ARE. RICK is a multi-disciplinary design firm that has **delivered transportation planning, civil engineering, and land surveying services to public and private clients across the West since 1955. We have proudly served Colorado communities for over 40 years, including projects from Colorado Springs to Fort Collins.** Guided by the personal and professional accountability instilled by our founder, Glenn A. Rick, we have built lasting client relationships, retained a committed workforce, and contributed to the betterment of local communities. Today, our team of over 400 professionals provides a full suite of services—from initial project visioning and design through final engineering, comprehensive planning, and on-the-ground implementation. Despite our breadth of capabilities, **we maintain the responsiveness and innovative spirit of a smaller firm.** We bring these strengths, along with our deep Colorado expertise, to the Town of Paonia’s RFP process, ensuring the same dedication and high standards of service that have defined RICK for nearly seven decades.

FIRM DIFFERENTIATORS. RICK employs advanced data-collection and mapping technology that provides real-time uploads to the Town’s website, creating an interactive map of ADA issues as they are identified. This approach allows the community to ask questions, provide comments, and offer suggestions online, fostering transparency and involvement throughout the project. Drawing on our extensive Colorado experience, we are confident in completing the Audit and Transition Plan ahead of the RFP’s timeframe—while staying well within the Town’s budget. We will also help the Town develop Building Code ADA Compliance Policy and Plan Development criteria, ensuring new projects address accessibility before construction begins. **By combining these user-friendly tools with our dedicated local team, we deliver an efficient, forward-thinking solution for Paonia’s ADA needs.**



LEGAL NAME

RICK Engineering Company
dba: Glenn A. Rick Engineering & Development Company

ORGANIZATION

Corporation

TIME IN BUSINESS

70 years

NUMBER OF EMPLOYEES

400+

ANNUAL VOLUME OF BUSINESS

Projects: 1,632
Dollar Amount: \$76,197,999

OFFICE LOCATION

5690 Webster Street
Arvada, CO 80002
(303) 423-6036

POINT-OF-CONTACT

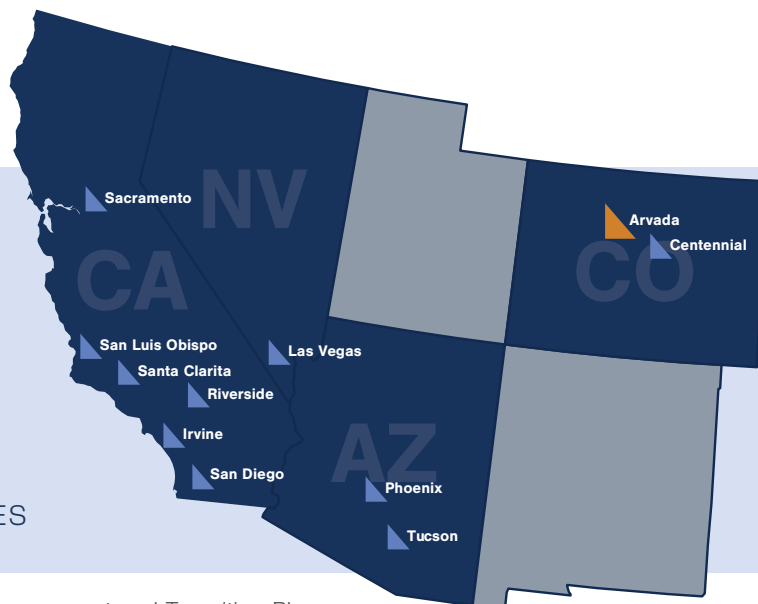
Michael S. While, PE, LEED AP
*Project Manager /
Principal in Charge*
(303) 403-2418
mwhile@rickengineering.com

ESTABLISHED IN
1955

11
OFFICES

70 YEARS OF
RELATED
EXPERIENCE

30+
LOCAL EMPLOYEES



ii. Similar Project Experience

Experience & Capabilities on Similar Projects

The projects highlighted in the matrix below are similar to that of the Town of Paonia’s ADA Transition Plan.

PROJECT EXAMPLES	FIRM	Investigations/Surveys					
		Audit Report	Cost Estimate	Transition Plan & Schedule	Public Outreach	Public Presentations	
ADA Audit & Transition Plan for Parks, County of San Diego, CA	RICK	✓	✓	✓	✓	✓	✓
Whisper Village, Arvada, CO	RICK	✓	✓	✓	✓	✓	✓
City of Thornton On-Call Parks, Thorton, CO	RICK	✓	✓	✓	✓	✓	✓
Norris Master Planned Development, Fountain, CO	RICK	✓	✓	✓	✓	✓	✓
Tutt Centerpoint, Colorado Springs, CO	RICK	✓		✓		✓	✓



ADA Audits for Parks



The County of San Diego Department of Parks and Recreation hired RICK to perform an ADA surveyed audit on existing accessibility of 23 selected parks within the County's jurisdiction. Due to the project's success, an additional 50 parks were audited through two additional task orders. This included developing an ADA Transition plan with action items, costs and a timeline to implement improvements.

With some of the parks covering more than 100 acres, the survey work was quite extensive and covered exterior, as well as, interior facilities used by the public. This included walkways, sidewalks, parking, picnic areas, sports fields, community centers, restrooms and public meeting spaces. RICK devised a method using iPads, equipped with the latest GIS technology to pinpoint, measure and upload attributes in real time to our servers in the office. This enabled us to quickly compile field data and integrate the information with compliance checklists to help the County analyze and make decisions on priority projects and implementation. A byproduct of this method enabled us to create an online database website for the County that can help their staff fulfill their long term organization, management, and tracking for non-compliance issues.

RICK's GIS group created the data collection and quality control process leveraging iOS tablets, ArcGIS Collector App with disconnected data collection, ArcGIS Online web based feature class, Python based reporting, Data driven pages for 73 parks at the county. Multiple field personnel collected simultaneously. A GIS Java based web application was stood up for real-time project review by client and internal team members. The project was led by our Civil and Landscape Architect groups.

LOCATION

San Diego County, CA

PROJECT DATES

2015 - 2019

KEY COMPONENTS

- ▲ ADA Transition Plan
- ▲ ADA/Curb Ramps
- ▲ Bike/Pedestrian Paths
- ▲ GIS

RICK FEES

Phase 1: \$94,000

Phase 2: \$109,000

KEY PERSONNEL

Michael S. While, PE, LEED AP
Project Manager

Brian Laird, RLS
GIS Manager

Ben Alonzo, GISP, MS, GIS
GIS Programmer

Mario Terrazas
GIS Field Collector



Figure 3 - Concept illustration*

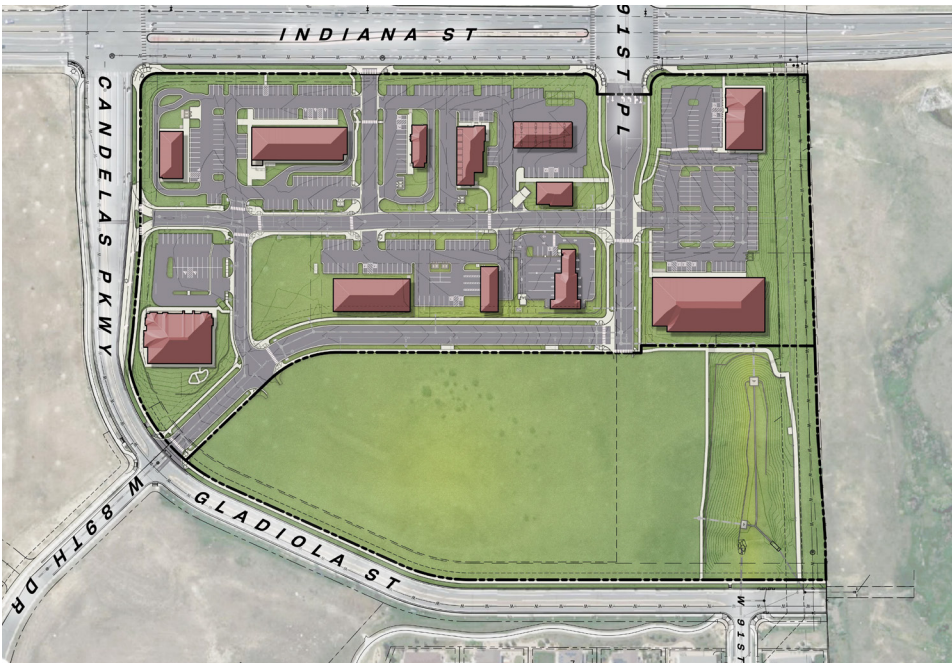
*This map is conceptual and is shown for illustrative purposes only; see Figure 4 for Land Use Map and Site Development Plan SDP-TF-2016 for additional detail.



Whisper Village



This fifteen acre commercial development in Arvada, Colorado consisted of infrastructure design including an assessment of ADA pedestrian ramps and pedestrian circulation throughout the development and connections to existing public right-of-way. With a significant amount of vertical relief over the property, it required creative designs to be in compliance with both Colorado Department of Transportation (CDOT) and City of Arvada ADA access criteria.



LOCATION

Arvada, CO

PROJECT DATES

06/2023 - 10/2024

KEY COMPONENTS

- ▀ Development Review
- ▀ Development Permit
- ▀ Processing Construction Permits
- ▀ Preparation of ADA Details
- ▀ Master Planned Development
- ▀ Public Outreach
- ▀ Coordination with City

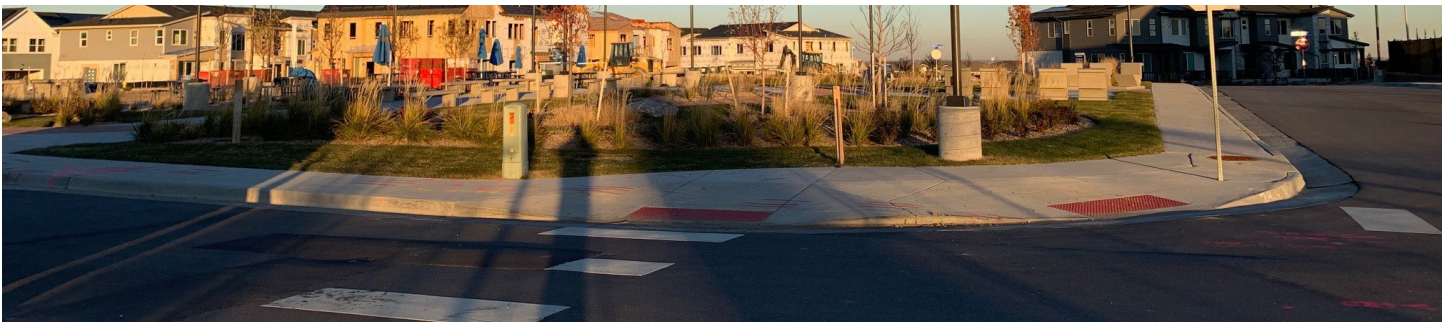
RICK FEES

\$350,000

KEY PERSONNEL

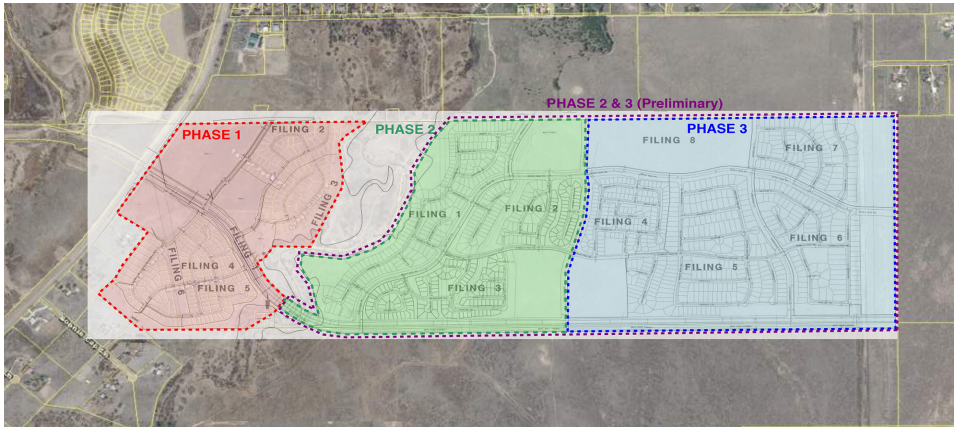
Michael S. While, PE, LEED AP
Project Manager

Dakota Limon
Civil Engineer Designer



Norris Master Planned Development

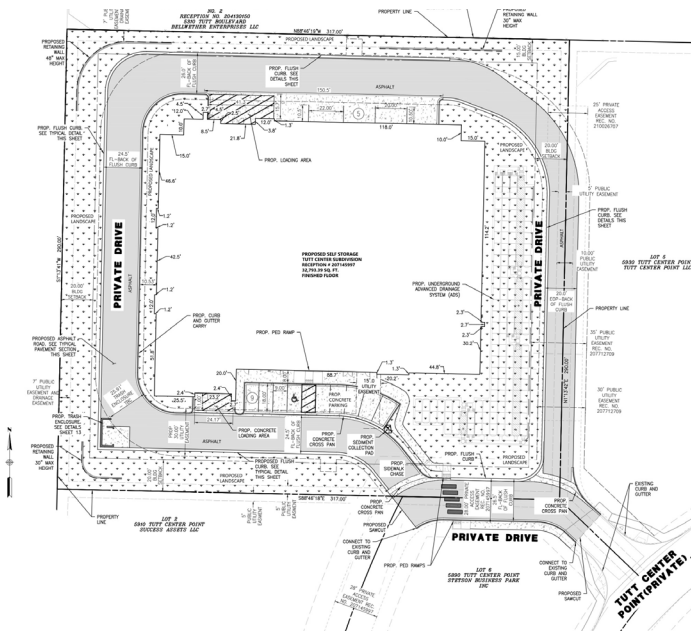
The Norris development is a 541 acre property in Fountain, Colorado featuring 1,860 units of single-family, retail commercial, schools, trails, recreation center and golf course. This project included an extensive evaluation of accessibility design to achieve ADA compliance for community amenities, multi-model transportation facilities and connections to the public right-of-way. This also included ADA access to surrounding development.



VENTANA

Tutt Center Storage

This 2.1 acre site includes the development of a three story self storage facility in Colorado Springs, El Paso County. Plan preparation included site grading, ADA access, storm drain facilities, sanitary sewer and water main.



LOCATION

Fountain, CO

PROJECT DATES

04/2023 - Ongoing

KEY COMPONENTS

- ▶ ADA Curb Ramps
- ▶ New Streets/Roadway Improvements
- ▶ Street Widening
- ▶ Roundabouts
- ▶ Bike/Pedestrian Paths
- ▶ Bridge
- ▶ Water & Sewer Infrastructure
- ▶ Storm Drain/Drainage Infrastructure
- ▶ Stream/Channel Restoration
- ▶ Site Development

RICK FEES

\$1,163,705

KEY PERSONNEL

Michael S. While, PE, LEED AP
Project Manager

LOCATION

Colorado Springs, CO

PROJECT DATES

06/2024 - Ongoing

KEY COMPONENTS

- ▶ ADA Parking & Access Facilities
- ▶ Drainage Study
- ▶ Construction Permit Processing
- ▶ Site Development

RICK FEES

\$348,570

KEY PERSONNEL

Kristofer Carlstedt, PE
Project Manager

Janital Storage

Janital Storage Facility is a 1.5 acre site that included site design for public parking, ADA access from parking to accessible storage facilities, ADA access from public right-of-way, storm water detention facility and landscape improvements.


RICK


LOCATION

Colorado Springs, CO

PROJECT DATES

01/2019 - 06/2020

KEY COMPONENTS

- ▴ Construction Plan
- ▴ ADA Design
- ▴ Preparation of Ordinance Revisions
- ▴ Public Outreach
- ▴ Additional City Support

RICK FEES

\$165,478

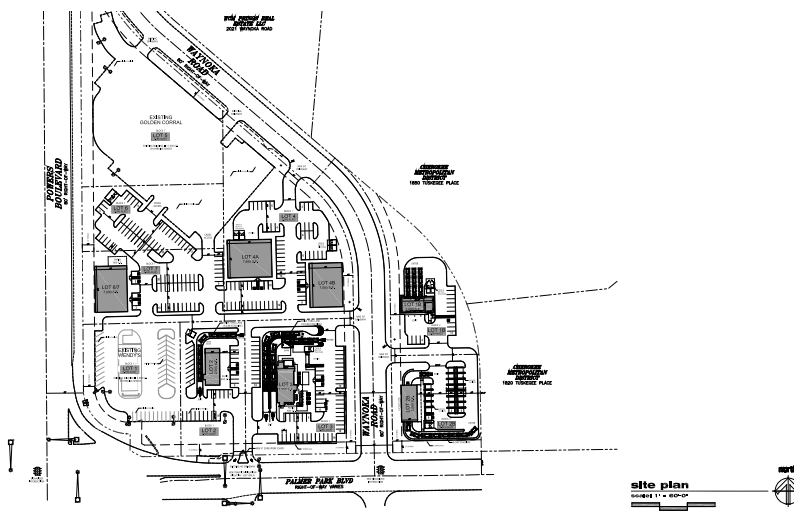
KEY PERSONNEL

Kristofer Carlstedt, PE
Project Manager

HOLLAND REAL ESTATE

Palmer Park and Powers Commercial Development

This ten acre commercial development consisted of ten lots including a Golden Corral restaurant, car wash, auto parts, coffee shop, and Wendy's fast food. The site was bisected by a public right-of-way providing ADA accessibility throughout which was critical to the overall function of the shopping center. This project included ADA parking, signage, safe roadway crossing and access to each facility.



LOCATION

Colorado Springs, CO

PROJECT DATES

02/2023 - 01/2024

KEY COMPONENTS

- ▴ Development Review
- ▴ Development Permit
- ▴ Processing Construction Drawing

RICK FEES

\$23,000

KEY PERSONNEL

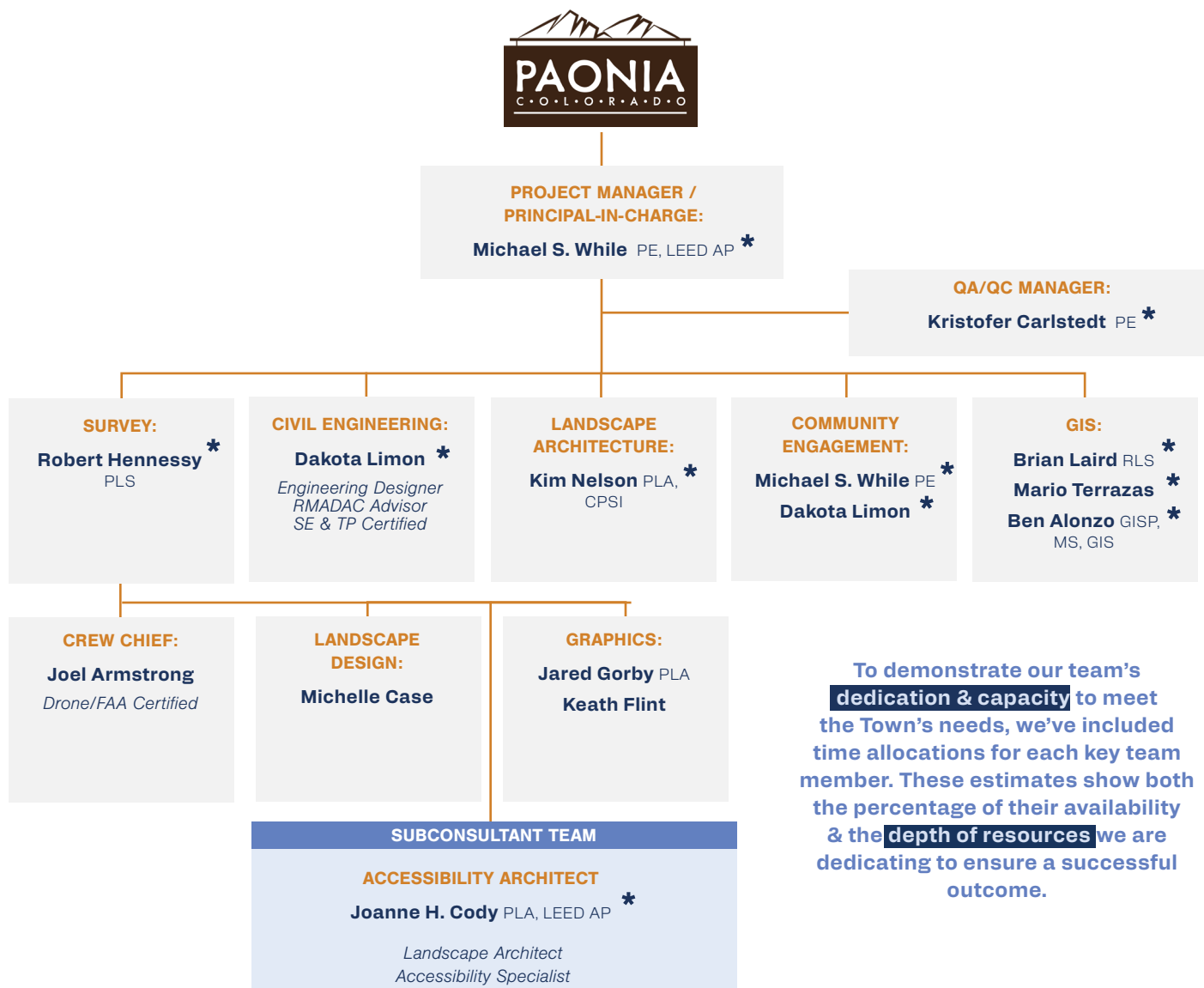
Michael S. While, PE, LEED AP
Project Manager

i. Roles of Proposed Team

A well-organized team, with a clear division of responsibilities, is essential to successful delivery of this project to the Town of Paonia. The organizational chart presented here delineates the project tasks that each key team member will be responsible for and the reporting/communication structure within the team. **Serving as the Primary Contact, our Project Manager, Michael S. While, PE, LEED AP**, will have full responsibility for meeting this project's requirements, on time and within budget. All of the proposed staff are RICK employees, unless otherwise noted. All staff are fully committed to the needs of this project and will not be removed or replaced from the project without written approval from the Town.

Team members on the organizational chart with a asterisk * are key team members and their resumes are provided on the pages that follow.

Because of our longstanding team's experience working together, we offer enhanced synergy and efficiency. Our proposed team's collaborative experience fosters better communication, a shared understanding of roles and responsibilities, and the ability to anticipate challenges, ultimately leading to more effective collaboration and a successful project outcome.



To demonstrate our team's dedication & capacity to meet the Town's needs, we've included time allocations for each key team member. These estimates show both the percentage of their availability & the depth of resources we are dedicating to ensure a successful outcome.

Project Team Mini Bios

PROJECT MANAGER / PRINCIPAL-IN-CHARGE:



MICHAEL WHILE PE is an Associate Principal and supervises and manages the Colorado design division of Project Managers, Civil Engineers, and Designers. He is responsible for Project Management and Engineering for many private land development

and public works projects. He directs staff through the entitlement process, the preparation of preliminary site layouts, final engineering plans, and final maps. **Mike has extensive experience in ADA Design, Assessments, and Transition Plans** and provides primary client contact, as well as all required interaction with community planning groups and regulatory agency personnel.



DAKOTA LIMON

Civil Engineering Designer

Dakota has ten years of experience as a Civil Designer with RICK. He is highly skilled in preparing plans and specifications for roadway and site development projects,

utilizing AutoCAD and Civil 3D to generate effective designs for proposed improvements. Dakota has a deep understanding of design standards across multiple counties throughout Colorado's Front Range, allowing him to navigate regulatory requirements efficiently.

In addition to his civil engineering expertise, **Dakota is a recognized ADA specialist** with extensive knowledge of accessibility standards and inclusive design principles. **He has testified before the Senate on ADA issues and is actively involved in the ADA National Network Training program.** Dakota's specialized background **ensures that every project will be designed to meet and exceed ADA compliance standards**, creating an accessible and inclusive environment for all. His role will include evaluating pathways, parking, recreational facilities, and overall Town accessibility to ensure compliance with federal, state, and local ADA regulations while enhancing the user experience for individuals with disabilities.



JOANNE H. CODY, PLA, LEED AP

*Accessibility Technical Specialist /
Landscape Architect*

Joanne is an experienced designer and accessibility specialist with a strong background in landscape planning and inclusive site development. With expertise in conducting accessibility reviews,

Joanne has provided technical guidance for national park sites across the country, ensuring compliance with accessibility standards.

Her work includes leading accessibility design reviews for Zion National Park and developing transition plans for sites such as the White Sands Visitor Center. Joanne played a key role in the rehabilitation of Watchman and South Campgrounds at Zion National Park, contributing to site design, construction documents, and bid specifications.

In addition to national park projects, Joanne has conducted accessibility assessments for Jewish **Family Service buildings, including schools and churches**, and has designed landscape plans for residential properties in the Denver area. Joanne also delivered accessibility training at major national parks like Rocky Mountain and Yellowstone, as well as at regional conferences.

ABOUT OUR SUBCONSULTANT



Joanne H. Cody is a certified ADA Coordinator and experienced landscape architect with a strong background in accessibility,

universal design, and sustainable site development. Holding an ADA Coordinator Training Certification (ACTCP), Joanne has completed extensive training in transition planning, ADA/ABA guidelines, EEOC regulations, emergency preparedness, and public rights-of-way. She has completed specialized training in federal contracting and Section 508 accessibility compliance.

Joanne's work has been featured in Landscape Architecture Magazine and recognized with a General Design Honor Award for the Restoration of Giant Forest A Guide to Careers in Design and co-authored a published article on the restoration of Sequoia National Park's Giant Forest.

Committed to accessibility and sustainable design, Joanne applies her expertise to creating inclusive environments that balance functionality, aesthetics, and environmental responsibility.

iii. Project & Management Approach

Project Understand and Importance

The RICK Team is committed to delivering a comprehensive ADA Self-Evaluation and Transition Plan for the Town of Paonia, Colorado, in full compliance with the requirements of the Americans with Disabilities Act (ADA), and the specific tasks outlined in the Town’s RFP 2025-03. Our approach is designed to ensure equal access to civic life for people with disabilities and all citizens and eliminate physical and programmatic barriers. We will provide the Town with a practical, prioritized, and cost-effective plan for ADA compliance. Below, we detail our proposed scope of services, organized by the tasks specified in the RFP.

RICK understands the Town of Paonia is striving to address a range of accessibility upgrades while maintaining transparent community engagement and efficient use of public resources. This mission involves not only identifying existing ADA deficiencies, but also formulating a strategic, forward-thinking plan that aligns with the Town’s long-term infrastructure goals. Below is a concise overview of what we see as the project considerations and opportunities, as well as the enhancements RICK will bring to ensure project success.



Advanced Survey & Mapping Our real-time, cloud-based system gives both Town staff and residents immediate visibility into each ADA issue and the progress of data collection.



Accelerated Schedule Management We deploy multiple survey crews, coordinate tasks using robust project management software, and hold frequent check-ins to ensure we stay within or ahead of Paonia’s timeframe.



Budget-Conscious Delivery Our methodologies emphasize early identification of ADA needs, reducing costly rework. Consistent templates, standardized legal descriptions, and integrated data workflows also keep consulting costs predictable.

Forward-Looking Policy Guidance We help develop ADA compliance criteria for building codes and plan reviews, ensuring that future projects address accessibility at the outset rather than retrofitting later.

Through a focused approach, RICK helps Paonia resolve immediate ADA challenges and leverage project data for ongoing infrastructure successes—ultimately fostering a more inclusive, engaged community.

Project Approach

TASK 1: SELF-EVALUATION

OBJECTIVE: Develop a thorough self-evaluation of the Town of Paonia's programs, services, activities, public facilities, and rights-of-way to identify barriers to accessibility and ensure compliance with ADA Standards.

Approach:

Kick Off Workshop: The RICK Team will initiate the project with a kick-off workshop involving the Town's ADA Coordinator, designated Town staff. This workshop will:

- Review the Town's current ADA program and procedures to date, leveraging the Town's recent designation of the Town Administrator as ADA Coordinator on **July 11, 2023**.
- Identify necessary documents, materials, and resources required to conduct the self-evaluation, including existing policies, procedures, and asset inventories.
- Confirm the public amenities to be evaluated, as outlined in RFP Addendum No. 1, with the expectation that the RICK Team will refine and improve this inventory with the town.
- Discuss the specific ADA guidelines and standards that govern the access requirements of each facility and right-of-way element, including the 2010 ADA Standards for Accessible Design, Section 504, the Federal Public Right-of-Way Accessibility Guidelines (PROWAG), and Colorado's Title 24 Building Code.
- Discuss standards for the Town to adopt that meet or exceed federal standards, ensuring compliance and enhanced accessibility for all citizens and visitors from this point forward.
- Establish an overall schedule for the self-evaluation and development of the Transition Plan, considering the Town's priorities and timelines as outlined in the RFP.
- Review the Town's current approach to grievance procedures and explore opportunities for improvement, ensuring compliance with ADA Title II requirements for public entities.

Even though the Town employs fewer than 50 employees at this time, we would like to commend the town for going beyond the standards of accessibility. Ensuring your town is accessible is a heavy load that we can help carry to a successful conclusion.

Follow up Workshop with Community Involvement:

- Provide the Town and Community with an overview of the ADA Transition Plan process and program.
- Highlight methods and procedures for collecting compliance features for each public facility.
- Facilitate a question and answers session and allow the community to share comments, experiences and suggestions on how to facilitate the ADA transition Plan.

GIS Data Support and Mapping: The RICK Team will provide GIS data support to inventory and map barriers to accessibility across all public facilities and rights-of-way, Further Depicted in Task 5.

Self-Evaluation Strategy: The RICK Team will assist the Town project team in developing a strategy to implement and complete the self-evaluation process, ensuring a systematic and thorough approach. This strategy will include:

- A methodology for evaluating physical barriers in facilities and rights-of-way, comparing each element to applicable ADA, PROWAG, and State standards.
- Assist the Town in developing compliance evaluation forms that will provide details associated with features that are out of compliance.
- A methodology for evaluating programmatic barriers in the Town’s services, programs, and activities, ensuring equal access for people with disabilities.
- Options for community volunteer involvement, including training and coordination, to supplement Town staff efforts, as required by the RFP.

Self-Evaluation Report: The RICK Team will compile and finalize a comprehensive Self-Evaluation Report, summarizing the findings of the evaluation. This report will include:

- A detailed inventory of barriers to accessibility in public facilities and rights-of-way.
- Summarize compliance issues associated with path of travel from public parking facilities used by the public.
- A summary of programmatic barriers identified in the Town’s services, programs, and activities.

Site Visit and Assessment



In February, Dakota Limon conducted an initial site visit to familiarize himself with the Town’s infrastructure, facilities, and existing accessibility conditions — demonstrating RICK’s proactive commitment to understanding Paonia’s unique needs before even being selected.

This early insight allows our team to hit the ground running, identifying key areas of focus, potential challenges, and opportunities for cost-effective improvements. By investing time upfront, we can develop a more tailored, practical, and realistic ADA Transition Plan, saving the Town valuable time during project initiation and ensuring a smoother, more efficient process overall.



TASK 2: PROVIDE TRAINING FOR TOWN STAFF

OBJECTIVE: Equip designated Town staff with the knowledge and skills necessary to conduct field investigations, maintain the ADA database and map, as well as monitor and update the ADA Self-Evaluation and Transition Plan over time.

Approach:

Training Program Development: The RICK Team will develop a tailored training program for Town staff, designed to be an educational experience. The training will cover:

Applicable Government Code, Statutes, and Regulations: Comprehensive instruction on ADA Title II, the 2010 ADA Standards for Accessible Design, PROWAG, and Colorado's Title 24 Building Code, ensuring staff understand the legal and technical requirements for accessibility.

- **Performing Field Investigations and Inspections:** Hands-on training in conducting field surveys of facilities and rights-of-way, including the use of measurement tools, checklists, and forms developed during the self-evaluation process.
- **Preparation of ADA Compliance Assessment Reports:** Guidance on documenting findings, preparing barrier reports, and compiling compliance assessment reports, ensuring staff can contribute to ongoing ADA compliance efforts.
- **Using and Maintaining the Project Map:** Provide guidance on using and updating the GIS-based project map, including adding new barriers, updating remediation status, and generating visual reports.
- **Monitoring and Updating the ADA Self-Evaluation and Transition Plan:** Procedures for periodically reviewing and updating the Self-Evaluation and Transition Plan, including tracking progress, incorporating public feedback, and revising priorities as needed.
- **Training Delivery:** The training will be delivered through a combination of in-person workshops, virtual sessions, and written material, ensuring the town has the resources they need to make informed decisions as it relates to accessibility. The RICK Team will provide ongoing support during the project to reinforce training and address questions.



TASK 3: TRANSITION PLAN

OBJECTIVE: Develop a comprehensive ADA Transition Plan based on the results of the Self-Evaluation Report, policy reviews, Town staff guidance, and public feedback.

Approach:

Summary of Findings: The Transition Plan will include a summary of the findings of the self-evaluation, detailing physical and programmatic barriers identified in public facilities, rights-of-way, as well as Town services, programs, and activities.

Remedial Measures and Prioritization: The RICK Team will provide detailed recommendations for remedial measures to correct deficiencies, including cost estimates for remediation measures of barrier removal and prioritization of replacement measures. **Ensuring the Town can plan and budget effectively.**

Implementation Schedule: In consultation with Town staff, the RICK Team will prepare an implementation schedule that includes milestones or measures of achievement for monitoring implementation. This schedule will be designed to align with the Town's budget, administrative resources, and priorities for ensuring a practical and achievable plan.

Resource List: The Transition Plan will include a list of references and contact information for ADA and accessibility-related resources, providing the Town with ongoing support and guidance.

TASK 4: FACILITY SURVEY AND BARRIER ASSESSMENT

OBJECTIVE: Conduct surveys and field reviews of public facilities, parking lots, and public rights-of-way to identify physical barriers to accessibility, using industry standard tools (iPads, smart levels, tape measures) as well as drones to ensure compliance with ADA, PROWAG, and State standards.

Approach:

Public Facilities: The RICK Team will conduct detailed, on-site inspections of all Town-owned public facilities and parking lots. This will include:

- Identifying ADA compliance issues for each facility, cataloging specific features that are not in compliance with safe accessibility, such as parking, sidewalks, pedestrian ramps, handrails, finished surfaces, signage, striping, restrooms, drinking fountains, service counters, waiting rooms, information kiosks, doorways, and other Town amenities.
- Assessing exterior access from the public right-of-way and parking facilities to and from each facility, ensuring a comprehensive review of accessibility barriers.
- Assigning an initial level of priority for the features depicted in the Transition Plan, based on the criteria established with the Town.

Public Rights-of-Way: The RICK Team will conduct surveys and field reviews of the Town's public rights-of-way. This will include:

- Developing a comprehensive inventory of crosswalks, sidewalks, curb ramps, and pathways/trails, refining and improving the Town's existing inventory.
- Identifying physical barriers that limit accessibility, comparing each element to the 2010 ADA Standards for Accessible Design and PROWAG.
- Assigning an initial level of priority for the Transition Plan and work with the Town Administrator to establish a final list of compliant features within the Right of Way with level of priority.

TASK 5: DATABASE AND MAPPING SETUP

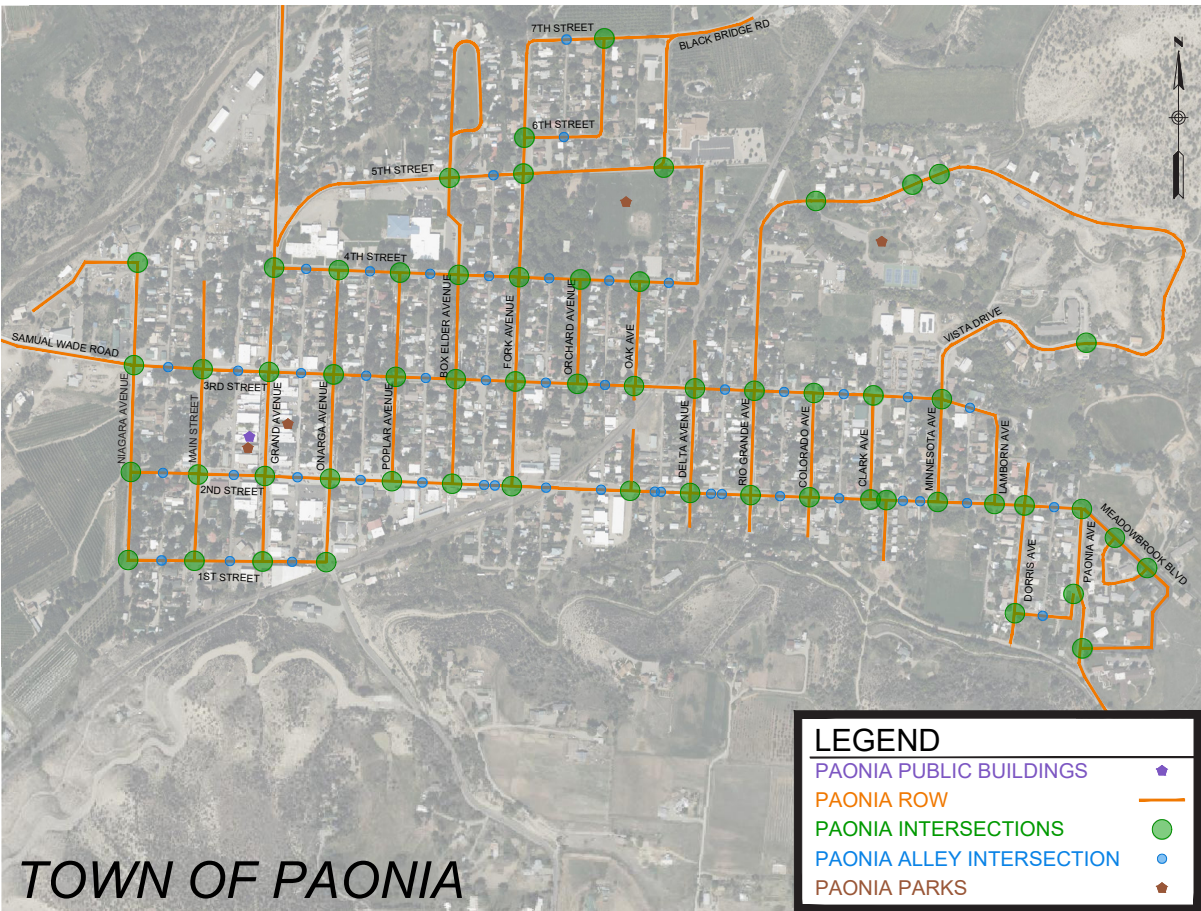
OBJECTIVE: Develop GIS database, to facilitate ongoing monitoring and updating of the ADA Transition Plan by Town staff, ensuring the Town has the tools necessary for long-term compliance.

Approach:

Project Map: The RICK Team will develop a GIS-based map, as required by the RFP. The map will:

- Depict distinct points for each identified barrier to access, including curb ramps, crosswalks, sidewalks, pathways, and facility-specific barriers.
- Be integrated with the project database, ensuring seamless updates and reporting.

Training and Support: The RICK Team will provide training on using and maintaining the database and map (Task 2), ensuring Town staff are equipped to manage these tools effectively.



TASK 6: COMMUNITY ENGAGEMENT

OBJECTIVE: To give the community an opportunity to understand the Self Evaluation process and Transition Plan development progress. Provide them with a forum to make suggestions, log concerns, ask questions and be involved with the overall Town initiative to improve ADA Access and Compliance.

Approach:

Public Engagement Strategy: The RICK Team will develop a comprehensive public engagement strategy, based on the Town's goals and best practices for ADA compliance. The strategy will include:

- **Proposals and Implementation Timeline:** A detailed plan and timeline for engaging the community, ensuring opportunities for input at key phases of the ADA Transition Plan process (e.g., workshops, self-evaluation progress, draft Transition Plan, and final Transition Plan).
- **Number of Meetings/Workshops:** A proposed schedule of at least three public meetings/workshops to achieve a suitable engagement plan, including:
 - *A kick-off meeting to initiate the project and gather feedback from the Town officials.*
 - *Follow up workshops with Community Involvement to provide an overview of the self-evaluation and Transition Plan program.*
 - *This will allow the Community to provide input and voice concerns associated with the process.*
 - *A mid-project workshop to present preliminary findings and gather input on prioritization and remedial measures.*
 - *A final meeting to present the draft Transition Plan and gather final comments.*
- **Opportunities for Public Comment:** Structured opportunities for public comment at each phase, including in-person, virtual, and written submissions, ensuring accessibility for all community members.
- **Review and Incorporation of Feedback:** A process for reviewing and incorporating public comment and feedback into the plan, ensuring the Transition Plan reflects community needs and priorities.
- **Engagement Tools and Media:** Use of additional engagement tools and media, such as online surveys, social media, and informational flyers, to maximize outreach and participation.



TASK 7: PROJECT MANAGEMENT

OBJECTIVE: Ensure efficient and effective project delivery through robust project management, adherence to budget and schedule, and clear communication with Town staff and Community.

Approach:

Project Schedule and Budget: The RICK Team will develop and maintain a detailed project schedule and budget, ensuring alignment with the Town's key dates and goals.

Meetings and Communication: The RICK Team will facilitate meetings throughout the ADA Transition Plan process, including:

- A project kick-off meeting to align expectations and confirm scope.
- Follow-up workshop with community involvement.
- Regular project team meetings to monitor progress, address issues, and coordinate activities.
- Attendance at public meetings/workshops (Task 6).

Data Management and Documentation: The RICK Team will assist the Town in project data management, documentation, and record-keeping, ensuring all materials are organized and accessible.

Progress Reports and Presentations: The RICK Team will provide periodic progress reports and presentations for Town staff, Community, and/or the Board of Trustees, ensuring clear communication and transparency. These reports will include updates on schedule, budget, key findings, and community engagement efforts.

Overall Approach & Benefits Summary

Our phased plan begins with a Self-Evaluation of the Town's programs, facilities, and rights-of-way, so we can identify and document barriers to accessibility as accurately as possible. We then develop a robust Training curriculum for Town staff, empowering them to conduct ongoing field inspections and maintain an up-to-date ADA database. Next, our team compiles findings into a Transition Plan with targeted remedies, priorities, and a realistic implementation schedule. We also perform a thorough Facility Survey and Barrier Assessment, supported by GIS-based Database and Mapping tools that allow for real-time updates and transparent progress tracking. In addition, we organize Community Engagement workshops to invite public input, fostering an inclusive atmosphere and ensuring the plan aligns with local priorities. Finally, our Project Management framework keeps tasks on schedule, within budget, and clearly communicated at each step.

This approach lets the Town address ADA compliance proactively and sustainably. By combining advanced data-collection technologies with hands-on staff training, we minimize future retrofit costs, reduce legal risks, and enable Town personnel to manage accessibility updates well beyond this project's timeline. Our proven success with community outreach helps build resident trust, while our emphasis on consistent documentation and real-time mapping provides decision-makers the clarity they need to plan effectively.

On the following page, we provide resumes for the professionals who will lead each phase—from initial assessments to final implementation—ensuring a seamless, expert-driven process for Paonia.

iv. Paonia Transition Plan – Project Schedule

Task	Start	Finish
TASK 1: SELF-EVALUATION	4/15/2025	7/18/2025
Kick Off Workshop	4/15/2025	4/15/2025
Follow up Workshop with Community Involvement	5/8/2025	5/8/2025
GIS Data Support and Mapping	4/18/2025	4/18/2025
Self-Evaluation Strategy	6/9/2025	6/9/2025
Self-Evaluation Report	7/18/2025	7/18/2025
TASK 2: PROVIDE TRAINING FOR TOWN STAFF	4/21/2025	7/10/2025
Training Program Development	4/21/2025	4/25/2025
Training Delivery	5/8/2025	7/10/2025
Introduction to The ADA (Town Staff/Community)	5/8/2025	5/8/2025
Volunteer Inspection Training (Community)	5/9/2025	5/9/2025
Town Specific ADA Training (Town Staff/Community)	6/12/2025	6/12/2025
Advanced ADA Concepts (Town Staff)	7/10/2025	7/10/2025
TASK 3: TRANSITION PLAN	8/15/2025	9/5/2025
Summary of Findings	8/15/2025	8/15/2025
Remedial Measures and Prioritization	8/22/2025	8/22/2025
Implementation Schedule	8/29/2025	8/29/2025
Resource List	9/5/2025	9/5/2025
TASK 4: FACILITY SURVEY AND BARRIER ASSESSMENT	4/17/2025	5/2/2025
Public Rights-of-Way	4/17/2025	5/2/2025
Public Facilities	4/30/2025	5/2/2025
TASK 5: DATABASE AND MAPPING SETUP	4/25/2025	9/5/2025
Training and Support	4/25/2025	4/25/2025
Project Map	9/5/2025	9/5/2025
TASK 6: COMMUNITY ENGAGEMENT	4/15/2025	10/3/2025
Public Engagement Strategy	4/15/2025	4/15/2025
Proposals and Implementation Timeline	4/16/2025	4/16/2025
Opportunities for Public Comment	9/8/2025	9/19/2025
Review and Incorporation of Feedback	9/22/2025	10/3/2025
Engagement Tools and Media	4/25/2025	4/25/2025
TASK 7: PROJECT MANAGEMENT	4/15/2025	10/3/2025
Project Schedule and Budget	4/25/2025	4/25/2025
Meetings and Communication	5/2/2025	5/2/2025
Data Management and Documentation	4/15/2025	10/3/2025
Progress Reports and Presentations	8/8/2025	8/8/2025



Michael S. While PE, LEED AP

Project Manager / Principal-in-Charge

30%

TIME COMMITTED

EXPERIENCE

37 Years

EDUCATION

BS, Civil Engineering,
San Diego State University

REGISTRATION

Professional Engineer (PE)
in

CO, No. 48721
CA, No. 49865
AZ, No. 59995
UT, No. 11246006-2202
OK, No. 30963

PROFESSIONAL AFFILIATIONS

American Public Works
Association (APWA)

American Society of Civil
Engineers (ASCE)

Building Industry
Association (BIA)

American Council of
Engineering Companies
(ACEC)

Michael (Mike) While is an Associate Principal and supervises and manages the Colorado Design Division of Project Managers, Civil Engineers, and Designers. He is responsible for Project Management and Engineering for many private land development and public works projects. He directs staff through the entitlement process, the preparation of preliminary site layouts, final engineering plans, and final maps. Mike also provides primary client contact, as well as all required interaction with community planning groups and regulatory agency personnel. Throughout Mike's professional career, he has emphasized ADA design and is an expert in the field of ADA access.

PROJECT EXPERIENCE

San Diego County Parks ADA Audit & Transition Plan, San Diego, CA:

Mike served as Project Manager for the County of San Diego ADA Audit for Parks for several parks covering more than 100 acres. The survey work covered walkways, sidewalks, parking, picnic areas, sports fields, community centers, restrooms and public meeting spaces. The RICK team devised a method using iPads, equipped with the latest GIS technology to pin point, measure and upload attributes in real time to our servers in the office. This enabled us to quickly compile field data and integrate the information with compliance checklists to help the County analyze and make decisions on priority projects and implementation. A byproduct of this method enabled the team to create an online database website for the County that help the staff fulfill their long term organization, management, and tracking for non-compliance issues.

Whisper Village, Arvada, CO: Mike served as Contract Manager and Principal-in-Charge for this fifteen acre commercial development in Arvada, Colorado. The project consisted of infrastructure design including an assessment of ADA pedestrian ramps and pedestrian circulation throughout the development and connections to existing public right-of-way. With a significant amount of vertical relief over the property, it required creative designs to be in compliance with both Colorado Department of Transportation (CDOT) and City of Arvada ADA access criteria.

Norris Master Planned Development, Fountain, CO: Mike served as QA/QC Manager for this 541-acre planned community consisting of 1,860 units of Single Family and Multi-Family homes, 17.3-acres of Commercial Development, 119.3-acres of Parks, Recreation and Open Space and a 20-acre School Site. Work consisted of preliminary and final engineering design for grading, drainage, roadways, underground utilities, a CLOMR and engineering a bridge crossing. Permit processing included amending an Overall Development Plan, and Preliminary and Final Plats for 26 Planning Areas.



Dakota Limon

Project Field Coordinator

25%
TIME COMMITTED

EXPERIENCE

10 Years

EDUCATION

AS, Engineering Technology,
Northwest Kansas Technical College

CERTIFICATIONS

Self-Evaluation and Transition Plans

Accessible Parking

Digital Accessibility

2010 ADA Standards

PROFESSIONAL AFFILIATIONS

Rocky Mountain ADA Advisory Board

Dakota Limon has 10 years of experience as a Civil Engineering Designer. He is familiar with preparing plans and specifications for roadway work and uses AutoCAD and Civil 3D to generate effective designs for proposed improvements. Dakota understands the proper use of design standards for various County's throughout Colorado's Front Range. Dakota represents Colorado Cross-Disability Coalition (CCDC) as a Civil Designer testifying before congress to ensure accessibility is at the forefront of every project. He also serves on the Rocky Mountain ADA Advisory Board to assist and develop handouts as well as review training materials for the board.

PROJECT EXPERIENCE

Whisper Village, Arvada, CO: Dakota designed and prepared construction drawings for this 13 Acre Commercial development consisting of improvements to Indiana Street, West 90th Avenue, Holman Street and West 91st Place. Plans included grading, utilities, surface improvements drainage, signage and striping. Dakota processed the drawings through the City of Arvada and provided support during the construction period.

Village at City Center, Aurora, CO: Dakota assisted with a multifamily project that was designed prior to ADA regulations and was tasked with bringing the site into compliance. Dakota managed a large topographical change across the site to accommodate ADA requirements. Plans consisted of improvements to City Center Drive, Fraser Road, Gill Street and Fairplay Avenue.

Wildhorse Ridge Subdivision, Denver, CO: Designed in the early 90's when enforcement of ADA design wasn't in place, this site was transformed to create accessible pathways and parking. Dakota took on this project in 2021 and partnered with contractors building from outdated plans with minimal detail, requiring the development of innovative solutions to create accessible, detailed designs. As part of this project, Dakota drafted a letter to the City of Denver Department of Transportation outlining the necessary design modifications to maintain accessible routes while ensuring compliance with U.S. Access Board requirements. The letter was approved, facilitating the completion of construction and occupancy.

Korean War Memorial, Aurora, CO: Dakota completed an ADA accessible design for construction of a park with amenities and placards for veterans to visit. Construction has not begun for this job.

Thornton Parks & Shade Structures, Thorton, CO: Through RICK's City of Thornton On-Call contract, Dakota completed ADA compliant designs for multiple parks and associated amenities around the town of Thorton.



Kristofer Carlstedt PE

Quality Assurance / Quality Control

25%
TIME COMMITTED

Kristofer Carlstedt (Kris) is a Project Manager with RICK, bringing a decade of civil engineering experience. He provides design, agency coordination, preliminary engineering, final engineering, water distribution and storm-water design, and construction management to various clients.

EXPERIENCE

10 Years

EDUCATION

BS, Civil Engineering,
University of Minnesota

REGISTRATION

Professional Engineer (PE)
in CO, No. 55220

PROJECT EXPERIENCE

Thornton On-Call Landscape Architecture Services, Thornton, CO:

As Engineering Project Manager, Kris is responsible for overseeing the engineering design needs of the Thornton Parks and Recreation On-Call projects. Currently the RICK team is assisting Thornton with the design of new shade structures in three existing parks that currently do not have shade structures. This includes surveying existing conditions, analyzing existing grades and regrading, site layout, incorporating new drainage designs to include shade structures and their associated pads, retaining walls, etc. The addition of new shade structures includes associated pads, ADA access, drainage, and site furnishings.

Grow Your Own Storage (GYS), Janital Storage, Colorado Springs, CO: Kris served as Project Manager for this Janital Storage Facility, a 1.5 acre site that included site design for public parking, ADA access from parking to accessible storage facilities, ADA access from public right-of-way, storm water detention facility and landscape improvements.

Windsong, Ventana Capital, Thornton, CO: Kris served as project engineer for this 62-acre single family development that includes a trail, park and open space system including extensive tree mitigation effort. The project includes the design of 3 parks, entry monuments, a mail kiosk shelter, and landscape and irrigation design.

Jefferson Business Park Golden, CO: Kris provided grading, drainage and utility design for a 9 acre self storage and business park facility within the business park. He also coordinated with client teams and the county to achieve project approvals.

Ralston Terrace Townhomes Arvada, CO: Kris worked on all aspects of this 37 unit townhome site from entitlements through the completion of final construction documents. Kristofer designed all utilities, drainage systems and private circulation while coordinating



Kim Nelson PLA, CPSI

Parks Specialist

5-10%
TIME COMMITTED

EXPERIENCE
37 Years

EDUCATION

MS, Landscape Architecture, *Colorado State University*

BS, Landscape Architecture, *California Polytechnic State University, San Luis Obispo*

Certificate: Stream Management Academy

REGISTRATION

Professional Landscape Architect (PLA)
CO, No. 210

Certified Playground Safety Inspector, No. 62208927

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects (ASLA)

Council of Landscape Architecture Registration Boards CLARB

Kim Nelson, PLA, is a Principal Landscape Architect with RICK and has 37 years of experience in assisting with the design and planning of communities and public spaces in Colorado and elsewhere. She has completed park and trail planning for several communities and has experience with the zoning and entitlement of a variety of residential communities throughout the West. She regularly works on landscape designs and designs for parks. Throughout her career, Kim has focused on the intricacies and challenges related to the built environment, bringing visionary solutions.

PROJECT EXPERIENCE

Frederick Regional Park and Open Space, Town of Frederick, CO: Kim served as Principal-in-Charge and Project Manager for this park master plan for 168-acre open space site including inter-connected trail system that connects to local regional trail system. This master plan includes a sports complex for 2 baseball fields, 4 pickleball courts, 4 tennis courts, 2 basketball courts, 2 soccer fields and a children’s play area as well as parking. There is also a dog park, disc golf course, educational and community gardens (community gardens has attached food bank), picnic area, arboretum and wildlife viewing.

Red Rocks Ranch, Morrison, CO: Kim was Project Manager for the landscape architecture portion of the project. She was responsible for the design of open space, multiple parks including a splash pad, pre-fab restroom, play areas, extensive trail system with a pedestrian bridge that spans a 100’ wide gulch, entry monuments and detailed planting. As Project Manager, Kim worked closely with the other disciplines of the team as well as County staff to create everything from Conceptual Plans to Construction Documents.

Trails, Ventana Capital/Lennar Homes, Douglas County, CO: Kim served as Principal-in-Charge and Project Manager for this project that provided landscape architecture, civil engineering, and land planning services for The Trails, a 139-unit residential community in Douglas County. The development clusters homes in the northern portion, preserving most of the land for open space and recreation, including 2.5 miles of interconnected trails with equestrian amenities. The project incorporates rustic-themed monuments and preserves natural drainages as open space features. RICK also handled due diligence, engineering for utilities and streets, and collaborated with county staff and local residents to secure approvals for the master plan.

Thornton On-Call Contract for Landscape Architecture Services, Thornton, CO: As Project Manager, Kim has led the redesign of two City Parks and an archery range to include new shade structures for the City of Thornton Parks and Recreation Department. This includes surveying existing conditions, analyzing existing grades and regrading, site layout, incorporating new drainage designs to include shade structures and their associated pads, retaining walls, etc. The addition of new shade structures includes associated pads, ADA access, drainage, and site furnishings.



Robert Hennessy PLS

Survey Support

05%
TIME COMMITTED

EXPERIENCE
47 Years

EDUCATION
AS, General Studies,
Red Rocks Community
College

REGISTRATION
Professional Land Surveyor
(PLS)
CO, No. 34580
ID, No. 12918
ND, No. 9241

Robert Hennessy’s 47-year experience has allowed him to participate and be a leading contributor in a wide range of survey applications including: highway construction, runway renovation/construction, design mapping, route location, oil field exploration and extensive survey within the public land survey system. His particular interest and attention to boundary issues and title document examination assures the client of the highest quality, attention to detail and dedication to produce the highest quality mapping available. Robert leads the Colorado Survey division in creating plats, dedicating ROWs and easements, performing site surveys locating control points, and existing site conditions such as topography, fences, gates, trails, trees and pertinent landscape elements.

PROJECT EXPERIENCE

County Surveyor, Gilpin County, CO: To represent the county in bound-ary disputes pursuant to sections 30-6-110 and 30-10-906; To notify the county attorney of any unsettled boundary disputes or boundary discrepan-cies within the county which may come to his attention.

County Surveyor, Jefferson County, CO: Elected November, sworn in January 2023. The Surveyor represents the county in boundary disputes and notifies the County Attorney of any unsettled boundary disputes or discrepancies within the county that may come to his attention.

Waterfront at Foster Lake, Weld, CO: Responsible for all survey require-ments for the development of the new subdivision “Waterfront Filing No. 1”, a 586 acre project with extensive off-site survey required for development of utilities and roadways. Perform research and field surveying to establish proper boundaries. Locate all oilfield infrastructure and lease parcels/ easement. Title research and examination and location of all items affect-ing the subject parcel. Topo 1.5 miles of CR 7 in Weld county for design and existing utilities. Produce Legal Descriptions and Exhibits as required for vacations or acquisitions as required. Sign and seal all related survey documents.

Ranch Reserve II Golf Course and Housing Expansion, Westminster, CO: Bob directed survey activities for initial boundary, control, complete fairways expansion and complete subdivision infrastructure.

Hayman Burn Area, Buffalo Creek, CO: Designed and conducted con-trol survey and flood study along the North Fork of the South Platte River. Study area comprised of 25 miles of canyon/valley with particular attention to known hazard areas such as bridges, culvert crossings and known wash area.

Route Location & Easement Preparation, Southeastern Colorado: Coordinated survey crew activities to meet client goals and expectations towards corridor completion across landowners covering a 160 mile route.



Brian Laird RLS

GIS Manager

05%
TIME COMMITTED

EXPERIENCE

30 Years

REGISTRATION

Registered Land Surveyor
(RLS)
AZ, No. 45830

PROFESSIONAL
AFFILIATIONS

California Land Surveyor’s
Association (CLSA)

Urban and Regional
Information Systems
Association (URISA)

Arizona Professional Land
Surveyors (APLS)

The Associated General
Contractors of America
(AGCA) - Past Chairman
of Technology Trends in
Construction Committee

Allied Member, AIA San
Diego Approved Provider, AIA
Continuing Education

American Public Works
Association (APWA) - CoChair
2020 Technology Committee
for San Diego Chapter

Speaker at Arizona
Geographic Information
Council (AGIC) Symposium

2018/2019: Cloud-based
deployments

Brian Laird is the leader of the Civil Technologies Group at RICK, Reality Capture, GIS, a technology solutions team. He has worked through increasing responsibilities across several technical service sectors in the company ranging from engineering CADD operator, Survey Analyst, GPS Survey Coordinator, Photogrammetry Coordinator, CAD Manager and Manager of GIS and 3D Laser Scanning. This broad background enables Brian to consider and understand all aspects of a project from conception to final deliverables and to streamline interdepartmental communication, resulting in a cohesive and imaginative on-time product. He is an expert at data collection, processing, display, and publishing using a wide array of integrated technology tools. He is an active speaker promoting the use of reality capture to increase the effectiveness of Building Information Modeling (BIM) and spatial coordination within existing facilities.

PROJECT EXPERIENCE

San Diego County Parks ADA Audit & Transition Plan, San Diego, CA: Brian served as GIS Manager for the County of San Diego ADA Audit for Parks for several parks covering more than 100 acres. The survey work covered walkways, sidewalks, parking, picnic areas, sports fields, community centers, restrooms and public meeting spaces. The RICK team devised a method using iPads, equipped with the latest GIS technology to pin point, measure and upload attributes in real time to our servers in the office. This enabled us to quickly compile field data and integrate the information with compliance checklists to help the County analyze and make decisions on priority projects and implementation. A byproduct of this method enabled the team to create an online database website for the County that help the staff fulfill their long term organization, management, and tracking for non-compliance issues.

Mission Bay PIER, City of San Diego, CA: Brian served as GIS Manager for this project at Mission Bay for the City of San Diego to inventory thousands of public assets at 15 separate study site locations to evaluate condition and prioritize improvements. The workflow included field data collection and QC process leveraging mobile tablets with the ArcGIS Collector app for both online and offline data collection support. Brian managed the development of project solutions through automating field data processing and integration with related web services, and automating project report generation and map production. In addition, RICK developed a web application with the Material UI React framework for JavaScript to showcase results and allow easy access to stakeholders and to support real-time project progress tracking throughout its lifecycle.



Mario Terrazas

GIS Analyst

5-10%
TIME COMMITTED

EXPERIENCE

23 Years

EDUCATION

Coursework in Computer Graphic and CAD Design
California State Polytechnic University, Pomona

Coursework in Visual Basic Programming Language
MiraCosta College, Oceanside

Coursework in Web Design
Mira Costa College, Oceanside

PROFESSIONAL AFFILIATIONS

SoCal Urban and Regional Information Systems Association (URISA)

San Diego Regional GIS Council Geospatial San Diego

Mario Terrazas is an Assistant Geographic Information System (GIS) Project Manager and 3D modeling specialist working in the GIS Division at RICK's San Diego office. With a strong background in CAD design and graphic design at California Polytechnic University, Pomona, Mario is experienced in computer modeling and animation, AutoCAD, Microstation, 3-D Studio and other graphic design and mapping products. He helps lead the company's application of various GIS processes on projects, providing innovative GIS solutions, 3-D modeling of existing and proposed site conditions, computer photo simulations, site visualizations, slope analysis and intervisibility studies.

PROJECT EXPERIENCE

San Diego County Parks ADA Audit & Transition Plan, San Diego, CA: Mario served as GIS Field Collector for the County of San Diego ADA Audit for Parks for several parks covering more than 100 acres. The survey work covered walkways, sidewalks, parking, picnic areas, sports fields, community centers, restrooms and public meeting spaces. The RICK team devised a method using iPads, equipped with the latest GIS technology to pin point, measure and upload attributes in real time to our servers in the office. This enabled us to quickly compile field data and integrate the information with compliance checklists to help the County analyze and make decisions on priority projects and implementation. A byproduct of this method enabled the team to create an online database website for the County that help the staff fulfill their long term organization, management, and tracking for non-compliance issues.

City of Coronado - CDOT (Caltrans) Project Initiation Report (PIR) Relinquishment of State Routes 75 and 282, Coronado, CA: The PIR detailed the requirements to bring the highways up to a state of good repair and bring facilities up to an efficient, reliable, and safe standard. RICK was contracted by the City of Coronado to prepare an independent analysis of the SR-75 and SR-282 corridors in order to fully understand the ramifications of the City of Coronado taking ownership of these highways. Working with multiple civil disciplines, Mr. Terrazas managed all GIS efforts including inventory of existing assets, database design, managing field collection schedule and personnel, development of GIS based evaluation methods, preparing automated reporting and maintenance costs summary and GIS based deliverables. Over 2,500 asset features were collected via GPS in a real-time GIS cloud environment allowing the multiple civil disciplines to simultaneously research, collect, and analyze data as well as provide a web-based GIS deliverable platform of report findings without the City's need for proprietary GIS software.



Ben Alonzo GISP, MS, GIS

GIS Analyst

5-10%
TIME COMMITTED

EXPERIENCE

16 Years

EDUCATION

MS, GIS,
Pennsylvania State University

BA, Geography,
Utah State University

REGISTRATION

GIS Professional (GISP)
Certificate, No. 99321

PB Certificate, GIS
Penn State University

PROFESSIONAL AFFILIATIONS

Urban and Regional
Information Systems
Association (URISA)

Association of American
Geographers (AAG)

Ben Alonzo is a Principal Geographic Information System (GIS) Analyst and Programmer working as part of the GIS Services team at RICK. He has a solid educational foundation in GIS with a Bachelor's from Utah State University, and significant graduate level technical coursework from Penn State University. He also has extensive experience in the field with nearly ten years performing increasingly complex tasks to support a range of GIS and programming projects. Alonzo is highly adept with ESRI GIS Desktop and Server software, and leveraging programming/scripting to improve project efficiency.

He frequently provides cartographic, data management and application development support to internal Project Managers or external clients while incorporating complex geographic analysis to meet project requirements. Beyond core GIS skills Alonzo brings programming expertise in Python, C#, JavaScript, and SQL to automate processes, augment analysis capability, manage databases, and provide innovative interactive products to clients. He also provides regular support to internal and external users for database systems and custom applications.

PROJECT EXPERIENCE

San Diego County Parks ADA Audit & Transition Plan, San Diego, CA:

Ben served as GIS Programmer for the County of San Diego ADA Audit for Parks for several parks covering more than 100 acres. The survey work covered walkways, sidewalks, parking, picnic areas, sports fields, community centers, restrooms and public meeting spaces. The RICK team devised a method using iPads, equipped with the latest GIS technology to pin point, measure and upload attributes in real time to our servers in the office. This enabled us to quickly compile field data and integrate the information with compliance checklists to help the County analyze and make decisions on priority projects and implementation. A byproduct of this method enabled the team to create an online database website for the County that help the staff fulfill their long term organization, management, and tracking for non-compliance issues.

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Joanne H. Cody PLA, LEED AP

Accessibility Specialist

25%
TIME COMMITTED

EXPERIENCE

42 Years

EDUCATION

BLA, Landscape Architect
minor in Fine Arts,
*Pennsylvania State
University*

REGISTRATION

Professional Landscape
Architect (PLA), KS No. 356

PROFESSIONAL AFFILIATIONS

ADA Coordinator Training
Certification Program
(ACTCP)

US Green Building Council
LEED AP

American Society of
Landscape Architects
(ASLA)

Joanne Cody has over 42 years of experience serving as a Landscape Architect and Accessibility Technical Specialist. She spent 32 years of her career at the National Park Service as a Senior Landscape Architect before opening her own firm. She is experienced in ADA, ABA, and Section 504 laws, urban, park and historic facility accessible design, transition plans, programmatic access, project review and technical assistance.

PROJECT EXPERIENCE

Meeting the Challenge, Inc., Colorado Springs, CO: Joanne provided technical assistance in Federal, State, and private disability law; completed accessibility plan reviews; offered design assistance and implementation strategies; conducted facility accessibility data collection; gathered policy and procedure nondiscrimination data for programs and services; analyzed collected data against established standards as described in various disability laws and regulations; prepared reports, self-evaluation, and transition plans documenting findings from data collection and analysis; developed design guides for outdoor developed areas; served as the MTC liaison with client representatives; and provided accessibility training for project managers, project specialists, interpretive staff, contracting staff, concessionaires, architects, and engineers.

The National Park Service, Denver Service Center (DSC), Lakewood, CO: Joanne served as Senior Landscape Architect and Accessibility Technical Specialist where she provided Quality Assurance reviews of all design and construction projects. She also offered technical assistance and training to DSC staff and park units. Joanne’s responsibilities included maintaining and updating DSC website workflow processes and standards as well as conducted web-based training on Accessibility, Landscape Architecture, and Universal Design.



vi. References

LINDA HOOVER SENIOR PLANNER

CITY OF ARVADA

8101 Ralston Road
Arvada, CO 80002
(720) 484-7454
lhooover@arvada.org



KENDRICK WYMAN, PROJECT MANAGER, PARKS & OPEN SPACE

CITY OF THORNTON

8651 Colorado Blvd
Thornton, CO 80233
(303) 255-7707
Kendrick.wyman@thorntonco.gov



MATT KNIGHT, PE, CFM COMMUNITY DEVELOPMENT DIRECTOR

CITY OF LITTLETON

2255 West Berry Avenue
Littleton, CO 80120
(303) 489-3508
mknight@littletongov.org

City of
Littleton

COSBEY WATSON JR. VP OF CONSTRUCTION & DEVELOPMENT

RICH DEVELOPMENT

1000 N. Western Avenue, Suite 200
San Pedro, CA 90732
(310) 547-3326
cwatson@richdevelopment.com



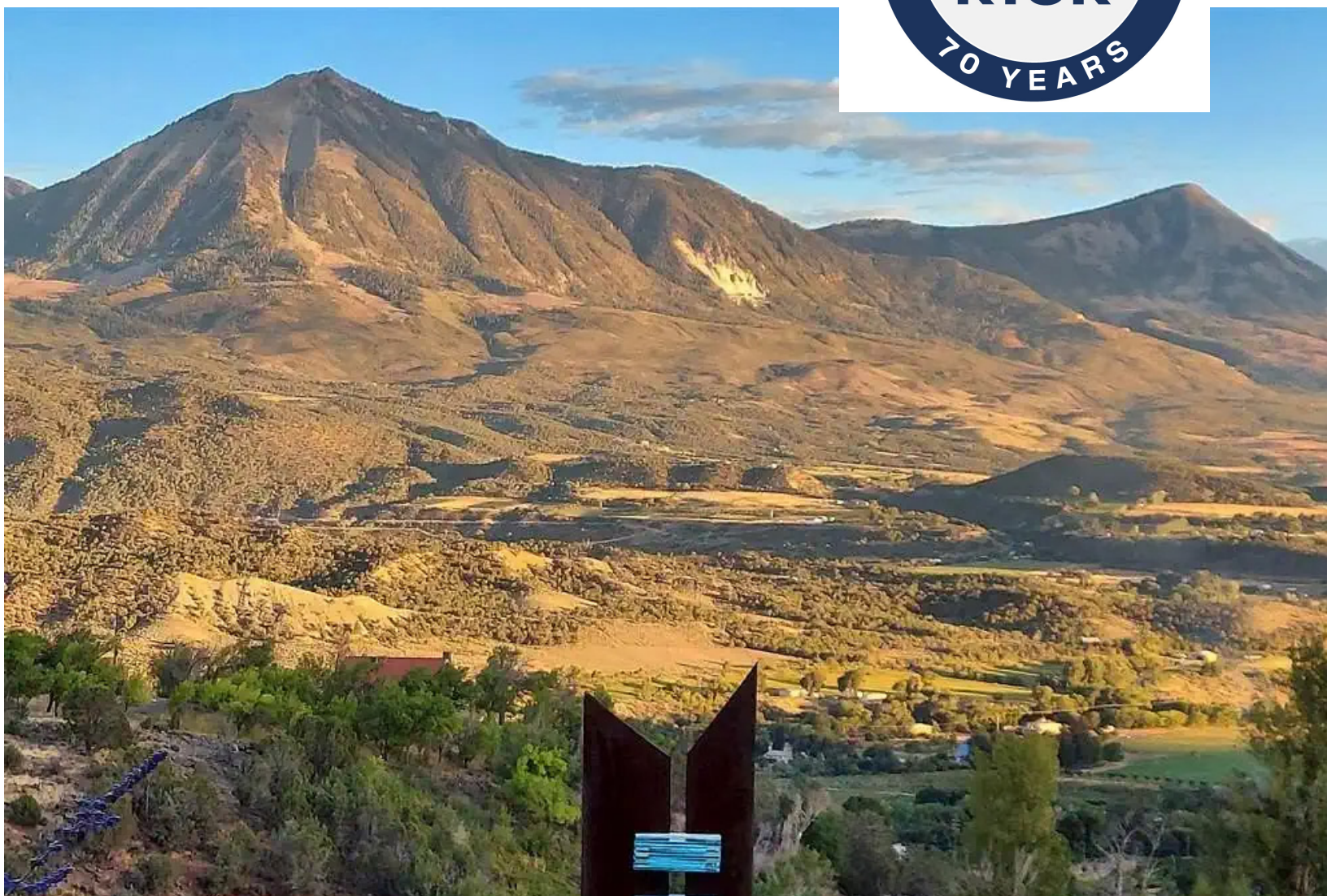
4 | Statement Accepting the General Terms and Conditions

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RICK has no comments or exceptions to the Town of Paonia's General Terms and Conditions circulated in conditions including without limitation the insurance requirements.



Michael S. While, PE, LEED AP
Qualified Officer to bind RICK
Principal in Charge
Project Manager



COST PROPOSAL

The Consultant is to prepare the Fee Schedule below based on the tasks listed in the Scope of Work and the table for additional services, if requested, based on personnel hourly rate(s).

Consultant shall provide an itemized schedule of rates and fees which includes all billing amounts and costs for each Task. Task amounts are considered to be not-to-exceed amounts.

<u>Task</u>	<u>Amount</u>
Task 1: SELF-EVALUATION	\$ 12,398.00
Task 2: PROVIDE TOWN STAFF WITH TRAINING	\$ 5,902.00
Task 3: TRANSITION PLAN	\$ 18,790.00
Task 4: FACILITY SURVEY & BARRIER ASSESSMENT	\$ 16,745.00
Task 5: DATABASE AND MAPPING SETUP	\$ 4,106.00
Task 6: COMMUNITY ENGAGEMENT	\$ 15,013.00
Task 7: PROJECT MANAGEMENT	\$ 17,414.00

Consultant Rate Schedule:

The rate for any authorized additional services is shown below:

Position Title	Hourly Rate
Associate Principal	\$ 230.00
Associate Engineering Designer	\$ 140.00
Landscape Architect	\$ 130.00
GIS Manager	\$ 190.00
Survey Crew Chief	\$ 130.00
Survey Field Crew	\$ 90.00
Accessibility Specialist	\$ 136.50

RICK

/ 5690 Webster Street, Arvada, CO 80002
/ (303) 423-6036
/ RICKENGINEERING.COM



**BUREAU
VERITAS**

Paonia Town Park

TOWN OF PAONIA

RFP 2025-03 ADA TRANSITION PLAN

March 18, 2025





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1. INTRODUCTORY LETTER

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March 18, 2025

Town of Paonia
Attn: Stefan Wynn, M.P.A.
Town Administrator & Treasurer
214 Grand Avenue
Paonia, CO 81428



RE: RFP 2025-03 - ADA Transition Plan

Dear Mr. Wynn:

Bureau Veritas Technical Assessments, LLC (Bureau Veritas or BV) is pleased to provide the Town of Paonia ("Town") with the enclosed proposal in response to the RFP for ADA Transition Plan services. Bureau Veritas understands the requirements of the RFP and is well qualified to perform the services.

Highly Qualified Team | Bureau Veritas is an architectural engineering firm focused solely on assessment and planning studies with over 700 assessment and project management professionals nationwide. Our team includes certified assessors with backgrounds in architecture, engineering, landscape architecture and construction.

Proven Experience | BV has provided ADA Assessment and Transition Plans for City, County, State and Federal government entities. We are licensed in the state of Colorado and familiar with all Federal, State, and local ADA codes and regulations.

ADA Experience | Our Assessment teams have performed similar services for municipalities, including:

- City of Aspen, CO
- Colorado State Parks, CO
- City of El Segundo, CA
- City of Chino, CA
- City of Tracy, CA
- City of Napa, CA
- City of Rancho Cucamonga, CA
- City of Garden Grove, CA
- City of Brea, CA
- City of Sherwood, OR
- City of Redmond, WA
- City of Spokane, WA
- Skagit County, WA
- Metro Parks District of Tacoma, WA

Colorado Experience | Bureau Veritas has performed over 2,551 projects in Colorado state and an extensive resume of local and regional clientele - including:

- City of Aspen, CO
- Colorado State Parks, CO
- City of Aurora, CO
- Town of Timnath, CO
- City of Lakewood, CO
- Gilpin County, CO
- City of Steamboat Springs, CO
- City of Englewood, CO
- Cordillera Metro District, CO
- Adams County, CO
- Weld County, CO

The following pages detail our history, similar project experience, our key personnel and team, and our approach to your unique project. We acknowledge Addendum 1. Bureau Veritas is committed to working with the Town of Paonia to provide the highest possible quality of service. We appreciate the opportunity to present our qualifications for this project and look forward to working with the Town. I am available at 800.733.0660 x 7297936 or Leilani.York@bureauveritas.com to further discuss our qualifications.

Sincerely,

Leilani York
Associate Vice President

2. CONSULTANT INFORMATION, QUALIFICATIONS & EXPERIENCE

Profile

Bureau Veritas Technical Assessments LLC (“Bureau Veritas” or “BV”) is a professional services consulting firm providing comprehensive architectural, engineering, energy, and environmental solutions. Our team includes over 800 building professionals nationwide, including Certified Accessibility Professionals, Registered Architects, Professional Engineers, Certified Energy Managers, Project Managers, Environmental Professionals, Building Systems Consultants, and Code Compliance Experts.

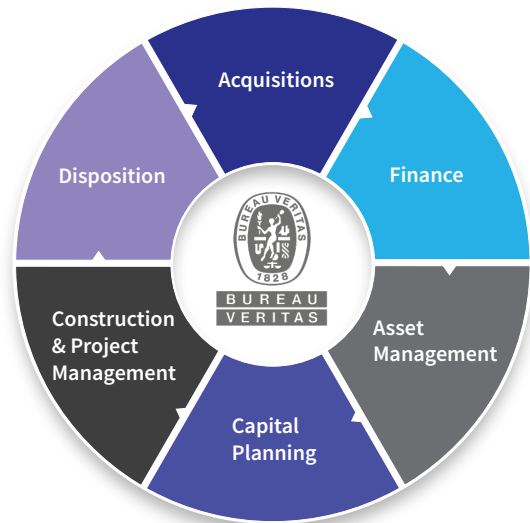
Annually, Bureau Veritas conducts thousands of assessments for Multifamily, Commercial, Industrial, Government, and Educational clients. Having successfully completed billions of square feet of building assessments, we have developed a proven and efficient methodology for the performance of field assessments and data collection.

Bureau Veritas’ recommendations are based on knowledge of property conditions, life-cycle analysis, accessibility and building, regulations, and client objectives. Bureau Veritas’ subject matter expertise and understanding of buildings, parks, and property sites forms the foundation on which we team with clients to create and implement facility and portfolio management solutions.

ASSET MANAGEMENT SERVICES

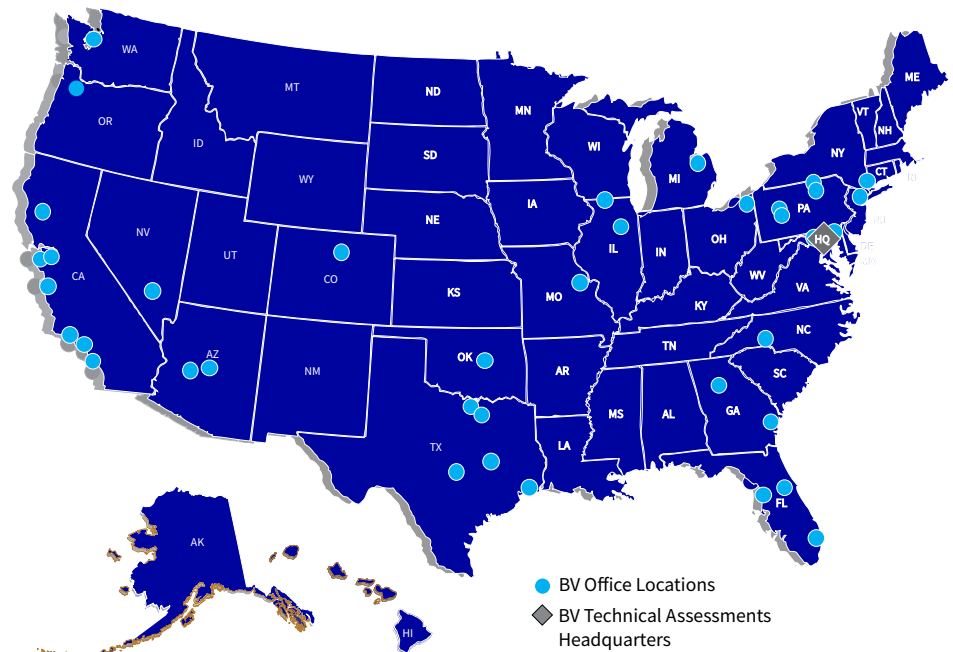
- ADA Assessments & Transition Plans
- Accessibility Compliance
- Facility Condition Assessments
- Capital Planning Reports
- Equipment and Asset Inventory
- Barcoding, QR Coding, and Tagging
- CMMS Consulting
- Preventive Maintenance Plans
- Space Analysis Studies
- Energy Audits and Modeling
- Commissioning (Cx and Rx)
- Construction Monitoring
- Project Management
- Plan and Document Review

What We Do



Company Information

Company:	Bureau Veritas Technical Assessments LLC
Year Founded:	1986
Headquarters:	6021 University Boulevard, Suite 200 Ellicott City, MD 21043
Project Office:	Lakewood, CO
Contact:	Leilani York Associate Vice President
Telephone:	(800) 733-0660, ext. 7297936
Email:	Leilani.York@bureauveritas.com
Website:	bvna.com



Experience

BV has proven relevant experience with the codes and regulations applicable to the Town's project. Our history of successful performance demonstrates a competency in the following code/regulatory areas:

- 2010 ADA Standards for Accessible Design
- ADAAG / ABA / UFAS
- 2009 ICC/ANSI A117.1
- Local Building Codes
- ADA/504 Compliance
- Fair Housing
- HUD Housing Quality Standards
- BOCA (Certified Inspectors on staff)
- NFPA
- AHERA
- USEPA Standards
- OSHA Codes and Regulations
- ASHRAE Standards related to Indoor Air Quality and Design

The table below and on the next page highlights a selection of ADA and accessibility compliance projects that BV has completed—or is currently in the process of completing—over the last several years for municipal, county, and state governments; as well as educational institutions and private clients.

County	State	Services	Year
Colorado State Parks	CO	ADA Assessment	Ongoing
State of WA, Parks and Recreation Commission	WA	Statewide ADA Assessment	Ongoing
Skagit County	WA	ADA Assessment	2025
City of Redmond	WA	ADA Assessment & Transition Plan	2024
City of Spokane	WA	ADA Assessment, FCA	2024
City of Chino	CA	ADA Assessment & Transition Plan	2023
Metro. Park District of Tacoma	WA	ADA Assessment & Transition Plan	2023
Montgomery County	MD	ADA Assessment, Inventory	2023
City of Burlington	VT	Sidewalk Condition Assessment (ADA)	2023
City of Irving	TX	ADA Assessment of PROW	2023
City of Rancho Cucamonga	CA	ADA Assessment & Transition Plan	2023
San Bernardino County Transport. Authority	CA	ADA Assessment of PROW	2022
City of Tracy	CA	ADA Assessment & Transition Plan	2022
Gavilan College	CA	ADA Assessment	2022
City of Kirkland	WA	ADA Assessment & Transition Plan	2022
City of Aspen	CO	ADA Assessment, FCA	2021
DeKalb County	GA	ADA Assessment & Transition Plan	2021
City of Lumberton	NC	ADA Assessment & Transition Plan	2021
Arlington County	VA	Sidewalk Condition Assessment (ADA)	2021
Humboldt County	CA	ADA Assessment	2021
City of Napa	CA	ADA Assessment & Transition Plan	2021
City of Aliso Viejo	CA	ADA Assessment, FCA, Inventory	2021
Judicial Courts of California	CA	ADA Assessment	2021
City of Redmond	CA	ADA Self-Evaluation & Transition Plan	2020
City of Lexington	NC	ADA Assessment & Transition Plan	2020
Friends Hospital (Philadelphia)	PA	ADA Design Consulting	2020
City of Corona Parks & Recreation	CA	ADA Self-Evaluation, FCA, Inventory	2020
City of Industry	CA	ADA Assessment of PROW	2020
City of Pomona	CA	ADA Assessment	2020



PROJECT PROFILE

STATE OF COLORADO PARKS AND WILDLIFE

ADA ASSESSMENT AND TRANSITION PLAN

In 2023, the State of Colorado Parks & Wildlife contracted with Bureau Veritas Technical Assessments LLC (BV) to provide an ADA Self-Evaluation and Transition Plan consistent with Title II of the Americans with Disabilities Act and local State regulations.

BV provided project planning, project implementation and data collection services. With the data collected and information gathered from public outreach, BVTA delivered comprehensive reports for 41 facilities and parks across the State.

In June of 2024, BV was contracted to continue services for the second phase of parks and facilities. This includes 77 individual sites, 165,665 acres, and 276,585 square feet of facilities.

This data collection and reporting will result in a full Transition Plan for Colorado Parks and Wildlife.

TEAM MEMBERS

Leilani York, Project Executive
Bryon Scott, ADAC, Program Manager
Michael Cuniff, Quality Assurance Manager
Justin Vang, Transition Plan Manager
David Wegener, Team Assessment

LOCATION

Colorado

SERVICES

ADA Assessment
Transition Plan

SIZE

41 Facilities and Parks
96,231 acres of parks
488,906 SF of facilities

FACILITY TYPE

Parks & Amenities
Fish Hatcheries
Education Complexes
Museums
Rifle Complexes

COMPLETION

2024

FEES

\$530,000.00

REFERENCE

Howard Horton
Colorado Parks and Wildlife
6060 Broadway
Denver, CO 80216
(303) 291-7403
howard.horton@state.co.us



PROJECT PROFILE

CITY OF CHINO

ADA ASSESSMENT AND TRANSITION PLAN

The City of Chino, CA entered into a professional services agreement with Bureau Veritas Technical Assessments LLC (BV) to provide a comprehensive evaluation of Americans with Disabilities Act (ADA) accessibility compliance in three areas: public rights-of-way for facilities, City policies and practices, and City parks and buildings.

This project consisted of conducting a self-evaluation and preparing an ADA Transition Plan to include identified physical barriers to accessibility, the methods to improve accessibility, the estimated costs to remediating the identified barriers, and a schedule to achieve ADA compliance.

The City of Chino is 29.7 square miles with approximately 262 centerline miles of streets. BV developed a Citywide reference map using GIS for curb ramps including, but not limited to, an associated database with condition data, ramp type, slope, landing, detectable warning surface and other compliance information. The Citywide reference map also used GIS for sidewalks and condition data of sidewalks (uplifts, cracks, width, repair priority).

TEAM MEMBERS

Bryon Scott, ADAC, Program Manager
Michael Cuniff, Quality Assurance Manager
Justin Vang, Transition Plan Manager

LOCATION

Chino, CA

SERVICE

ADA Title II Survey / CASp
Transition Plan
PROW Surveys
Program & Policy Review
Public Outreach
Website Review

SIZE

42 Facilities
45 Parks
451,991 SF
440 Miles of Sidewalks
3473 Curb Ramps
159 Traffic Signals
90 Transit Stops

COMPLETION

2023

FEE

\$540,000.00

REFERENCE

Lisa Almilli, MA, ADAC
Accessibility Coordinator
Development Services,
Accessibility Division
City of Chino
13220 Central Avenue
Chino, CA 91710
(909) 334-3524
lalmilli@cityofchino.org



PROJECT PROFILE

CITY OF EL SEGUNDO

FACILITY CONDITION ASSESSMENT AND ADA TRANSITION PLAN

Bureau Veritas (BV) was awarded a contract for citywide Facilities Condition Assessment (FCA) and ADA Transition Plan in order to provide the City with guidance on how to best operate, maintain, and upgrade the facilities in the short- and long-term.

Our facility assessment services include life cycle analysis, equipment/asset inventory, barcoding, and preventive maintenance plans. The data collected will be migrated to the City's CMMS platform and used to formulate a capital plan.

BV conducted site evaluations and documented the condition of existing facilities, perform non-destructive investigations of building, structural, architectural, ADA access, fire/life safety, MEP, energy, environmental, and roofing systems. We provided cost estimates to replace or replace building systems and generate a Facilities Condition Index (FCI) benchmark for each building.

The City required an ADA Self-Evaluation and Transition Plan for all facilities. BV inspected the sites and provided a list of prioritized barrier improvements with an order of magnitude cost estimates. Part of our deliverable was a "live" transition plan utilizing our ADA AssetCALC™ database platform.

TEAM MEMBERS

Bryon Scott, ADAC, Program Manager
Michael Cuniff, Quality Assurance Manager

LOCATION

El Segundo, CA

SERVICE

Facility Condition Assessment
ADA Transition Plan

SIZE

31 Facilities
262,367 SF

FACILITY TYPE

Parks
City Hall
Senior Center
Community Center
Maintenance Facility
Water Division
Fire & Police Stations

COMPLETION

2018-Ongoing

FEE

\$241,500.00

REFERENCE

Floriza Rivera
Principal Engineer
City of El Segundo Public Works
Department
(310) 524-2361
frivera@elsegundo.org

3. ORGANIZATION AND APPROACH

Bureau Veritas’ Team includes Accessibility Professionals with an average of over 16 years of relevant experience. These life cycle subject matter experts coordinate logistics, conduct comprehensive site assessments, analyze collected data, provide asset management strategies, create capital planning studies, and develop facility condition reports. Bureau Veritas also has an internal information technology group that migrates the field data and findings into CMMS platforms and other Town database applications.

Leilani York | Project Executive

Ms. York will oversee all contractual aspects of the project and be available to meet with the Town for the duration of the project on an as-needed basis. He will have primary responsibility for defining the scope of engagement, and will meet regularly with Bureau Veritas’ Program Manager and Assessment Team to assure that the Town’s needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

Bryon Scott, ADAC | Program Manager

Mr. Scott will be the primary point of contact for the Town throughout the duration of the project. She will work with the Assessment Team and the Town to assure project success. Mr. Scott will be responsible for the assessment team’s overall performance, delivery of the project, and will work with Town staff to develop the implementation plan based on the results.

Michael Cunniff | Quality Assurance Manager

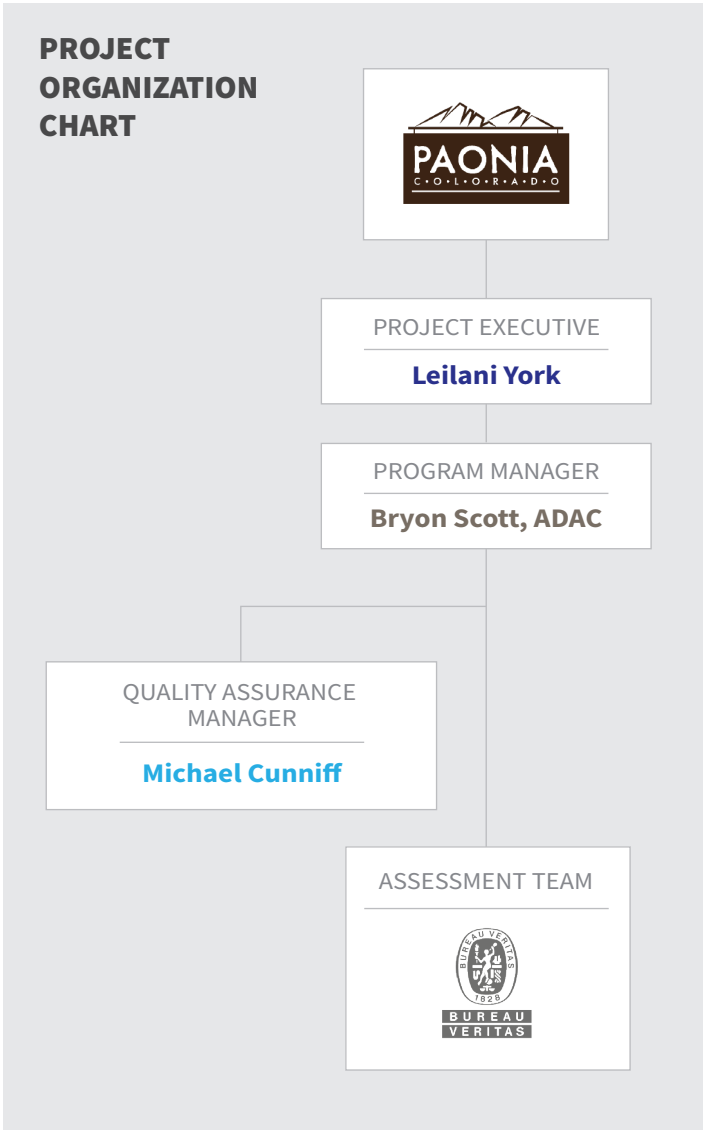
Mr. Cunniff will oversee the project, assuring technical, process, and content quality. He will have direct management responsibility for all technical personnel, which will allow for quick and effective implementation of quality assurance measures both at inception and throughout the duration of the project.

Assessment Team

The Assessment Team is comprised of industry professionals having direct experience in conducting ADA Assessments. They will observe and describe barriers in Town Facilities, Parks, and Public Rights-of-Way and formulate recommendations to remedy all observed barriers.

Resumes

Resumes for these professionals are included on the following pages.



LEILANI YORK

PROJECT EXECUTIVE

Ms. York has 18 years of experience in client coordination of assessment, architectural/engineering, construction phase services, and field-testing services. She has been involved with projects of similar scope to the proposed project. As Project Executive, Ms. York is responsible for overseeing all contractual aspects of the project and will be available to meet with the client for the duration of the project on an as-needed basis. She will have primary responsibility for defining the scope of engagement and will meet regularly with BV's Program Manager and Assessment Team to confirm that the client's needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

PROJECT EXPERIENCE:

Colorado Parks and Wildlife, CO
ADA Assessment

Metro Park District of Tacoma, WA
ADA Assessment & Transition Plan

Washington State Parks, WA
ADA Assessment & Transition Plan

Bainbridge Island Metro Park District, WA
ADA SETP

Seattle Housing Authority, WA
ADA Assessment

Skagit County, WA
ADA Assessment

City of Aurora, CO
Facility Condition Assessment

Town of Timnath, CO
Facility Condition Assessment

Weld County, CO
Facility Condition Assessment

Gilpin County, CO
Facility Condition Assessment

City of Lakewood, CO
Facility Condition Assessment

City of Covina, CA
Facility Condition Assessment

City of San Marino, CA
Facility Condition Assessment

YEARS OF EXPERIENCE: 18



Education

Bachelors of Business Administration, Management and Operations, Washington State University

BRYON SCOTT, ADAC

PROGRAM MANAGER

Mr. Scott is a Lead Project Manager with BV. He has 21 years of Construction Management experience and is a Certified ADA Coordinator, and uses this knowledge to identify ADA barriers, minimize litigation risk, improve customer accessibility, and enhance customer satisfaction. Mr. Scott is a regular speaker at ADA Coordinator’s meeting on Title II and Title III subjects. As Program Manager, Mr. Scott is responsible for the schedule and technical content of BV’s work.

PROJECT EXPERIENCE:

- City of Aspen, CO**
ADA Assessment & Transition Plan
- City of Tracy, CA**
ADA Assessment & Transition Plan
- Orange County, CA**
ADA Assessment & Transition Plan
- City of Eastvale, CA**
ADA Assessment & Transition Plan
- City of El Segundo, CA**
ADA Assessment & Transition Plan
- City of Corona, CA**
ADA Assessment & Transition Plan
- City of West Covina, CA**
ADA Assessment & Transition Plan
- Washington State Parks and Recreation Commission, WA**
ADA Assessment and Transition Plan
- City of Redmond, WA**
ADA Assessment & Transition Plan
- City of Irving, TX**
ADA Assessment & Transition Plan
- DeKalb County, GA**
ADA Assessment & Transition Plan
- City of Roswell, GA**
ADA Assessment & Transition Plan
- Rockdale County, GA**
ADA Assessment & Transition Plan
- City of Lexington, NC**
ADA Assessment & Transition Plan

YEARS OF EXPERIENCE: 21



Education

Bachelor of Science, Business Administration,
University of Maryland

License & Certification

ADA Coordinator and Trainer
ADA Coordinator Training Certification
Program, University of Missouri

MICHAEL CUNNIFF

QUALITY ASSURANCE MANAGER

Mr. Cuniff is a Program Manager with 22 years of experience. He conducts and leads teams for Facility Condition Assessments, ADA Assessments, and other related services. He supervises and trains junior ADA professionals, architects, and engineers in conducting facility assessments. As Quality Assurance Manager, he will assist the Program Manager by providing QA/QC review on the data collection and reports.

PROJECT EXPERIENCE:

City of Aspen, CO

ADA Assessment & Facility Condition Assessment

Colorado Parks & Wildlife, CO

ADA Assessment

City of Redmond, WA

ADA Assessment & Transition Plan

City of Kirkland, WA

ADA Assessment & Transition Plan

Metro Park District of Tacoma, WA

ADA Assessment & Transition Plan

Washington State Parks & Rec, WA

ADA Assessment & Transition Plan

City of Tracy, CA

ADA Assessment & Transition Plan

City of El Segundo, CA

ADA Assessment & Facility Condition Assessment

City of Pomona, CA

ADA Assessment

City of Los Angeles, CA

ADA Assessment

City of Eastvale, CA

ADA Assessment

City of Irving, TX

ADA Assessment & Transition Plan

City of Lexington, NC

ADA Assessment & Transition Plan

City of Lumberton, NC

ADA Assessment & Transition Plan

YEARS OF EXPERIENCE: 22



Education

Bachelor of Science, Architectural/Building Engineering Technology, New England Institute of Technology



DAVID WEGENER, REI SENIOR PROJECT MANAGER

PROJECT EXPERIENCE:

City of Lakewood, CO

ADA Self-Evaluation & Transition Plan

Colorado Parks & Wildlife, CO

ADA Assessment

Denver International Airport, CO

ADA Architectural & Verification Services

Colorado Convention Center, Denver CO

ADA Architectural & Verification Services

Red Rocks Amphitheatre, Morrison, CO

ADA Architectural & Verification Services

Bucking Horse Park, Fort Collins, CO

ADA Architectural & Verification Services

YEARS OF EXPERIENCE: 11



Education

Bachelor of Science, Engineering Physics, Fort Lewis College

License & Certification

Registered Engineer Intern | CO #70173



JUSTIN VANG, CASp TRANSITION PLAN MANAGER

PROJECT EXPERIENCE:

Colorado Parks & Wildlife, CO

ADA Assessment

City of Aspen, CO

ADA Assessment & Facility Assessment

Metro Parks Tacoma, WA

ADA Assessment

City of Sherwood, OR

ADA Assessment

City of South Lake Tahoe, CA

ADA Assessment

City of Mountain View, CA

ADA Assessment & Transition Plan

YEARS OF EXPERIENCE: 10



Education

Master of Science, Civil/Structural Engineering,
California State University
Bachelor of Science, Civil Engineering,
University of California

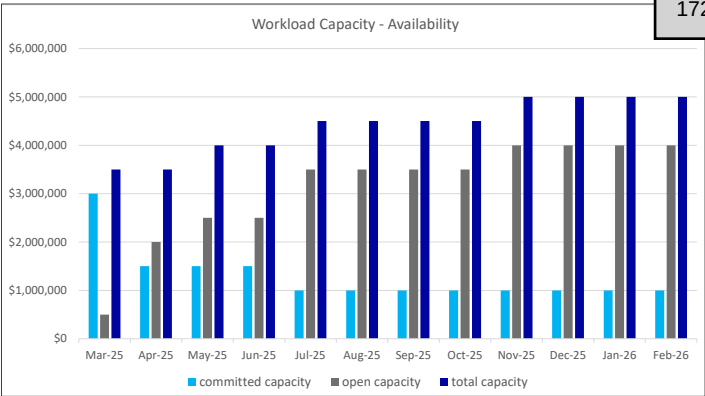
License & Certification

Certified Access Specialist | CASp-845

Availability and Capacity

Bureau Veritas has maintained itself as a viable, professional assessment services corporation. Bureau Veritas is fully staffed to manage any size project load, including simultaneous multiple site projects. Our field staff can provide a commitment of time suitable to the needs of the proposed City program. The proposed project would be a significant one for Bureau Veritas, and we have the in-house resources to fully staff this project without program disruption or cost impact.

Bureau Veritas has 800 staff and a dedicated Asset Management team. The regional team usually has approximately three to five concurrent assessment projects engaged that range from 400,000 SF to 1,000,000 SF. For example, currently we have three School Districts, one University, and three Municipal projects concurrently in progress. Bureau Veritas has a very scalable staff and can provide resources from one team to over ten teams on a project.



Availability of all key personnel is included in the chart below.

Key Personnel	Project Role	Years of Exp	Certification / Registration	Availability to Project	ADA Experience
Leilani York	Project Executive	18	-	20%	✓
Bryon Scott	Program Manager	21	ADAC	80%	✓
Michael Cuniff	QA/QC	22	-	30%	✓
David Wegener	Assessment Team	11	REI	100%	✓
Justin Vang	Assessment Team	10	CASp	100%	✓

Ability to Perform in a Timely Manner

We pride ourselves on the scheduling, logistics, and mobilization of our staff to provide services at multiple sites across the country on a compressed schedule. With project managers nationwide, we can assemble a qualified team in the project area quickly. Our team is familiar with all codes governing this contract and is sensitive to the unique requirements of your community. A locally based project staff gives Bureau Veritas and the Town of Paonia the benefit of direct client contact with our personnel performing and managing this project.

We are accustomed to completing large projects and have built-in measures as a part of our assessment and quality assurance methodology to ensure we complete programs to our client’s satisfaction. We consider meetings, communication, scheduling, management, budget, and quality control crucial elements of each engagement.

Bureau Veritas has the capability to perform the full scope as listed in the RFP without the use of outside consultants. Bureau Veritas has in-house technical professionals with experience performing ADA Transition Plan services. These professionals are also qualified to perform any add-on services that may be requested.

Bureau Veritas has the capability and experience to comply with set schedules. We will have a dedicated **Program Manager, Bryon Scott, ADAC**, serve as the **direct point of contact** for the Town during the entire project. Mr. Scott will manage the kick-off, coordination of the field teams during the on-site assessments, and reporting process. The Town will also have access to Project Executive, Leilani York, and Quality Assurance Manager, Michael Cuniff, as needed, as well as the entire Assessment Team throughout the duration of the project. Bureau Veritas has a proven track record in **exceeding client expectations for meeting deadlines and project schedules** and is committed to the **timeliness and efficiency of report deliveries**.

The following section outlines our project management approach.

- 1. PROGRAM MANAGER** - BV will have a dedicated Program Manager as the single point of contact for coordination of work throughout the contract term. The Program Manager will be assisted by a logistics team who will be responsible for confirming each day's site visits. The Program Manager will conduct regular progress meetings to review each week's upcoming schedule and to review any issues identified in the prior week's work.
- 2. KICKOFF AND PILOT** - The Program Manager and the Project Executive will ensure the work meets all requirements of the RFP. At the kickoff meeting—the first meeting after award—BV will walk through the entire scope of work with the Client's project team. Where scope of work items are unclear or ambiguous, the team will consult with the Client and a clarifying memo will become part of the project record. During the kickoff, sample deliverables will be reviewed and tentatively agreed upon. In order to ensure clarity on the scope, a pilot project will be scheduled in the first week after the kickoff. The pilot is an opportunity for us to prepare our team and calibrate our field process. More importantly, it gives us an opportunity to deliver a report for review that meets the full scope of work. The Client will be given an opportunity to review and comment on this deliverable, and once all parties are in agreement the field assessments will begin. We will deliver reports for review as they are completed.
- 3. SCHEDULE** - BV will ensure the work is finished on schedule by preparing a complete project schedule. We will update the schedule weekly. One issue that can impact the schedule is having access to the buildings to be assessed. We will schedule 2 weeks out with any required notifications to building staff—and 48 hours in advance of each assessment we will confirm with building staff and escorts.
- 4. QUALITY** - We will apply our 5-point quality plan—explained on the next page—to ensure quality during all phases of the project.
 - a. Overall project technical review:** Includes scope review—review of field instructions consistent with the scope—review of existing reports and information prior to field work commencing.
 - b. Initial Report reviews:** Review by senior staff of each report prior to submission of draft. BV will have dedicated review staff working solely on report reviews in order to ensure consistency in results.
 - c. Quality Assurance of Field work:** The program manager will ensure a sample of sites are reviewed and compared to submitted results.
 - d. Database Validation:** Aggregated results of the field work will be reviewed, and anomalies identified will be flagged for additional review. This insures consistency across the entire portfolio and can often identify incorrect cost estimates, or areas where field observations are not correctly identified in the reports.
 - e. Final Quality Review:** Before final reports are delivered, a final review of each report will be done by a senior manager dedicated to the project.
- 5. TEAM RESOURCES** - BV will have a dedicated Program Manager responsible for managing all day-to-day activities of the team. If it is necessary to replace a team member during the project, the Program Manager will submit resumes to the Client for approval prior to any field activities for additional field staff.
- 6. COMMUNICATION** - BV understands communication is one of the keys to a successful project. We will establish a weekly meeting time at the project kickoff. Notes will be taken and submitted the same day as the weekly meeting. If issues are encountered in the field, they will be communicated on the same day and summarized in the weekly report.
- 7. RISK IDENTIFICATION & MANAGEMENT** - Our field staff are trained to communicate if they feel there is any situation on site that puts them at risk and will communicate those to the Program Manager. These typically involve identifying confined space requiring personal protective equipment, ladder safety, and safe procedures for roof inspections.

General Statement of Understanding

Bureau Veritas understands that it will provide consulting services to ensure the Town of Paonia (“Town”) complies with all aspects of the Americans with Disabilities Act (ADA), the Federal ADA Accessibility Guidelines (ADAAG), American Barriers Act (ABA), State Building Code, and local accessibility regulations with regards to its programs, services, public buildings, facilities and parks, exterior amenities, and paths of travel. The work will ultimately culminate in the production of an ADA Transition Plan, which will include a schedule of improvements necessary to meet the ADA, the State, and local accessibility requirements, associated order of magnitude cost estimates for barrier removal, a prioritized list of improvements, and a timeline for completion of needed improvements or modifications.

EXPERIENCE WITH STANDARDS AND GUIDELINES

Bureau Veritas has extensive experience and expertise with ADA Accessibility Standards, Public Rights-of-Way Accessibility Guidelines, and State Building Codes, which are relevant to this project. Our assessors and management staff have project experience in multiple states and locales nationwide, and apply the 2010 ADA Standards for Accessible Design, the current ADA accessibility guidelines (ADAAG), and other state and local building codes as required by laws, statutes and ordinances. When prioritizing barrier removal, we will follow the order of preference advised by the Department of Justice in Title II requirements, or as modified through agreement with the Town and by public survey results. Bureau Veritas is experienced with the application of the program access test defined in Title II 35.150(b), and understands that not all individual barriers must be removed, but the overall program must be made accessible.

Proposed Project Approach

The scope of the work, as defined by the Town, includes:

- ADA Self Evaluation
 - Physical Assessment of Facilities and Sites
 - Accessibility Transition Plan
- Program Access and Policy Review
- Public Outreach Meetings (2)
- Public Rights-of-Way (PROW) Evaluation: public sidewalks and curb ramps

The Town has requested services for:

- Public building facilities

- Recreation facilities: public parks, trails, and golf courses
- Public Rights of Way (PROW)

Bureau Veritas will complete the following:

- Conduct comprehensive accessibility assessment and inventory of facilities identified on the Buildings/Site list.
- Ensure compliance with applicable standards, regulations, and codes for accessibility
- Perform site visits to observe, document, and photograph specific conditions and modifications of facilities and components subject to federal, state, and local access requirements.
- Assessment of the content and location of the Town’s programs, services, policies, training and communication practices.
- Create public outreach to ensure public input into the transition planning process, including public meetings and public survey.
- Create criteria to prioritize facilities and/or categories of work to support a phased approach to implementation of the ADA Transition Plan.
- Establish order of magnitude (pre-planning level) estimated costs for each barrier removal necessary to make facilities accessible.
- Prepare interim and final presentations of findings and recommendations to the Town.
- Deliver draft and final reports per protocol established by the Town.
- Maintain the electronic database the Town can use to track barrier removals as each is completed, which serves as a living Transition Plan.

APPROACH

Bureau Veritas will conduct a kick-off meeting with the Town to define communication channels, define the scope of work, and to review the facility and program lists. Discussions will include recent and proposed capital improvements and available programs at each of the facilities. Bureau Veritas will note public use patterns and prioritization of the facilities and programs.

Prior to the kick-off meeting, Bureau Veritas will provide a pre-assessment questionnaire for each site and other documentation. Documents requested, if readily available, are:

- Prior accessibility transition plans or self-evaluations
- Site plans / floor plans
- Identification of any/all historic structures
- Description of each facility’s purpose
- As-built drawings (with dates of construction)

- Current reasonable accommodation policy
- Intersection / street / curb plans / previous sidewalk survey

The initial discussions with Town staff will include the following elements:

- Roles and lines of communication between and within both the Town and Bureau Veritas.
- Protocols for interaction between all parties throughout the project: Contact information should include the office and cell numbers for a minimum of 2+ contacts with the appropriate Town staff and Bureau Veritas.
- Field assessment logistics: Normally, Bureau Veritas does not require escorts to perform the field assessments, except where escorts may be required within restricted areas. Outline areas of Town's highest priority for any assessment to be completed during any training phases, likely complexity of assessment data processing, efficient workflow each day of the assessment, and Town requests.
- Protocol for handling paths not clearly designated on the map, not collected due to construction, or otherwise deemed inaccessible. (PROW Survey)
- Strategies for connectivity between isolated urbanized areas. (PROW Survey)

Field schedules and facility management interviews will be conducted once the schedule is approved by the Town. Once the field schedule is approved, Bureau Veritas will deploy trained accessibility assessors with backgrounds in Landscape Architecture, Architecture, Engineering, and Building Systems for facility assessments. All field resources assigned have been professionally trained in accessibility assessments and have performed numerous assessments.

Program Access and Policy Review

Bureau Veritas is experienced with the program access test defined in Title II 35.150(b), and realizes that not all amenities are required to be accessible. Bureau Veritas's goal is to assist the Town in providing the most economically viable improvements for its users. Through consultation with staff, stakeholder surveys and our field observations, Bureau Veritas will provide barrier removal recommendations to improve the amenities necessary to comply with the applicable standards to provide program access.

An assessment of the Town's programs will be performed. The United States Department of Justice defines "programs" as the "programs, services and facilities" of a Title II entity. The current status of the Town's programs as defined by the DOJ will be evaluated through discussions with Town staff and a review of documentation. The goal mandated by Title II of the ADA is to ensure that individuals

with disabilities are not excluded from services, programs and activities because buildings are inaccessible or other assistance is not available. Steps needed to make programs accessible to disabled individuals will be detailed, such as, providing sign language interpreters to enable an individual with a disability to obtain the service, or providing benefits at an alternative accessible location in order to ensure that individuals with disabilities receive the benefits or services.

Bureau Veritas will meet with the designated representatives of the Town to gather information from the various departments regarding the access opportunities or problems which have arisen in the past. Bureau Veritas will evaluate the issues and experiences with respect to the provision of services to people with disabilities.

A program survey will address issues with respect to the delivery of accessible programs and services. A policy and program review provides a greater scope of information about structural changes required for barrier removal.

The list of public programs and methods of communication with the public has not been provided to Bureau Veritas as part of the Town's request for a proposal. As such, Bureau Veritas has limited the review of said programs and communications to eighty (80) man hours. Bureau Veritas will work with the Town to prioritize the review to those programs with the highest impact to the community.

It is possible that the program assessment will determine that providing full access to a given program, service or activity is simply not possible. In such a case, Bureau Veritas will work with the Town to determine if providing full access to the program would be an "undue financial and administrative burden." Determinations regarding a finding of an "undue financial and administrative burden" require specific documentation as set forth in the Title II regulations.

Public Outreach

Community engagement is an essential part of creating a successful Transition Plan and Policy Procedure Guideline. BV will work with the Town to seek input from Staff, the general public, and the accessible community. This input is critical for understanding how facilities are actually being used and how to increase usability. Early engagement increases community awareness, engagement after the draft Transition Plan increases buy-in from the community, especially those advocating for accessibility.

The community engagement results and the Town's ADA Compliance Team's advice will be incorporated into the Transition Plan. The Transition Plan can establish phases of barrier removal, without a calendar time frame. To the

extent that a facility, program, service, or activity is not going to be fully accessible to and usable by people with disabilities in the immediate future, we will work with the ADA Compliance Team to determine the best interim procedure or policy in order to enhance accessibility to the maximum extent possible.

Bureau Veritas has experience with public outreach, including public input to the transition plan. Public outreach must be conducted prior to development of the Transition Plan, in order to determine user priorities and program opinion. Bureau Veritas will arrange for and conduct a public outreach meeting for the community at large. Bureau Veritas will reach out to local disability rights and service organizations for their valuable community input.

Bureau Veritas’s goal is to assist the Town in providing the most economically viable improvements for its users. The results of the initial public outreach and the advice of the Town’s ADA Compliance Team will be incorporated into the Transition Plan. Bureau Veritas will provide barrier removal recommendations to improve the amenities necessary to comply with the applicable standards to provide facility and program access.

The ADA requires that a public entity solicit and allow for the participation of interested persons in the development of a Transition Plan. The public outreach effort for the Draft Transition Plan will include advertisements in local newspapers in the weeks leading up to a public meeting for presentation of the draft Transition Plan. It will be the responsibility of the Town to post notice of the public meeting on the Town’s website.

An example of survey results from public sessions is included below.

OPTION: Website Accessibility Review

The ADA applies to Title III public accommodations’ websites, regardless of whether there is a specific regulation or technical standard in the ADA standards.

In a 2018 letter to Congress regarding business owned websites, the Department of Justice (DOJ) noted, as it has in the past with other elements, spaces, or technologies for which there are no technical accessibility specifications, that the absence of a technical standard does not “serve as a basis for noncompliance” with the ADA’s general obligation to ensure equal access to goods and services. Rather, it means that public accommodations have “flexibility” in how to facilitate that access.

Existing website standards and guidelines can help web developers create and maintain accessible websites. DOJ has often referred to the Web Content Accessibility Guidelines (WCAG 2.0), developed by the Web Accessibility Initiative (WAI), as a way of measuring the accessibility of websites.

Bureau Veritas will analyze and evaluate the Town’s website for accessible content, including use of the WAVE web accessibility evaluation tool or similar technology. Applying the current WCAG version (currently 2.1), Bureau Veritas will determine barriers to accessibility within the Town’s website and present appropriate barrier removal.

This review is limited to up to 7 templated pages and forms that are representative to your website and those general edits will need to be remedied throughout the entire site.

PUBLIC SURVEY RESULTS FOR CITY PARKS						
FEATURE	% OF RESPONDENTS WHO RATED FEATURE NO. 1	% OF RESPONDENTS WHO RATED FEATURE NO. 2	% OF RESPONDENTS WHO RATED FEATURE NO. 3	% OF RESPONDENTS WHO RATED FEATURE NO. 4	% OF RESPONDENTS WHO RATED FEATURE NO. 5	% OF RESPONDENTS WHO RATED FEATURE NO. 6
Parking Accommodations	55%	0%	22%	11%	11%	0%
Public Restrooms	22%	44%	0%	22%	11%	0%
Accessible Pavilions / Seating	11%	33%	22%	33%	0%	0%
Park Trails / Accessible Routes	11%	11%	11%	11%	33%	22%
Access to Sporting Fields - Basketball, Soccer, Softball	0%	11%	11%	11%	22%	33%
Playgrounds	0%	0%	33%	11%	22%	44%

OPTION: Transit Accessibility Program

Public transit, shuttle services, paratransit and special transport services will be analyzed as part of the accessibility program. BV will perform a survey of any existing transit policies and services provided and examine the policies and availability of regular transit / paratransit services.

Facility and Parks Assessments

An experience accessibility field observer will visit each property to observe the general condition of the site, facility interior, facility exterior improvements, and review available documents in order to familiarize themselves with each site’s specific accessibility issues. Bureau Veritas will conduct a walk-through visit of each facility in order to observe and identify physical accessibility deficiencies and formulate recommendations to eliminate the physical barriers.

As a part of the assessment process, Bureau Veritas will meet with a Town representative in order to gain a clear understanding of the overall features and programs, property condition, and completion dates of additions and/or renovations, either on-site as part of the individual site assessment or at the Town’s offices reviewing the entire inventory. Areas to be observed include all interior and exterior features of the property, including parking lots, amenities, sidewalk/pathways, recreational assets, exterior access ramps, all interior areas accessible to the public, and employee areas.

The field observer will develop recommendations based on the walk-through visit and interviews with Town representatives and Bureau Veritas’ vast experience gained on similar properties previously evaluated. The field observer may also question others who are knowledgeable

of the property’s physical condition and operation, or of similar systems to gain comparative information to use in evaluation of the property.

The field observer will review documents and information provided by the Town that could aid Bureau Veritas’s knowledge of the subject property’s physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions.

During the walk-through, the observer will utilize a field checklist based on the 2010 ADA Standards for Accessible Design, which are the current ADA accessibility guidelines (ADAAG), as well as any more stringent accessibility standards defined by the State and local accessibility codes.

The field observer will utilize a digital level, measuring tape, door pressure gauge, light and sound meters, and digital camera or an iPad with equivalent capability to evaluate existing elements to determine if barriers are present. The observer will identify and prioritize any existing improvements not in accordance with ADA, state, and local accessibility requirements, in the order of preference advised by the Department of Justice in Title II requirements, or as modified through agreement with the Town and by public survey results, such as:

- Physical access to the property
- Access to interior public areas
- Access to common areas, including recreation facilities and other observable space
- Access to restrooms; and
- Removal of remaining barriers

The field checklists will incorporate the applicable standards. An excerpt of the field checklist is included below.

WHEELCHAIR STALLS	YES	NO	N/A	NOTES	Regulatory Section
Is there 48” min. from the door side of compartment to any wall or obstruction when approach to compartment is parallel approach to the latch side of the door? Measurement must be made perpendicular to compartment door when fully closed from outside of door to obstruction outside compartment.					
Does door have door pulls on both sides of door near the latch?					
Is centerline of water closet 17" min. to 18" maximum from side wall?					

The Bureau Veritas team will assess exterior areas and interior common areas that are defined as areas of public accommodation, as well as the employee areas defined by the Town. Bureau Veritas will identify existing non-compliant conditions, including but not limited to, the elements specified below (if applicable):

- Space allowance/ranges
- Accessible routes, vestibules, corridors
- Protruding object
- Ground/floor surfaces
- Loading zones
- Curb ramps
- Ramps
- Stairs
- Elevators
- Platform lifts
- Windows
- Doors
- Hardware
- Work surfaces
- Entrances and exits
- Drinking fountains and water coolers
- Water closets
- Toilet stalls
- Urinals
- Lavatories and mirrors
- Bathtubs
- Shower stalls
- Toilet rooms
- Bathrooms
- Dressing/fitting rooms
- Sinks
- Storage
- Handrails, grab bars, and tub/shower seats
- Controls and operating mechanisms
- Alarms (visual, audible)
- Detectable warnings
- Signage (Braille, visual)
- Telephones
- Switches and outlets
- Seating and tables
- Assembly areas
- Parking
- Sidewalks and walkways
- Playgrounds and play areas
- Pools/aquatic facilities
- Recreational assets

If proposed solutions to the identified barriers to accessibility would place an undue administrative or financial burden on the Town, Bureau Veritas will discuss these solutions in advance with Town staff. Bureau Veritas

will provide an order of magnitude (pre-planning level) estimate for all items of work necessary to bring each facility into compliance. All estimates will be based upon current year costs without escalation. Escalation factors can be included if preferred by the Town.

PRIORITY RANKING AND CLASSIFICATION

The analysis will include all barriers to be ranked by Priority Classes. The four classes below are DOJ recommended but can be altered to meet your specifications and needs:

Priority 1: Accessible Approach and Entrances – An entity providing accommodation to the public is required to take measures to provide access to a place of public accommodation from public sidewalks, parking, or public transportation. These measures include, for example, installing an entrance ramp, correcting tripping hazards or lessening the slope of a curb ramp. At least one route of travel to each amenity or feature should be safe and accessible for everyone, including people with disabilities.

Priority 2: Elements along the Accessible Route – Barriers which occur along the path of travel shall be removed, where such a barrier is easily accomplishable. Examples include moving items within reach range, widening doors, installing accessible door hardware, and removing high-pile carpeting.

Priority 3: Restroom Facilities – Barrier removal may include widening of toilet stalls, installation of grab bars, replacement of sinks and drinking fountains.

Priority 4: Access to All Other Features and Amenities – Measures are required to provide access to other areas. This priority is for items not required for basic access in the other three higher priorities.

Public Rights-of-Way Evaluation

Prior to initiating the public right-of-way (PROW) portions of the contract, Bureau Veritas (BV) will confirm the list of sidewalks, streets, and curb ramps that will be analyzed. If sidewalk locations are not known, BV will take a strategic approach using the GIS street network to ensure a complete dataset is collected.

BV will systematically survey the sidewalk surface environment for compliance with state, local, and federal accessibility standards. BV will document changes in level, roughness, running slope, cross slope, width, and other pathway events that may pose a barrier in the pedestrian network. Objective sensor-based data along with technician observed barriers will be recorded. BV will assess curb ramps for ADA compliance, measuring necessary attributes, including but not limited to running slope,

cross slope, landings, flares, and detectable warnings. Image documentation of all curb ramps will be provided. The barriers of each curb ramp or the lack of a curb ramp will be documented. BV will capture deficiency data for transit stops, signalized intersections, and unsignalized intersections, including access to pedestrian pushbuttons and the condition and presence of markings.

The PROW survey will begin in those priority areas that received the highest rank and will then extend to the other areas which are part of the rights-of-way list. This evaluation will identify and record any gaps in connectivity, potential safety hazards, obstructions, missing curb ramps, and general noncompliance with accessibility regulations, including the following:

- Assessment of the Pedestrian Right of Way (Sidewalks)
- Assessment of Curb Ramps
- Assessment of Pedestrian Crossings, Signalized Intersections, Un-signalized Intersections

Public Rights of Way Assessment Technology

The BV team will utilize proprietary technology to efficiently and accurately assess the conditions that exist in the sidewalk environment within the Town's jurisdiction. An assessment coordinator utilizes a manually-propelled sensor-based device (or in some cases an autonomous robotic device) to systematically evaluate the sidewalk surface. The device automates the process of identifying important pathway measurements for ADA compliance and infrastructure management, including:

- a) level changes (tripping hazards);
- b) running slope;
- c) cross slope;
- d) WPRI roughness;
- e) width (including pinch points);

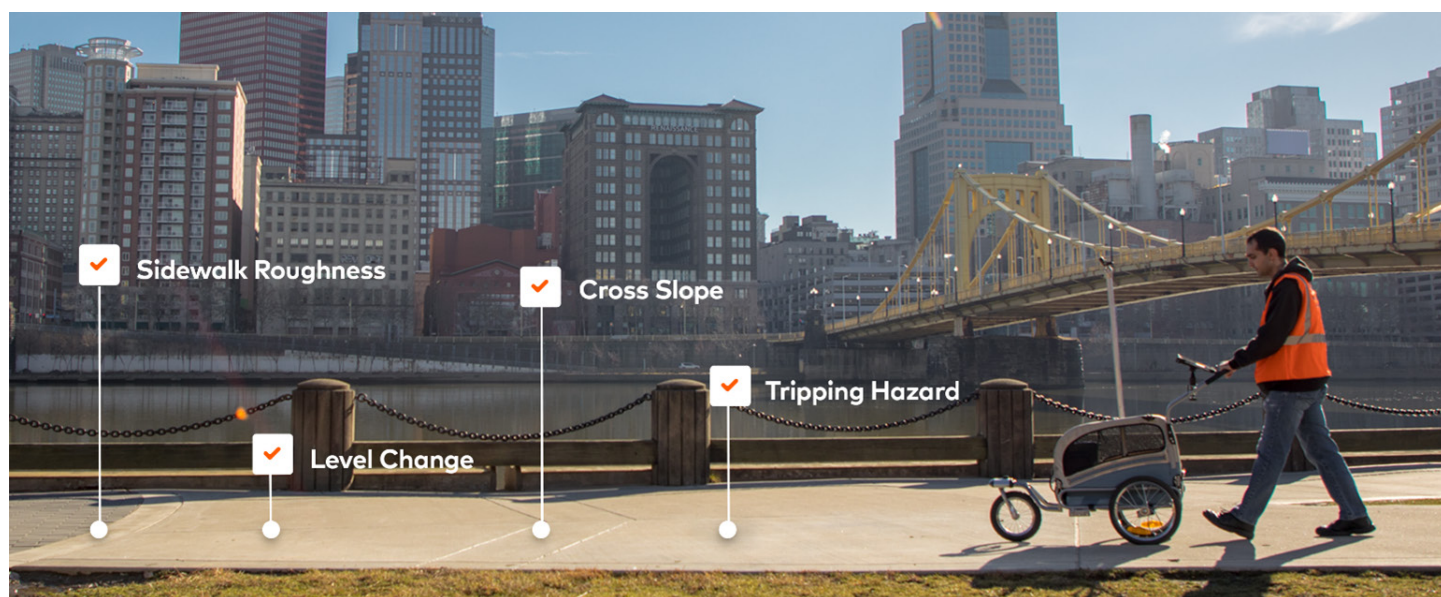
- f) images every ten feet;
- g) low clearances;
- h) presence of obstructions;
- i) presence of vegetation;
- j) presence of other manually flagged attributes; and other qualitative attributes.

If required, one of our technology devices is uniquely qualified to measure wheelchair pathway roughness index (WPRI) according to ASTM E3028 (standard development funded by the Access Board).

The technology utilizes lasers, inertial measurement sensors, and HD cameras to facilitate data collection of all necessary measurements. It supports sidewalk, crosswalk, and public right-of-way data collection up to five times faster than standard methods (tape measures and levels), while providing the best data. Unlike other tools and software, our technology delivers continuous data rather than individual points of only tripping hazards and obstructions on a map. This means that the Town receives the most complete dataset without missing any part of the pedestrian network.

BV gathers all of the typical curb ramp, pedestrian signal, and bus stop measurements for ADA compliance, including but not limited to:

- a) running and cross slopes;
- b) lengths and widths;
- c) detectable warning surfaces;
- d) landing measurements;
- e) presence of obstructions;
- f) photos; and other configurable measurements and qualitative attributes.



choices regarding the draft final plan to be presented to the Town. Regular maintenance or rehabilitation projects and that accessibility projects are blended into other scheduled work, when possible.

Following the review and inclusion of public comments in the Transition Plan, Bureau Veritas will submit the Final Transition Plan in printed and electronic copies to the designated parties and stakeholders. The Final Transition Plan will include an executive summary, and a description of how the entire self-evaluation and transition planning process was conducted. Bureau Veritas will present the Final Transition Plan to the Town at a scheduled meeting. Along with the Transition Plan and a summary, Bureau Veritas will prepare a PowerPoint presentation that will explain how the Transition Plan was formed, the choices which were made with respect to accessibility solutions, the manner in which budget decisions were made, and the benefits that the implementation of the Transition Plan will bring to the Town.

OPTION: Facilities Diagrams

We will produce as-needed diagrams for the ADA Transition plan of the various building interiors and exteriors that will note the location of architectural barriers. In most cases this will consist of an overlay over existing floorplans, blueprints, and CAD drawings. Our drawings will not be original as-built quality, but basic diagrams to delineate the location of barriers.

Deliverables

The deliverables are:

- Facility and Park ADA Assessments - individual facility and Park reports
- Public Rights-of-way Assessments - individual rights-of-way reports
- Program Access and Policy Review - Optional
- Public Outreach Meetings (2) and Public Survey
- Transition Plan

The facility assessment and program assessment reports are provided in electronic format and are typically represented in three formats:

- Word® document converted to an Adobe PDF, with photographic images of barriers and GPS positioning of exterior barriers.
- Excel® spreadsheet with code references, existing conditions, barrier resolution, and cost data.
- Cloud-based database ADA AssetCALC™.

Bureau Veritas will provide an ADA report for each facility assessment with a description of each barrier observed

and recorded, and will define the location, recorded measurements, barrier description, applicable ADAAG/ state/local code reference, viable corrective action, priority, and order of magnitude (pre-planning level) cost estimate of repair. Color photographs of each barrier are included with the barrier record. Barriers will be identified and presented by individual facility. Each report will include an executive summary, including a summary cost table identifying the estimated cost to correct each facility.

The Public Rights-of-Way (PROW) reports will be provided with all of the collected and derived data in a spreadsheet format compatible with Microsoft Excel and as a file geodatabase that is compatible with GIS products. The PROW data is separated into two primary data sets; the Segment Data that contains surface information, and the Feature Data.

Line data and point data can be spatially displayed via the GPS information recorded for the stations and features they contain. Segment Summary data is a table of information about each segment that is derived from the collected data. Feature data is separated into three different tables. The first is the spatial feature summary that contains the spatial location and type information for each feature collected. The second feature is a table created for each individual feature type collected contain the specific attribute data for that feature type. The third table is the compliance table that derives the compliance of each feature based on a series of queries comparing the collected data and the minimum requirements of the Draft Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). Both the feature data and compliance data can be joined or related to the spatial feature summary table via a unique ID that the PROW software generates.

Bureau Veritas will use our web-based database, ADA AssetCALC™ for the facility assessments, and for components of the Transition Plan. ADA AssetCALC™ will provide the Town with the ability to generate cost tables for all facilities, or for each individual facility. Similar types of barriers can be queried within the ADA AssetCALC™ database across all facilities, with the resulting ability to improve purchasing and contracting power. Barriers can be ranked by priority for removal. Photos will be uploaded to ADA AssetCALC™ to be viewed as a photo log or individually, when reviewing a specific barrier. Bureau Veritas will provide a Transition Plan, which will include the program access report, presented in a Word document converted to an Adobe PDF, with the data exportable to an Excel format. Bureau Veritas will provide an electronic draft of the reports for review, including text, tables, digital photos, field notes, and supporting documentation. Final reports will be provided after all the Town’s comments have been addressed.

Data Management Solution - ADA AssetCALC™ Software

Bureau Veritas is providing access, at no additional charge, to ADA AssetCALC™ for a period of one year. This platform streamlines the Capital Planning and ADA Transition Planning process by compiling funding requirements for barriers and creating budget models based on project priority, life cycle maintenance, and repair requirements.

The Town is not required to utilize this software as we will provide hardcopy reports and we can export the data to Excel and Word formats. We have included ADA AssetCALC™ licenses for one (1) year with unlimited users. If the Town wishes to use the software after the initial year, the annual license fee will be \$3,500.

ADA AssetCALC™ is a web-based SQL database platform that enables users to query, edit, and analyze their facility accessibility and condition data to plan immediate and short-term barrier repairs, and budget capital expenditures throughout the lifecycle of a single building or an entire portfolio. The system unites Bureau Veritas' experienced field data collection methods with advanced planning and reporting tools, construction cost library, location mapping features, digital photo management, and document storage.

ADA AssetCALC™ will provide the Town with the ability to list, prioritize, query, and track deficiencies recorded through the Self-Assessment Process. It is easy to use, and populated with accessibility requirements pertinent to the Town. Bureau Veritas recognizes that budgets change and the Transition Plan must be able to account for unplanned occurrences. ADA AssetCALC™ provides a process to complete work on those barriers that have been corrected over time. Reports can be queried instantaneously to reflect the barriers corrected. ADA AssetCALC™ provides the ability to track progress over time.

Prior to populating the database, Bureau Veritas will work with the Town to establish required attributes and data points associated with each asset. This will include a discussion of the relative priority of the asset requiring barrier removal. This will include all of the Town's physical assets and will be grouped in a hierarchy based on site location, asset group, and function.

Bureau Veritas will utilize ADA AssetCALC™ to track physical accessibility needs associated with the Implementation/Transition Plan. The database contains a capital planning and transition planning module in which accessibility construction projects may be established, including barrier removal priorities. It will provide the Town with a consolidated database of capital projects related to barrier removal. Capabilities of ADA AssetCALC™ include, but are not limited to:

- Microsoft.net web-enabled software
- Customizable fields, groupings, and reporting
- Reports, charts and graphs to forecast capital needs for individual buildings and construction projects
- Progress reports and tracking of the corrective measure progress
- Capital budget planning tools to assign and track progress over fiscal years
- Corrective action work completed/progress complete
- Access to the observed site conditions of barriers with photographs and GPS positions of exterior barriers
- Updateable cost library makes budgets more accurate over time
- Customizable priority framework and search tools to help decision makers
- Export tools to take data to other applications, including Microsoft Excel
- Repository for storing and searching documents related to buildings and component
- ADA compliance library to plan and track accessibility improvements
- Administrative tools for managing user access

ADA AssetCALC™ reporting can include GPS coordinates for locations of each exterior barrier on a satellite map. Bureau Veritas, in conjunction with Google Earth imaging, provides the most recent satellite mapping. Each exterior barrier is indicated by its own GPS marker.

Additional screenshots and a live demonstration are available upon request.

Bayview Park > Accessibility Observations

Save Cancel

Assembly:	Baseball/Softball Field		
Type:	Bleacher Seating		
ADAAG#:	221; 802.2; 802.3		
Detail:	The required number of wheelchair spaces is not provided at the bleacher seating for the ballfield.		
Area:	Baseball/ Softball Fields		
Location:	Baseball/Softball Field		
Observed:	5/26/2011	by	BAHamrick (use MM/DD/YYYY for the date)
Resolution:	Provide wheelchair spaces at the bleacher seating to comply with Table 221.2.1.1. Provide at least one wheelchair space per side. Wheelchair spaces shall not have slopes steeper than 1:48. A single wheelchair space shall be 36" wide minimum. Where two or more wheelchair spaces are provided, each wheelchair space shall be 33" wide minimum. Where a wheelchair space can be entered from the front or rear, the wheelchair space shall be 48" deep minimum. Where a wheelchair space can be entered only from the side, the wheelchair space shall be 60" deep minimum. Each wheelchair space shall adjoin an accessible route. Accessible routes shall not overlap		
Site Conditions:	Two sets of bleachers are provided at the playing field; however wheelchair spaces are not provided.		
Quantity:	40	SF	
Unit Cost:	\$ 4.37		
Total:			
Priority:	- 4 -		
Photos:	 View full size Delete Make Default Photo  View full size Delete Make Default Photo Browse... Browse... Browse... Browse...		

All Facilities ▾ Adams Plaza - SMAQ1730 ▾

Overview Accessibility Photos Documents

Re-number Map Markers Reset Map

Icon	Address	Building	Description	Latitude	Longitude
1	17291	BUILDING 1	The parking space is less than 96" wide.	42.253865	-71.027726
2	17306	BUILDING 1	The access aisle is less than 60" wide	42.253774	-71.027597
4	17308	BUILDING 1	MASSACHUSETTS: Signage is not provided at the van accessible space.	42.253771	-71.027575
7	17311	BUILDING 1	The access aisle does not adjoin an accessible route.	42.253868	-71.027694
8	17312	BUILDING 1	The access aisle does not adjoin an accessible route.	42.253692	-71.027635

Work Completed/Verified Report

Marian Road - Sitework - General (Marian Rd.)										
Obs#	Observation	Location	UFAS Ref#	Qty	Unit	Unit Cost	Total	Reported Complete	Verified	Verification Comments
3-8	ADA - Parking stalls and access aisles require re-leveling to meet UFAS guideline	Front of building	4.7.5: 4.6	1	ea	\$3,998	\$3,998	☐	☐	
9-10	ADA-Install new curb cut (concrete sidewalk)	Front of building	4.7.5	1	ea	\$1,561	\$1,561	☐	☐	
1	ADA-Submit waiver to HUD for variance			1	ls	\$0	\$0	☐	☐	
2	ADA-Submit waiver to HUD for variance	The concrete sidewalk is on the East front side of the property and runs straight up the hill to the exterior parking of the building.	4.3.8: 4.5.2: 4.3.2(1).	1	ls	\$0	\$0	☐	☐	
12	Replace damaged concrete	The sidewalk is located off of the third floor solarium in the outside sitting area.	4.5.2	8	lf	\$496	\$3,968	☐	☐	
Sitework Percent Reported Complete/Verified:								0.00 %	0.00 %	
Sitework Total:							\$9,527			
Marian Road Percent Reported Complete/Verified:								0.00 %	0.00 %	
Marian Road Grand Total:							\$9,527			

The ADA AssetCALC™ cost estimating database is based on industry cost benchmarks and further customized with proprietary cost tables developed by Bureau Veritas, based on historical and localized actual costs. Bureau Veritas maintains and updates the cost estimating system with information received from the field. Through ADA project management and construction monitoring work, Bureau Veritas has current cost data from hundreds of in-progress construction and rehabilitation projects. This data allows Bureau Veritas to calculate costs based on local conditions to maintain a cost database that is up-to-date.

Typically, barrier removal planning level cost estimates are based upon the removal of the specific element, for example, a parking stall or curb ramp. In some site-specific

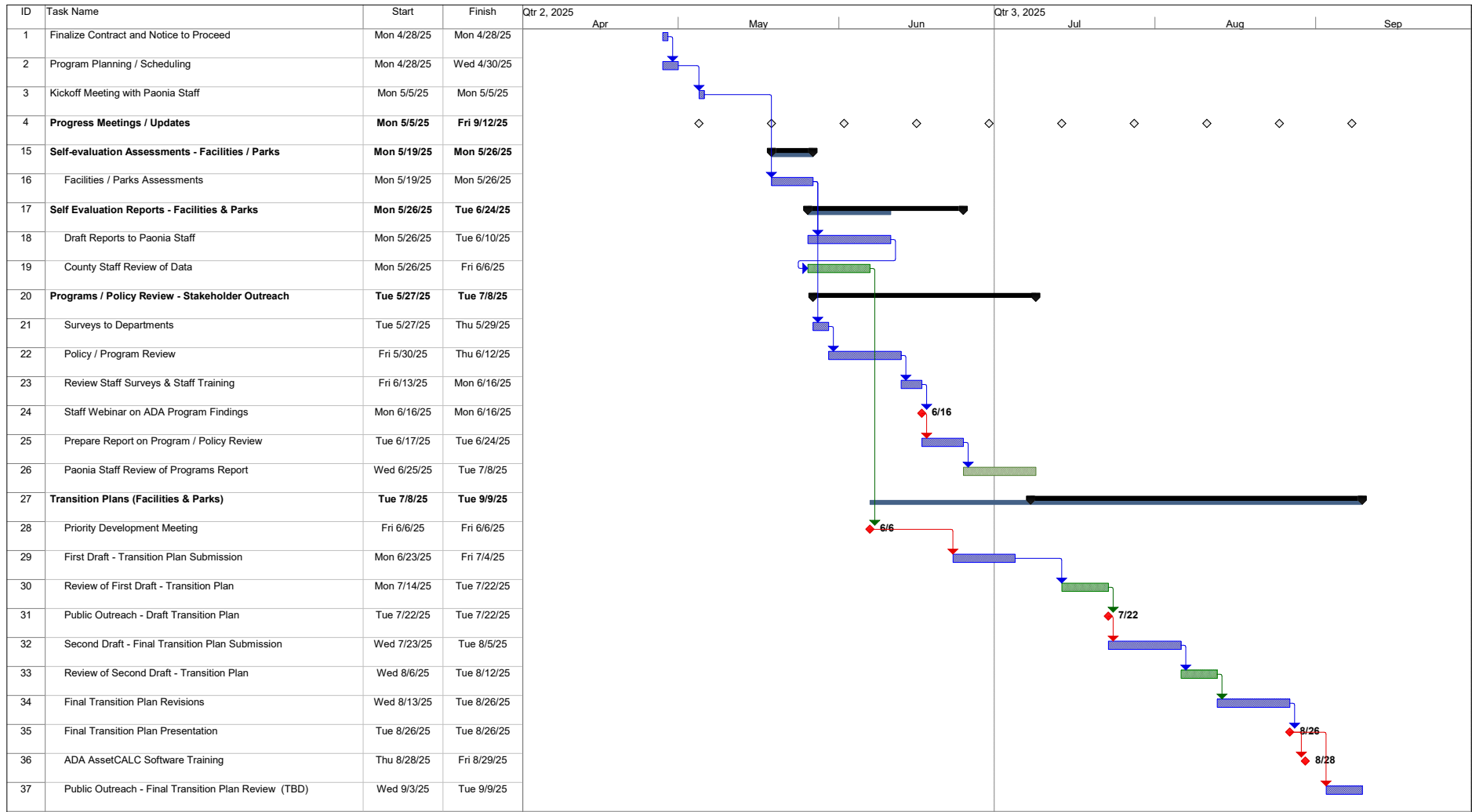
instances, barrier removal may affect an area beyond the specific location of the barrier. Grading plans based on field surveys using land surveyor instrumentation, or architectural plans requiring wall relocation could result in significantly different material quantities and subsequent higher project costs. The database contains standardized order of magnitude cost estimates for barrier removal for use in prioritizing the work in the Transition Plan. At the implementation stage, it is anticipated a detailed specification will be prepared and bids will be generated to establish planning level costs. ADA AssetCALC™ cost estimates are pre-planning level, order of magnitude barrier removal cost estimates. Cost tables, similar to the ones detailed in the table below, will be provided for each facility/site.

ADA AssetCALC Summary Cost Table

Barrier ID	Type	Barrier Priority	Detail	GPS Lat/ Long	Location Desc	Ref. #	Quantity	Cost	Unit	Total
59893	Building Entrance- Doors	1	The maneuvering clearance at the entry door is not compliant	34.603538 -118.153558	Main building entrance		1	1750	EA	1,750
59867	Bathrooms/ Bathing Rooms/ Shower Rooms- Sinage	3	The women's restroom does not have compliant signage at the door		Women's public restroom		1	110	EA	\$ 110

Proposed Schedule

Bureau Veritas has the ability and resources to complete the ADA Transition Plan assessments in a timely manner. The following details our proposed timeline to complete the project. This schedule is open to negotiations between the Town and BV.



4. STATEMENT ACCEPTING THE GENERAL TERMS AND CONDITIONS

Bureau Veritas acknowledges and accepts the general terms and conditions.

RFP 2025-03 ADA Transition Plan**COST PROPOSAL**

The Consultant is to prepare the Fee Schedule below based on the tasks listed in the Scope of Work and the table for additional services, if requested, based on personnel hourly rate(s).

Consultant shall provide an itemized schedule of rates and fees which includes all billing amounts and costs for each Task. Task amounts are considered to be not-to-exceed amounts.

<u>Task</u>	<u>Amount</u>
Task 1: SELF-EVALUATION Program & Policy Review	\$ 9,560.00
Task 2: PROVIDE TOWN STAFF WITH TRAINING	\$ 1,120.00
Task 3: TRANSITION PLAN	\$ 11,640.00
Task 4: FACILITY SURVEY & BARRIER ASSESSMENT	\$ 26,707.50
Task 5: DATABASE AND MAPPING SETUP	\$ Included in Assessment
Task 6: COMMUNITY ENGAGEMENT	\$ 6,240.00
Task 7: PROJECT MANAGEMENT	\$ 841.00
Task 8: Public Right of Way	\$700 per mile

Consultant Rate Schedule:

The rate for any authorized additional services is shown below:

Position Title	Hourly Rate
<u>Project Executive</u>	\$ 190
<u>Program Manager</u>	\$ 140
<u>Project Manager I (PE/RA)</u>	\$ 120
<u>Project Manager II (PE/RA)</u>	\$ 130
<u>Quality Control Manager</u>	\$135
<u>Technical Report Reviewer</u>	\$115
<u>Administrative</u>	\$80



TOWN OF PAONIA, COLORADO



ADA TRANSITION PLAN



RFP NO. 2025-03 | MARCH 19, 2025



March 19, 2025

Stefen Wynn, M.P.A.
Town Administrator & Treasurer
Town of Paonia
Paonia, CO

RE: Town of Paonia | RFP 2025-03 ADA Transition Plan

Dear Mr. Wynn and Selection Committee:

Benesch is thrilled at the prospect of providing ADA Transition Plan services to the Town of Paonia. Beyond ADA Transition Plans, Benesch has assisted numerous local and state public agencies in navigating various aspects of the ADA, which has endowed our team with a profound understanding of its complexities and established us as a “go-to” team in this technical service area. With our expertise, Benesch is eager to guide the Town in developing and implementing a compliance plan that effectively addresses the Town’s current needs and fulfills ADA requirements.



ADA Experience and Improvement Success | Benesch offers extensive expertise, having assessed, designed, and inspected over 30,000 curb ramps along with thousands of miles of sidewalks, entrances, and pedestrian facilities for both local and state agencies. Our team possesses a thorough grasp of ADA compliance across diverse facility types within the Town’s purview including parks, buildings and transit facilities, ensuring comprehensive evaluations.



Tailored ADA Transition Planning | Benesch has extensive experience developing and updating ADA Transition Plans for municipalities of various sizes. Our approach is adaptable to align with each community’s unique requirements, budget, and service area. **We recognize that an agency-wide ADA Transition Plan requires a different scope and methodology than a plan focused solely on public rights-of-way. Our expertise ensures that we can effectively customize our process to meet the Town of Paonia’s specific needs,** supporting compliance with ADA Title II requirements while integrating community engagement and strategic implementation planning.



Common Sense Approach and Actionable Recommendations | Our approach is proven, efficient and context sensitive. We have a successful track record of helping other agencies along the Front Range develop and implement their Transition Plans. Our experience is combined with an in-depth understanding of requirements and proven means and methods for constructing or modifying pedestrian facilities to comply with the ADA as well as modifying programs and creating policies to improve accessibility across Town services. **We know what is necessary and what is not to evaluate, plan, design, bid, and build compliant public facilities, and how to maximize funding without compromising compliance.**

We look forward to your consideration and are confident that we bring the experience, knowledge, and commitment to meet and exceed the expectations of the Town for these services. Please feel free to contact us with any questions you may have.

Sincerely,

Travis Greiman, PE, CAMP | Project Administrator
P: 720-473-7560 | E: tgreiman@benesch.com

Jess Hastings, PE | Principal-in-Charge/Sr. Vice President
P: 303-345-7929 | E: jhastings@benesch.com



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SECTION 2

CONSULTANT INFORMATION, QUALIFICATIONS & EXPERIENCE

Town of Paonia // RFP 2025-03 ADA Transition Plan



Firm Profile

Benesch is a multidisciplinary engineering and professional services firm. Roads, bridges, schools, parks and airports are just a few examples of where you can find our work. We enhance infrastructure and communities across the country—creating spaces and providing connections in ways that make a difference. Since 1946, Benesch has successfully completed thousands of planning, design and engineering projects throughout the United States.

In Colorado, we have been meeting the consulting needs of clients along the Front Range for nearly six decades. We have established trusted relationships with local and state agencies throughout Colorado. Our Denver office has a talented pool of over 80 professional engineers, designers, construction managers, inspectors, hydrologists, geologists and project administrators. Benesch is a Corporation, privately held and employee owned. Benesch plans to perform all services for this contract out of our Denver office.



Year Established: 1946
(79 Years in Business)

1,000 Employees

Type of Ownership:
Corporation

49 Locations

21 States

Principal Place of Business:
Chicago Office

35 West Wacker Drive
Suite 3300
Chicago, IL 60601

Local Place of Business:
Colorado Office

7979 E. Tufts Avenue
Suite 800
Denver, CO 80237

Benesch Differentiators

Our services range from initial planning and feasibility studies through construction management. Benesch has extensive experience with ADA compliance on pedestrian facilities within the public ROW, buildings, parks, transit infrastructure, as well as with Town-run policies and procedures. We have assisted cities and agencies with ADA consulting throughout the country including here in Colorado. As part of self-evaluations, our team has performed numerous accessibility evaluations on various types of buildings as well as accessibility seminars and training.

Proven Team - Travis Greiman and Jess Hastings have a successful track record of completing projects on time and within budget. They are currently delivering projects similar to this scope of work for the Cities of Aurora, Thornton and Westminster.

Common Sense Approach - Through past experience, we know what is needed to evaluate, plan, design, bid, and build compliant public pedestrian facilities and also how to stretch funding without compromising compliance. We won't just deliver a spreadsheet with tens of thousands of deficiencies. We will also provide the Town guidance on how to remove barriers over time and how to strengthen existing programs to progress the Town toward overall ADA compliance and reduce the risk of unwanted attention from the DOJ.

ADA Compliance and Regulation Knowledge - Through our extensive experience, our team can confidently assess and implement a practical plan to configure improvements to achieve compliance. We understand the non-technical aspects needed to successfully comply with the ADA including training, stakeholder involvement and quality control and assurance to monitor the progress of the program.

Our staff is familiar with existing and upcoming ADA requirements and will apply our practical knowledge to prepare and adapt the Transition Plan to satisfy ADA compliance requirements while making sure the Plan reflects Town goals.

Firm Capacity - Our corporate philosophy is based on making only commitments we can fulfill. Our project team is ready and able to commit the necessary time and resources to meet or exceed project timelines and requirements to keep the project on schedule and budget. We maintain a current database of all staffing commitments to ensure we do not over-commit. We can provide a detailed breakdown of our individual commitments over the next four years upon request. The Benesch team is prepared to deliver what you need, when you need it.

Benesch Commitment

Our commitment is to serve as an extension of the Town of Paonia and offer the necessary resources to meet project goals by providing an accessible and experienced team that quickly responds to issues, offers unmatched expertise and insight, and provides exceptional depth.

Benesch offers the support of a nationwide engineering firm with the local staff, commitment and responsiveness that the Town needs from its engineering consultant.



ADA TRANSITION PLAN | AURORA, CO

Contracting Agency: City of Aurora, CO

Owner Contact Person: Haley Johansen, PE | 303-739-7300
2 West Pleasant, Aurora, CO 65605

Consultant Project Administrator: Travis Greiman, PM | 720-473-7560

Date of Contract: 5/2022 - Ongoing

Contract Amount: \$350,000

Benesch was hired to update the City of Aurora's ADA Transition Plan, which included a self-evaluation of existing practices and procedures for the development, infrastructure and management programs and departments. Benesch conducted staff meetings to solicit feedback and information on current practices and potential areas for improvement. The public outreach strategy included a project website, online surveys, social media and targeted outreach through the City's existing outreach platform to engage the public and keep them informed of progress. The project included an assessment of a portion of the City's right-of-way inventory, including sidewalks, crosswalks, and curb ramps.

CRITICAL ISSUE: The City has several neighborhoods that were built in the 90's and that could qualify for Safe Harbor provisions. Benesch developed the data collection methodology with this in mind so that curb ramps and sidewalks in these neighborhoods could be considered compliant to ADAAG, even if they didn't meet PROWAG standards.



ADA TRANSITION PLAN | THORNTON, CO

Contracting Agency: City of Thornton, CO

Owner Contact Person: Bill Rush | 303-538-7306
9500 Civic Center Drive, Thornton, CO 80229

Consultant Key Personnel: Travis Greiman, PM | 720-473-7560

Date of Contract: 1/2021 - Ongoing

Contract Amount: \$150,000

Benesch assisted with the development of a formal ADA Transition Plan. The Plan included a self-evaluation of existing practices and procedures for the development, infrastructure, management, parks, recreation and community programs departments. Benesch conducted staff meetings to solicit feedback and information on current practices and potential areas for improvement. The Benesch team developed a project website, online surveys, social media, targeted fliers to low-income and interested parties to engage the public and keep them informed on the progress. Benesch is now assisting the City with Phase 2 of the Transition Plan by conducting field assessments of existing City buildings and parks and developing remediation schedules and budgets. Additionally, training programs were identified and developed.

CRITICAL ISSUE: The City wished to phase its ADA program over several years. Benesch developed a phased implementation that started with adopting an ADA Transition Plan and continued with assessments of facilities, parks, and ROW. The Plan was updated each year with new findings.



ADA TRANSITION PLAN & CONSULTATION | WESTMINSTER, CO

Contracting Agency: City of Westminster, CO

Owner Contact Person: Martee Erichson | 303-658-2551
4800 West 92nd Avenue, Westminster, CO 80031

Consultant Key Personnel: Travis Greiman, PM | 720-473-7560

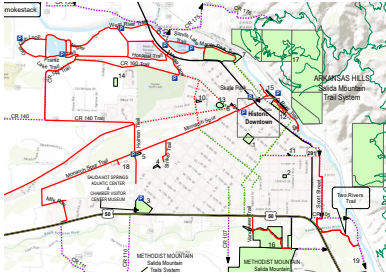
Date of Contract: 10/2015 - Ongoing

Contract Amount: \$107,000

Benesch served as Westminster's as-needed ADA consultant for a multi-year contract. Tasks for this ADA Transition Plan have included:

- [Ongoing] Public Outreach & Involvement
- [2022] Transition Plan Update
- [2018] Developed Remediation Strategies
- [2017] On-site Audits and Accessibility Reviews
- [2016] Training for City Personnel
- [2016] ADA Design and Plan Review
- [2016] ADA Transition Plans for Public Facilities, Public ROW, Transit Facilities and Parks & Open Spaces

CRITICAL ISSUE: The City wished to phase its ADA program over several years. Benesch developed a phased implementation that started with adopting an ADA Transition Plan and continued with assessments of facilities, parks, and ROW. The Plan was updated each year with new findings.



ADA TRANSITION PLAN UPDATE | SALIDA, CO

Contracting Agency: City of Salida, CO

Owner Contact Person: Diesel Post | 719-530-2629

Hot Springs Aquatic Center, 410 West Hwy 50, Salida, CO

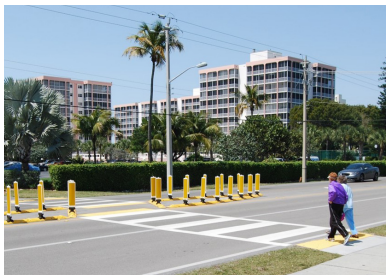
Consultant Project Administrator: Travis Greiman, PM | 720-473-7560

Date of Contract: 06/2022 - 3/2023

Contract Amount: \$160,000

The City of Salida selected Benesch to develop an ADA Transition Plan. This project kicked off in the Summer of 2022 with a self-evaluation. Benesch is currently conducting field assessments of City trails, parks and ROW. A project website developed by Benesch will host user surveys, public meeting information, and a formal concern/complaint reporting and tracking process. When the project concludes in 2023, the City will have a full Transition Plan to guide ADA compliance of future construction and improvement projects. Training programs will also be developed for the City.

CRITICAL ISSUE: The City had a contingent of active and engaged residents pushing for a variety of ADA improvements, programs, and services. Benesch crafted a public outreach plan that ensured all stakeholders were heard and then advised the City on its actual obligations per the ADA regulations.



ADA TRANSITION PLAN | CLEARWATER, FL

Contracting Agency: City of Clearwater, FL

Owner Contact Person: Sherman Stroman | 727-562-4794

600 Cleveland Street, Clearwater, FL 33755

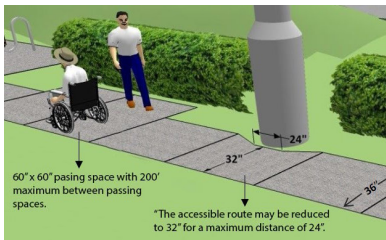
Consultant Project Administrator: Bryan Weinstein, PM | 443-438-5392

Date of Contract: 2/2020 - 2/2022

Contract Amount: \$338,657

The City of Clearwater collaborated with Benesch to develop a comprehensive ADA Transition Plan, encompassing 55 buildings, 46 parks, and 375 miles of sidewalk, alongside website, policy, and procedures reviews. Staff training was conducted across departments to enhance ADA knowledge tailored to individual roles. Working with the Office of Diversity and Equity Services, this new plan replaces the outdated one, emphasizing sustainability and inclusivity. Facility assessments examined entrances, parking, and other key areas for accessibility barriers, utilizing a custom app. Data gathered informed ADA violation identifications, cost estimates, and prioritization. Detailed reports were produced for each facility, offering remediation guidance.

CRITICAL ISSUE: The City's older pedestrian infrastructure faced cracking and slope issues from tree roots and settling. ADA assessors determined whether individual points could be mitigated or if full reconstruction was needed. Meetings with the Public Works department established procedures to tailor our report, GIS dataset and recommendations.



ADA SELF EVALUATION AND TRANSITION PLAN | ENGLEWOOD, CO

Contracting Agency: City of Englewood, CO

Owner Contact Person: Victoria McDermott | 727-562-4794

1000 Englewood Parkway Englewood, CO 80110

Consultant Project Administrator: Travis Greiman, PM | 720-473-7560

Date of Contract: 7/2024 - Ongoing

Contract Amount: \$250,000

The ADA Self Evaluation and Transition Plan enhances accessibility across its facilities and services, led by Benesch to ensure compliance with the ADA. The project involves a detailed self-evaluation of the City's practices, focusing on accessibility and accommodation, including assessments of parks, buildings, and transit facilities to identify barriers. Key components include developing a self-assessment survey, reviewing City policies for accessibility, and providing recommendations for compliance. A Transition Plan will be developed with strategies for barrier removal, cost estimates, and an implementation schedule, alongside public outreach to ensure community needs are reflected.

CRITICAL ISSUE: Benesch worked within Englewood's existing asset management system (Cartegraph) and adapted its data collection process to deliver inspection data directly to the City's Cartegraph platform.



SECTION 3

ORGANIZATION AND APPROACH

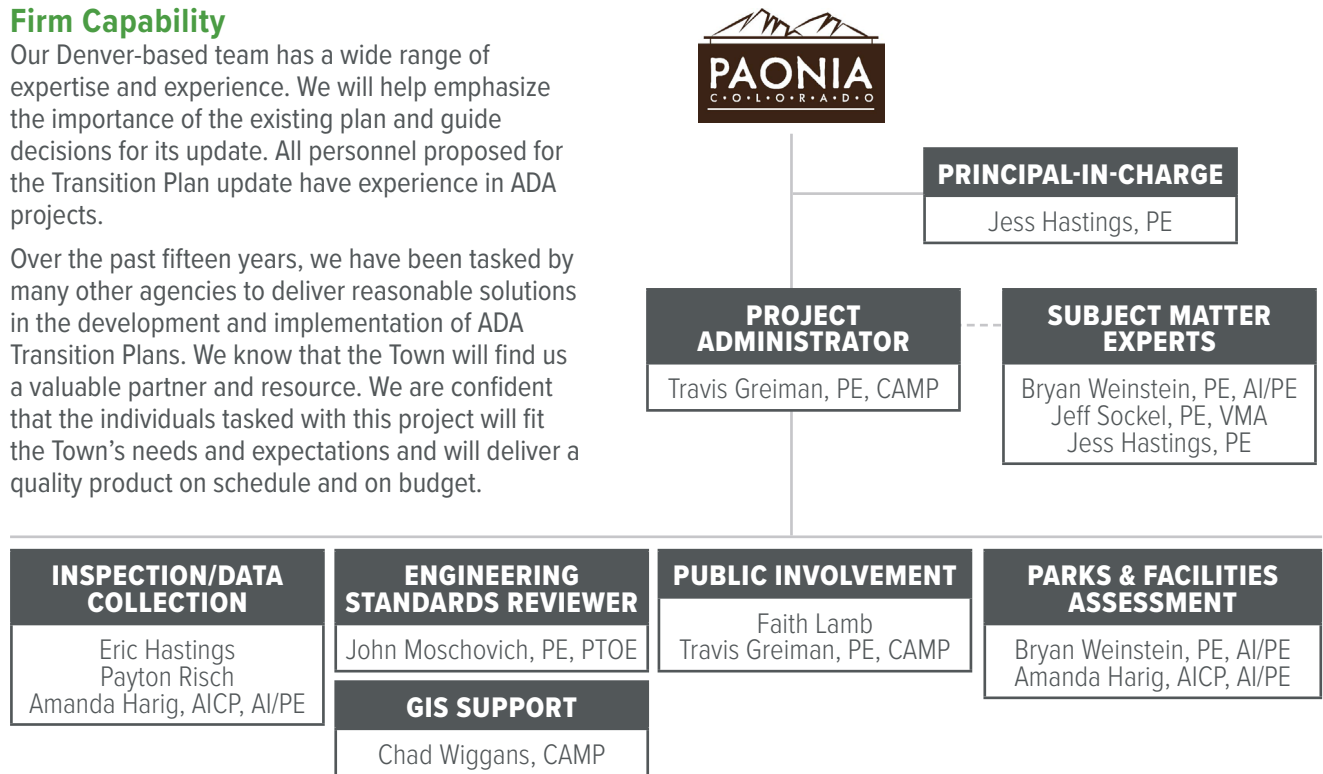
Town of Paonia // RFP 2025-03 ADA Transition Plan



Firm Capability

Our Denver-based team has a wide range of expertise and experience. We will help emphasize the importance of the existing plan and guide decisions for its update. All personnel proposed for the Transition Plan update have experience in ADA projects.

Over the past fifteen years, we have been tasked by many other agencies to deliver reasonable solutions in the development and implementation of ADA Transition Plans. We know that the Town will find us a valuable partner and resource. We are confident that the individuals tasked with this project will fit the Town's needs and expectations and will deliver a quality product on schedule and on budget.



TRAVIS GREIMAN, PE, CAMP | Project Administrator | Availability: 40%

Travis will be the **point-of-contact**, responsible for assigning project tasks, monitoring completion of tasks and assuming overall responsibility for this project. Travis has over 18 years of civil engineering experience as a private-industry design engineer and a Public Works professional at the City of Centennial. He has experience encompassing major urban and rural roadway projects, intersection and traffic calming improvements, multi-use pedestrian path projects, commercial and residential development design and review, and miscellaneous emergency roadway and drainage repairs and reconstruction. While working in both the private and public sectors, Travis designed, constructed, implemented and managed a variety of ADA projects and programs including sidewalk and ramp design, development review, municipal public works capital and maintenance program compliance, and municipal park audits.



JESS HASTINGS, PE | Principal-in-Charge / Subject Matter Expert | Availability: as needed

Jess has extensive experience in achieving ADA compliance through the preparation and implementation of Transition Plans as well as designing and construction of ADA compliant features. He has also conducted training both internally at Benesch and for other public agencies and contractors. Jess's experience with ADA compliance on public facilities began in 2006 and involved field data collection, cost estimating, office and field design of ramps, public involvement and outreach, construction observation, training presentations for agency staff and contractors, data collection and management in GIS systems. As the Principal for this project, he will monitor the project status and all assigned tasks. Jess takes an active role in assuring projects are assigned to the best personnel available.



BRYAN WEINSTEIN, PE, AI/PE | Subject Matter Expert | Availability: as needed

Bryan, an ADA Compliance Engineer with 23 years of experience, is proficient in State and Federal ADA codes, especially regarding facilities and public rights-of-way. A certified Accessibility Inspector/Plans Examiner with the International Code Council, he's equipped to inspect infrastructure for ADA compliance and review design plans. His accomplishments include assessing countless facilities, crafting ADA Transition Plans, aiding the Maryland Transit Administration, and contributing to Florida DOT's ADA-compliant transit design handbook. Moreover, he's innovated with ADA assessment tools and delivered nationwide ADA trainings to various agencies. Bryan will be responsible for assisting Travis in overseeing project activities, coordinating with teams, ensuring timely deliverables and stepping in as a point of contact as needed.



JEFF SOCKEL, PE, VMA | Subject Matter Expert | Availability: as needed

Jeff will provide quality assurance for the project. Jeff has been the project administrator for the City of Omaha ADA program since 2006 and was Benesch's project administrator for our work assisting NDOT on their Transition Program. Jeff and Jess have worked closely together for several years on numerous ADA compliance and implementation programs, including Plans with Adams County, Wheat Ridge, Westminster and Thornton and understand how to work together with our clients to develop and implement a quality program for the best value.



JOHN MOSCHOVICH, PE, PTOE | Engineering Standards Reviewer | Availability: 25%

John has both design and field experience on a variety of projects involving ADA compliance. John has a wide variety of experience including traffic and roadway design, roundabout design, intersection design, traffic engineering, traffic analysis, traffic modeling, signal design, signing and stripping, safety improvements, construction phasing, scheduling and cost estimating. He has assisted with the review and updating of several agencies' ADA standard details and specifications and has written white papers on best practices for accessibility improvements.



ERIC HASTINGS | Inspection / Data Collection | Availability: 50%

Eric provides construction inspection for construction projects involving ADA compliance, sidewalk, concrete and asphalt paving, signing and striping and other roadway improvements. He has inspected thousands of curb ramps and thousands of miles of sidewalk in the Denver-metro area. Eric has over 10 years of experience in ADA assessments for public agencies.



PAYTON RISCH | Inspection / Data Collection | Availability: 50%

Since 2014, Payton has conducted inspections for various municipalities, boasting significant field experience. As a CAD tech, he efficiently updates inspection sketches, saving client costs. Consistently delivering projects on time, Payton collaborates effectively with teams to maintain high standards. His adaptability and readiness for new challenges suit him perfectly for ADA assessment and data analysis.



AMANDA HARIG, AICP, AI/PE | Inspection / Data Collection | Availability: 50%

Amanda specializes in ADA compliance, developing Transition Plans, training modules and accessibility studies. Her expertise covers plan format development, ArcGIS Online mapping and ADA compliance research. She's adept at creating and presenting trainings on ADA design standards and communication. Certified by the ICC, she's an Accessibility Inspector/Plans Examiner.



CHAD WIGGANS, CAMP | GIS | Availability: 40%

Chad serves as a senior GIS technical specialist for Benesch and has over 20 years of experience and expertise in the areas of system implementation, workflow analysis and documentation, asset management practices and GIS data schematic architecting. Chad has managed ArcGIS and visualization applications, has created applications for reporting documentation and has developed tools for improved data sharing. He has also created customer service improvement plans to assist agencies with training, best practices, internal communication gap analyses and request management topics.

Staff Availability

Benesch is committed to ensuring that our project team is available and responsive throughout the contract duration to deliver projects in a timely manner. Our team is structured to provide the necessary resources and attention required for project success. We utilize a company-wide staffing database to monitor individual commitments and ensure availability, allowing us to plan for efficient staff sharing and maintain seamless project execution. Our local presence and proactive workload management enable us to meet project milestones and deadlines without conflicting commitments. We are prepared to adjust to unforeseen challenges by leveraging additional staff as needed, ensuring that we remain fully engaged from project initiation through completion. Our commitment to quality assurance and schedule control ensures that all deliverables meet expectations, and we are dedicated to providing high-quality projects within the established schedule.

Travis Greiman, PE, CAMP

Project Administrator

4

Years with Benesch

Travis has 18 years of civil engineering experience in roadway projects, traffic calming, multi-use paths, and commercial and residential developments. He has worked in private and public sectors, designing and managing ADA projects, including sidewalk and ramp design, development review, and compliance with municipal Public Works programs and park audits.

Relevant ADA Project Experience:

City of Thornton, CO – ADA Transition Plan
City of Westminster, CO – ADA Transition Plan & Consultation
City of Aurora, CO – ADA Transition Plan
Adams County, CO – ADA Transition Plan Update

Education

BS, Civil Engineering, University of Colorado - Boulder

Registrations & Certifications

Professional Engineer: CO, PA, NJ
Certified Municipal Engineer: NJ

Reference

Bill Rush | City of Thornton, CO
303-538-7306

Bryan Weinstein, PE, AI/PE

Subject Matter Expert

22

Years with Benesch

Bryan is an ADA Compliance Engineer with 23 years of experience in State and Federal ADA codes for parks, facilities, public rights-of-way, and Transition Plans. As a certified Accessibility Inspector/Plans Examiner, he excels in assessing and estimating ADA deficiencies. He has authored Transition Plans, contributed to the Florida DOT's Accessing Transit Design Handbook, and conducted ADA training nationwide. Additionally, Bryan developed tablet-based ADA assessment software and an automatic data collection device for efficient field management.

Relevant ADA Project Experience:

City of Clearwater, FL – ADA Transition Plan
Apex, NC – ADA Transition Plan
Florida DOT – Accessing Transit Handbook

Education

MCE, Civil Engineering, University of South Florida
BS, Civil Engineering, University of South Florida

Registrations & Certifications

Professional Engineer: FL, MD, NC
CC Accessibility Inspector/Plans Examiner: #8203944
Texas Registered Accessibility Specialist: #1674

Reference

Sherman Stroman | City of Clearwater, FL
727-562-4794

Jess Hastings, PE

Principal-in-Charge

17

Years with Benesch

Jess has 19 years of experience in ADA compliance, focusing on Transition Plans and designing and constructing ADA-compliant features. He has conducted internal and external training and began his work in ADA compliance in 2006, handling field data collection, cost estimating, ramp design, public outreach, construction observation, and GIS data management.

Relevant ADA Project Experience:

Adams County, CO – ADA Transition Plan
City of Wheat Ridge, CO – ADA Transition Plan
City of Westminster, CO – ADA Transition Plan Development
Arapahoe County, CO – ADA Services
City of Thornton, CO – ADA Transition Plan

Education

BS, Civil Engineering, University of Nebraska–Omaha

Registrations & Certifications

Professional Engineer: CO, NE
SAVE VE Module
Complete Streets Seminar

Reference

Bill Rush | City of Thornton, CO
303-538-7306

Jeff Sockel, PE, VMA

Subject Matter Expert

26

Years with Benesch

Jeff brings 32 years of experience providing and overseeing project management, design and construction engineering, contract administration, pavement consultation and design services on civil and transportation engineering projects for state and local clients. He's also had decades of ADA experience, leading the City of Omaha's ADA Program for almost 20 years and other agencies for nearly as long. He's served as a sounding board for several ADA projects in Colorado, adding value through his ADA best practices knowledge.

Relevant ADA Project Experience:

City of Thornton, CO – ADA Transition Plan
Adams County, CO – ADA Transition Plan
City of Wheat Ridge, CO – ADA Transition Plan
City of Westminster, CO – ADA Transition Plan Development

Education

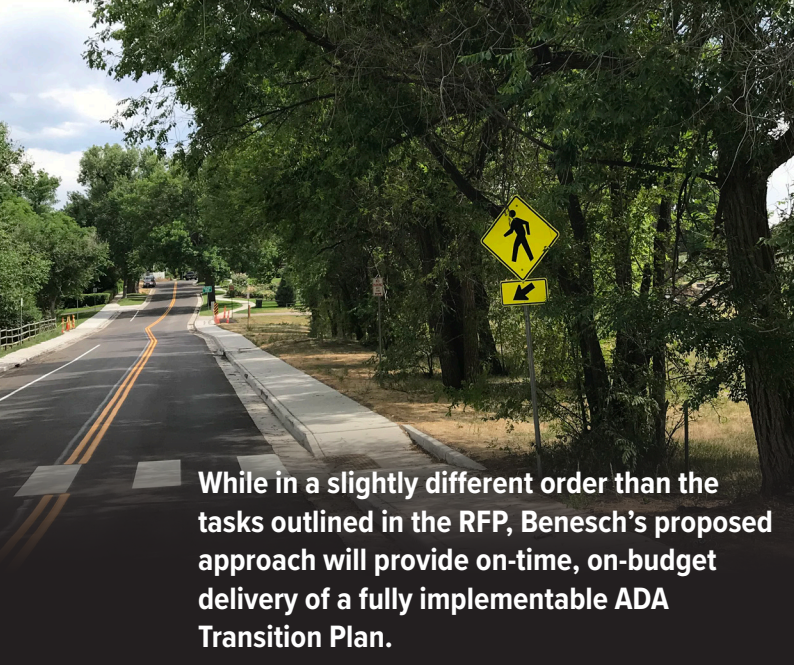
BS, Industrial Engineering, Kansas State University

Registrations & Certifications

Professional Engineer: NE, IA, MI
Value Methodology Associate (VMA)

Reference

Austin Rowser | City of Omaha, NE
402-444-4930



While in a slightly different order than the tasks outlined in the RFP, Benesch's proposed approach will provide on-time, on-budget delivery of a fully implementable ADA Transition Plan.



Task 1: Evaluation of Town Policies and Practices

The first task we will perform is a review of the existing plan, data, programs and procedures. Our goal will be to utilize whatever information is available to help keep project costs and time down, while ensuring that the necessary data or a plan to obtain the necessary data is in place for the initial Transition Plan. We will review the existing data and check it for both accuracy and uniformity. Drawing on past experience, we will begin to screen additional data collection efforts in preparation for Tasks 3 and 4 to ensure it is useful and contextualized for the Town's needs. We have developed and will leverage tools to focus data collection to make sense to the public, policymakers and those responsible for project selection and administering the Transition Plan.

After reviewing the Town's existing data and guidance documents, we will create a framework for the Town's Transition Plan and Program. We propose following the same strategy we have employed for other agencies:

- Information gathering from Town departments
- Performing an accessibility Self-Evaluation of Paonia's current practices, guidelines, standards, policies, and/or procedures identified during the information gathering
- Performing surveys (internal and external) to seek input on accessibility issues
- Reviewing designations and assignments for an ADA Coordinator and Department ADA Contacts and their respective roles and responsibilities
- Reviewing the Town's formal ADA complaint procedure

Departmental Programmatic and Policy Review

Benesch will develop a self-assessment survey form asking for information from all Town departments. The self-assessment will request information regarding accessibility and accommodation practices in relation to all Town policies, what types of reasonable accommodations are currently being made and how frequently they are requested. We will also request that information pertaining to any accessibility complaints be included.

We will provide a draft of the survey form to the Town's Accessibility Team for review and approval before it's distributed to departments. All responses collected over a two-week period will be summarized in a report. This report will describe deficiencies in the Town's policies in relation to compliance with Town, State and Federal laws. It will also provide recommendations on how to make these policies accessible and equitable for all Paonia residents, staff and visitors.

POLICY EVALUATION

TASK 01

Benesch will review the existing plan, data, programs and procedures to ensure accurate and uniform data for the initial Transition Plan.



PUBLIC OUTREACH

TASK 02

A blend of engineers and non-engineers gathering community input via surveys, meetings, social media, etc.



FACILITIES EVALUATION

TASK 03

Assess the Town's data for strategy development and ensure its alignment with Transition Plan updates and future management.



ADA TRANSITION PLAN

TASK 04

Draft of the Transition Plan to address deficiencies and improve overall compliance.



MONITORING & REPORTING

TASK 05

Provide procedure for monitoring the progress of the ADA Transition Plan Document as well as routine updates.



The Benesch team will create a report of accessibility issues related to Town programs and policies. We will document recommendations and meet with the Accessibility Team to provide the suggested changes. These recommendations will assist the Town in reaching greater accessibility.

This process will provide a basis for a robust and holistic assessment of accessibility in and along Town facilities; allow for planning and prioritizing removal of barriers; and further refine Paonia's strategy for any remaining assessments needed.

DELIVERABLE



We will deliver an Executive Summary Report that describes non-compliance in the Town's policies, programs and procedures. This information will be valuable context for the draft Transition Plan.

Generally, the Town's overall goal of the Transition Plan is to improve accessibility to the Town's programs, activities and services, and ensure compliance with Title II and Section 504 requirements for public-facing services. Building on that, we will help the Town identify actionable strategies to achieve this broad goal.

For example:

- Create and prioritize a list of identified barriers, generated strategies and methods that can be used to remove or reduce barriers achievable within fiscal constraints
- Provide guidance to Town of Paonia staff and the public on the requirements of the ADA and the Town's approach to improve accessibility
- Develop a realistic schedule based on estimated available budget for the removal of barriers
- Recognize potential funding sources and opportunities to remove identified barriers

All goals, objectives, guiding principles and implementation methods will be developed within the context of relevant guidance documents, including ADA Accessibility Guidelines (ADAAG), Public Right-of-Way Accessibility Guidelines (PROWAG) and others.

The Town's Transition Plan is a living document, intended to be periodically monitored and updated. We will create a framework that allows for future updates and for the Town to document actions taken to remove barriers to accessibility and modify programs and procedures to increase accessibility.



Task 2: Public Outreach Plan

Public outreach is an essential element in the decision-making process and, ultimately, the success of the project. As your partner, Benesch's public outreach professionals are a blend of engineers and non-engineers to allow our team to avoid projecting an overly technical message, potentially intimidating or discouraging comments from the affected public stakeholders. We have seen excellent success with a more personal approach offering explanations and seeking comments at a general level of detail whenever possible. As field data is being generated and analyzed, we will work with the Town to continually update and include all stakeholders, including elected officials and adjacent jurisdictions.

At a project level, on-going communication with the public can serve to ease the impact of any potential disruptions and keeps them informed throughout the project. Our experience has shown some accessibility improvements are not necessarily intuitive; lack of communication about the "why we are doing this" creates more questions or doubt than simply reaching out early to explain the "hows and whys" of what is being done. People do not object to making access easier and there is no size threshold or dumb question. Proactively addressing even obvious items up front can keep small issues from turning into big problems and build support from all stakeholders. Our team has significant experience working with residents and businesses to satisfy their needs with the work that needs to be accomplished.

Residents, visitors and commuters provide valuable perspective as users of the Town's infrastructure. In order to gather their input on accessibility issues, we envision the Transition Project Team's public outreach protocol will likely include:

- Internal/External Web Surveys
- Coordination with Town Staff
- Public Information Meetings and Workshops
- Presentations and Communications to Governing Bodies
- Social Media Outreach

Task 3: Self-Evaluation of Public Facilities

Data collection is a time-consuming process, and processing what is obtained is critical to ensure the Town can develop strategies to monitor and update the Transition Plan. We will identify potential missing gaps or areas in the Town's existing databases and will lead efforts to obtain any missing data. We have skilled and knowledgeable individuals experienced in collecting field data in an efficient manner and we will ensure any plan for new data collection is consistent with how the Transition Plan will be managed into the future.

We will draw on past experience with other clients and utilize a field reconnaissance template to document physical issues or barriers that result in non-compliance and to document where compliance already exists. Along with the field form, photographs are taken and attached to the file to provide a snapshot for the Town to monitor the issue in case it worsens from the original inspection. All locations, in compliance or not, will be tracked in a GIS database for future reference.

Buildings and Facilities Field Survey.

All Town buildings and facilities (as listed in the RFP) will be evaluated for barriers to accessibility, as prescribed by applicable Town, State and Federal regulations. These assessments will be performed by the Benesch ADA team, which includes multiple International Code Council (ICC) certified Accessibility Inspector/Plans Examiner (AI/PE), professional engineers and certified planners.

Our ICC certified field inspectors will document each barrier to accessibility using electronic tablets running our custom designed ESRI Field Maps software. GPS locations of each violation will be recorded, and multiple photos will be taken of each barrier. This data will assist in the production of facility reports, informing the Town of the nature of the architectural barriers in each public building and their exteriors as well as those located in parks. This barrier identification process will be performed throughout the project, identifying accessibility issues pertaining to, but not limited to:

- **Path of travel (both within and around each facility)** - percent slope, width and path connections
- Building hallway travel and means of egress
- **Bathrooms and break rooms** - water closet location, grab bars, clearance, doors and exposed pipes
- Public assembly areas and room signage
- **Parks** - playground transfer platforms, slopes, clear widths, ground level and elevated play components, and children's reach ranges

- **Accessible parking** - slopes, size, signage, routes and minimum numbers of spaces
- **Curb ramps and detectable warnings** - slopes, surface material, tripping hazards
- Seating, drinking fountains, elevators and other amenities
- Other accessibility issues including sidewalks, obstructions, protruding objects and reach ranges

Custom app for faster, more accurate data Collection

Innovative Tools

In addition to our custom-made sidewalk data collection cart, all physical elements regulated by accessibility requirements will be measured using a standard tape measure, smart levels and pull gauges. Non-compliant items will be included in a comprehensive ADA database to promote easy tracking of remediation efforts and allow the Town to have accessibility information available in the event of future ADA complaints. The data will be collected using our facility assessment application and sent electronically to our secure servers for backup. All collected data will be rigorously quality-controlled and analyzed before being included in the final reports.

Our custom ESRI-based facility assessment application, which is pre-programmed with a data structure tailored to ADA assessments of these types of facilities, will be used to enter measurements and collect violation information in the field. Photos, measurements and descriptions will be linked in a comprehensive Microsoft Access, online GIS database and an Excel spreadsheet via unique item identifiers for easy tracking. This database can later be adopted by the Town, and imported into your asset management software, to continue tracking implementation progress.



Field Survey of Sidewalks and Curb Ramps

A field survey of the Town's sidewalks, crosswalks and curb ramps will be conducted within and directly adjacent to the Town's parks. Attributes of the assessed pedestrian infrastructure and barriers to accessibility will include:

- **Sidewalks** - GPS locations, slopes, surface material, surface condition, tripping hazards, protruding objects, gaps in inventory
- **Curb ramps** - GPS locations, type, surface condition, running slope, cross slope, condition, gaps in inventory, detectable warnings and truncated domes, landing, pedestrian push buttons presence and accessibility

- **Crosswalks** - GPS locations, slopes, surface condition, striping condition, tripping hazards, gaps in inventory
- **Missing Curb Ramps** - Location, sidewalk surface condition type and number of fixed obstacles
- **Pedestrian Ramps** - Location, length, width, landing, running and cross slopes, as well as railing and condition

Surrounding each Town facility may be parking facilities and/or sidewalks leading to them that serve as extensions of the accessible routes to and from these facilities. Adherence will be measured against the 2010 ADA Standards for Accessible Design and other local, state and federal standards, as well as recommendations also provided for adherence to PROWAG (not yet enforceable).

Benesch's engineering and safety team will also assist in the development of realistic, achievable solutions along public ROW, bringing valuable oversight and insight on recommendations pertaining to the safety of pedestrians and individuals with disabilities as they interact with the public ROW, school zones and pedestrian crossings.



DELIVERABLE

Field forms, photographs and GIS database of inspection activity.

This approach to collecting and managing field data serves three purposes. First, it speeds up the creation of the action items list. This is achieved by clearly listing and categorizing potential compliance issues that a corner or section of sidewalk or trail might have. This provides decision-makers with the necessary information to plan projects and strategies addressing these issues.

Secondly, it provides a living measurement and tracking mechanism for the Town's ADA Transition Plan to monitor progress and track costs for different strategies and the overall executed plan.

Finally, it provides a mechanism for discovery and updating the system as changes occur independent of the Transition Plan or as potential issues or concerns are raised.

Benefits of Benesch's Data Management

- Better Project Programming
- Program and Progress Tracking
- Easy Updates and Investigation



DELIVERABLE

Benesch prides itself on delivering ADA inspection data in a format that is readable, usable and actionable. The Town won't just receive a spreadsheet with a list of 50,000 deficiencies. We will deliver a database that is sortable, prioritized, and grouped by work activity. In addition, we typically also provide a 1-page description of each barrier to accessibility, along with relevant photos, diagrams, recommendations for mitigation, estimated cost and priority. Our goal is to deliver a tool that the Town will reference often.

Benesch will provide the Town with annual schedules and budgets for the ADA Transition Plan. We will develop alternative long-range schedules with associated budgets for the Town to choose from in order to carry out the transition plan. We will provide guidance to assist the Town in monitoring the progress and implementation of the ADA Transition Plan.

- **Cost Estimates** - The field survey reports can be supplemented with preliminary cost estimates developed for each barrier to accessibility using data obtained by the Town and supplemented with Benesch's compilation of industry standards. After the individual cost estimates are developed, summary



tables will be generated detailing estimated costs for each facility and aggregated for each general type of barrier to accessibility throughout all Town facilities. Benesch can also provide the Town with information for potential funding sources and/or grants available to assist the Town in the cost of ADA improvements.

- **Phase/Prioritization List** - A Remediation Plan for the first five years will be developed based on the severity of the barrier to accessibility, the Town's priorities, anticipated budget and any already funded capital improvement projects. We will meet with the Town to determine mitigation priorities and suggested improvements will be ranked. Items that can and should be addressed immediately at a low cost (quick fixes) will have a higher priority than expensive and less severe items. The remediation plan will include short- and long-term lists prioritizing improvements to be completed in the next 5-10 years, post Plan adoption.
- **Monitoring and Reporting Procedure** - Benesch will provide a procedure for monitoring the progress of the ADA Transition Plan document. It is imperative that the document is routinely updated to ensure that the Town continues to move toward ADA compliance. An interactive database will be created to assist the Town's ADA Coordinator with monitoring and reporting compliance efforts to the Town Council, citizens and other stakeholders. In addition, our database and GIS files will be formatted to be seamlessly integrated into the Town's existing asset management platform.

Funding Sources

We can explore additional funding sources to assist the Town with the improvements. Having a documented transition plan is necessary to seek federal grants or to include the improvements on matching fund transportation projects. Some of these include the Safe Routes to School (SRTS) program, Community Block Development Grants (CBDG) or including ADA improvements with other Capital Improvement Projects that have federal funding. Another method that we have seen is "piggy-backing" the ADA program with a different established program, such as resurfacing or panel repair. By doing so, it ensures that the improvements are done annually and, typically, the same few contractors bid and perform work on these types of programs which allows for familiarity with the Town's ADA program and standards. By having a documented ADA Transition Plan, Benesch and the Town can more easily look for these types of potential funding sources or piggy-backing opportunities to provide the best value and to monitor the progress of the program.



Task 4: Develop Transition Plan

After working through Tasks 1-3, we will compile all the findings into a Draft ADA Transition Plan. We recommend starting with a draft plan and collecting public input on the draft.

We will compile strategies that will allow the Town to address known deficiencies, strengthen compliance within existing Town programs and progress toward overall compliance. A few examples of program-level goals are included below:

- **New Construction Projects** - Work involving constructing new facilities or pedestrian features in locations within Town parks, facilities and transit areas shall provide accessible features in the project that meet current ADA design standards.
- **Improvements Projects** - Work involving improving existing publicly accessible facilities will provide new or necessary upgrades to existing features in the project area to meet current ADA design standards.
- **Major Maintenance and Rehabilitation Projects** - Work involving any alteration or major maintenance activity performed on transportation assets adjacent to Town parks or Town facilities shall provide or upgrade accessible features in, or immediately adjacent to, the project to meet current ADA design standards to the extent feasible without undue burden.
- **Routine Maintenance & Repair Projects** - Minor or routine maintenance activities limited to specifically repairing spot areas or locations directly affecting accessibility will include upgrades or improvements that meet current ADA design standards when required or when such improvements are consistent with the scope of the activity being performed.
- **Public Facilities** - The Town will establish an assessment program to document compliance issues within Town-owned facilities. Routine maintenance activities will be reviewed for opportunities to implement ADA upgrades.

Additionally, we will prepare cost estimates and schedules for the non-compliant elements found during our field assessments. We will provide a common-sense roadmap for the Town to remove barriers that will leverage existing programs and work activities, provide recommendations on how to implement repairs and replacements within the Town's existing and anticipated future budgets, and consider how much of the proposed work would be considered "undue burden."

Our goal is to provide the Town with usable guidance and actionable recommendations on how to improve accessibility. As engineers with ample experience in managing municipal programs and projects – both for Benesch clients and as former municipal employees ourselves – we understand the need to make accessibility understandable, approachable, and reasonable for the Town and residents alike.

Once the draft Transition Plan is created, we will prepare materials to present the project and its findings to the public, Town Staff and Council as requested. We will collect feedback and integrate the public comment back into the Transition Plan. We will create a Final Transition Plan Document and deliver it to the Town for their use.

Appendices will be added to summarize asset inventories, assessments and related criteria, standard forms, transition plan program budgets, goal summaries and more.



DELIVERABLE

Draft ADA Transition Plan and Final ADA Transition Plan.



Task 5: Monitoring & Reporting Procedure

Benesch will provide a procedure for monitoring the progress of the ADA Transition Plan document. It is imperative that the document is routinely updated to ensure that the Town continues to move toward ADA compliance.

An interactive database will be created to assist Paonia's ADA Coordinator with monitoring and reporting compliance efforts to the Council, citizens and other stakeholders. In addition, our database and GIS files will be formatted to be seamlessly integrated into the Town's existing asset management platform. This database will contain a list of all the stakeholders and other interested people who were involved in the public outreach and online survey. It will contain entries for each park, facility, and amenity that was assessed and the identified barriers to accessibility, smart practices, and Universal Design recommendations. If applicable, the relevant local, state or federal code pertaining to the barrier to accessibility will be included as well as the general recommendations and estimated cost. Lastly, there will be room in the database for the Town to include a description of the modifications that were made along with the date that they occurred and the actual cost that was spent.

Project Phasing

We have worked with many clients that have phased implementation of their ADA Transition Plan. This typically starts with a self-assessment of Town departments, policies, and procedures and using that information to adopt a starter ADA Transition Plan. Going forward, the Town's many parks and facilities would be assessed for ADA compliance, and this work can be phased over several years to accommodate annual budget allocations and staff resources. The Plan is simply updated each year with the results of each year's work. We are prepared to discuss a phased implementation if the Town discovers budget constraints along the way.

★ TRAINING

One exciting component of this Plan is the opportunity to create training material. This is an area that routinely comes up from staff members as something they would welcome to help them perform their jobs and is a common feature of Transition Plans. We would propose three different training videos/materials.



Intro to the Town Transition Plan

This training would be a brief overview of the Town's Transition Plan including what is the purpose, what is the content, how to navigate it to answer questions or find additional resources, etc.



ADA 101 Training

This training would be basic information related to the ADA including a brief history, roles and responsibilities, reasonable accommodations, how to interact with a person with a disability, commonly asked questions, resources, etc.



Technical ADA Training

This training would provide some insight into technical design components related to curb ramps, sidewalks, driveways and PPBs to support park design and operations.

In-Person Vs. Remote Activities

We are flexible in our approach to providing these services and will look to be efficient with our travel between Denver and Paonia. In general, we envision a split of in-person and remote activities as follows:

In-Person

- Facility Assessments (ROW, parks, buildings)
- Open House (assume 1)
- Town Council presentation (only if necessary)

Remote

- All meetings (kickoff, discovery meetings with Town departments, planning and coordination meetings to prepare for facility assessments)
- Ongoing and as-needed coordination calls

Project Schedule

Our proposed schedule includes necessary scope items for the update of the Town's ADA Transition Plan and reduces the risk of unwanted attention from the DOJ. We look forward to working with the Town to develop a schedule that works with your needs.

	2025					
	Apr	May	Jun	Jul	Aug	Sep
NTP	X					
Task 1: Self-Evaluation						
Deliverable: Executive Summary Memo		X				
Task 2: Training						
Deliverable: Training Dates		X				
Task 3: Develop Transition Plan						
Deliverable: Draft ADA Transition Plan					X	
Deliverable: Final ADA Transition Plan						X
Task 4: Evaluation of Public Facilities						
Deliverable: Inspection data (GIS format)				X		
Task 5: Develop Management Tool						
Deliverable: Spreadsheet databases					X	
Task 6: Community Engagement						
Deliverable: Open House			X			
Task 7: Project Management						

Price Proposal Exclusions or Clarifications

We have prepared our price proposal without the benefit of knowing the actual size (square footage) of each facility. We made a reasonable estimate on the effort required based on the general information that was provided, but given the absence of a fully defined scope there is some uncertainty that enough assessment time has been provided. Rather than aim too high on cost, we tried to be cost efficient.

Due to this uncertainty, it is possible we have not allowed enough time to capture the Town's entire network and that the assessments will need to be scaled. In that scenario, we would plan to complete all building facility inspections as a top priority. If we are unable to complete right-of-way assessments within the estimated time, it is easy and appropriate to scale inspection activity to collect a representative sample of compliance and extrapolate the findings out to the rest of the Town's network. Further assessments could be made at a future time and the plan could be updated then. We have successfully phased other self-evaluations for other clients in Colorado in a similar way.



SECTION 4

STATEMENT ACCEPTING THE GENERAL TERMS AND CONDITIONS

Town of Paonia // RFP 2025-03 ADA Transition Plan



General Terms and Conditions

Benesch acknowledges and accepts the general terms and conditions outlined in the Town of Paonia's Request for Proposals (RFP 2025-03) for the ADA Transition Plan. We are committed to adhering to all specified requirements and conditions as part of our proposal submission.



SECTION 5

COST PROPOSAL

Town of Paonia // RFP 2025-03 ADA Transition Plan





2025 Employment Classification and Rate Schedule

<u>Classification</u>	<u>Billable Rate</u>	<u>Classification</u>	<u>Billable Rate</u>
Project Manager I	\$172.00	Construction Project Manager I	\$155.00
Project Manager II	\$206.00	Construction Project Manager II	\$170.00
Senior Project Manager	\$232.00	Sr. Construction Project Manager	\$198.00
Project Principal	\$250.00		
		Construction Manager I	\$145.00
Project Engineer I	\$138.00	Construction Manager II	\$175.00
Project Engineer II	\$149.00	Sr. Construction Manager	\$216.00
Senior Project Engineer	\$178.00		
		Construction Engineer I	\$128.00
Designer I	\$112.00	Construction Engineer II	\$150.00
Designer II	\$125.00	Sr. Construction Engineer	\$162.00
Technologist I	\$80.00	Construction Representative I	\$102.00
Technologist II	\$113.00	Construction Representative II	\$115.00
Senior Technologist	\$142.00	Construction Representative III	\$125.00
		Construction Representative IV	\$145.00
Technical Specialist I	\$95.00		
Technical Specialist II	\$125.00	Construction Technical Representative I	\$95.00
Senior Technical Specialist	\$152.00	Construction Technical Representative II	\$110.00
		Construction Technical Representative III	\$126.00
Intern	\$75.00	Construction Technical Representative IV	\$152.00
		Construction Technical Manager	\$195.00
Project Scientist I (Environmental)	\$81.00		
Project Scientist II (Environmental)	\$92.00	Inspector I	\$82.00
Project Scientist III (Environmental)	\$105.00	Inspector II	\$88.00
Senior Project Scientist	\$156.00	Inspector III	\$108.00
		Inspector IV	\$128.00
Office Assistant	\$67.00	Sr. Inspector	\$148.00
Project Assistant I	\$81.00		
Project Assistant II	\$100.00	Field/Lab Technician I	\$72.00
Division Administrative Assistant I	\$74.00	Field/Lab Technician II	\$85.00
Division Administrative Assistant II	\$98.00	Field/Lab Technician III	\$102.00
		Senior Field/Lab Technician	\$120.00

Rates are good until December 31, 2025

Page 1 of 1

Consulting Services for ADA Transition Plan

ADA Transition Plan Services

Town of Paonia

Fee Estimate For Consulting Services

Project Summary

Task	Personnel Services									Reimbursables				Estimated Fee	
	Subject Matter Expert	Principal/Subject Matter Expert	Senior Project Manager	Project Engineer I	Construction Technical Representative II	Construction Representative II	Division Administrative Assistant II	Total Hours	Subtotal	Vehicle Mileage @ \$0.70/mi	Lodging	Direct Costs & Reimbursables	Subtotal		
Task 1 Evaluation of City Policies and Practices	1	6	26	8	0	0	0	41	\$ 8,886.00	\$ -	\$ -	\$ -	\$ -	\$ 8,886.00	
Task 2 Training	1	0	8	0	0	0	8	17	\$ 2,890.00	\$ -	\$ -	\$ -	\$ -	\$ 2,890.00	
Task 3 Transition Plan	2	4	34	0	0	0	0	40	\$ 9,388.00	\$ -	\$ -	\$ -	\$ -	\$ 9,388.00	
Task 4 Facility Survey & Barrier Assessment	3	0	8	40	64	64	0	179	\$ 22,526.00	\$ 850	\$ -	\$ 1,200	\$ 2,050	\$ 24,576.00	
Task 5 Database and Mapping Setup	3	6	40	0	0	0	0	49	\$ 11,530.00	\$ -	\$ -	\$ -	\$ -	\$ 11,530.00	
Task 6 Community Engagement	1	5	26	0	0	0	12	44	\$ 8,708.00	\$ 400	\$ -	\$ 325	\$ 725	\$ 9,433.00	
Task 7 Project Management	0	0	16	0	0	0	0	16	\$ 3,712.00	\$ -	\$ -	\$ -	\$ -	\$ 3,712.00	
Subtotal	11	21	158	48	64	64	20	386		\$ 1,250	\$ -	\$ 1,525	\$ 2,775		
Project Subtotal									\$ 67,640.00					\$ 2,775	\$ 70,415.00

NOTE: We have estimated our time based on the information provided by the Town. Without knowing the exact scope of public right-of-way and facility inspections (by SF), there is some uncertainty that our estimated time is enough to assess all the Town's infrastructure. If we find that the Town's self-evaluation cannot be completed within the allotted budget, we will accomplish as much work as possible and work with the Town to phase the self-evaluation into future years. This is an acceptable approach and one we have used for several other clients in Colorado.

Consulting Services for ADA Transition Plan

ADA Transition Plan Services

Town of Paonia

Fee Estimate For Consulting Services

Task 1 Evaluation of City Policies and Practices

	Personnel Services						Reimbursables					
	Subject Matter Expert	Principal/Subject Matter Expert	Senior Project Manager	Project Engineer I	Total Hours	Subtotal	Vehicle Mileage @ \$0.70/mi	Lodging	Direct Costs & Reimbursables	Subtotal	Estimated Fee	
Subtask												
Kickoff Meeting (Virtual)		1	2		3	\$ 714.00				\$ -	\$ 714.00	
Review Existing City Policies, Programs, Procedures		2	8	8	18	\$ 3,460.00				\$ -	\$ 3,460.00	
Discovery Meetings w/ City Staff (Virtual)		1	8		9	\$ 2,106.00				\$ -	\$ 2,106.00	
Executive Summary Memo	1	2	8		11	\$ 2,606.00				\$ -	\$ 2,606.00	
Subtotal	1	6	26	8	41		\$ -	\$ -	\$ -			
Task Subtotal						\$ 8,886.00					\$ -	\$ 8,886.00

Assumptions:

Kickoff and discovery meetings can be performed virtually using Microsoft Teams.

Time provided to hold 5 discovery meetings and deliver meeting minutes.

Consulting Services for ADA Transition Plan

ADA Transition Plan Services

Town of Paonia

Fee Estimate For Consulting Services

Task 2 Training

Subtask	Personnel Services						Reimbursables					
	Subject Matter Expert	Principal/Subject Matter Expert	Senior Project Manager	Division Administrative Assistant II	Total Hours	Subtotal	Vehicle Mileage @ \$0.70/mi	Lodging	Direct Costs & Reimbursables	Subtotal	Estimated Fee	
	1		4	8	13	\$ 1,962.00				\$ -	\$ 1,962.00	
			4		4	\$ 928.00				\$ -	\$ 928.00	
	1	0	8	8	17		\$ -	\$ -	\$ -			
Task Subtotal						\$ 2,890.00					\$ -	\$ 2,890.00

Assumptions:

Assume virtual training via Microsoft teams.

Assume two trainings: 101 and technical training.

Consulting Services for ADA Transition Plan

ADA Transition Plan Services

Town of Paonia

Fee Estimate For Consulting Services

Task 3 Transition Plan

Subtask	Personnel Services							Reimbursables					
	Subject Matter Expert	Principal/Subject Matter Expert	Senior Project Manager	Project Engineer I	Construction Technical Representative II	Construction Representative II	Total Hours	Subtotal	Vehicle Mileage @ \$0.70/mi	Lodging	Direct Costs & Reimbursables	Subtotal	Estimated Fee
	1		24				25	\$ 5,818.00				\$ -	\$ 5,818.00
		2	2				4	\$ 964.00				\$ -	\$ 964.00
	1	2	8				11	\$ 2,606.00				\$ -	\$ 2,606.00
	2	4	34	0	0	0	40		\$ -	\$ -	\$ -		
Task Subtotal	\$ 9,388.00							\$ -				\$ 9,388.00	

Consulting Services for ADA Transition Plan

ADA Transition Plan Services

Town of Paonia

Fee Estimate For Consulting Services

Task 4 Facility Survey & Barrier Assessment

Subtask	Personnel Services								Reimbursables				Estimated Fee	
	Subject Matter Expert	Principal/Subject Matter Expert	Senior Project Manager	Project Engineer I	Construction Technical Representative II	Construction Representative II	Total Hours	Subtotal	Vehicle Mileage @ \$0.70/mi	Lodging	Direct Costs & Reimbursables	Subtotal		
	1			40	40		81	\$ 10,170.00	\$ 425	\$1,200	\$ 750	\$ 2,375		
	1				24	24	49	\$ 5,650.00	\$ 425	\$ 600	\$ 450	\$ 1,475		
	1		8			40	49	\$ 6,706.00				\$ -		
Subtotal	3	0	8	40	64	64	179		\$ 850	\$1,800	\$1,200			
Task Subtotal								\$ 22,526.00					\$ 3,850	\$ 26,376.00

Assumptions:

Parks/Facilities inspection performed by 2 field staff over an estimated one week.

Ramp inspection performed by 2 field staff over an estimated one week.

Assume physical inspection of each corner for compliance. Corners with ramps will be assessed against standards. Corners without ramps will be noted and ramp type will be recommended. GIS database will be populated with compliance data.

Consulting Services for ADA Transition Plan

ADA Transition Plan Services

Town of Paonia

Fee Estimate For Consulting Services

Task 5 Database and Mapping Setup

Subtask	Personnel Services					Reimbursables				Estimated Fee
	Subject Matter Expert	Principal/Subject Matter Expert	Senior Project Manager	Total Hours	Subtotal	Vehicle Mileage @ \$0.70/mi	Lodging	Direct Costs & Reimbursables	Subtotal	
Spreadsheet Database (Facilities)	1	2	8	11	\$ 2,606.00				\$ -	\$ 2,606.00
Spreadsheet Database (Parks/OS)	1	2	16	19	\$ 4,462.00				\$ -	\$ 4,462.00
Spreadsheet Database (ROW)	1	2	16	19	\$ 4,462.00				\$ -	\$ 4,462.00
Subtotal	3	6	40	49		\$ -	\$ -	\$ -		
Task Subtotal	\$ 11,530.00					\$ -				\$ 11,530.00

Consulting Services for ADA Transition Plan

ADA Transition Plan Services

Town of Paonia

Fee Estimate For Consulting Services

Task 6 Community Engagement

Subtask	Personnel Services						Reimbursables			Estimated Fee	
	Subject Matter Expert	Principal/Subject Matter Expert	Senior Project Manager	Project Engineer I	Construction Representative II	Total Hours	Subtotal	Vehicle Mileage @ \$0.70/mi	Direct Costs & Reimbursables		Subtotal
	1	1	2			4	\$ 964.00				\$ -
		2	16			26	\$ 4,996.00	\$ 400	\$ 225		\$ 625
		1	4			7	\$ 1,374.00		\$ 50		\$ 50
		1	4			7	\$ 1,374.00		\$ 50		\$ 50
	1	5	26	0	0	44		\$ 400	\$ 325		
Task Subtotal	\$ 8,708.00						\$ 725			\$ 9,433.00	

Assumptions:

Public meetings attended by one Benesch staff on one night.

Lodging estimated at \$150/night

Meals/expenses estimated at \$75/day (based on comparable mountain town in GSA register)

Consulting Services for ADA Transition Plan

ADA Transition Plan Services

Town of Paonia

Fee Estimate For Consulting Services

Task 7 Project Management

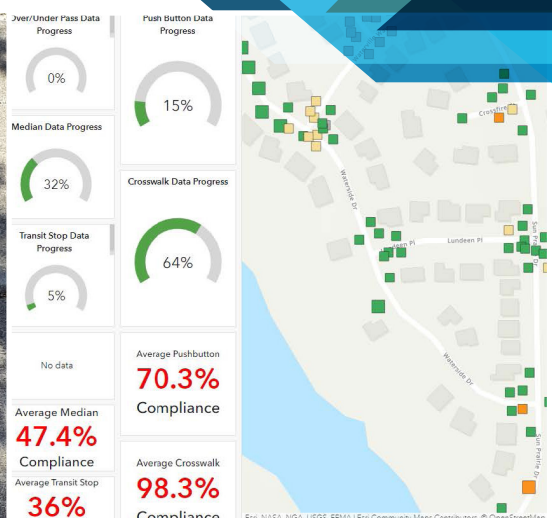
Subtask	Personnel Services					Reimbursables			Estimated Fee
	Subject Matter Expert	Principal/Subject Matter Expert	Senior Project Manager	Total Hours	Subtotal	Vehicle Mileage @ \$0.70/mi	Lodging	Subtotal	
Project Management			16	16	\$ 3,712.00			\$ -	\$ 3,712.00
Subtotal	0	0	16	16		\$ -	\$ -		
Task Subtotal	\$ 3,712.00					\$ -			\$ 3,712.00



A Proposal to Provide
ADA Transition Plan

March 19, 2025

Prepared for:
Town of Paonia





Matrix Design Group, Inc.
2435 Research Pkwy, Suite 300
Colorado Springs, CO 80920
Phone: 719.575.0100
www.matrixdesigngroup.com

March 19, 2025

Stefen Wynn, M.P.A.
Administrator & Treasurer
Town of Paonia, Colorado

RE: RFP 2025-03 Americans with Disabilities Act (ADA) Transition Plan

Dear Mr. Wynn and Members of the Selection Committee:

Matrix Design Group, Inc. (Matrix) in partnership with **Direct Access Consultancy, LLC** (Direct Access), collectively the Matrix Team, is excited to submit our proposal in response to the Town of Paonia's (Town) request for ADA Transition Plan services. With our team's extensive experience in transportation planning and engineering, facility and parks assessments, ADA consultancy, and harnessing GIS technologies within these disciplines, we are the team of choice to deliver a comprehensive, efficient, and integrated Plan for the Town.

Matrix is a **full-service, multidisciplinary** consulting firm established in 1999, headquartered in Colorado Springs, employing approximately 230 professionals. We are proud to **partner with Direct Access** which we are currently collaborating with on similar projects in Scottsdale, Arizona and Cincinnati, Ohio. Matrix presents a trusted team along with additional expertise to meet Town requirements and demonstrate the required bench strength for this project. **The Matrix Team is uniquely qualified** for this work given our rich experience in GIS-based prioritization modeling, superior asset management planning and capital improvement plan programming, and our history of stringent technical alternatives analysis and design of ADA-compliant infrastructure which grounds our planning-level recommendations.

Our Commitment to Paonia:

- **Integrated Expertise and Innovation:** The Matrix Team has a robust track record in engineering and planning, specifically with accessibility projects that enhance community infrastructure. The Matrix Team is fluent in applicable standards and requirements, including Public Right-of-Way Accessibility Guidelines (PROWAG), ADA Title II regulations, the Architectural Barriers Act (ABA), and the local municipal design guidelines. We will think outside the box to develop practical recommendations for the Town. Direct Access, a certified DOBE – Disability Operated Business Enterprise, contributes world-renowned expertise in ADA compliance and inclusivity, grounding every recommendation in the latest and most effective accessibility standards.
- **Advanced Data Integration and Reporting:** Utilizing the latest GIS and data management technologies, we offer the Town an advanced, easy-to-navigate system for ongoing monitoring and reporting. This leads to the Town being informed and in control of its ADA compliance trajectory.
- **Inclusive Stakeholder and Community Engagement with Innovative Methods and Solutions:** The Matrix Team's inclusive engagement processes provide residents with disability a chance to not only be informed, but to inform decision makers who can address public needs and preferences in accessibility.
- **Phased and Scalable Approach:** Our approach is scalable, meaning results and recommendations can be drawn prior to completing the entire field data collection, giving the Town an early win and actionable information. Additionally, this phased reporting is cost-efficient and serves as a benchmark to make sure the project is proceeding as expected.



- **Transportation, Parks, and Facility Master Planning Expertise:** We know what approaches work and ultimately how to bridge the gap between planning and implementation. Our track record speaks for itself, with our plans often progressing to design and construction of infrastructure.
- **We Thrive on Large and Complex Projects with Many Stakeholders:** The Matrix Team is both locally and nationally recognized for our involvement in designing, improving, and recognizing efficiencies in large infrastructure programs. We will partner with the Town and the stakeholders to develop an approach built on consensus, resiliency, and longevity.

Matrix acknowledges the receipt of Addendum 1 dated 3/7/2025.

We look forward to the opportunity to partner with the Town. If you have any questions or require any additional information regarding the content of this submission, please do not hesitate to contact the **Project Manager Chris Martin, GISP** by email at chris.martin@matrixdesigngroup.com or by telephone at **719.575.0100**. The Matrix Team does not have any professional or personal financial interest that could be a conflict of interest when contracting with the Town. We have no current or unresolved litigations, arbitrations, or mediations. The Matrix Team possesses adequate capacity to execute on this project over the next 12 months.

Sincerely,

A handwritten signature in blue ink that reads "Chris Martin".

Chris Martin, GISP
Project Manager
Vice President
Director of Geospatial and Digital Solutions

A handwritten signature in blue ink that reads "Mike James".

Mike James, AICP
Officer-in-Charge
Vice President
Director of Planning

ABOUT MATRIX

Matrix Design Group, Inc. is an award-winning, interdisciplinary firm that provides professional planning, engineering, consulting, environmental, and program management for both the public and private sectors. The team is recognized for its proactive and creative approaches based on the in-depth understanding of critical issues that is often key to a successful project. The staff is also recognized for taking responsibility for clients' projects, partnering with clients, and driving projects to successful conclusions.

Our integrated "matrix" structure maximizes capacity while supplying a breadth and depth of expertise in each discipline involved in this project. Project managers operate in a collegial environment, allowing them to pursue their passion with the support of professional staff from other disciplines. We are providing the Town with the most holistic and efficient solution possible because we can assemble the best team of internal resources that are focused on specific project needs. We are committed to doing what it takes to provide service of the highest caliber. Matrix is passionate about enhancing the community in which we live, work, and play, and is committed to excellence in all that we do.

Our organizational structure consists of various Centers of Excellence including GIS, Transportation Engineering, Civil Engineering, Government Consulting Services, Construction Management, Survey, Structural Engineering, Planning, Landscape Architecture, Ecological Services, Water Resources, and Environmental Services. Our organization emphasizes internal open lines of communication, allowing project managers access to our diverse team of experts with ease. Our team of professionals is agile and client-focused with a blend of resources to provide high-caliber technical expertise.



Since our incorporation in 1999, Matrix has been providing Geospatial, Data Collection and Surveys, and Automation and Visualization services for municipal clients. Matrix has a team of ten GIS professionals (including two Geographic Information Systems Professionals - GISPs), and more than 91 licensed professionals, as well as an additional 130+ professionals. Within the last 5 years, Matrix has completed 378 projects across Colorado, spanning the Front Range to the Western Slope. Matrix continues to work across the state within many disciplines. Matrix's overall annual volume of business in 2024 included nearly \$46,000,000 in gross revenue and 885 new project or task order starts.

Practice philosophy: Matrix employs a multidisciplinary approach in all our work, from program management to planning to design. The firm is founded on the ideas and principles drawn from the best practices in each of the diverse areas of expertise. We understand that, from simple to complex approaches, each project may require the involvement of multiple and varied stakeholders. Our projects are successful because they are managed by individuals grounded in multidisciplinary expertise and integrated thought for a clear understanding of these relationships and their hierarchy.

Our areas of specialization include:

- Data Collection and Surveys
- Asset Management
- ADA Compliance Assessment
- Program Management
- Automation and Visualization
- Data-driven Prioritization
- Stakeholder Engagement
- Capital Improvement Planning
- Financial and Cost Modeling
- Transportation Planning and Design
- Landscape Architecture and Parks Planning
- Environmental Services
- Water Resources
- Construction Services
- Structural Engineering
- Land Surveying and Drones/ Unmanned Aerial Systems
- Facility Assessments
- Geographic Information Systems & Technology
- Government Consulting Services
- Civil Services

Corporate Structure



ABOUT DIRECT ACCESS

Established in 2004, *Direct Access Consultancy, LLC*. (*Direct Access*) is an international award-winning accessibility consultancy. A certified DOBE (Disability Operated Business Enterprise), *Direct Access*' team of 20 are all people with disabilities. Core services are:



- *Transition Plans* to ADA Title I and II, Section 504, Fair Housing Act (FHA), and American National Standards Institute (ANSI) 117.1.
- *Facility Audits* of established facilities, including ADA Title III and state building codes.
- *Access Consultancy* working with Architectural and Design Teams on new builds and refurbishment programs to ADA Titles II, III, and state building codes.

Direct Access has a diverse ADA Transition Plans client base of municipalities across the country. Statewide contracts include PRF76 zonal barrier removal with the Commonwealth of Massachusetts and an innovative pilot housing assessment program in Vermont that has helped more than 100 Vermonters to remain independent in their own home (recently extended for another year). In New York and Washington, *Direct Access* has recently completed accessibility programs to increase the number of affordable, accessible housing units funded by the U.S. Department of Housing and Urban Development.

Public accommodations (ADA Title III) clients include many well-known brands: Starbucks, Pfizer, and Burberry and *Direct Access* is a supplier of Access Consultancy to the Valuable 500, a global business collective made up of 500 CEOs and their companies, innovating together for disability inclusion.

Headquartered with a studio in Boston, Massachusetts, *Direct Access* also has a team in the U.K. working with municipalities at community, municipal, and regional levels, enabling the sharing of innovation and best practices on both sides of the Atlantic in creating accessible public services.

Direct Access has been awarded a new Statewide Contract in Arizona to provide consulting and executive coaching services focused on accessibility. Under this contract, *Direct Access* engages in detailed analysis and deployment of services that cater specifically to the needs of people with disabilities. The scope of the work includes community engagement projects for the disability community, comprehensive workplace audits, and both the development and advising on accessibility standards in alignment with ADA requirements.

Additionally, the contract includes an extensive training program that encompasses customized workshops and training sessions aimed at enhancing disability awareness and practices within Arizona. This initiative represents a significant step forward in promoting inclusivity and accessibility across public and private sectors.

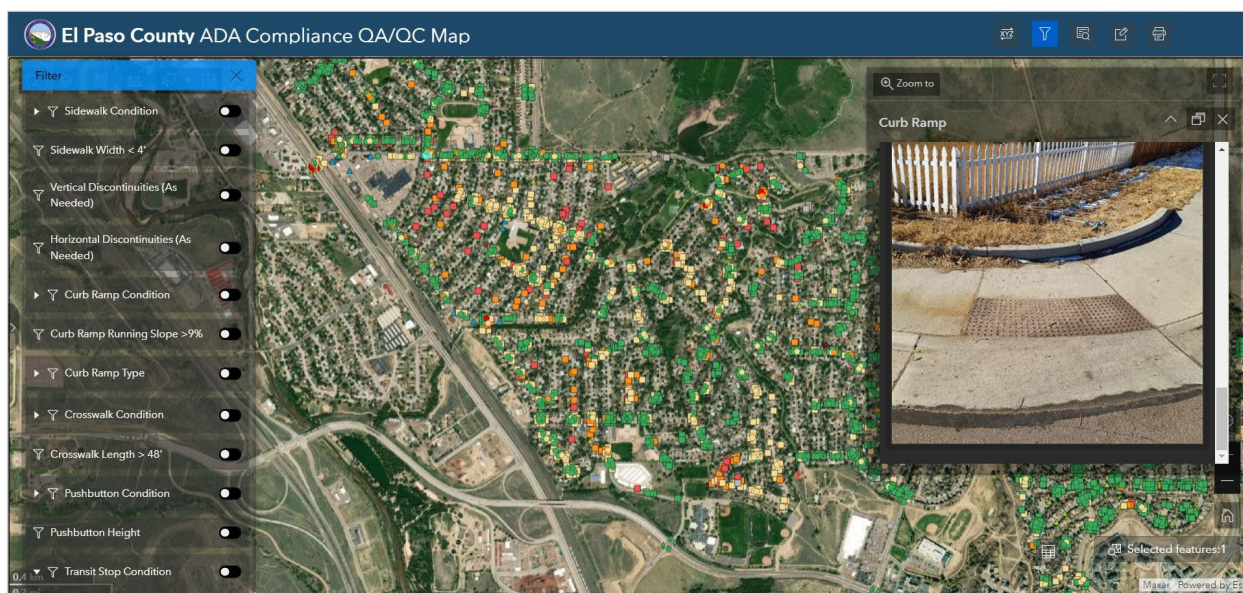
Any firm of consultants can pick up guidance and quote the width of a door or the gradient of a ramp. It is the lived experience of disability that is the added value of the *Direct Access* team. *Direct Access* is ideally suited at identifying those “smart practices” that may not be required by ADA, but which enhance the overall experience of a person living with a disability.

PROJECT PORTFOLIO

We are pleased to provide detailed descriptions for a selection of projects that align closely with your project requirements in terms of size, type, and scope. These projects have been selected to demonstrate Matrix's and our teaming partner's extensive experience and technical proficiency, as well as our commitment to sound project management principles. Our approach consistently delivers projects on time and within budget, barring adjustments requested by the client. While minor adjustments are anticipated during a project, our schedules are designed with the flexibility to manage these changes without compromising crucial deadlines. All projects highlighted in this section were completed on time and within budget or required a change order to accommodate a scope modification requested by the client.

ADA ASSET MEASUREMENT & TRANSITION PLAN | El Paso County, Colorado

Contract Amount	\$3,000,000
Contract Years	2022 – 2024
Contracting Agency	Andrew Timm, Program Manager & Engineer El Paso County, Colorado 200 S. Cascade Avenue Colorado Springs, CO 80903 719-385-5612
Consultant Administrator	Chris Martin, Project Manager Matrix Design Group



El Paso County's Department of Public Works (DPW), in collaboration with the Colorado Department of Transportation, desired the development of an improvement plan for transportation assets related to ADA and condition deficiencies. DPW owns and maintains over 7,200 curb ramps, 605 miles of sidewalks, and 2,800 intersections. Matrix was also scoped to assess the Mountain Metro Transit bus stops.

Matrix was retained for our exemplary field data collection process, superior asset management planning, and excellent technical transportation design plans. Using the latest in GIS technologies, Matrix developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attribute measurement information per asset type in an efficient and accurate manner. We deployed detailed mobile surveys tied to DPW's criteria manuals to assess each compliant measurement for sidewalks, bus stops, curb ramps, crosswalks, over/ underpasses, median refuge islands, and intersection pushbuttons. Collected data were organized in a database, received a robust quality assurance/quality control (QA/QC) check, and integrated into DPW's asset management system.

After evaluating the findings of the resulting measured assets, Matrix developed a Transition Plan that prioritized improvement needs within the County, identifying projects for DPW's operations and maintenance staff, as well as identifying capital improvement projects with estimated costs. Fifteen of these projects moved directly to design where our transportation engineers are producing shovel-ready design plans for miles of ADA retrofit improvements. Additional provided services included survey and utility locates.

ASSET MANAGEMENT STRATEGIC PLAN | El Paso County, Colorado

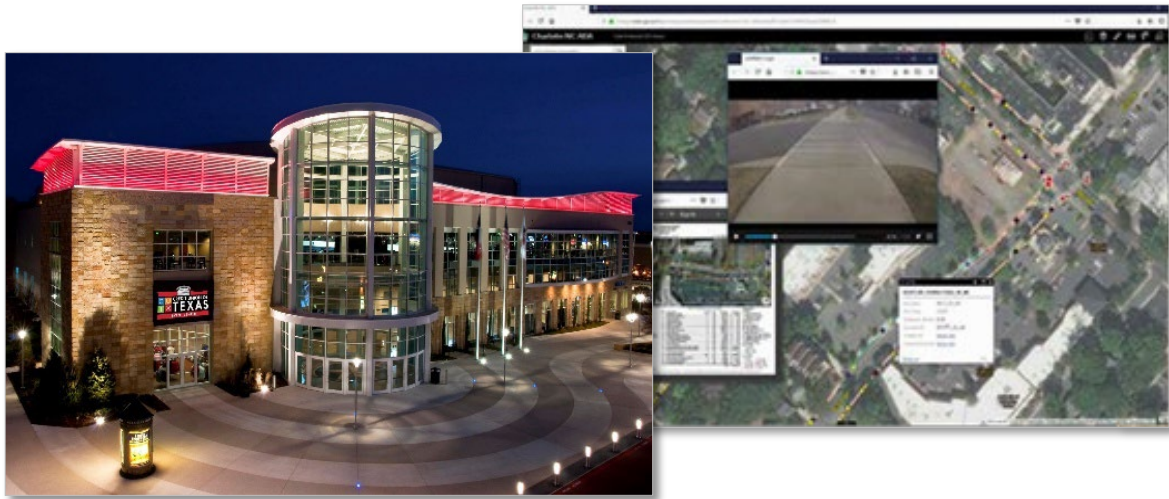
Contract Amount	\$3,000,000
Contract Years	2022 - 2034
Contracting Agency	Brian Kay, Asset Systems Supervisor El Paso County, Colorado 200 S. Cascade Avenue Colorado Springs, CO 80903 719-385-5612
Consultant Administrator	David Connor, Project Manager Matrix Design Group

Matrix developed an infrastructure asset management plan in support of the Board of County Commissioners approved 2022/2023 Strategic Plan. Objective one of the Strategic Plan focused on County infrastructure to assess the condition of the roadway, stormwater, facility, fleet, and park assets. Subsequently, the focus shifted to finding ways to implement strategies to sustainably fund, manage, and improve public-owned infrastructure through a comprehensive asset management program and development of asset management plans for the five major classes. Lastly, Matrix was tasked with defining a multi-year financial strategy to determine how capital plans and operations/maintenance costs drive annual budget appropriation schedules to meet stated levels of service. In support of this effort, Matrix assembled and transformed a variety of datasets into usable information in developing a 10-year capital forecast that informed both the overall strategic and asset-based tactical asset management plans.



ADA TRANSITION PLAN | Allen, Texas

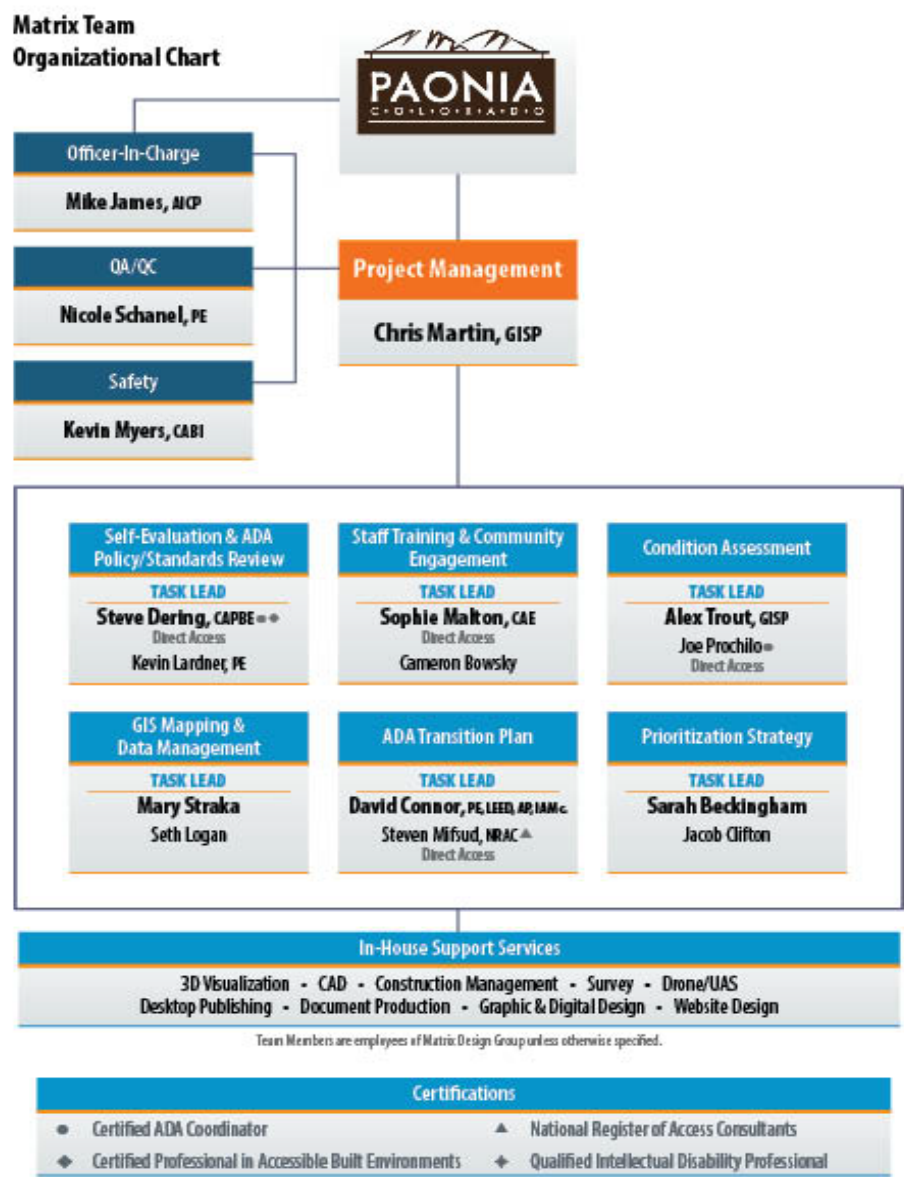
Contract Amount	\$3,000,000
Contract Years	2023
Contracting Agency	Jennifer Robinson, Project Manager, Park Development City of Allen, Texas 305 Century Parkway Allen, TX 75013 214-509-4711
Consultant Administrator	Steve Dering, Project Manager Direct Access



Direct Access completed in eight months the 2023 ADA Self-Evaluation and Transition Plan for the City of Allen, population 102,000, to the north of the Dallas-Fort Worth area. The program included over 85 parks, recreational facilities, a railroad museum, and the Credit Union of Texas' 6,275-seat multi-purpose indoor arena. Direct Access covered all the built facilities and soft surface trails with a dedicated team undertaking 75 miles of sidewalk and hard surface trail data collection, data processing, and reporting, with project-wide data integration to GIS deliverables.

Direct Access also facilitated two consultation groups of residents with disabilities to provide input into the program to determine priorities for budget expenditure and allocation to fiscal years. Extensive social media, radio, and television engagement was undertaken throughout, from explaining the purpose of Segway mobile data collection in parks to soliciting initial feedback and generating interest in the two group sessions.

Organization



Proposed Project Team

The team we have chosen to lead the ADA Transition Plan is committed to employing best practices in all endeavors, particularly in assembling integrated, interdisciplinary teams of creative problem-solvers who grasp the complex variables and unique challenges of your project. As leaders in our respective fields, our team members bring a broad spectrum of expertise to exceed the Town's expectations. We have carefully selected the most qualified personnel with proven success records. Matrix has partnered with Direct Access, a globally recognized leader in ADA consultancy. Together, our firms combined expertise in ADA assessment, prioritization and capital planning, and the application of technology particularly in GIS, bring a wealth of experience and innovative problem-solving capabilities to the project.

Chris Martin, GISP Project Manager



Chris, Vice President and Director of Geospatial and Digital Solutions at Matrix, has 22 years of experience leading teams and specializing in GIS-driven decision-making. A certified GIS Professional, he supports municipalities with ADA compliance data collection, PROW assessments, and prioritization analyses for Transition Plans. He develops web applications, including dashboards and accessible maps, integrates asset management best practices, and oversees QA/QC to ensure data quality and ease client workloads. Chris will be your main point of contact for this project.

Mike James, AICP Officer-In-Charge



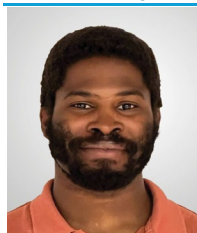
Mike is a community-focused planning professional and project manager with over 27 years of private and public sector experience. His policy and planning experience includes leading strategic action plans, multidiscipline land use and transportation plans, neighborhood area plans, urban design and streetscape projects, high-capacity transit corridor studies, and policy studies for General and Comprehensive plans. Mike routinely leads and facilitates community and stakeholder engagement activities for planning and policy plans, as well as presents before municipal boards, agencies, and commissions.

Nicole Schanel, PE QA/QC



Nicole is a Vice President at Matrix, the Director of Civil South, and has over 10 years of progressive civil engineering experience with private- and public-sector clients. As a general civil engineer, she brings solid proven experience working within communities across Colorado. She is fluent with local regulatory guidelines and has positive relationships with many local staff. Nicole's diverse design background leads to creative win-win solutions regarding technical design for site grading, roadway, drainage, and utility design.

Kevin Myers, CABI Safety Lead



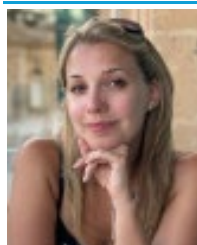
Kevin is an Environmental Scientist with seven years of experience in environmental drilling and consulting. His expertise includes site characterization, environmental site assessments, and remedial work, emphasizing field operations and safety. As Matrix's Corporate Health and Safety Coordinator, Kevin will oversee all field activities, ensuring they adhere to strict safety standards.

Steve Dering, CAPBE Self-Eval. & ADA Policy/Standards Review Task Lead



Profoundly deaf since birth and a native sign language user, Steve has 22 years' experience in senior front line roles promoting accessibility and inclusion in city government, third sector, and private sector organizations. He joined Direct Access as the Business Development Manager initially based in Dubai in 2017. After four years as a Universal Design Project Manager at Expo 2020 Dubai, Steven now coordinates Direct Access' international consultancy team focused on multi-site projects. His doctorate at the University of Glasgow's Centre for Disability Research is on accessibility of American and UK urban spaces in a post-covid world.

Sophie Malton Staff Training Task & Community Engagement Lead



Since gaining qualified teacher status in 2011, Sophie has worked in a variety of educational settings at elementary levels. This has included working with young neurodiverse people with disabilities and special educational needs coordinators. She coordinates teams working with universities, colleges, and community education facilities to improve accessibility. Sophie is also the project manager coordinating teams of people with disabilities to undertake website reviews and assessments.

Alex Trout, GISP Condition Assessment Task Lead



Alex, with seven years in the GIS and technology sector, has worked on diverse projects across public, private, and non-profit sectors, focusing on ADA field work, asset management, environmental modeling, and more. As the GIS Data Collection & Management Task Lead for the El Paso County ADA Asset Measurement and Transition Plan Project, he managed data acquisition and field measurements. Alex led the development of prioritization scorecards and asset scoring to support the planning, phasing, and budgeting of maintenance and capital projects.

Mary Straka GIS Mapping and Data Management Task Lead



Mary is an interdisciplinary geographer and cartographer specializing in leveraging geospatial technologies for data analysis and visualization. She excels in creating impactful, data-driven solutions that facilitate planning and decision-making. She has extensive experience using demographic and urban infrastructure data to understand community profiles and identify areas with high levels of need for various services.

David Conner, PE, IAM c. ADA Transition Plan Task Lead



David is a senior asset management consultant with extensive experience in minimizing costs, managing risks, and achieving service levels through strategic asset renewal and management. He develops prioritized phasing plans, enhances strategies, and constructs scenarios for capital and operating expenditures. David leads field condition assessments, identifies software needs, and establishes asset management practices to maintain and operate assets at peak service levels. He applies these best practices to prioritizing ADA infrastructure planning across North America.

Sarah Beckingham Prioritization Strategy Task Lead



Sarah is a GIS Analyst with over five years of experience specializing in Esri ArcGIS solutions. She has managed municipal and tax-assessing databases, built web mapping applications, and supported asset management for public agencies and the U.S. Air Force. Her work includes ADA compliance data collection, infrastructure dashboards, and overall asset management. Proficient in GIS data management, cartography, and web mapping, Sarah focuses on delivering accessible, data-driven solutions.

Cameron Bowsky, PE Staff Training Task & Community Engagement Lead



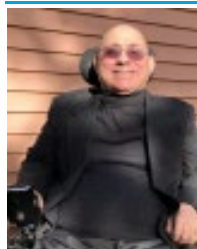
As a Senior Associate in Government Consulting Services, Cameron is responsible for tackling the most challenging obstacles related to comprehensive asset management. Cameron combines his 10 years of military service with private expertise leading strategic capital investment campaigns from concept development through analysis and implementation. He has further leveraged his professional engineering license to lead design and construction teams through the introduction, expansion, and improvement of key facilities and infrastructure elements for industrial, commercial, and residential areas.

Kevin Lardner, PE Self-Eval. & ADA Policy/Standards Review Task



Kevin is a Vice President and the Director of Structural Services at Matrix. He has over 12 years of experience serving as a project manager for structural and transportation projects at the city, state, federal levels throughout the United States. As a project manager, Kevin has managed multimillion-dollar design efforts involving departments of transportation, railroad, and municipal stakeholder.

Joe Prochilo, GISP Condition Assessment Task



Joe coordinates Direct Access's ADA Transition Plan and audit programs for municipalities and education provision. He sits on the Massachusetts Architectural Access Board which develops and enforces regulations designed to make public buildings accessible to, functional for, and safe for use by persons with disabilities. For the City of Worcester, Massachusetts, Joe developed the first-in-the-nation access survey criteria for Mobility-impaired, Deaf, Blind, and Low-Vision populations. He instituted an access Gold-Silver-Bronze program to recognize access compliance for businesses. Joe also championed a program for wheelchair bound individuals to participate in PROW data collection.

Seth Legan GIS Mapping and Data Management Task



Seth is a skilled GIS Analyst with experience in public and private sector projects, specializing in ADA compliance assessment. He played a key role in the El Paso County ADA Asset Measurement and Transition Plan, contributing to data collection and prioritization efforts that shaped design projects. For the El Paso County Asset Management – Infrastructure, Strategic Plan, he developed a degradation equation in Microsoft Access to identify assets needing repair or replacement. A certified FAA remote pilot, Seth leverages drone technology for precision mapping. His expertise in geospatial technologies supports advanced site selection and infrastructure planning.

Steven Mifsud, NRAC ADA Transition Plan Task



Steve coordinates accessibility programs at Direct Access, leading audits, inclusion training, and policy development with teams across the USA, UK, and Middle East. Winner of the 2019 MEED Editor's Award for Inclusivity in the UAE, Steve also serves on the Global Leadership Council for the International Association of Accessibility Professionals, certifying over 5,000 professionals globally and overseeing international infrastructure projects.

Jacob Clifton Prioritization Strategy Task



Jacob is a skilled GIS Analyst and Developer with six years of experience. He specializes in problem-solving, custom GIS tools, workflow automation, and web application development. Jacob excels in feasibility analyses, creating geospatial datasets, and managing complex projects, ensuring timely and budget-conscious completion.

Approach

Task 1. Project Management and Administration

The Matrix Team employs a structured approach to project management that consistently delivers projects on time and within budget. Our approach includes accurate and detailed scheduling, regular budget monitoring, resource tracking, status reporting, technical guidance, and QC. This comprehensive framework allows us to anticipate potential needs and provide effective control of all aspects of a task. The Matrix Team implements a system of controls for managing tasks for consistency across work efforts and products. All controls are executed through a Project Management Plan (PMP) for efficient planning, execution, and performance monitoring. Key components of the approach are outlined below.

Integrated Project Management. Our integrated project management team, as indicated in our Team Organizational Chart, brings diverse expertise, seamless coordination and effective execution of simultaneous tasks. This multi-tiered approach to management fosters intra- and inter- team coordination, functionality, and capability.

Redundancy for Continuity. Our integrated, multi-tiered management provides levels of redundancy for task execution. Our Project Manager, Chris Martin is fully apprised of contract requirements, and coordinates directly with Task Leads. The Task Leads communicate and coordinate on task execution, QC activities, priorities, resources, risk management, and issue resolution. This multi- tiered approach provides operational continuity and product quality, redundancy in coverage, shared situational awareness, and coordination.

Effective Communication and Collaboration. Open and continuous communication is central to our management approach. We conduct cross-functional management meetings to report status, implement lessons learned, and update production and quality metrics. Project performance review meetings with the management team provides information consistency between program and task management, allowing for proactive course corrections.

Tailored PMPs. Our PMPs are customized to meet the requirements of each task. All subcontractors abide by the tenets and follow the established PMP protocols. Sharing PMPs amongst the team promotes comprehensive and uniform understanding of protocols, standards, schedule, deliverables, and expectations. Communication between the Town's representatives and our team is integral to successful program management and task execution. We review PMPs regularly for effectiveness and to make any real time adjustments.

We are an Extension of Your Team. We are committed to serving as an extension of your team, understanding that our role is to facilitate, not hinder, your work. Our approach provides minimal disruptions and seamless execution. While you identify key players, the Matrix Team will lead in scheduling meetings, coordinating field access, developing content, and facilitating successful engagements.

Quality Assurance and Quality Control

Our team is dedicated to providing the Town with expert technical experience and the highest level of professionalism. Our Quality Management Framework is aligned with the International Standards Organization (ISO)-9001 Quality Management Standard, in which we are certified, and is designed to leverage the broad range of discipline resources within our team to address project challenges and requirements. To provide quality deliverables and client satisfaction, we maintain a clear distinction between QA and QC functions. This approach allows us to effectively manage and oversee all aspects of our projects.

QA refers to the planned and systematic actions necessary for a service to meet contract quality requirements. This is the clear and distinct responsibility of our Project Management Team. They are responsible for establishing a QC plan, ensuring the availability of necessary processes, equipment, resources, and skills, ensuring a compatible production environment, implementing ongoing updates and improvements, including checking, auditing, and corrective actions, and verifying the quality process occurs throughout production.



QC involves the application of these techniques and activities to fulfill quality requirements. While primarily the responsibility of the Project Management Team, all team members contribute to QC at their respective levels. Checking calculations, reviewing technical content, approving milestones, signing off on documents, and overseeing document production are typical functions performed by Task Leads. This approach clearly defines the roles and responsibilities regarding quality, resulting in a well-defined and documented quality system that both internal team members and the Town can follow.

Our approach to quality is grounded in a rigorous planning process that addresses:

- The scope of work, budgets, and schedules;
- The staffing, monitoring, and planning of the project workflow on a weekly basis;
- Communication among the project team, the Project Management Team, and the Town;
- Internal and external progress reporting;
- A rigorous review process for each task;
- Financial management of budgets by assigned deliverable;
- Corrective action procedures;
- Senior management's commitment and oversight.

Before submitting any deliverables or public-facing documents, Project Manager Chris Martin will conduct a thorough quality control review. The review leads to each deliverable meeting the project scope requirements and is free of grammar and technical errors.

Safety

The Matrix Team adheres to our Corporate Environmental, Health, and Safety Management Program and we routinely tailor site-specific and project-specific plans. Many of our staff, including many assigned to this project, receive OSHA safety training as well as have CPR & AED certification. A copy of the full Corporate Health and Safety Program Plan and experience modification rating (EMR) records are available from the Matrix Team at any time. The Matrix Team has recently completed a sidewalk inventory data collection for El Paso County covering over 605 sidewalk miles without any safety incidents.

Safety is an important component to any data collection task. The Matrix Team has identified a **Safety Lead, Kevin Myers**, to ensure compliance with our safety practices. All crews will be outfitted with appropriate personal protective equipment and given emergency contact information. If an area is deemed unsafe for on the ground data collection, the Matrix Team will deploy our drone which is operated by an FAA certified pilot who is part of our field crew. The drone may also be leveraged to augment traditional survey methods.

Schedule

Our Project Manager will use project management software to implement planning and control mechanisms throughout the duration of the project. We will use Smartsheet to create, update, and maintain the schedule and milestones. An integrated earned value cost/schedule model is proposed that will provide the Town with current and future status updates of the project. Since the ability to influence cost decreases as the project progresses, initial and frequent reporting that identifies cost trends will assist in pinpointing areas of concern. Status reports will be generated that will convey anticipated cost and schedule variances to the Town. We intend to have consistent and reliable communication with the Town. We plan to have a kickoff meeting quickly on the heels of Notice to Proceed (NTP) and then a monthly cadence of project meetings. Additionally, technical team meetings will be scheduled as required.

Progress Payments

The Matrix Team uses Unanet time and billing software to manage project charges and the budget. Our staff enter their time each day into this system which gives our Project Manager real-time project budget information. The Project Manager can customize the tasks as needed to meet the project's demands for cost control. If scope begins to exceed budget, the Project Manager will communicate immediately with the Town Project Manager to discuss any issues and agree on a way forward to meet the project objectives. Matrix will prepare and submit monthly invoices within 30 days of the period reflected on the invoice.

Task 1 Deliverables

- Project Management Plan
- Monthly Invoice and Project Progress Summary

Task 2. Project Kickoff and Coordination

Upon receiving an NTP, the Matrix Team will organize a project kickoff meeting. The project kickoff meeting will be scheduled with all key personnel on the Matrix Team and other identified stakeholders within the Town.

The kickoff meeting will focus on:

- Project Approach and Schedule: Outlining our preliminary plan and seeking the Town's discussion and feedback on alternative approaches or phasing.
- Data Transfer and Collection: Discussing our data collection process and coordinating with the Town's asset management team to establish efficient data transfer methods.

Accessibility Considerations

As an accessibility consultant with a team of people with disabilities, Direct Access understands the importance of holding accessible meetings, primarily utilizing Microsoft Teams® for its captioning capabilities. We will accommodate any additional ADA access requirements from Town stakeholders, including ASL interpretation, CART captioning, and audio description. All in-person meetings will be arranged to meet these needs.

The Matrix Team has prepared a preliminary project approach outlined in this proposal. Should the Town like to see a different approach or different phasing plan to the approach, the Matrix Team would welcome the discussion and feedback. We plan to present our preliminary PMP for discussion and feedback during this meeting. The next goal would be to identify dates for key asset assessments. Our hope is that with the

key Town employees in attendance at the kickoff meeting, dates can be planned out for the assessments to minimize disruptions.

The last key element of the kickoff meeting would be to talk through data transfer and data collection. Our approach to data collection is discussed in more detail in Task 4. We would like to have our data collection lead and the Town's asset management team at the meeting to talk through available data, setting up the database, and determining the most efficient way to transfer the new data back to the Town.

Our team intends to hold monthly progress meetings with the Town Team at a mutually convenient time. Our Project Manager will be available to provide project updates and present as needed to inform the Town and stakeholders about the project progress, goals, and potential impacts.

Task 2 Deliverables

- Kickoff Meeting Agenda and Summary
- Monthly Progress Meeting Agenda and Summary

Task 3. Review and Enhancement of Self-Evaluation Procedures and Forms

Based on language in the RFP, the Matrix Team understands that the Town needs assistance in developing the procedure and forms needed to conduct a self-evaluation for ADA compliance. Matrix will adopt a systematic and data-driven approach to reviewing existing procedures and identifying any needed materials and workflows for performing self-evaluations. Our process begins with a comprehensive assessment of the existing data collection methodologies developed by Town staff. This includes analyzing the forms, workflows, and technologies currently used to record asset information. We will ensure that these procedures align with ADA standards, and identify any gaps or inefficiencies that could hinder accurate data collection.

Based on our findings, Matrix will develop any additional forms and procedures required to enhance the Town's asset evaluation process. These new tools will be designed to capture all critical ADA compliance data points. Clear guidance documents and user-friendly templates will accompany these forms to ensure consistency in data collection and facilitate accurate reporting. **We will incorporate digital data collection solutions** that allow for real-time uploads to GIS platforms, ensuring that the Town has access to up-to-date information for decision-making and reporting.

The findings from this review will be compiled into a comprehensive Procedures and Forms Self-Evaluation Report, which will serve as a cornerstone document for the Town's commitment to accessibility and compliance. This report will include detailed analyses, recommendations, and actionable steps for aligning the Town's procedures and forms with ADA requirements and industry best practices. Once completed, the Report will be seamlessly integrated into the Town's ADA Transition Plan, ensuring that its objectives are not only clearly articulated but also actionable and measurable.

Task 3 Deliverables

- Procedures and Forms Self-Evaluation Report

Task 4. Condition Assessment

The condition assessment task aims to promote the most efficient and accurate data collection method while ensuring the data collected can be prioritized and tailored for creating the ADA Transition Plan. This task has three major components: Mapping and Data Management, Data Collection, and the Summary of Findings Report.

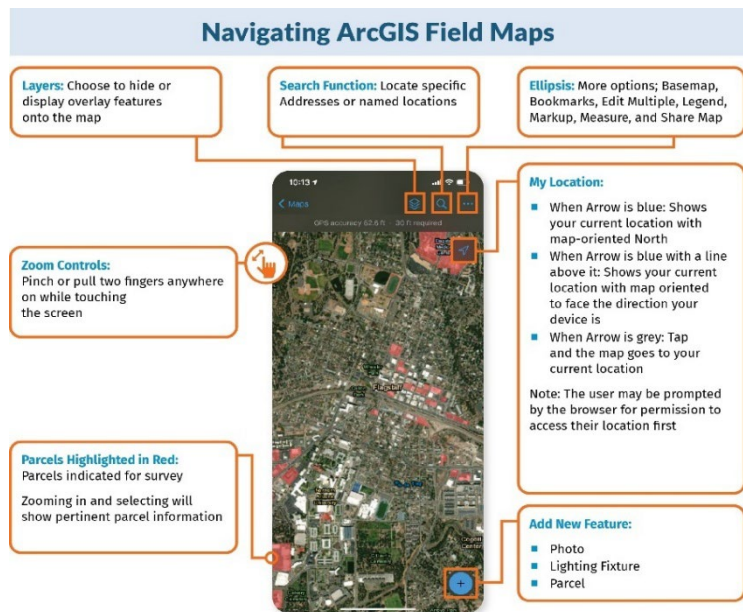
Mapping and Data Management

Central to our data collection approach is our assigned staff. As Vice President and Director of Geospatial and Digital Solutions at Matrix, Chris Martin, GISP, has more than 20 years of experience designing and implementing field data collection processes and analyzing the resulting data. Additionally, our field crews include a mixture of GIS Analysts, ADA professionals, transportation engineers, structural engineers, environmental experts, survey professionals, and construction management specialists.



Matrix is a proud, vetted member of the Esri Partner Network. Esri is the global market leader in GIS technology and partners exclusively with companies that exemplify excellence in GIS and location technology. Partners are trusted practitioners of GIS and help you leverage ArcGIS technology. We support clients through our knowledge and expertise, solutions, implementation services, and dynamic content. Matrix is a GIS leader, and we are excited to offer the benefits of this unique partnership to the Town.

Our data collection and barrier assessment process is built on a GIS foundation. Many of the tools and products developed during this task will utilize Esri ArcGIS software. However, data and tools provided will be integrated into the Town's existing systems. ArcGIS Field Maps is the web-based application to pair with this dataset for efficient data collection and integration within the Town's existing system. We will work with Town GIS staff to determine an appropriate workflow based on Town requirements.



The Matrix Team will work to incorporate collected data into the Town's GIS system, leveraging the existing architecture and platform, to create an application that can be used by Town staff after this project is completed. Matrix will develop and maintain the Esri ArcGIS Field Maps application within our system. We can provide access to the Town for real-time tracking as the collection commences. At project conclusion, Matrix will provide a whitepaper detailing the steps to be taken by the Town to duplicate the collection process within their account. We will also supply a user guide for training future data collection teams. The example here depicts the high-quality, informative graphics that we produce in the user guide.

ArcGIS Field Maps will be built off the ADA Measurement Database using an agreed upon data schema based on prior collection efforts performed by the Matrix Team. Data management and database development are fundamental to the work performed by the Matrix Team. The Matrix Team relies on best-data-management-practices in the creation, maintenance, and distribution of spatial data. All data are handled and produced with the Town's goals in mind. When developing new datasets, the Matrix Team begins with identifying the requirements and needs of the Town as they pertain to ADA compliance and condition. Through this process, objects, fields, relationships, and domains are addressed. During database design, data needs meet functionality. The design process is mapped out to ensure that data will be compatible with intended uses and accessible to those that need it. Complex data structures require real-world scenario testing to ensure that data use will function as intended. By the time a database is ready to be deployed, scenarios have been



rigorously tested and issues have been addressed. Lastly, any comprehensive database requires ongoing maintenance if it is to provide utility to future users. The Matrix Team provides robust metadata to give context to users and clear instruction on how to update datasets.

The Matrix Team will work with the Town to finalize the attribute information to be collected, including those identified in the RFP, by cross referencing to ADA, Architectural Barriers Act (ABA), and Public Right-of-Way Accessibility Guidelines (PROWAG) requirements. Depending on the collection requirements, the proper data type (string, integer, decimal, boolean, etc.) and data length will be identified for each attribute. This will serve as the first set of data validation. For example, if a field is defined as type integer, text will never be allowed.

The second form of data validation includes the limiting of acceptable values to domains. Domains can be applied to both string fields and numeric fields. A text domain can include a list of expected values that appear as a dropdown selector for the field collector. A numeric domain is often a range of values that are acceptable, if the field collector enters a number outside the expected range, they will be forced to reenter the data. Additionally, data validation can be implemented through ArcGIS Field Maps.

It is our understanding that spatial features may exist for some of the desired public rights-of-way ADA elements. If the Matrix Team identifies missing features, we will create them at the time of data collection using a high-resolution aerial image and the global position system (GPS) available within our data collection tablets. It is important that there is a spatial feature representation for each asset to be measured. Locations of interest along linear features, such as sidewalks or multi-use paths, will be created and tied back to the asset through a relationship class. We will also identify locations for proposed ADA infrastructure.

Our field crews will be outfitted with the data collection tablets which link directly to the ArcGIS Field Maps application. These tablets can function in both online and offline mode when cellular connection is not reliable. In offline mode, tablets are synched to the master database once a connection is reestablished. The Task Lead will train field crews in the proper use of the collection application, while a subject matter expert will go through what to expect in the field. Tools such as



smart levels and laser range finders will be deployed to teams for accurate data collection. At the training session, the Task Lead will provide GIS maps of the geographic extents each team is to cover and the schedule to be met. Each team will be responsible for a logical grouping of assets by count and location. The concept of geofencing will be deployed with ArcGIS Field Maps to ensure the proper assets are collected and there is no overlap between collection teams.

At the conclusion of the data collection process, we will perform a round of QC on the entire dataset primarily looking for inconsistencies amongst collected features. As robust data validation techniques were applied throughout the process, the amount of QC is expected to be minimal. Typically, we develop a series of scripts to automate the QC process and streamline the workflow.

The final database, compliant with Esri ArcGIS Pro and other software, will be delivered to the Town along with all feature classes complete with metadata. Metadata documents the data collection process and serves as the authoritative source for answering questions regarding approach and requirements. The database will be harnessed to develop the Summary of Findings Report and utilized in the development of the ADA Transition Plan.

Each of the assets requires specialized data fields to ensure compliance with the ADA, PROWAG, Architectural Barriers Act (ABA), and more. While there are many different asset types in this project, we have summarized the data collection down to three key assets: facilities, parks, and PROW.



Facilities

Facility assets include any occupiable structure within a dedicated parcel. This will include assets inside the facilities and outside of the facilities up to the PROW. All facility assessments will be coordinated to ensure that Town staff understand the time we intend to arrive and the duration we intend to be in the facility and on the property.

Upon arrival at each facility, the Matrix Team will introduce themselves to pre-arranged contacts for security purposes. A quick tour will be requested to become familiar with the layout. From there the Team will undertake the assessment. When the onsite visits have been completed initial verbal feedback is offered on key findings.

Each Team member is equipped with a tablet operating BlueDAG, an industry leading facilities ADA data collection platform, and/or ArcGIS Field Maps adapted with nineteen years' experience of undertaking site evaluations across multiple industry sectors. BlueDAG and GIS are completely interoperable and the Matrix Team will identify which data collection platform the Town desires to deploy. The software captures all of the pertinent metrics relevant to each of the ADA, State, and Town standards and guidance. Photographs are captured by the tablet with real-time annotation available to record key points.

Where ancillary aids are present, for example, assistive listening devices, the Matrix Team uses Loopworks calibration tools to measure based on the standards set within IEC60118-4:2006, the international performance standard for induction loop systems.

Evacuation chairs are checked for service history and compliance with NFPA 101, 2015, Section 7.2.12.2.3 and ANSI/RESNA ED-1 Emergency Stair Travel Services and this is combined with a full review of the emergency evacuation procedure for each facility.

The standard checklists developed by the Matrix Team cover all manner of barrier conditions commonly found in Town facilities and programs including signage, paths of travel, buildings, restrooms, and outdoor recreation facilities. External areas include curbs, sidewalks, pedestrian crossings, pedestrian signals, shared used trails, parking lots, and bus stops.

Pedestrian path of travel including from bus stops nearest to site will also be assessed. Site evaluations start from the exterior of any site to understand the approaches to and entrances to a building.



All assessments use the following checklists to ensure that all features of a building are captured:

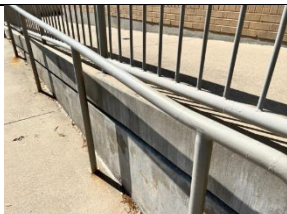
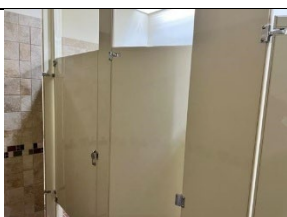
Facility ADA Priority list:

- Priority 1 – Accessible approach and entrance
- Priority 2 – Access to goods and services
- Priority 3 – Access to public restrooms
- Priority 4 – Access to other items such as water fountain and public telephones

The Matrix Team's internal list below builds on the priority list:

Checklist 1: Approach Routes, Exterior Fixtures and Crosswalks	Checklist 10: Internal Stairs
Checklist 2: Parking and ADA Compliant Parking Areas	Checklist 11: Elevators
Checklist 3: External Ramps	Checklist 12: WCs: General Restrooms
Checklist 4: External Steps	Checklist 13: ADA Wheelchair Accessible Toilet Compartments

Checklist 5: Entrances	Checklist 14: Facilities
Checklist 6: Reception Areas & Lobbies	Checklist 15: Wayfinding
Checklist 7: Corridors and Internal Surfaces	Checklist 16: Lighting & Acoustics
Checklist 8: Internal Doors	Checklist 17: Emergency Exits
Checklist 9: Internal Ramps	Checklist 18: Building Management

3.1		The ramp to the right side of the Center would benefit from offering color contrast on the ramp surface, which would indicate the presence of a gradient to visually impaired visitors. Offering ramp handrails which also contrast with their surround would be better.	3
3.2		While not specified in the ADA requirements, handrails along the sides of ramps and stairs are recommended to have a minimum 30% luminance contrast to the wall surface and is an example of best practice that we would recommend the Center adopt for visually impaired visitors and staff.	3
3.3		Three steps are offered as a means of getting down to the gardens. This should be converted into a part ramp to allow wheelchair users immediate access to gardening area. This would prevent them from needing to take a much-extended route.	3
12.1		Throughout much of the building, the color scheme provided to the bathroom stall doors was found to lack sufficient contrast with their immediate surround. We would recommend an LRV contrast of at least 30 points, with 20 points being acceptable if the illuminance on the surfaces is 200 lux or more.	3

12.2		The use of white soap dispensers on mirrors may not provide the required color contrast for everybody. Efforts should be made to ensure that they do, as whilst the ADA specified no minimum requirements, 30% luminance contrast is recommended. Additionally, in an example of best practice accessibility, it would be beneficial to install automatic hand sanitizers that do not require users to touch them. This would be massively beneficial to dexterity impaired people with tremors, spasms and would also be more sanitary.	3
12.3		Push style taps are used which some people may find difficult to use if they have dexterity impairments. Sensor operated taps would be preferable, particularly when considering the purpose of this center.	2

The evaluation reports for each facility provide prioritized recommendations categorized into Red, Amber, Green, and Blue bands. The Matrix Team develops tailored working documents that outline essential requirements, quick wins based on best practices, and innovative approaches that may require additional resources or investment. A common quick win, for example, is implementing a management procedure to prevent alarm cords in accessible washrooms from being tied up during cleaning, ensuring continued accessibility. The Blue category represents the Direct Access approach to innovation—forward-thinking recommendations that go beyond existing guidelines or introduce new strategies to enhance inclusive environments.

The Matrix Team understands that there are approximately 6 Town owned facilities that will be included in this assessment: Town Hall and Police Department, Ellen Hanson Smith Teen Center, the Historic Schoolhouse and Museum, the Public Works Building, the North Form Ambulance service building, and the municipal airport. Facility assessment should take no longer than a week to complete and will be done in conjunction with the parks assessments.

Parks

Creating a comprehensive self-evaluation plan to survey parks and open spaces for ADA compliance involves several key steps. The primary objectives of this plan are to ensure that all facilities, amenities, and pathways are accessible to individuals with disabilities, to identify areas that do not meet ADA standards, and to develop plans to address and rectify non-compliant areas. First, our survey team has diverse expertise in park facilities. This team includes members knowledgeable in ADA standards, park management, architecture, and landscape design. Individuals with disabilities will be included on the team to provide valuable firsthand insights into the practical challenges faced by users. Data collection for park and open space assets will be tailored to the specific ADA requirements and captured in the ArcGIS Field Maps application or BlueDAG software as appropriate.



Detailed assessment tools will be developed as a critical part of this process. The checklist for assessing ADA compliance in parks and open spaces will include items such as the width and surface conditions of paths and walkways, the number and location of accessible parking spaces, the accessibility of restrooms, the surfaces and accessibility of playground equipment, and the availability of accessible seating and picnic tables.

The team will then schedule and plan the surveys, creating an inventory of all parks and open spaces to be evaluated. We will coordinate with the Town to ensure the park staff and the public will be informed about the survey schedule to ensure cooperation and transparency.

The Matrix Team anticipates that the parks assessment will take place during the same week as the facilities assessments. During the on-site assessments, the team will systematically evaluate all facilities and amenities, using our data collection tablets to document compliance and taking photographs of any non-compliant areas. Once the data are collected, it will be compiled and analyzed to identify common issues and trends across multiple parks. Non-compliance issues will be ranked based on their severity and the frequency of park use.

Public Right-of-Way

This data collection effort incorporates all assets within the Town's PROW including sidewalks, curb ramps, intersections, traffic signals, and crossings. We will also capture parking lots and ingress/egress access into parks. This list is not all-inclusive but will capture all ADA assets associated with the PROW. This data collection effort is focused on physically walking or rolling all components identified for assessment. The Matrix Team will utilize the requirements of the PROWAG and Town or State Standards to evaluate PROW assets.

Some of our proposed attributes for data collection include:

- Dimensions such as width and length
- Passing space and turning space
- Running slope, cross slope, and counter slope
- Clear width and clear space dimensions
- Vertical and horizontal discontinuities
- Type of curb ramps (perpendicular, parallel, blended transition)
- Detectable warning surfaces measurements and material



- Pushbuttons ADA compliance such as height, operational status, placement, and audible indicators
- The proposed sidewalk condition rating system will categorize sidewalks into four generalized condition levels to maximize overall usefulness and avoid unnecessary complexity: Good, Fair, Poor, and Critical.
- Photo attachments of every transportation asset stored in a file geodatabase

The Matrix Team will perform an initial desktop assessment of assets. Utilizing recent high resolution Nearmap imagery and available Google Streetview photos, data gaps will be addressed to the extent possible. We anticipate being able to record basic information such as presence/absence, material, condition information (Good, Fair, Poor, Critical), and basic ADA compliance information such as surface composition, the presence of an ADA landing pad, clear width, accessible connections to surrounding pedestrian infrastructure, and potential obstructions.



Upon completion of the desktop review, the Matrix Team will then prioritize field data collection both in terms of geography and required attribute data collection. We will exclude areas already scheduled for improvement. The Matrix Team will present a data collection plan and schedule to the Town for approval prior to starting field data collection.

Our field data collection will focus on the information that we could not obtain through our desktop review. We anticipate this to be limited to existing barriers, vertical discontinuities, existing cross slopes and running slopes, signage, and traffic signals. We will also gather more detailed condition data. All assets that we visit will also have a photo captured and incorporated into the database. This overall approach optimizes the Matrix Team's field data collection efforts and provides realized cost savings to the Town.



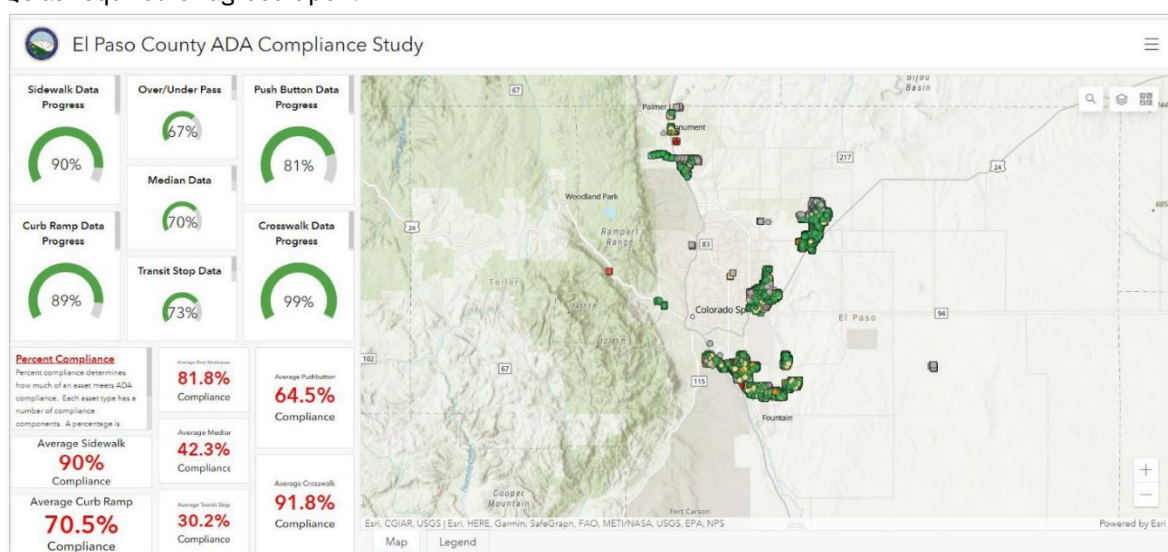
The Matrix Team will utilize a mobile ADA profiler that can scan multiple miles a day of sidewalks and paved multi-use trails. The mobile profiler will be similar to the CS8900 provided by Surface Systems & Instruments, Inc. (SSI). This will allow the Matrix Team to capture running slope, cross slope, evenness, wheelchair pathway roughness index, and other key attributes in a format that can be easily converted into the Esri ArcGIS database.

Additionally, the Matrix Team will utilize multiple teams to collect all ramps, signalized intersections, and pedestrian signals throughout the Town. Due to a

robust ADA data collection training program led by Certified ADA Coordinators, the Matrix Team has had great success in our field collection efforts. Using the combined strength of both the mobile profiler by SSI as well as the ArcGIS Field Maps application and our dedicated team, we expect a reasonable estimate for data collection to be one to two weeks. This estimate accounts for any unknowns such as weather or areas with sparse data that may inhibit or slow data collection.

Core to our quality control is to perform a randomized audit of the collected data, on a reoccurring interval, to ensure our teams are capturing data appropriately and rectify any discrepancies. These QC checks will be provided to the Town to validate the quality of the data. ArcGIS Field Maps has its own data validation tools, such as contingent values based on what is entered in another attribute, enforcing required attributes, setting default values, conditional visibility where the attribute is only available based on what was entered previously, and adding calculated expressions. The Matrix Team will employ many of these techniques.

A compliance attribute will be leveraged for tracking progress and report summaries. We will develop ArcGIS Dashboards tied to the field collection effort. These Dashboards will display locations of collected data and the overall compliance status. The Matrix Team and the Town will be able to track progress, quickly identify noncompliant assets, and pinpoint proposed improvement locations on day one of data collection. Dashboards will expedite transportation design by disseminating information in an easy-to-use online platform. In addition to the Dashboards, we will provide snapshots of the database to the Town for internal QC as required or agreed upon.



Summary of Findings

The Summary of Findings Report will be data-driven. It will consider and summarize the findings from the asset evaluation. It serves as the first holistic understanding of compliance of the Town's assets. The report will utilize the data collected from the data collection phase and identify deficiencies through color banding. Color bandings commonly used are shown below. Priorities for access improvements will be led by the appropriate color banding and reference the appropriate ADA or PROWAG regulation. Reference will also be made to the Town's development plans, any master plans, and engagement with stakeholders.

ADA Concerns	ADA Concerns	Compliant	Best Practice/ Blue-Sky Thinking
Where there are potential health and safety risks or where failure to implement changes would be highly likely to attract legal implications. Immediate action is recommended to put changes into effect.	Where action is recommended within the short term to alleviate an access problem or make improvements that will have a considerable impact. These may include quick wins that can be achieved easily and with minimal cost.	No action required.	This category is one of the innovative approaches the Matrix Team offers. Recommendations in this category may not be required but make a real difference to inclusive environments.

All data collected during the Self-Evaluation phase will be made available to the Town. The final database, compliant with agreed upon Esri ArcGIS format, will be delivered to the Town along with all feature classes complete with metadata. This information will be incorporated into the Town's established ADA Self-Evaluation processes. The Matrix Team strives to provide seamless data transfer so that the information collected can be easily utilized in future iterations of the Plan.

1 – High Priority / Potential ADA Compliance Breach		2 – Medium Priority / Access Issue	3 – Low Priority and Best Practice	4 – Blue Sky
Ref	Photograph	Comment		Priority
1.2		The crossing on approach to the entrance within the parking lot requires repainting and remedial works. At current it poses the risk of a tripping hazard. On the day of the survey, a buildup of mud was identified by the consultant. The crossing markings should be repainted to ensure disabled visitors can easily identify the entrance to the lot. Generally, it is recommended that markings are reviewed and repainted every 18-24 months.		1

Task 4 Deliverables

- Data Collection Plan and Schedule
- GIS Data Schema
- ArcGIS Field Maps Application and Supporting Documentation
- Summary of Findings Report
- ArcGIS Field Maps Whitepaper and User Guide
- ArcGIS Dashboard Applications
- GIS Data in Esri ArcGIS file geodatabase format with metadata

Task 5. ADA Self-Evaluation and Transition Plan

The ADA Transition Plan (Plan) will advance the Summary of Findings Report into a living document that will showcase the Town's commitment to ensuring accessibility and inclusivity for all. The framework of the Plan and its data developed for this project will be structured to enable the Plan to be prioritized, sequenced, and dynamically usable to revise priorities, data, and scenarios to refine the Plan to best fit the Town's ADA improvement needs and to comply with ADA and funding requirements. A workshop will be held with the Town to collaborate on and confirm summarized findings and subsequent prioritized recommendations.

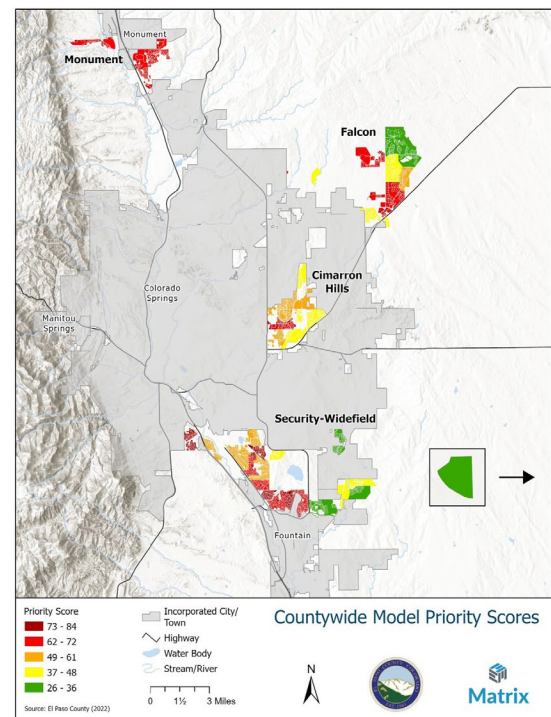
At its core, the plan will include:

- Identified physical barriers from the Self Evaluation and community outreach;
- Outline of the recommendations and costs that the Town shall undertake to remove the barriers;
- Timeframe for achieving compliance in accordance with ADA and Colorado State Code;
- Recommended changes to current policies and procedures;
- Identified Town official responsible for implementing the Plan.

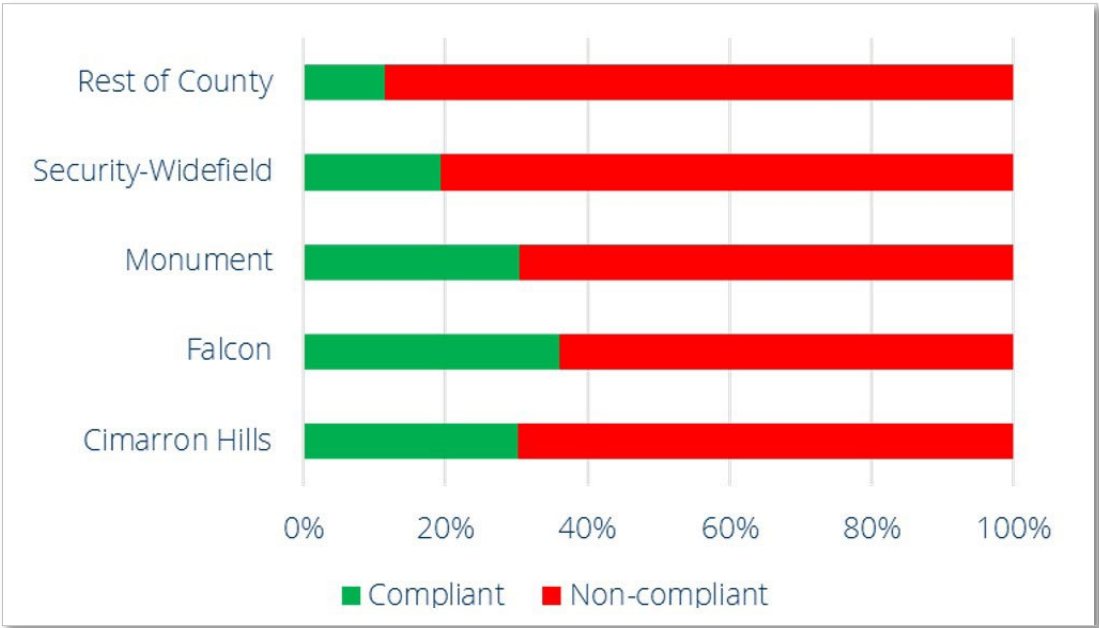
Beyond the core components of the Plan identified above, the Plan will also include elements that promote transparency for the community such as the methodology that was utilized to perform the Self-Evaluation of the barriers such that future Self-Evaluations can be duplicated and improved.

The Plan will promote continuous feedback by identifying results from the community outreach efforts and provide opportunities for the community to provide continuous feedback on barriers and input on the Plan. The reporting efforts will include links to the Town's current grievance procedure. Continuous feedback on the Plan will be instrumental in setting up future iterations of the Plan.

The identified barriers from the Plan will be converted into a database monitoring platform through ArcGIS that will allow the Town to actively monitor, track, and schedule barrier removals. This will allow the Town to generate progress reports that showcase the progress on the Plan and provide additional transparency for the community. Some example PROW summary charts and maps, which provide a snapshot in time, are provided.

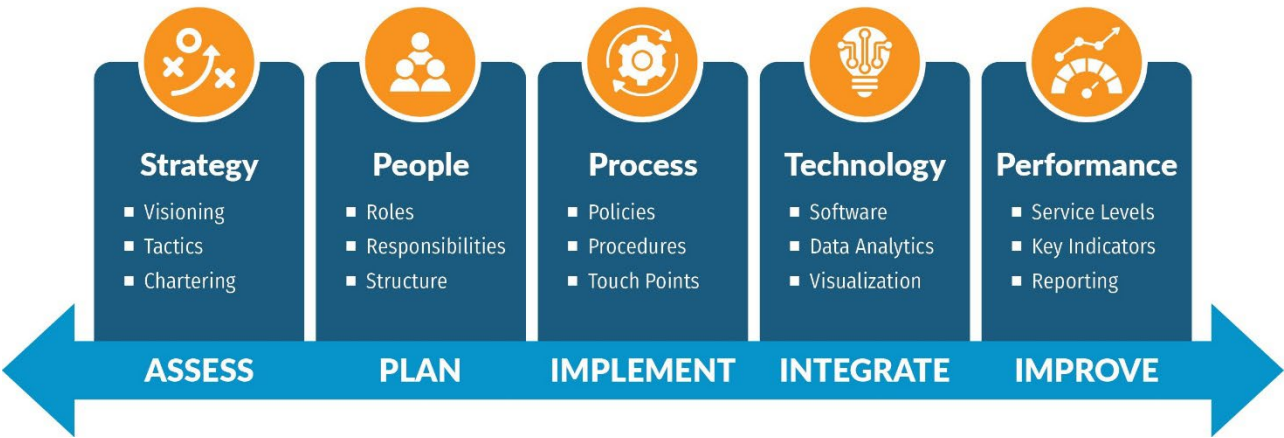


Region	Non-compliant Milage			Good & Fair	Poor & Critical	Total Non-Compliant	% *Non-Compliant	Assessed
	Width	Running Slope	Cross Slope					
Cimarron Hills	0.5	3.9	71.8	113	7.1	71.4	61.5	120
Falcon	0.02	0.7	75.8	122.2	0.8	69.4	62	123
Monument	0	1.2	16.9	31.2	0.8	17.4	54.7	32
Security-Widefield	89.6	5.4	220.6	298.3	22.7	210.4	80.3	321
Rest of County	0	0.1	4.4	8.6	0.4	2.5	50	9
Total	90.1	11.3	389.5	573.3	31.7	371.1	71.1	605



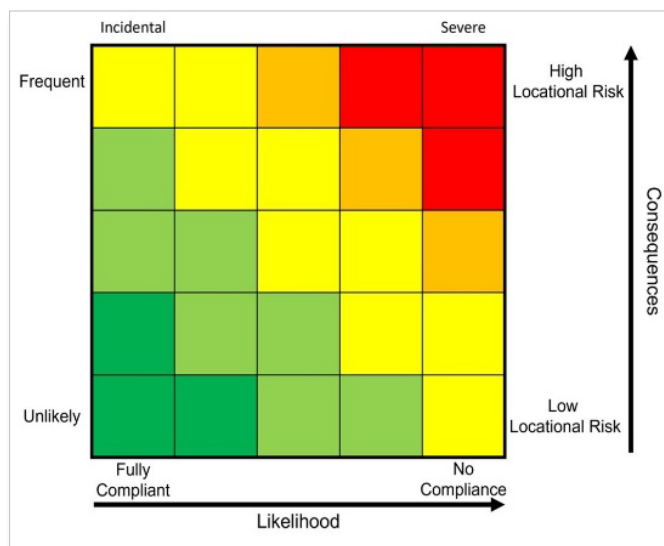
The Matrix Team will leverage the Matrix Asset Management Framework to identify and address asset management enhancements for the Town. The framework is a distillation of experience, ISO 55001 standards and the 39 underlying subject areas, the International Infrastructure Management Manual (IIMM), other standards, and best practices to guide these efforts practically and efficiently and to facilitate communication about them among stakeholders to obtain incremental progress. Matrix’s framework helps chart the path to enhance an organization’s asset management capabilities to attain an optimized asset management model. This framework will help to address the challenges that will likely be confronted by the Town where the identified cost to obtain compliance will outpace the available funding.

MATRIX Asset Management Framework



Matrix recommends a risk-based infrastructure assessment. This includes considering the probability and consequence of an asset's failure and defining the criteria for prioritization. The Matrix Team will advise the Town through the choices that have to be made among risk analysis approaches. The prioritized planning approach creates a common "language" leading to data interoperability among asset classes and prioritizing needs among them. Scorecards (shown on following page) will be developed to clearly articulate the prioritization criteria.

The Department of Justice does not give an exact formula for barrier removal. Our prioritization approach is designed to help the Town prioritize locations for barrier removal based on past experience and the combination of client approved weighting criteria. Unique to our team are tools that streamline this prioritization process. We have created enhanced algorithms and tools within Esri ArcGIS. We utilize these tools to assess data and develop quantitative, prioritized lists, based on weighted factors.

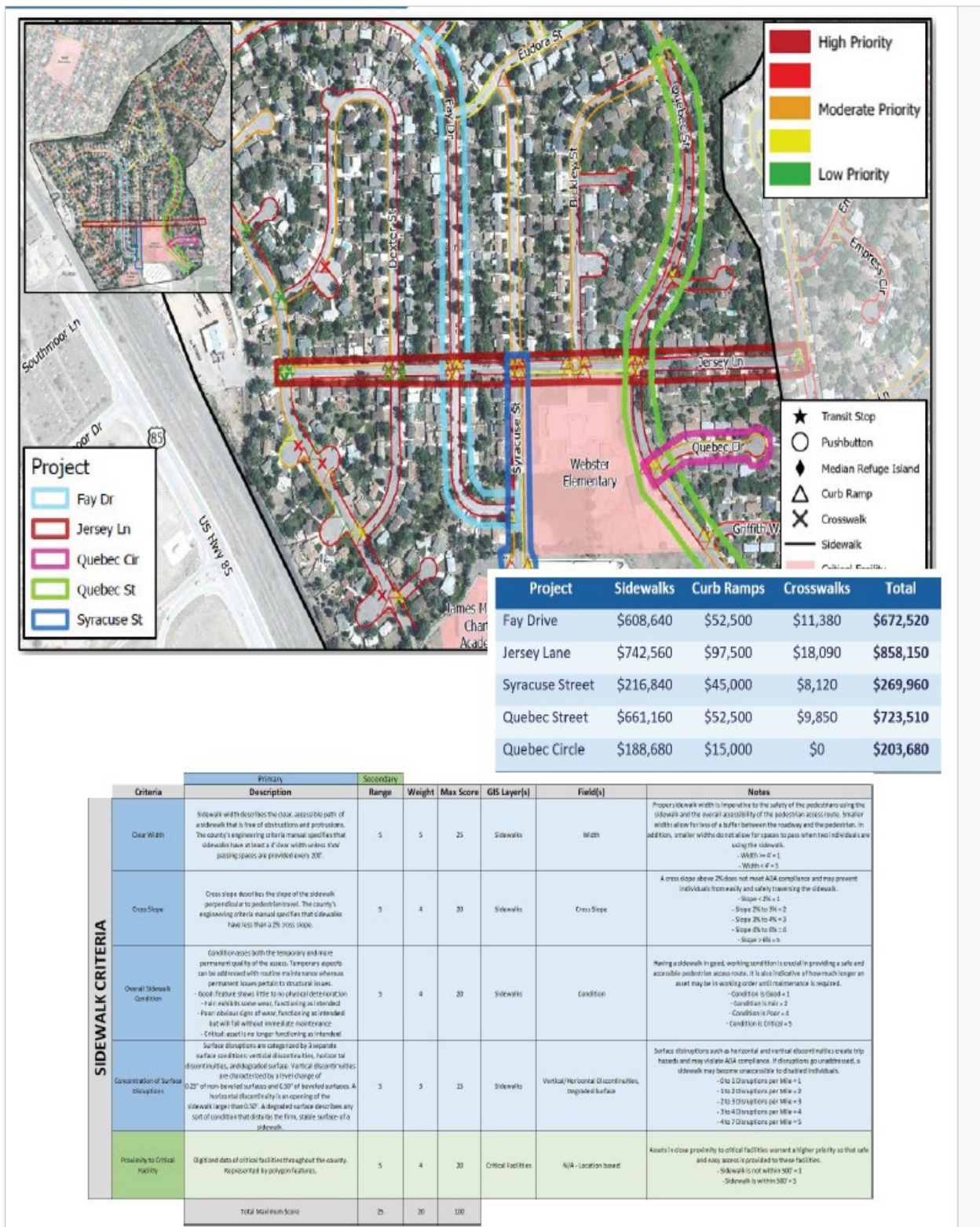


A risk assessment is a valuable asset management tool that involves the calculation of the likelihood of consequences occurring should an asset fail in service, and the magnitude of potential consequences. The equation used for a risk assessment is $\text{Risk} = \text{Likelihood} * \text{Consequence}$, where Likelihood is the probability of the event occurring, and Consequence is the impact if the event occurs. Numerical values are assigned to the likelihood and consequence and then multiplied to obtain a risk score. The higher the score, the greater the risk.

For example, a high activity ranking is an allocated score which is representative of areas where pedestrian activity (especially

among persons with disabilities) is likely to be greatest, based on demographics, land use, and transportation conditions. The activity ranking takes into consideration the proximity of Title II facilities of importance as well as Title III entities, such as access to vital commercial retail sites. A severity ranking is correlated to how useable a particular asset is, and this factor allows the Town to prioritize true accessibility barriers over assets which are slightly outside of compliance.

To understand how well the Town's grievance policies and procedures align to federal regulations, we will evaluate Town services and grievance forms to ensure they meet ADA standards. This may involve conducting individual or small group interviews to gather further insights. This approach allows for a 360-degree view into policies and procedures of the Town and of the end user to ensure that processes are clearly stated, logical, and easily understood. The data collected during these evaluations will be compiled into the ADA Transition Plan



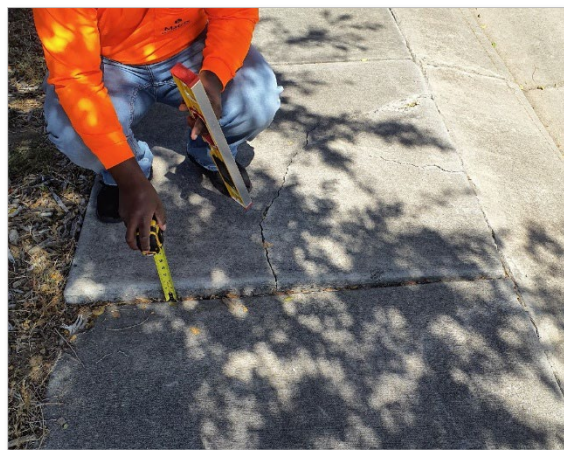
The Matrix Team will collaborate with the Town to establish a procedure for periodically reviewing and updating the Plan as well as assignment of responsibilities for repair/replacement of assets. The Matrix Team will provide a final presentation to the Town Board of Trustees.

Task 5 Deliverables

- Draft ADA Transition Plan
- Final ADA Transition Plan
- ADA Transition Plan Presentation to Board of Trustees

Task 6. Staff Training

The Matrix Team will ensure that the development of the ADA Self-Evaluation and Transition Plan is an educational and collaborative process for Town staff, equipping them with the knowledge and skills necessary to maintain long-term compliance with accessibility regulations. Throughout the Plan's development, we will work closely with relevant Town personnel. This hands-on engagement will provide staff with direct experience in ADA compliance assessment, policy implementation, and procedural oversight.



Our training approach will consist of a structured workshop, hands-on field exercises, and mentorship tailored to the Town's specific needs. Training will cover the following key areas:

Applicable Government Codes, Statutes, and Regulations. We will provide in-depth instruction on federal, state, and local accessibility laws, including the ADA, Section 504 of the Rehabilitation Act, and other relevant regulations. Staff will learn how these requirements apply to Town programs, facilities, and public services.

Performing Field Investigations and Inspections. Matrix will train staff in conducting on-site assessments of Town facilities, parks, and public spaces to identify accessibility barriers. This will include instruction on measurement techniques, documentation methods, and the use of ADA compliance checklists. Staff will also gain practical experience in identifying common non-compliance issues and recommended corrective actions.

Preparation of ADA Compliance Assessment Reports. Staff will learn how to compile findings from field investigations into formal reports, including the use of charts, GIS data, and photographic evidence. This training will ensure that Town staff can systematically document accessibility barriers and track compliance improvements over time.

Monitoring and Updating the ADA Self-Evaluation and Transition Plan. To maintain long-term compliance, staff will be trained on how to regularly update the Town's ADA Self-Evaluation and Transition Plan. This includes tracking completed accessibility improvements, reassessing evolving needs, and integrating new regulations as they emerge.

Internal Procedures for Granting Exemptions for Town Projects. Matrix will guide staff in developing and applying internal procedures for evaluating and granting exemptions for Town projects. Training will focus on ensuring that exemption decisions are made transparently, align with legal requirements, and are properly documented.

By the conclusion of this training, the Town’s staff will be well-equipped to independently manage and sustain ADA compliance efforts. Matrix will also provide reference materials, templates, and ongoing support to ensure a seamless transition from consultant-led evaluations to in-house oversight.

Task 6 Deliverables

- Training Reference Materials
- Training Presentation(s) to Designated Town Staff

Task 7. Community Engagement

The Matrix Team recommends a certain level of public engagement to insure holistic feedback and representation. This task is proposed to include Community Engagement and Public Outreach, specifically targeting the disability community.

Engaging the Community

The Matrix Team recognizes the importance of a multi-component and robust public outreach strategy that successfully engages a broad cross-section of residents, business owners, and other key stakeholders and creates opportunities for productive discussion of differing ideas. Such a strategy includes the skilled use of conflict resolution and consensus-building techniques and engagement through traditional and digital techniques to reach out to and engage historically underserved, underrepresented, or hard-to-reach populations. A one-size-fits-all approach to public participation is not sufficient and will leave voices unheard and critical information unexamined.

The common thread among our plans is a three-objective public participation approach. Our plans are unique to each community, yet always: **1) Inclusive, 2) Informative, and 3) Validating.** This approach results in well informed participants and yields outstanding feedback from participants who feel their voice is heard, understood, and matters. Together, the Matrix Team and Town staff will learn about the Town’s outreach needs, establish participation goals, and identify the best methods for engagement with the community.



A cost-effective approach to public participation is always at the forefront of our minds. Our palette of engagement methods work seamlessly and interchangeably to ensure maximized public participation in all budget scenarios. We will work collaboratively with the Town to identify those methods, and their tailored application to ensure careful stewardship of Town resources and maintain meaningful, inclusive community

engagement. Whether a minimal outreach approach is desired or a robust multi-faceted approach, the Matrix Team will ensure full compliance with local- and state-required public participation requirements.

Accessible Public Meetings

Public meetings are foundational to all public participation plans. The Matrix Team's approach to public meetings, whether presentations, charrettes, or workshops engages diverse audiences and generates meaningful input. Meetings may be focused on community members, project committees, elected officials, or all the above. Often, multiple identical public meetings are held in different locations during the same week to reach diverse or widespread populations and busy families. Our staff are skilled facilitators and have the capabilities and resources to hold public meetings in person, virtually, and in hybrid formats to ensure accessibility and promote attendance.

IDPlaces Interactive Mapping

The Matrix Team has developed an interactive online mapping tool where the public can provide location-based comments to identify accessibility barriers and areas of concern to be assessed. IDPlaces is actively monitored and gives the public a convenient way to provide comments from their phone, tablet, or computer. Key benefits of the tool are:

- Available 24/7
- Location-based feedback
- Issues identification
- Interactive public tool



In addition to the techniques previously identified for community engagement, Matrix is flexible and can include any of the additional tools or methods, shown on the following page, to address community needs.

Disability Community Outreach and Engagement

Direct Access' inclusive engagement processes provides residents with disabilities a chance to not only be informed, but also to inform decision makers who can address public needs and preferences in accessibility. Direct Access will conduct both online and in-person meetings to present information about the ADA Transition program and to gather input from local deaf and disability communities. Direct Access' experience as a DOBE assists with identifying community organizations that can reach relevant stakeholders and appropriate media channels for disability community engagement.

The Direct Access Team includes:

- Deaf people fluent in sign language who will be able to facilitate engagement by visiting venues where deaf people are present to explain the purpose of the ADA Transition Program. This is vital as deaf people do not access information provided via verbal means or through advertising.

- Neurodivergent persons who will engage with neurodiverse community groups who may find being part of a larger meeting or workshop to be challenging and prefer to meet informally in settings familiar to them.
- Blind persons that are experienced in developing consultation in accessible formats from braille, large print, and audio description. Direct Access has an in-house accessible format facility that creates tactile maps, braille information packs, and large print productions.

Direct Access also understands the importance of collecting information via needs assessment survey that goes beyond a mailing list. The approach includes facilitating responses via sign language video, audio, and pictorial feedback in addition to social media channels such as Facebook, LinkedIn, X, Instagram, and similar sites.

Direct Access facilitated a series of news stories for local radio and television stations in the City of Allen to inform people about the Transition Plan. Flyers and posters were displayed that explained the data collection methods which were so successful, residents were actively watching data collection and engaging with ideas and thoughts on accessibility.



Direct Access will facilitate all access requirements including the provision of reports and presentations in audio, large print, or braille format. Meetings will have ASL interpretation provided and captions. Questions will be asked through the chair which empowers people who may not be confident about speaking in public. Direct Access will also facilitate a hybrid approach enabling people who may not be comfortable meeting others to participate in meetings remotely. We will facilitate one-to-one feedback where appropriate via email/letter/video.

Task 7 Deliverables

- Community Engagement Workshop (In-person & Virtual)
- IDPlaces Interactive Map

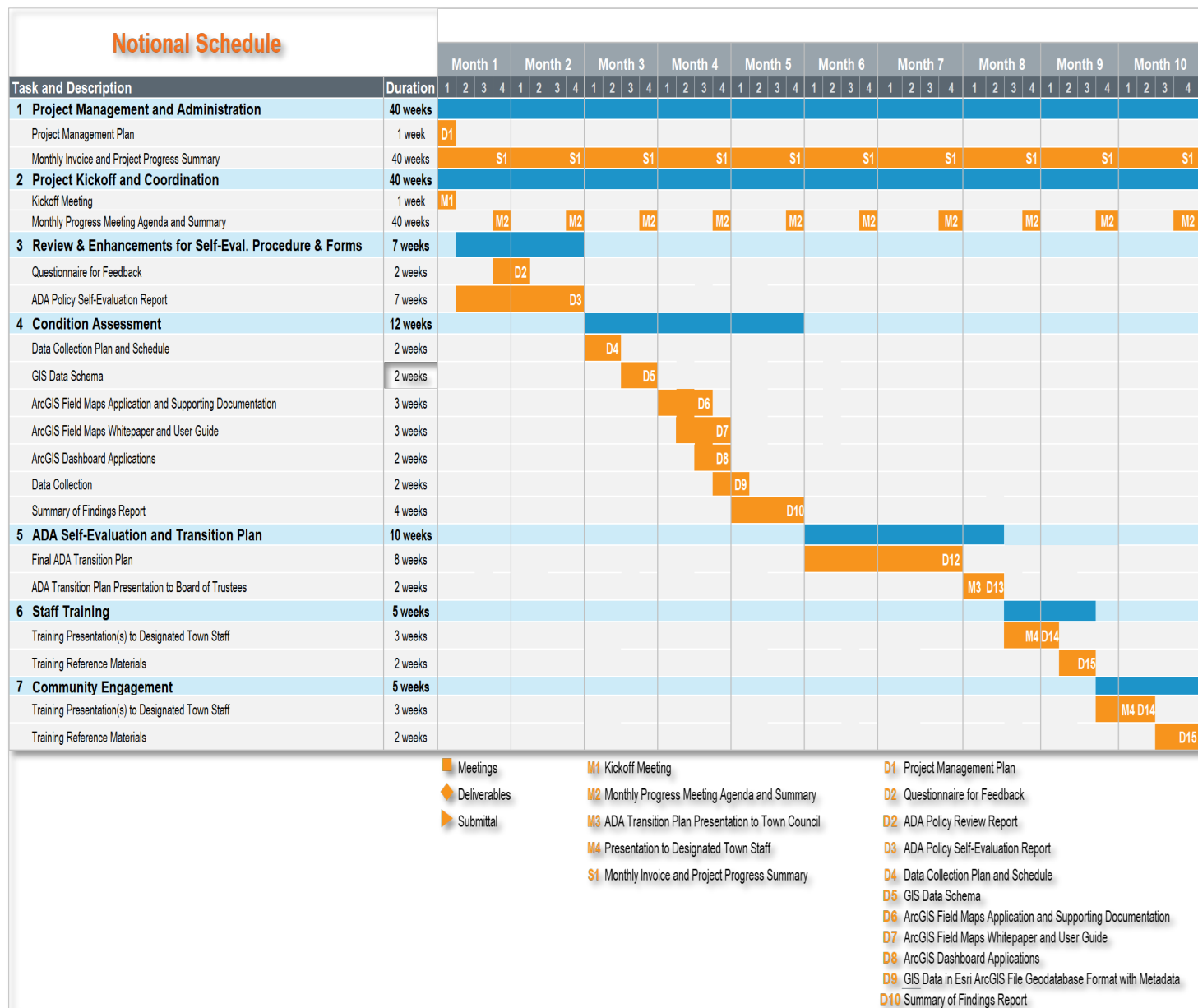
Cost Proposal

Task and Description	Amount
1 Project Management and Administration	\$5,000
2 Project Kickoff and Coordination	\$1,750
3 Review & Enhancements for Self-Eval. Procedure & Forms	\$2,700
4 Condition Assessment	\$17,000
5 ADA Self-Evaluation and Transition Plan	\$11,250
6 Staff Training	\$2,800
7 Community Engagement	\$4,300
Total:	\$44,800

Project Schedule

Matrix prides itself on delivering on-time projects. Importantly, as some small changes inevitable occur over the life of a project, Matrix designs project work plans to be flexible to the needs of these projects shifts. This built-in flexibility is often key to maintaining the dates of deliverables and meeting the schedule to complete the project when it is expected. Once formally selected, the Matrix team will work with the Town to validate our proposed schedule to ensure it meets their needs.

The Town will be expected to provide public facilities for holding various engagements. In addition, Matrix will, request access to any supporting data the Town may possess.



ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Matrix acknowledges and accepts the following terms and conditions as laid out by the Town of Paonia:

- 1.) The Town reserves the right to undertake its own investigation to evaluate proposals. The Town shall have the sole discretion to accept or reject a proposal.
- 2.) All proposals become the property of the Town upon receipt and will not be returned to the candidate. Selection or rejection of the proposal will not affect this right.
- 3.) The Town operates under public disclosure laws, as part of normal procedures.
- 4.) Proprietary information must be identified and will be protected as far as possible.
- 5.) Cost of developing the proposal, attendance at any pre-proposal conference, or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
- 6.) Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFP or to follow the proposal format requested in the RFP may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.
- 7.) The successful candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
- 8.) The final selection will be based on the written proposal, oral and written responses of client references and on any interview with the candidate.



Chris Martin, GISP
Project Manager
Vice President
Director of Geospatial and Digital Solutions



Mike James, AICP
Officer-in-Charge
Vice President
Director of Planning

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Chris Martin

GISP

Project Manager



Education

- M.S.** Geographic Information Science, University of Denver, 2006
- B.A.** Geography, University of Denver, 2003
- B.S.** Environmental Science, University of Denver, 2003

Professional Registrations/Affiliations

Geographic Information Systems Professional (GISP), #91306

Technical Skills

GIS Software: Esri ArcGIS Suite

CAD Software: AutoCAD

GPS Units: Trimble's Line of Products

Programming: VB.NET, VBA, HTML, Python, JavaScript, and SQL

Databases: SQL Server, Oracle, MySQL, and Microsoft Access

Reporting Software: Crystal Reports

Chris is a Vice President at Matrix, the Director of Geospatial and Digital Solutions, and has 22 years of experience leading large and diverse teams to successful outcomes. As a certified GIS Professional, his approach is built on a foundation of consensus building and grounded in data-driven decisions. He has provided support to similar municipalities on relevant projects including large GIS-based ADA and condition data collection efforts, both within and surrounding facilities, as well as in the public rights-of-way, parks, and open spaces. These projects were further enhanced by the development of web applications, including near real-time data dashboards, and public facing, accessible maps. Chris is skilled at incorporating asset management best practices into a GIS-based framework and developing data-driven prioritization analyses to inform ADA self-evaluation and transition plans. Chris has provided oversight in a QA/QC capacity on similar projects to improve overall data quality and reduce reviewing burdens on the client. Over his two decades plus career, Chris has demonstrated both a technical understanding of the Town's requested scope and also served as a project manager or GIS lead on numerous similarly related projects. Chris has worked on numerous Transition Plans including those for El Paso County, Colorado; Scottsdale, Arizona; and Cincinnati, Ohio

RELEVANT EXPERIENCE

El Paso County ADA Asset Measurement | EL PASO COUNTY, COLORADO

Chris served as the Project Manager for this large data-collection and prioritization project of transportation assets. El Paso County's Department of Public Works (DPW) desired the development of an improvement plan for transportation assets related to the Americans with Disabilities Act (ADA) and condition deficiencies. DPW owns and maintains more than 7,200 curb ramps, 605 miles of sidewalks, and 2,800 intersections. Using the latest GIS technologies, Matrix developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attribute measurements per asset type in an efficient and accurate manner. He deployed detailed mobile surveys tied to DPW and Colorado Department of Transportation (CDOT) criteria manuals to assess each compliant measurement for sidewalks, curb ramps, crosswalks, over/underpasses, median refuge islands, and intersection push buttons. Collected data were organized in a database, received a robust QA/QC check, and integrated into DPW's asset management system. After evaluating the findings of the measured assets, Matrix developed an ADA transition plan that prioritizes improvement needs within the County, identifying projects for DPW's operations and maintenance staff as well as capital improvement projects with estimated costs. Fifteen of these projects have moved into design where Matrix's transportation engineers are producing shovel-ready plans. Construction on some of these is slated for this summer.

El Paso County Asset Management – Infrastructure, Strategic Plan | EL PASO COUNTY, COLORADO

Chris served as the Analytics & Modeling Task Lead developing an infrastructure asset management plan in support of the Board of County Commissioners approved 2022/2023 Strategic Plan. Specifically, Chris facilitated the development of a prioritization framework associated with a 10-year capital forecast model across the five major asset classes of roadway, stormwater, facility, fleet, and parks. Matrix developed strategies to fund, manage, and improve public-owned infrastructure through implementation of a comprehensive asset management program, development of asset management plans for the five major classes, and defining a multi-year financial strategy to determine how capital plans and operations/maintenance costs drive annual budget appropriation schedules to meet standard levels of service.

Woodmen Hills Metropolitan District Parks and Recreation Comprehensive Master Plan | WOODMEN HILLS METROPOLITAN DISTRICT, COLORADO

Chris served as Officer-in-Charge for the development of the Comprehensive Master Plan for approximately 160 acres of Woodmen Hills Metro District parks. Matrix assessed facilities, barriers, recreation fields, recreation fixtures, playground equipment, furniture, trails, landscaped areas, natural areas, and hardscaped areas. Matrix collected measurements, conditions, images, and ADA compliance as needed. Assets are being analyzed to prioritize improvement needs and review opportunities and constraints of existing parks and open spaces as well as analysis of future recreation development opportunities within the District.

Kerrville Facilities Condition Assessment and Maintenance Plan | KERRVILLE, TEXAS

Matrix forecasted capital improvement requirements for 19 public facilities with the goal of determining their budgeting needs for the next 20 years. Chris designed the GIS database to establish complete asset visibility for components such as for heating, ventilation, HVAC, fire protection, interior finishes, foundations, electrical, and ADA compliance. Matrix developed investment strategies that accounted for the full spectrum of facility sustainment activities, from routine maintenance to major renovations and replacements. This approach layered immediate and urgent requirements with maintenance activities that extend the life of each facility and ensure ongoing service to the public, while also accounting for the budget constraints in each fiscal year.

City and County of Denver Sidewalk Gap Assessment and Design | DENVER, COLORADO

Chris served as the GIS Lead for the conceptual design and construction documents for approximately one mile of missing sidewalks throughout the southeast portion of Denver. Tasks included alternatives analysis, field data collection, and stakeholder engagement. The Denver Sidewalk Gap Program focuses on a prioritized list of 355 miles of existing gaps. By harnessing GIS technologies, Chris was able to significantly shorten the overall project timeline and provide practical, easy-to-execute solutions.

Crestview Facilities Inventory and Operational Assessment | CRESTVIEW, FLORIDA

Chris served as the database lead and facilitated the field data collection for 45 City buildings and facilities. Field crews were able to efficiently complete the assessment and the results were immediately available as a web map. The database was designed to facilitate a room-by-room data capture and analysis, documenting every major system and component through detailed field attribution and integrated photos. ADA compliance was also assessed.

Minor Bridge Inspections | COLORADO

Chris has worked on numerous minor bridge inspection projects at Matrix. All projects involved streamlining the field data collection process using tablets configured to NBIS and PONTIS standards, organizing the information into a GIS database, generating custom reports, and incorporating the information into asset management software such as Cartograph.

- Colorado Springs (297 Structures)
- United States Air Force Academy (442 Structures)
- City and County of Denver (68 Structures)
- Boulder County (30 Structures)
- City of Boulder (76 Structures)

Crestview Facilities Inventory and Operational Assessment | CRESTVIEW, FLORIDA

Chris served as the Database Lead and facilitated the field data collection for 45 City buildings and facilities. Field crews were able to efficiently complete the assessment, and the results were immediately available as a web map. The database was designed to facilitate a room-by-room data capture and analysis, documenting every major system and component through detailed field attribution and integrated photos.

Mountain Home AFB Space Utilization Study and Digital Twin | MOUNTAIN HOME, IDAHO

Chris was the GIS Lead in the development of tools for analyzing staff space requirements within 52 buildings totaling roughly one million square feet of space. Data were collected using ArcGIS Field Maps and information was summarized using dashboards and custom scripting within the ArcGIS Indoors environment. A space planning tool was developed to facilitate the assignment of offices to personnel, which included the implementation of hot desks to support a post-Covid office environment. This project also entailed the creation of a 3D digital twin for construction phasing support.

U.S. Air Force Asset Management & Investment Strategy | NATIONWIDE

Chris developed and oversaw the database development and associated tools required to assist the Air Force Installation and Mission Support Center with analyzing their asset portfolios based on mission criticality, condition, and available budget. Through the integration of disparate platforms, Matrix provided a standardized platform for evaluating needs and funding shortfalls.

Monument Creek USAFA Corridor Planning Study | EL PASO COUNTY, COLORADO

Working closely with the U.S. Fish and Wildlife Service, Chris served as Project Manager. The study entailed a desktop analysis and the use of novel GIS tools to identify, prioritize, and develop an implementation strategy for projects that improve the natural function of Monument Creek and its tributaries within and surrounding the U.S. Air Force Academy (USAFA). Central to this project was identifying areas of conservation and potential habitat improvement for the Preble's meadow jumping mouse. Other project types identified included bank stabilization, revegetation areas, and conserving and enhancing wetlands.

Stormwater Infrastructure Master Plan | COLORADO SPRINGS, COLORADO

Responsible for compiling, delineating, and synthesizing hundreds of stormwater improvement projects identified by historic Drainage Basin Planning Studies (DBPS) and Master Development Drainage Plans (MDDP). Associated project costs were updated into today's dollars, and each project was prioritized to develop a capital improvement list. Dynamic project cut sheets were created in Crystal Reports, detailing the costs of each project and other applicable information. Additionally, approximately 258 miles of open channel were field assessed, using Collector for ArcGIS, for natural/improved conditions and factored into the project identification/prioritization process. A GIS-based web application was developed to serve as the basis for CIP management for future DBPSs.

Mike James

AICP

Officer-In-Charge



Mike is a community-focused transportation professional and project manager with over 25 years of private- and public-sector experience. His policy and planning experience with local and regional transportation funding programs includes Proposition 400 (Arizona), Sound Transit 3, and the Levy to Move Seattle (Washington). His experience includes leading transit master plans; neighborhood area street plans; urban design projects; high-capacity transit corridor studies; light rail, bus rapid transit, and streetcar facility design; and right-of-way policy development. Prior to joining Matrix, Mike served as the BRT Administrator for the City of Phoenix, the Rail and Transit Corridor Manager for the City of Seattle, and the Transit Services Director for the City of Mesa, Arizona.

Education

- M.S.** Urban and Regional Planning, Eastern Washington University
- B.S.** Landscape Architecture, Washington State University

Professional Registrations/Affiliations

American Institute of Certified Planners
No. 013830

American Planning Association (APA)

Arizona Planning Association (AZPA)

Arizona Transit Association (AZTA)

Awards

2010 Valley Forward Crescordia.
Superstition Springs Transit Center,
Mesa, AZ

2009 Arizona Planning Association 21st
Century Development Award. Mesa
Gateway Strategic Development Plan,
Mesa, AZ

2006 Arizona Chapter of the American
Society of Landscape Architects Merit
Award. Research to select vines and
vertical support systems on METRO
station platforms, Phoenix, AZ

2004 Federal Transit Administration
Transportation Planning Excellence
Award. Comprehensive Program on
Transit-Supportive Land Use, Valley
Metro Rail, Phoenix, AZ

**indicates work with a previous employer*

RELEVANT EXPERIENCE

Taylor Street Pedestrianization Corridor | PHOENIX, ARIZONA*

Mike was the Project Manager for the Taylor Street Pedestrianization Corridor for the Arizona State University (ASU) Downtown Phoenix Campus. This corridor is proposed to transform a typical downtown street into a pedestrian mall and dynamic civic space. Mike was responsible for analyzing existing conditions, traffic, and road safety for the Taylor Street corridor; developing design concepts; and planning a level cost estimate for the University. The project was initiated due to the high volume of pedestrians crossing Taylor Street mid-block from the ASU Law School to the Taylor Residence Hall and adjacent restaurants. Mike and his team hosted a design charrette with ASU staff, facility managers, department stakeholders, and the Dean of the University. The working session provided insight into the various needs, desires, and requirements for the re-envisioned streetscape. Key outcomes directed a design that incorporates innovation, sustainability, and safety and that provides a dynamic multi-use amenity serving as the central pedestrian spine for the campus.

Bus Rapid Transit Program Initiation | PHOENIX, ARIZONA*

Mike developed the scope of work and led the consultant selection process for multiple consultant teams to collaboratively conduct planning, capital systems development, operational planning, community engagement, and conceptual engineering for a new Bus Rapid Transit program identified in the City's Transportation 2050 program. He was responsible for developing and presenting program information to community groups, a citizen's transportation commission, and the City Council.

Accessible Mt. Baker | SEATTLE, WASHINGTON*

Working for the City of Seattle, Mike managed this neighborhood light rail station area plan that was the first project that adopted a pedestrian, bicycle, and transit modal hierarchy. The project utilized NACTO Urban Street Design Guide alternative performance measures to direct an innovative concept plan. This effort utilized a unique outreach engagement liaison program and worked with seven language communities and a high school youth group. This inspiring plan received \$6 million in local levy funding and \$900,000 in the Washington State Transportation Plan for implementation.

Northgate Station Transit Center | SEATTLE, WASHINGTON*

Mike was the city's lead for coordination of the Northgate elevated light rail station, King County's adjacent bus transit center, bike/pedestrian bridge and \$10 million of associated bike and pedestrian improvements in the study area. This multi-agency coordination included VISSIM traffic modeling, bus operation planning, capital and construction coordination, parking evaluation, and transit-oriented development (TOD) planning and government relations coordination.

Program Management for Valley Metro Station Finish Contracts | PHOENIX, ARIZONA*

Mike was responsible for overseeing two station finish contracts for the Valley Metro starter light rail system. The work included 11 stations, three transit centers, and four park-and-ride facilities. Station packages were coordinated with line section and system contracts to integrate landscape and streetscapes, utilities, and system buildings and bridges

MAG/Phoenix Safe Routes to School Projects |

PHOENIX, ARIZONA*

Mike served as the Project Principal for Safe Routes to School plans for Brunson-Lee and David Crockett Elementary Schools. He directed the plan that developed solutions to address the security of children traveling to school, identified safer conditions for walking and biking, and outlined solutions for traffic during pickup and drop-off times. The studies considered existing conditions that impacted access such as on-street parking, traffic signals, bus routing, and street crossing conditions. Stakeholder outreach with the schools and Phoenix staff was conducted to initiate on-site inventory walks. Safety recommendations were then prepared for public review, and future funding opportunities were identified and coordinated with the City of Phoenix.

Tempe Municipal Operations Sites Master Plan |

TEMPE, ARIZONA*

Mike, working as a sub-consultant to MAKERS, led the transportation analysis for Tempe's Municipal Operations Sites Master Plan. For this effort, he directed the development of a baseline Synchro model used to assess the impact of various development scenarios and site locations on vehicular traffic, pedestrians, and bicyclists. The work included analysis and developing mitigation to ensure long-term viability of transit operations originating from the East Valley Bus Operations and Maintenance Facility, which is located adjacent to one of the preferred site locations. The project identified consolidated and efficient delivery of a wide range of city services including transit, street transportation, public works, solid waste, recycling, information technology, and parks maintenance. The effort has informed the City to pursue a consolidated operational center on a vacant 20-acre site adjacent to SR 143.

Northern Arizona Healthcare USDOT Rural MPDG Grant |

FLAGSTAFF, ARIZONA*

Mike led the development of the Benefit-Cost Analysis and Narrative Report for this U.S. Department of Transportation (USDOT) grant in support of a Complete Street redevelopment of a rural two-lane highway into a four-lane facility serving a new hospital and healthcare village which would serve a wide region spanning Arizona, Utah, Colorado, New Mexico, and the Navajo Nation. The study and analysis considered crash reductions, reduced emissions, multimodal health benefits, reduced commuting costs, travel time savings, mobility benefits of bicycle facilities, and the state of good repair benefits. The project included new intersections, safety medians, bicycle lanes, a shared-use path, and realignment of dangerous cross-street intersections.

Seattle Transit Master Plan Update |

SEATTLE, WASHINGTON*

After approval of a local levy to fund transit service and transportation improvements, Mike led an update to the Seattle Transit Master Plan. This update included policy updates to direct local investment in the upcoming Sound Transit 3 funding plan, incorporation of new transit investments including seven new Bus Rapid Transit lines, and incorporation of new street and intersection plans to ensure access and mobility for safe routes to schools, transit hubs, and light rail stations.

Sound Transit 3 (ST3) Policy Development |

SEATTLE, WASHINGTON*

Representing the City of Seattle, Mike drafted programmatic language for consideration and insertion in the ST3 \$53.8 billion regional transit plan. He was also responsible for identifying projects for inclusion in the plan and vetting those within the transportation department and Mayor's Office. He drafted language for programs to fund access improvements to light rail stations, fund transit-oriented development planning, provide for innovation and technology improvements and future high-capacity transit planning studies. Seattle projects in the funding plan are a new downtown transit tunnel, light rail transit extensions to Ballard and West Seattle, two infill light rail stations, and Madison Street BRT.

Transportation Facility Site Selection and Environmental Analysis |

DOUGLAS, ARIZONA*

Mike was the Project Manager for this site selection study. The site selection and environmental analysis identified the best location for an administration office, customer service facilities, and a fleet storage yard for the transit system. The project included conducting a federally compliant environmental evaluation and site selection process and developing a NEPA-compliant document for submission to the Federal Transit Administration. The consultant team and City staff considered and evaluated sites and conducted public outreach to inform the recommendation of a preferred location for the transit facilities. Five initial sites were identified for consideration, with a preferred location on the downtown main street, G Avenue.

Right-Of-Way Allocation Decision Framework |

SEATTLE, WASHINGTON*

Mike was tasked with developing transportation policies for right-of-way prioritization within Seattle's Comprehensive Plan Update. This work titled, "Making the Best Use of the Streets We Have" directed the development of a decision-making framework to direct the planning, design and optimization of street right-of-way. Mike and a team of two planners then developed, a decision-framework and flow chart diagram that was reviewed and approved for department use. This work was innovative in that it created a framework based upon functions of the right-of-way that avoided modal biases and created a need focused approach for the pedestrian realm, curb functions, and mobility needs. This effort was developed in coordination with objectives of the city's Vision Zero program.

Peoria Transit Master Plan |

PEORIA, ARIZONA*

Mike was the Project Manager for the development of the Peoria Transit Master Plan. It established the vision for the City's transit future and service plans for near and long-term implementation. Peoria identified a strategic approach to integrate transit within a framework that advances economic prosperity, smart growth, multimodal integration, healthy neighborhoods, cultural enrichment, and service orientation. It also included priorities for future Proposition 400 investments.

Nicole Schanel

QA/QC
PE



Nicole is a dynamic, critical thinking engineer with over 12 years of progressive civil engineering experience with private and public-sector clients. As the director of civil engineering, she brings solid proven experience working within the regulatory guidelines and having positive relationships with jurisdictional staff. Nicole's diverse design background lends to creative win-win solutions regarding technical design for site grading, roadway, drainage, and utility design.

RELEVANT EXPERIENCE

Education

- MBA** University of Colorado,
Colorado Springs, 2022
- B.S.** Civil Engineering,
Colorado School of Mines, 2011

Professional Registrations/Affiliations

Professional Engineer: Colorado #52434
Professional Engineer: Texas (pending)

Circle K | TEXAS, COLORADO, NEW MEXICO, ARIZONA

As the senior civil engineer and program manager, Nicole oversees a team of engineers and consultants that provide civil, structural, transportation, and landscape architecture services for this national client. Matrix has provided design for retrofitting existing sites to provide electric vehicle charging stations. Matrix has provided these services for over 20 stores in multiple locations in Texas, taking projects from planning stages through to construction. Nicole navigates the requirements of jurisdictional code and site constraints to develop successful, long-lasting projects. She analyzes the utility locations and easement requirements for constructability. Each project is meticulously graded to make certain that the site is accessible for all. Special attention is given to each project so that it can be seamlessly integrated into the surrounding community.

Lockhart Processing Plant | LOCKHART, TEXAS

Nicole was the project manager on the popsicle processing factory located in Lockhart, Texas. This project consisted of a 57,000 +/- SF factory with multiple loading docks, parking lots, and associated site infrastructure improvements. As the project manager, Nicole was able to navigate the City of Lockhart's processes in order to move the project forward from conceptual design to approval and then into construction. Nicole and her team prepared a detailed grading plan to ensure the site drained appropriately and allowed for ADA access where required. Drainage for the site was analyzed and proposed stormwater improvements were designed in order to keep the existing patterns onsite. Water and sanitary utilities were extended to the site and services were coordinated with the MEP engineer to provide service to the factory.

El Paso County On-Call Engineer | EL PASO COUNTY, COLORADO

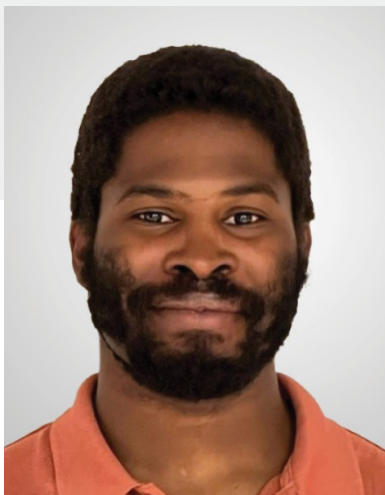
Matrix is an on-call engineer for El Paso County for projects ranging between \$0 - \$150k as well as from \$150k - \$500k. Nicole is the project manager for the coordination which has included a number of project awards such as the Fox Run Pond Renovation project which involves the rehabilitation of two retention ponds and trail systems in order to mitigate erosion and drainage issues that the park is experiencing. Nicole and the team work closely with the County to provide guidance and cost estimating on County issues and partner with them to provide solutions.

TrueNorth Commons | COLORADO SPRINGS, COLORADO

TrueNorth Commons is a development located on the United States Air Force Academy that was annexed into the City of Colorado Springs. As the Senior Project Manager, Nicole was instrumental in the master planning and civil engineering design for the master infrastructure and individual lot development. This infrastructure included coordinating water, sanitary, storm, gas, and electrical design to meet the current and future needs of the 50+ acre parcel. Nicole's role in the project included coordination with multiple entities including CSU, USAFA, USACOE, and Colorado Department of Transportation.

Kevin Myers

Safety
CABI



Kevin is an Environmental Scientist with seven years of experience in the environmental drilling and consulting industries. He has extensive technical experience in site characterization (via direct-sensing, sampling of various media, and monitoring well installations) with a heavy field focus. Kevin has experience with environmental site assessments, field safety supervision, remedial work (excavation and in situ treatment), as well as with report preparation. Kevin is Matrix's Corporate Health and Safety Coordinator. He will oversee all field activities and provide an approach grounded in safety.

RELEVANT EXPERIENCE

Education

B.S. Environmental Science,
University of Delaware

Professional Registrations/Affiliations

Certified Asbestos Building Inspector:
Colorado # 27968

OSHA 40-Hour HAZWOPER

OSHA 8-Hour Refresher

CPR/First Aid Certified

U.S. 287 and Isabelle Road | LAFAYETTE, COLORADO

Kevin coordinated with the site contractors on subgrade preparation for upcoming paving activities to provide quality control for the project. He tested soil compaction and moisture content during the multiple subgrade lifts required to achieve proper road grade. During concrete paving activities, Kevin tested numerous concrete batches for air content, unit weight, and slump. These numbers were used to ensure that the values conform with the required state and municipal specifications and proper concrete strength was achieved. Lastly, asphalt compaction and coring were performed to confirm design specification were met.

I-70 Georgetown | GEORGETOWN, COLORADO

Kevin provided contractor quality control services for this Colorado Department of Transportation (CDOT) funded project. He oversaw overnight work and collected compaction measurement during paving activities. He coordinated with the CDOT Quality Assurance Team in collecting field samples and cores from asphalt mats to confirm paving quality and ensure proper state payouts for work performed.

Highway 260 and Main Street Water Quality Assurance Revolving Fund Site | COTTONWOOD, ARIZONA

Kevin coordinated with a team of environmental professionals on an Arizona Department of Environmental Quality (ADEQ) site to execute enhanced reductive dechlorination (ERD) activities to promote the breakdown of tetrachloroethene (PCE) into daughter products to address residual contamination from a past drycleaner source.

Payson PCE Site | PAYSON, ARIZONA

Kevin performed groundwater sampling in the town of Payson, Arizona for an ADEQ project. Depth to waters were taken from approximately 35 wells and samples were collected at 13 wells. Results from sampling will be interpreted and used to continue monitoring concentrations and optimize the remediation efforts from PCE contamination.

7th and Bethany Water Quality Assurance Revolving Fund Site | PHOENIX, ARIZONA

Kevin worked with other environmental professionals to complete a large injection effort using a high fructose corn syrup (HFCS) substrate solution to promote organism growth that promotes the breakdown of tetrachloroethene (PCE) into daughter products to remediate residual contamination from a historical drycleaner source.

Middlebush Service Center | FRANKLIN TOWNSHIP, NEW JERSEY

Kevin performed quarterly groundwater sampling events to monitor VOC contamination in groundwater. He also oversaw remediation activities at this commercial gas station following a gasoline release including a UST removal and replacement. Additional responsibilities included delineating the soil contamination, preparing the final report summarizing the sampling, remedial, and tank replacement activities.

Steve Dering

CAPBE

Self-Evaluation & ADA
Policy/Standards Review



Profoundly deaf since birth and a native sign language user, Steve has 22 years' experience in senior front line roles promoting accessibility and inclusion in city government, third sector and private sector organizations. He joined Direct Access as Business Development Manager initially based in Dubai in 2017.

After four years as Universal Design Project Manager at Expo 2020 Dubai, Steven now coordinates Direct Access' international consultancy team focused on multi-site projects. His doctorate at the University of Glasgow's Centre for Disability Research is on accessibility of American and UK urban spaces in a post-covid world.

Education

- B.A.** Architectural Design (Honors)
University of Brighton
- MSc** Occupational Safety & Health
Manchester Met University
Access Auditing, Centre for
Accessible Environments

Professional Registrations/Affiliations

- IAAP Certified Professional in
Accessible Built Environments
- Certified ADA Coordinator
University of Missouri
- Graduate Member Institute
Occupational Safety & Health

Presentations

- TEDx Economic Impact of Accessibility –
Feb 2020
- Disability Perspectives in Evacuation
Methodologies –Sept 2018

RELEVANT EXPERIENCE

Direct Access Consultancy LLC | DIRECTOR, STRATEGIC PARTNERSHIPS

Coordinating teams delivering multiple accessibility programs from building and services audits to inclusion training with offices in the USA, UK and a team in Middle East. Steve is Direct Access' lead for the Statewide Contract with the Commonwealth of Massachusetts for barrier removal and zonal planning. He wrote the Rural Accessibility Guide for the State of Vermont.

Steve won the inaugural MEED Economic Digest Editor's Award for Inclusivity in 2019 for his work in increasing accessibility for people with disabilities in the UAE. He sits on the Global Leadership Council of the Atlanta-based International Association of Accessibility Professionals coordinating the certification process for over 5,000 Certified Accessibility Professionals globally.

Steve leads on corporate policy and procedure development for Direct Access clients – he wrote the accessibility policies, the key performance indicators to benchmark departmental performances on accessibility and advised on operational guidelines for Expo 2020's Guest Services. Steve is both the Quality Assurance lead and the ADA Coordinator for the company reviewing and signing off on each accessibility report before submission to clients.

He leads on Direct Access' international infrastructure work including rail services in Lyon (France) HS2 (new high speed train opening in England 2031) and Glasgow (Scotland) Scotland.

Kevin Lardner

PE

Self-Evaluation & ADA
Policy/Standards Review



Education

M.S.E. Engineering,
Structural Engineering,
Arizona State University

B.S.E. Engineering,
Civil Engineering,
Arizona State University

Professional Registrations/Affiliations

Professional Engineer: Colorado #51209,
Arizona #65955, Florida #91005,
New Mexico #27202

M.ASCE #961763

Certified Bridge Inspector,
National Highway Institute (NHI)

Kevin has 12 years of experience as a project manager and lead structural engineer for bridge projects and bridge inspection projects at the city, state, and federal levels. As a project manager, Kevin has managed multimillion-dollar projects involving many stakeholders and agency coordination. Kevin's approach to project management revolves around proactively mitigating risk to ensure conformance with project schedules and budgets.

As a lead structural engineer, Kevin has designed vehicular and pedestrian bridges that range from simple single-span bridges to multi-span bridges over 800 feet long. Additionally, Kevin is a Federal Highway Administration (FHWA) National Highway Institute (NHI) certified bridge inspector who has inspected over 350 structures throughout the Front Range. Kevin has also performed load ratings for highway loading and military vehicle loading for existing and new bridges.

RELEVANT EXPERIENCE

El Paso County ADA Asset Measurement | DENVER, COLORADO

Kevin served as the Safety Lead and performed data collection for the data collection effort. Kevin implemented safety measurements for all data collection teams that included periodic check-ins, buddy systems, and an understanding of all emergency facilities in the areas of data collection. Additionally, Kevin performed data collections for sidewalks, ramps, intersections, traffic signals, and school crossings throughout the project.

Crestview Facility Inventory and Operational Assessments | CRESTVIEW, FLORIDA

Kevin led the structural assessments of the facilities throughout the City of Crestview. This included visual structural assessments of larger municipal buildings such as City Hall, the library, the community center, and public works. He focused on establishing condition assessments for the foundations, walls, roofs, windows, and doors.

ADOT SR-68 Raised Median (Verde Road to Bacobi Road) | MOHAVE COUNTY, ARIZONA

Kevin served as the Project Manager for the SR-68 raised median project. The project went through multiple changes in design speed, typical roadway section, and curb type which required significant coordination among ADOT Roadway, ADOT Northwest District, and Mohave County buyoff. The project had a firm construction start date due to federal HSIP funding. This schedule required Kevin to manage an expedited design schedule to meet the bidding window and required rapid responses from the design team during bidding.

Laveen South Mountain Transportation Study | LAVEEN, ARIZONA

Kevin served as the Project Manager for the Laveen South Mountain Transportation Study. The project required extensive outreach and involvement to educate the public on the proposed transportation improvements in the area. As the project occurred during the COVID-19 pandemic, Kevin orchestrated virtual open houses that allowed the public to safely listen to presentations and view maps illustrating the proposed improvements while also allowing them to provide feedback on specific elements of the plan. Following the virtual open houses, Kevin presented the findings and recommendations of the study to the Laveen Village Planning Committee. This project was funded by the Maricopa Association of Governments, the City of Phoenix, and the Maricopa County Department of Transportation and required extensive stakeholder coordination and presentations to update on its status. Overall, the project was delivered under budget, and the findings of the study were incorporated into the regional transportation plan.

City and County of Denver Minor Structures Inspection | DENVER, COLORADO

Kevin served as the Project Manager and lead bridge inspector and structural engineer for over 150 minor structures inspections for the City and County of Denver. As part of their routine inspection cycle, Matrix was hired to inspect the minor structures along major waterways throughout the City. All inspections were performed in accordance with FHWA-NHI requirements. Kevin provided maintenance recommendations along with cost estimates for each item for the City and County to import into their data management software, Infor EAM.

Kentucky Avenue Bridge | DENVER, COLORADO

Kevin is the Project Manager and lead structural engineer for the design of the Kentucky Avenue Bridge at Broadway Station. The three-span, 179-foot-long and 81-foot-wide vehicular and pedestrian bridge stands over the South Platte River and South Platte River Regional Trail and spans CDOT US-85 Split South Platte River Drive and Santa Fe Drive. The bridge utilizes CDOT box beam girders of variable thickness and span lengths to maximize the hydraulic opening of the South Platte River. On top of the bridge, it features four travel lanes and a 21-foot-wide pedestrian and bike zone connecting the Broadway Station Development to the South Platte Regional Trail along with rustic weathering steel art panels to pay tribute to the history of Broadway Station. Adjacent to the bridge is a 75-foot-tall spire structure that features perforated weathering steel panels that serves as a wayfinding point for South Platte Regional Trail.

Venetucci Bridge Extension | FOUNTAIN, COLORADO

Kevin was the Lead Structural Engineer for the Venetucci Boulevard Extension project in Fountain, Colorado. Venetucci Boulevard connects B Street to the retail center north of South Academy Boulevard. As part of the Venetucci Boulevard Extension, Matrix structural engineers designed the 123-foot, single-span bridge over Fishers Creek. Matrix worked with Wildcat Construction to deliver the bridge and roadway extension as a collaborative design-build effort for the City of Fountain. The bridge and associated road extension will improve connectivity and facilitate economic activity in the area, making it a top priority in Fountain's strategic plan. The cross-jurisdictional, \$3.5 million project involved coordination and collaboration among many stakeholders, including El Paso County, Colorado Springs Utilities, Colorado Department of Transportation, Stratmoor Hills Fire Department, Pikes Peak Area Council of Governments, and Pikes Peak Rural Transportation Authority.

Enchanted and Fascination Circle Bridge Replacements | COLORADO SPRINGS, COLORADO

Lead structural engineer for the replacement of two minor bridge structures within a residential development. Current design includes a new precast four-sided concrete box to minimize road closure duration. The project involved ROW delineation, channel improvements to the concrete-lined channel, storm inlets, and coordination with affected utilities.

Stapleton Redevelopment P-10 Bridge Structures and Retaining Walls | DENVER, COLORADO

Kevin acted as the Lead Structural Engineer for the design of four cast-in-place concrete slab pedestrian bridges. These four bridges were 4-span, curvilinear bridges, ranging in length from 71ft to 106ft. The bridges were wide enough to be designed to AASHTO H-5 loading criteria. The project also included five pre-engineered pedestrian bridges with spans ranging from 59ft to 136ft clear spans, 20ft tall abutment walls, and numerous cast-in-place concrete retaining walls.

City of Colorado Springs Minor Structures Inspections | COLORADO SPRINGS, COLORADO

Kevin served as the team lead bridge inspector and structural engineer on 160 minor structures inspections for the City of Colorado Springs. The data was collected in accordance with FHWA-NHI requirements and input into the City's asset management program, Cartegraph. Kevin coordinated with local stakeholders to obtain access to structures that were on shared property with the City.

Evans Avenue Bridge Replacement | COLORADO SPRINGS, CO

Kevin served as the lead structural engineer providing construction administration services for construction of the Evans Avenue Bridge over Cheyenne Creek. The new bridge is a single-span, prestressed concrete flat slab bridge to maximize the hydraulic profile. The bridge had a custom stone guardrail system to maintain the historic aesthetics of the Cheyenne Canyon Park.

Broadway Station South Pedestrian Bridge | DENVER, CO

Kevin was the Project Manager and Lead Structural Engineer for the design of the Broadway Station South Pedestrian Bridge. The Broadway Station redevelopment site is bifurcated by the Consolidated Main Line (CML), which consists of Union Pacific (UP), Burlington Northern Santa Fe (BNSF), and Regional Transportation District (RTD) train and light rail tracks. Matrix designed the South Pedestrian Bridge to improve connectivity between the RTD station, an underserved area west of the CML, and future commercial and residential development on the east side of the consolidated lines. The proposed bridge is a 352-foot, three-span prefabricated truss bridge with a 220-foot center span over the CML right-of-way. The ends of the bridge include switchback steel-framed stairs and a faux elevated water tower extending 115 feet above the ground.

City of Boulder Minor Structures Inspections | BOULDER, CO

Kevin served as the team lead bridge inspector and structural engineer on 76 minor structures inspections for the City of Boulder. The data collected was instrumental in the development of a complete inventory of the City's bridge assets since it was the first time that the condition of the minor structures had been documented. Structure ratings were performed consistent with NBIS and PONTIS reports from CDOT. All data collected was input into the City's asset management program ArcGIS Collector to manage the information.



Sophie Malton

Staff Training & Community Engagement

Since gaining Qualified Teacher Status in 2011, Sophie has worked in a variety of educational settings at elementary levels. This has included working with young neurodiverse people with disabilities and Special Educational Needs coordinators. She coordinates teams working with Universities, Colleges, and community education facilities to improve accessibility.

Sophie is also the Project Manager coordinating teams of people with disabilities to undertake website reviews and assessments.

RELEVANT EXPERIENCE

Direct Access Consultancy LLC | EDUCATION ACCESS CONSULTANT

Sophie is coordinating all aspects of education Access Audits for schools at all levels, colleges and universities.

Clients include:

- North Reading School District
- Our Lady of Pity Roman Catholic School
- Holy Trinity School
- TKAT Academies Trust (46 schools)
- Marlborough College
- Holt School
- Leo Academy Trust (multiple schools)
- Hampton School
- Hampton Prep
- Beckford Trust (12 schools)

Sophie is Direct Access' safeguarding lead – advising on child protection policies and procedures affecting people with disabilities.

Website clients include:

- Town of North Reading
- Town of Westford
- RSC – Shakespeare theatre production
- Federation of Small Businesses

Education

- B.A.** English, Liverpool John Moors University
- Post Graduate Certificate of Education, Hope University Liverpool

Professional Registrations/Affiliations

- CAE Accessible Environments – 2021
- National Register of Access Consultants

Presentations

- Inclusive Learning Environment Show - 2022



Cameron Bowsky PE

Staff Training & Community
Engagement

As a Senior Associate in Government Consulting Services, Cameron is responsible for tackling the most challenging obstacles related to comprehensive asset management. Cameron combines his 10 years of military service with private expertise leading strategic capital investment campaigns from concept development through analysis and implementation. He has further leveraged his professional engineering license to lead design and construction teams through the introduction, expansion, and improvement of key facilities and infrastructure elements for industrial, commercial, and residential areas.

RELEVANT EXPERIENCE

Education

B.S. Civil Engineering,
U.S. Air Force Academy

Professional Registrations/Affiliations

Professional Engineer: Colorado #53412

Society of American Military Engineers
(SAME)

Association of Defense Communities
(ADC)

Facilities Master Plan | CRESTVIEW, FLORIDA

Cameron led an effort for the City of Crestview, Florida in development of a Facilities Master Plan. As part of this project, Cameron inventoried over 40 facilities including five parks to assess their condition, functionality, and ADA compliance. Armed with that information Cameron evaluated the location of existing facilities to determine if they were geographically situated in the most ideal location to support long-term growth of the community. The final Master Plan included staffing recommendations, improvements to overall facility utilization, programmed costs for sustainment, and a long-range capital investments plan bound by both time and availability of funding to inform the City's fiscal budgeting process.

Asset Management

As a Public Works Director equivalent with the U.S. Air Force, Cameron was responsible for operating and maintaining \$7.9 billion in infrastructure and facilities at Misawa Air Base, Japan. He was responsible for administering a \$17 million annual budget and ensuring over 4,000 facilities and an active joint-use airfield remained fully operational. Cameron implemented a number of asset management principles to include development of levels of service that were used by over 500 subordinate employees to prioritize and execute work.

Pueblo Chemical Agent Destruction Pilot Plant Reuse Plan |

U.S. ARMY PUEBLO CHEMICAL DEPOT, COLORADO

Cameron conducted a comprehensive facilities survey and property condition assessment of 31 industrial assets that historically supported the chemical demilitarization of munitions. He's actively supporting PuebloPlex by leading reuse and redevelopment planning efforts driven by the transfer of Army assets to local authorities. This study includes all existing structures, and utilities on the site, a detailed market analysis to effectively attract commercial prospects, and an economic analysis espousing sound asset management principles.

U.S. Space Force Basing and Beddown Consulting |

SPACE DELTA 6 – COLORADO SPRINGS, COLORADO

Cameron provides strategic support to the Delta 6 Cyber Security leadership team regarding organizational transformation and growth, enterprise architecture, innovation execution, the DoD's Planning, Programming, Budgeting, and Execution (PPBE) process, and change management. He was instrumental in the validation of manpower requirements for eight newly established Cyber Squadrons. He then identified, and successfully advocated for, classified and unclassified facility and infrastructure requirements at five military installations and commercial leasing opportunities, providing time-phases strategic plans, implementation support, and pathfinding activities to overcome programmatic roadblocks to a rapidly growing organization.

Capital Improvement Planning and Execution

Leading design and construction teams in the United States and abroad, Cameron has skillfully woven groups of engineers, architects, construction inspectors, GIS specialists, surveyors, community planners, and decision-makers together to provide creative solutions for clients that deliver on time and under budget. He was notably instrumental in 142 independent construction projects, spanning two years, to stand-up new capabilities at Barksdale AFB, Louisiana that are critical to national security around the globe.

U.S. Air Force Global Strike Command Stand-Up |

BARKSDALE AFB, LOUISIANA

Cameron was instrumental in establishing Air Force Global Strike Command, leading both design and construction teams, and skillfully weaving together groups of engineers, architects, construction inspectors, GIS specialists, surveyors, community planners, and decision-makers to provide creative solutions for clients. Over two years, he successfully completed 142 independent construction projects essential to the stand-up of a new major command responsible for global nuclear deterrence and other critical national security objectives.

Affordable Housing Opportunities for Florida's Military Installations | FLORIDA

In his role on this statewide housing study for the Florida Defense Support Task Force, Cameron conducted stakeholder interviews and provided QA/QC oversight. The research he and his team conducted culminated in a series of recommendations, tailored to each of Florida's defense communities, for improving housing affordability and availability. Cameron leveraged his extensive knowledge of the state to help ensure the proposed solutions would be both impactful and feasible.

Strength, Weakness, Opportunity, and Threat Analysis |

ESCAMBIA AND SANTA ROSA COUNTIES

Cameron coordinated, facilitated, and executed multiple community forums, interviewed elected officials, and met with senior leaders at Naval Air Station (NAS) Pensacola and NAS Whiting-Field. This initiative shed light on key challenges and opportunities for each installation aimed at providing recent, relevant, and actionable information to support the installations and their defense communities, thus protecting and growing the defense industry to secure long-term regional economic stability.

West Florida Defense Alliance P4 Partnership Activities |

FLORIDA

Cameron facilitates public-public/public-private (P4) partnership activities for the West Florida Defense Alliance (WFDA). Most notably, he guided both the cities of Pensacola and Milton, Florida in the procurement of \$9.4 million in combined federal grant funding through the Office of Local Defense Community Cooperation's (OLDCC) Defense Community Infrastructure Program. These funds supported critical projects to address wastewater treatment plant capacity and shoreline erosion in these defense communities. In this role, Cameron also coordinates and supports local, regional, and federal initiatives for NAS Pensacola and NAS Whiting Field.

U.S. Space Command Military Construction Planning |

COLORADO SPRINGS, COLORADO

Cameron synchronized long-range opportunities for the United States' 11th, and newest, Combatant Command. He conducted strength, weakness, opportunity, and threat (SWOT) analyses to meet current facilities requirements at the command's earliest stages. Additionally, he directly supported MILCON planning and development activities to successfully posture the rapidly growing organization for critical growth in its 10-year plan.

SAWS Texas Defense Economic Adjustment Assistance Grant | TEXAS

Cameron secured a \$5 million grant for the City of San Antonio and Joint Base San Antonio to improve facility and infrastructure resilience related to water and power. He partnered with San Antonio Water System (SAWS), CPS Energy, and the City of San Antonio Office of Military and Veteran Affairs/Military Transformation Task Force to prepare an application that provided backup power generation to potable water production facilities, improved stormwater crossings, and replaced overhead electrical lines with underground distribution lines. The approving agent, the Texas Military Preparedness Commission, cited it as the #1 submission and one of only seven applications considered.

Military-Friendly Policies and Programs |

OHIO STATE AND THE COMMONWEALTH OF VIRGINIA

Cameron conducted a comprehensive review of legislation, programs, and policies directly supporting active-duty service members, veterans, retirees, and their family members. Armed with this information, he authored the military-friendly guides for both the State of Ohio and the Commonwealth of Virginia, coalescing employment benefits, housing assistance, unique financial advantages, small business support, and military spouse opportunities in a single, customer-friendly package. These products distilled lengthy, often complex legal terminology down to concise, easy-to-understand benefits with direct access to the public resources that provide them.

Alex Trout GISP

Condition Assessment



Alex has five years of professional experience in the GIS field in a diverse array of projects spanning the public, private, and non-profit sectors. His projects have revolved around asset management, environmental modeling, database development and management, suitability analysis, mobile application development, field data collection, environmental assessments, financial analysis, and public outreach. As the GIS Data Collection & Management Task Lead for the ADA Asset Measurement Project, Alex not only planned and oversaw the data acquisition but often made field measurements himself.

RELEVANT EXPERIENCE

Education

- M.S.** Environmental Science,
University of Colorado Denver,
2020
- Cert.** Geographic Information Science,
University of Colorado Denver,
2020
- B.A.** Environmental Studies,
University of Colorado Boulder,
2016

Professional Registrations/Affiliations

Geographic Information Systems
Professional (GISP), #161540

FAA Part 107 Certified Remote Pilot,
Small Unmanned Aircraft System
(SUAS), #4809173

Stormwater Inspection & Maintenance,
CDOT

Transportation Erosion Control
Supervisor, CDOT

Technical Skills

GIS Software: Esri ArcGIS Suite, QGIS

GPS Units: Geode by Juniper Systems

Programming: Python, ArcPy, SQL

Databases: SQL Server

Mobile Apps: Esri ArcGIS Collector and
Survey123

El Paso County ADA Asset Measurement | EL PASO COUNTY, COLORADO

Alex served as the GIS lead for this large data collection and prioritization project of transportation assets. El Paso County's Department of Public Works (DPW) desired the development of an improvement plan for transportation assets related to the Americans with Disabilities Act (ADA) and condition deficiencies. DPW owns and maintains over 7,200 curb ramps, 605 miles of sidewalks, and 2,800 intersections.

Using the latest in GIS technologies, Matrix developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attribute measurement information per asset type in an efficient and accurate manner. We deployed detailed mobile surveys tied to DPW's and CDOT criteria manuals to assess each compliant measurement for sidewalks, curb ramps, crosswalks, over/underpasses, median refuge islands, and intersection pushbuttons. Collected data were organized in a database, received a robust QA/QC check, and integrated into DPW's asset management system.

After evaluating the findings of the resulting measured assets, Matrix developed an ADA transition plan that prioritizes improvement needs within the County, identifying projects for DPW's operations and maintenance staff as well as capital improvement projects with estimated cost. A select number of these projects will move directly to design where our transportation engineers will produce shovel ready design plans.

El Paso County Asset Management – Infrastructure, Strategic Plan | EL PASO COUNTY, COLORADO

Alex is currently tasked with the data management and development of infrastructure asset management planning model in support of the Board of County Commissioners approved 2022/2023 Strategic Plan. Specifically, Alex is creating a prioritization framework associated with a 10-year capital forecast model across the five major asset classes of roadway, stormwater, facility, fleet, and parks. Matrix is developing strategies to fund, manage, and improve public-owned infrastructure through implementation of a comprehensive asset management program, development of asset management plans for the five major classes, and defining a multi-year financial strategy to determine how capital plans and operations/maintenance costs drive annual budget appropriation schedules to meet standard levels of service. Due to Matrix's involvement in this process, we have intimate knowledge of the developing program and the impacts it may have on future right-of-way ADA asset improvement funding and timing, allowing us to develop an implementation plan grounded in informed decision-making focused.

AFCEC Asset Management Strategic Planning | SAN ANTONIO, TEXAS

Alex devised a multitiered approach to model utility investment strategy using GIS and enterprise-wide datasets for the Air Force Civil Engineering Center (AFCEC). He utilized SQL to clean and manage large-scale databases and developed varying models to emulate potential real-world scenarios. Alex packaged and delivered a complex dataset in a digestible format that helped guide future decisions.

Stormwater Database Development and Asset Management | COLORADO

Alex oversaw the migration of the Colorado Department of Transportation's (CDOT) stormwater GIS asset data from ArcGIS Online to an internal Enterprise database management system. The enterprise system was designed to provide a more integrated database that was hosted on internal servers and allowed for more efficient performance, a high level of data security, and streamlined processes for sharing data. Alex performed general maintenance of data and was responsible for distribution of spatial products across departments. He also created and documented GIS standard operating procedures to facilitate future workflows. Lastly, Alex implemented mobile data collection apps such as Esri's Survey123 and Collector to streamline the collection and management of CDOT stormwater assets.

AFIMSC Utilities Tactical Mission Dependency Index | SAN ANTONIO, TEXAS

Alex developed a custom Python automated solution for assigning Tactical Mission Dependency Index (TMDI) values for vertical building assets with supporting utility and roadway infrastructure using Esri's Trace Network toolset. This automated GIS model is crucial in implementing an enterprise-wide TMDI assignment for U.S. Air Force utilities and roadway infrastructure for the Air Force Installation Mission Support Center (AFIMSC), which will allow for the inheritance of TMDI values to utility and roadway assets based on the criticality of the vertical asset the utility or roadway supports.

Joint Base San Antonio Regional Compatible Use Raster Modeling | TEXAS

Alex assisted in developing an innovative solution for identifying the areas at highest risk for compatibility issues with military operations and the surrounding communities. In a first-of-its-kind implementation for a regional compatible use plan, a raster-based risk model was developed. The analysis focused on a five-mile influence area surrounding each installation. The influence area was divided into hundreds of thousands of five-acre grid cells, with each cell receiving risk scores. Numerous GIS layers were obtained or created to inform the four analytical areas of concern: current land use, future growth, environmental variables including climate change, and communication. Each feature in the layers was scored on a scale of 0-5 based on overall risk. At various points in the model, different weighting factors could be applied to emphasize certain layers such that various model permutations were possible when the layers were combined. The entire process was incorporated into Esri's ModelBuilder and automated so that the model serves as a dynamic tool that can adjust as data and needs evolve.

Stream Management Corridor Inventory Development | DENVER METROPOLITAN AREA, COLORADO

Matrix's client need a systematic way of identifying stream management corridors to develop a GIS database. This GIS database would serve as the foundation of stream management operations and allow for organized reporting and tracking. Alex executed and improved a GIS workflow to delineate streams and stream management corridors using ArcHydro tools and digital elevation models. The workflow outputted a series of datasets including an utility network of streams and junctions, catchment basins, and stream management corridors. Alex also built a user-friendly ArcGIS Modelbuilder model to streamline processes and ensure consistency for future updates.

Flint Hills Climate Resiliency Analysis | MANHATTAN, KANSAS

Alex identified and developed a database of critical infrastructure to surrounding communities. He interpreted and analyzed predictive modeling data describing an array of natural hazards exacerbated by climate change and curated varying scenarios to provide a diverse range of outcomes and results. He implemented spatial statistics to determine regional differences in threat levels and then developed a threat-scoring criterion for the identified assets to help drive on-the-ground decision-making and planning.

Colorado Springs Utilities Geospatial Growth Model | COLORADO SPRINGS, COLORADO

Colorado Springs Utilities contracted Matrix to conduct an analysis to get a better understanding of population and employment growth projections within and surrounding the City of Colorado Springs. The beginning of this project required Matrix to analyze large datasets of customer utility use data. Alex developed a script in a statistical programming language to analyze and automatically produce summary charts describing use patterns. Alex also helped the Matrix team develop a growth predictor model tied to demographic control totals and attractiveness and constraints variables. This model proportioned growth across the study area in a logical fashion to estimate utility demand required from such growth over a defined time horizon.

Defense Contractors Inventory Enhancement | FLORIDA

Alex developed a comprehensive database of all Federal Department of Defense and Homeland Security contracts there were performed in Florida or executed by Florida based contractors, amounting to millions of data records. This effort required analyzing contract data to guide recommendations to encourage more defense industry investment in Florida. Additionally, Alex created geospatial focused applications and tools to visualize contract activity through maps and animation. The enterprise database was hosted online to connect spatially driven tools and provided a user-friendly interface to explore and query the database. These tools allowed users to create charts and tables that identified trends in defense contracts coming into and leaving the state.

Expedient Small Asset Protection Shelter Siting | ANDERSEN AIR FORCE BASE, GUAM

In an effort to expand aircraft operational capacity on Andersen Air Force Base in Guam, the Air Force sourced expedient small asset protection shelters to serve as semi-permanent aircraft hangars. Before construction began, the Air Force needed a detailed report of where these shelters could be located and the identification of any barriers to construction. Alex served as the GIS lead on the team tasked with drafting this report. Alex began with reviewing technical specifications of the shelters and reviewing aerial imagery of the base to determine what spatial data will be required to assist with the assessments. After compiling relevant spatial datasets, Alex developed a site ranking system and mobile application to determine the feasibility of each site. Once on the ground in Guam, Alex conducted site assessments and personnel interviews to narrow down optimal sites. Alex then presented the findings of the report through a web-based mapping application that detailed the results of the site assessments, provided photos, and displayed interactive, spatially-driven analytics.

Joe Prochilo

Condition Assessment



Joe coordinates Direct Access Consultancy's ADA Transition Plan and audit programs for municipalities and education provision across Direct Access' two regions of South Western States and New England. He sits on the Massachusetts Architectural Access Board which develops and enforces regulations designed to make public buildings accessible to, functional for, and safe for use by persons with disabilities.

For the City of Worcester, Joe developed the first-in-the-nation access survey criteria for Mobility-impaired, Deaf, Blind, and Low-Vision populations. He instituted an access Gold-Silver-Bronze program to recognize access compliance for businesses.

Education

M.B.A. Master of Business Administration - Clarke University Graduate School

M.B.A. Masters of Business Analysis, Boston University

Professional Registrations/Affiliations

Executive Certification in Home Modifications - USC Leonard Davis School 2017

Presentations

TEDx Economic Impact of Accessibility - Feb 2020

Disability Perspectives in Evacuation Methodologies -Sept 2018

RELEVANT EXPERIENCE

Direct Access Consultancy LLC | ACCESS CONSULTANT

Joe leads a team of people with disabilities undertaking facility audits and barrier removal reports working with the Towns of Westford, Stow and North Reading, the City of Boston and a statewide contract for Massachusetts. This includes the audits of educational provision in schools across the Boston metro area. Joe has worked on projects in Missouri, Arkansas and Texas.

Accessibility Advisory Commission | ACCESSIBILITY ADVOCATE

Joe led a team of Accessibility Advocates as a Subject Matter Expert on The Americans with Disabilities Act of 1990 (ADA), ADA Accessibility Guidelines (ADAAG), ABA, FHA, The Rehab Act of 1973, Public Right-Of-Way Accessibility Guidelines (PROWAG), HUD Accessible Housing Regulations, ANSI 117.1, ADA Title I, II and III.

He created and implemented a system to track the resolution of all compliance issues identified in accessibility audits. The system enabled Worcester to prioritize, assign, and track the status of all outstanding access violations. Status reports were produced to update the city's transition plan to mitigate \$41.175 million in potential penalties.

Joe developed initiatives in the housing construction market to increase the number of accessible housing units from 5% to 20% of all newly constructed housing to ease a 35-year backlog for affordable accessible apartment units in the city.

Mary Straka

GIS Mapping and
Data Management



Mary is an interdisciplinary geographer and cartographer specializing in leveraging geospatial technologies for data analysis and visualization. She excels in creating impactful, data-driven solutions that facilitate planning and decision-making. She has extensive experience using demographic and urban infrastructure data to understand community profiles and identify areas with high levels of need for various services. She is adept at creating compelling maps and visuals to support presentations and reports, along with developing web maps and dashboards empowering users to interact with their own data and derive meaningful insights. Mary's commitment to maintaining accessibility for end users ensures that the visualizations and tools she creates are powerful and effective while still being user-friendly to best support decision makers.

Education

- M.A.** Applied Geography and Geospatial Science, University of Colorado Denver, 2023
- Cert** Geographic Information Systems
- B.A.** Environmental Science, University of Colorado Denver, 2017

Professional Registrations/Affiliations

American Association of Geographers

RELEVANT EXPERIENCE

Tempe Housing Inventory and Affordability Analysis | TEMPE, ARIZONA

Mary contributed to data analysis and visualization of economic and demographic data in a study evaluating the occurrence of affordable housing in Tempe, Arizona. Mary worked with census and parcel data to create a series of maps visualizing various indicators across the Tempe area including average apartment rent, average age of housing stock, and percent of student population per census block group. These maps contributed to a better understanding of the spatial patterns and trends in Tempe relating to the housing market and informed a series of implementable recommendations for the City of Tempe.

Hurlburt Field Space Utilization Dashboard | HURLBURT FIELD, FLORIDA

Mary developed a methodology to link spatial and aspatial datasets, enabling comparisons between space use metrics for various Air Force units at Hurlburt Field. She created an interactive dashboard to allow users to visualize location-based data, space utilization, and facility status. The dashboard was optimized for space planners, enhancing data querying and streamlining decision-making processes in space management. She also developed comprehensive user guides and documentation to support general users and provide workflows for data updates. Mary's efforts provided users with more flexible and improved access to space management data, streamlining management and planning processes.

Monterey County Military Economic Impact Report | MONTEREY, CALIFORNIA

Mary converted an economic impact report on federal military-related spending into an interactive, web-based Story Map. She mapped spending by zip code, highlighting concentrations of military (Army and Navy) installations and industry categories. To enhance accessibility for general audiences, Mary adapted the technical content into an engaging format, integrating detailed charts, graphs, and interactive visualizations that offered a clear, comprehensive analysis. By simplifying complex data and focusing on user-friendly design, she made the report's findings more accessible and actionable for a diverse range of stakeholders, fostering greater understanding and engagement.

Plum Creek Landscape Typology Dashboard | DENVER, COLORADO

Mary created an interactive, web-based dashboard to present results of a landscape typology study evaluating the ecological health of riparian buffer areas along Plum Creek. The landscape typology was previously presented as a Microsoft Excel dashboard, with static maps provided separately for reference. In building an ArcGIS Online dashboard, Mary integrated spatial data with ecological metrics such as landscape cover, functional scores, and various associated metrics like dominant vegetation type and noxious weed cover. The map-driven dashboard enhanced user experience by allowing users to view ecological metrics alongside spatial data, providing geographic context. It also enabled users to filter data by landscape type, metric score, and geographic area, offering a more interactive and engaging experience.

Westminster Housing Needs Assessment | WESTMINSTER, COLORADO

Mary provided QA/QC services for this project which featured a demographic and economic profile and projections of future housing needs. Mary reviewed the geospatial data used to create a map of the city's affordable rental housing. The map was featured prominently at a community event and garnered the praise of the client, Molly Taylor, who called it "a compelling visual that will generate questions and conversation."

Colorado Weatherization Assistance Program | DENVER, COLORADO

Mary led project planning and execution to create a web mapping application displaying priority communities to target for affordable energy initiatives. This project involved mapping locations of households currently receiving assistance from weatherization programs and overlaying additional demographic data to better understand program participants. Mary also used various socioeconomic indicators along with utilities and energy infrastructure data to identify at-risk communities and gaps in services provided by municipal and state-run programs. The web map was used to inform project planning and help make decisions about funding allocation to different regions across the state.

Colorado Pollution Atlas | DENVER, COLORADO

Mary sourced, cleaned, and compiled a comprehensive catalog of data related to environmental contaminants, public health risks and trends, and demographic data to produce an extensive atlas studying the relationship between pollution sources and disadvantaged populations across the state of Colorado. The study utilized statistical methods including geographic weighted regression to quantify the strength of relationships between various indicators and the location of pollution sources. The results informed Colorado Energy Office's Environmental Justice Specialist's prioritization plan to identify communities of highest need for Environmental Justice programs.

U.S. Solar Photovoltaic Database Viewer | DENVER, COLORADO

Mary collaborated with a team to develop the first national dataset and publicly available interactive data viewer of utility-scale solar energy facilities in the United States. She led data acquisition, creation, and QA/QC, including reconciling energy data from various sources and spatial scales and incorporating demographic data from the U.S. Census and American Community Survey for ad-hoc analyses of the impacts and relationship between solar development in different communities across the country. Mary created numerous visuals for the report accompanying the database release that effectively explained complex analysis methodologies and results for a general audience.

Seth Legan

GIS Mapping and Data Management



Seth is a highly skilled GIS Analyst with extensive experience in both public and private sector projects, specializing in geospatial siting, feasibility studies, and grid upgrade analysis. His expertise includes web application development, Python scripting for geospatial automation, suitability analyses, and small Unmanned Aircraft Systems (sUAS) operations, utilizing drone technology for enhanced data collection and precision mapping. Seth's comprehensive knowledge of geospatial technologies enables him to deliver advanced solutions for site selection and infrastructure planning.

RELEVANT EXPERIENCE

Education

- M.S.** Geographic Information Science, University of Denver
- B.S.** Environmental Science, University of Denver

Registrations/Affiliations

FAA Part 107 Certified Remote Pilot, Small Unmanned Aerial System (sUAS), #4846481

Technical Skills

GIS Software: Esri ArcGIS Suite, QGIS

Programming: Python, ArcPy

Photogrammetry Software: Pix4D, DJI Terra, DJI Pilot 2

Photo Editing: Adobe Premier Pro

ADA Asset Management | COLORADO SPRINGS, COLORADO

Seth assisted in the assessment of 600+ sidewalk miles and other pedestrian features in El Paso County, Colorado to understand ADA accessibility throughout the county. He helped develop and implement a set of prioritization criteria to determine the neighborhoods within El Paso County where ADA accessibility measures should be implemented. In addition, several ArcGIS python tools were developed to run the prioritization analysis on sidewalks, curb ramps, crosswalks, median refuge islands, pedestrian over/under passes, push buttons, and transit stops.

Wild & Scenic Upper Colorado River Drone Survey | KREMMLING, COLORADO

Seth led a drone survey of the Upper Colorado River where he collected Light Detection and Ranging (LiDAR) and photogrammetric imagery at 10 sites comprising over 200 land acres. This effort involved extensive pre-flight planning and coordination with private and public stakeholders including Bureau of Land Management, and Colorado Parks and Wildlife, and other subconsultants. After the data collection, the LiDAR and photogrammetry were processed using specialized software to create an RGB point cloud and a 3D model of each of the 10 sites. Once the 3D model was created, a set of polygons delineating the river from the surrounding land were created to allow for the continued monitoring of the river as it changes in the future.

PuebloPlex Environmental Services | PUEBLO, COLORADO

Seth migrated an outdated web application to Esri Experience Builder to help facilitate PuebloPlex land transfer from army to private developers. This application helped the former chemical depot to visualize environmental hazard areas, existing transportation and utility infrastructure, land use and parcel information, and facility assessment data. Seth also facilitated the transfer of hundreds of documents with PuebloPlex to be hosted on their web server and linked on the web application so that users could see any important documents associated with features in the application.

Fairfax Tributary Open Space Plan | COMMERCE CITY, COLORADO

Seth utilized knowledge of topographic features and stormwater drainage networks to delineate subbasins, while maintaining topological integrity between subbasins for the Fairfax Tributary project. Further GIS analysis for this project included analysis of existing and future land use to calculate imperviousness values for the study area. Seth also designed interactive maps tailored to the Fairfax drainage basin showing existing structures, city-owned and recently sold parcels, parks and open spaces, existing and future imperviousness, field assessments, wetlands, oil and gas well locations, geology, soil characteristics, and existing and future land uses.

Maricopa County GIS Suitability Analysis | PHOENIX, ARIZONA

Seth provided support for the Maricopa County suitability analysis to determine potential locations for multifamily by conducting a visual analysis and QA/QC of the parcel data. Seth helped develop the suitability criteria for the analysis and he created a web application to allow users to search suitable parcels within the county, while showing the suitability criteria associated with the features.

Williams Fork Post-Fire Recovery | EMPIRE, COLORADO

Seth was the remote Pilot-in-Command of a DJI Matrice 300 tasked with flying a MicaSense RedEdge sensor to capture multispectral imagery in the Williams Fork Burn Scar. This effort also included the capture of photogrammetric imagery. Seth post-processed the remotely sensed imagery in Pix4D to create a 3d model of the study area as well as a set of vegetation indices to help understand vegetation regrowth in the burn scar.

Nellis Compatible Use Study Web Application |

LAS VEGAS, NEVADA

Seth developed an interactive web application showing parcels in Clark County, Nevada that allows users to click a parcel and obtain the maximum and minimum allowed building height based on a set of imaginary surface rasters.

South Sound Military and Communities Partnership |

TACOMA, WASHINGTON

Seth created a set of maps to help support a housing analysis for the South Sound Military and Communities Partnership in the vicinity of Joint Base Lewis-McChord. These maps included datasets such as crime by zip code, as well as median asking rent and available inventory of single-family homes and townhomes.

Skye Vista LiDAR Survey | COLORADO SPRINGS, COLORADO

Seth conducted a series of flights to collect LiDAR data as well as RGB to be stitched together to create a high-resolution orthomosaic image. The data collected during these flights was used to create a surface and informed a design project along a residential street.

CDOT Geohazard Program | VARIOUS LOCATIONS, COLORADO

Seth has led an effort to assist the Colorado Department of Transportation's (CDOT) Geohazard Program by assessing and documenting emergency issues along roadways using small unmanned aerial systems (sUAS). Images are collected via sUAS and then a 3d model of the area is created to provide a clear picture of any hazards that may affect traffic in the near term along important roads in Colorado.

Joint Base San Antonio Work Requests | SAN ANTONIO, TEXAS

Joint Base San Antonio needed a interactive way to collect work order requests from residents in a set of dorms on the base and keep track of repairs for each room. Matrix provided a solution to create a set of ESRI tools to meet their needs. Seth designed a work order Survey123 survey that would be tied to specific rooms in each dorm that would be filled out by recruits. This survey allows submitters to select any issues they're having in the room and provides them resources for self-addressing the problem if applicable. The survey submission then notifies the dorm manager to validate and process repairs. This survey populates an ArcGIS Dashboard and ArcGIS Experience Builder application which are used to monitor status of repairs and edit the data, respectively.

Wildfire Risk Assessment Program Mapping | COLORADO

Seth led a GIS mapping effort to illustrate projected wildfire risk for the Big Thompson Watershed and Grand County, Colorado. This effort involved utilizing wildfire risk rasters in spatial analyses to understand the effects of fire on watersheds. Revised Universal Soil Loss Equation rasters were created for pre and post fire areas to understand the extent to which soil would be deposited depending on the severity of a fire. Curve Number rasters were created using a raster calculation of soil values, land use, and predicted fire severity to measure how likely runoff is to occur based on the input variables.

East Troublesome Fire Drone Monitoring |

GRANBY, COLORADO

Since 2022, Seth has conducted a number of flights in the East Troublesome Fire burn scar near Granby, Colorado aimed at monitoring vegetation re-growth and stream restoration projects. Seth has created orthomosaics to compare year over year change along various stream reaches in the burn scar, and has also captured aerial photography before and after several construction projects.



David Conner

PE, LEED AP, IAM c.

ADA Transition Plan

David serves clients as a senior asset management consultant helping to strategically minimize cost, manage risk, and attain service levels through assessment and enhancements; developing prioritized phasing plans and tools; improving strategy, data, and processes; and constructing risk-based capital expenditures and operating expenditures scenarios and constraints for a more strategic and proactive approach to asset renewal and management. He also leads field condition assessments, identifies software needs, and helps establish asset management practices and programs to maintain assets at their invested value and operate them at their service levels. He cross-pollinates best practices from serving multiple sectors across North America.

Education

- MBA** Business Administration,
Iowa State University
- M.S.** Civil and Environmental
Engineering,
Iowa State University
- B.S.** Civil and Environmental
Engineering,
minor in Chemistry,
University of Kansas

Professional Registrations/Affiliations

Professional Engineer: Colorado #44718,
North Dakota #8365, Texas #138144,
Wyoming #12352

Institute of Asset Management (IAM)
Certified

LEED Accredited Professional (AP)

Bleiker Stakeholder Engagement

Public Relations

American Society of Civil Engineers

National Society of Professional
Engineers (Fellow, National Board)

RELEVANT EXPERIENCE

ADA Asset Measurement, El Paso County Department of Public Works, | COLORADO

David serves as the Planning & Prioritization Task Lead at the nexus of planning, pre-engineering, construction cost estimating, compliance, and technology to identify needed improvements to Americans with Disabilities Act assets across the County. He leads the distillation of findings from prescriptive field assessment and data collection to devise a prioritized, sequence, and dynamic plan for prioritized engineering design and construction improvements to ADA assets. The plan is dynamically structured for updates as well as alternatives and scenarios analysis. A prioritization scale for improvements is being devised collaboratively with the County. Asset management best practices are used to better accomplish the project's objectives and needs so the project will provide long-term value to the County. The ADA infrastructure system includes 6400 curb ramps, 541 sidewalk miles, 2800 intersections with pedestrian crossings, crosswalk striping, signalized intersections and right-of-way, ancillary to 1178 centerline miles of paved roadways maintained by the County. Key attributes include capturing requirements of these assets and slopes, widths, vertical rise, material types, signalization, condition, and others. The project allows the County to create an overall GIS-based inventory and plan for required upgrades.

Asset Investment Management System Refinements & Analyses, Colorado Department of Transportation | COLORADO

Senior Asset Management Consultant and Deputy Project Manager to advise on and implement asset management best practices and perform quality oversight and client advocacy for its asset management condition and prioritization software' and practices' refinements and updates. This is performed across 11 major asset teams across multiple regions and headquarters. Goals are improved modeling, clearer understanding and consistency, better prioritization, and more defensible decision making across multiple scenarios and drivers. Manage scope, schedule, budget, and action items.

Transit Mobility Hub Handbook, Colorado Department of Transportation

Senior Asset Management Consultant to review mobility hub strategy and goals and Transit Asset Management Plan. Develop a vision of fundamental asset management aligned with CDOT strategic objectives and CDOT Transit Asset Management Plan for mobility hubs and their asset groups for the handbook.

Southeast Michigan Council of Governments (SEMCOG), Infrastructure Asset Management Services, Sr. Asset Manager | MICHIGAN

Serves as a lead for one of the first regional government AM programs in the US. Advises on regional water and wastewater infrastructure asset management capabilities assessment, priorities, strategy, planning, data, and software. Develops data analysis framework for analyzing agencies' asset data and projecting infrastructure renewal and funding needs and priorities for the region. The project is attempting to implement asset management support, coordination, and software for its many infrastructure types for many local agencies.

Management Program and System Assessment, El Paso County Department of Public Works, | COLORADO

David served as Project Manager and Senior Consultant for establishing asset management vision, strategy, and charter. He assisted with assessing county-wide public works paved and gravel roads' and the stormwater departments' asset management organizational and software capabilities and improvement needs to integrate an asset management system and formalized area of practice. Objectives include improving data quality, organizational capabilities, updating and formalizing workflows, risk-based capital forecasting for multiple years, and shifting from a more costly reactive paradigm to a proactive and eventual predictive one to better document and articulate needs for stronger justification to stakeholders. He served as an advisor for a county-wide asset data collection effort for roads and their assets.

Denver Department of Aviation Facility Condition On-Call Services | COLORADO

David served as a Condition Assessor, performing visual condition assessments of large-scale aviation underground electrical vaults, maintenance shop buildings, and vehicle wash buildings. He interviews facilities staff regarding asset and facility condition deficiencies. David captures asset and condition information in mobile tablet app to upload to DEN's IBM TRIRIGA CMMS software for long-term data reference, operations and maintenance planning, and investment planning. He analyzes findings, identifies condition deficiencies, and develops capital improvement recommendations based on the development of condition indexes, replacement costs, remaining useful lives, and useful lives of assets. David refines data collection standards, facility assessment criteria, and asset attributes. He applies best practices tailored to the needs of the airport. Major components of this facility inventory and condition assessment effort include fixed equipment inventory, architectural assessments, roofing assessments, mechanical/electrical/plumbing (MEP) systems assessments, and functionality assessments. This helps justify and prioritize capital investment needs and improve the asset inventory and data for decisions for a portion of the 5.7 million square feet within DEN, the U.S.'s largest airport by square miles.

Hillsborough County, Asset Reinvestment Funding Analysis & Asset Replacement Funding Evaluation, Asset Management Lead | FLORIDA

Lead the technical analysis of existing asset management practices and O&M procedures, data quality, data structure, and software tools to assess existing O&M approaches in support of asset management for water, wastewater, and reclaimed water assets including treatment facilities, lift stations, manholes, pipelines, hydrants, and water meters. Review existing CMMS, master planning approach and projects, and R&R programs in this assessment. Implement a risk-based approach to R&R/CIP forecasting. Identify capital and O&M investment needs and develop a prioritized investment cost forecast for 20 years.

Shell Real Estate Building Safety Standards Assessment | WORLDWIDE

David served as Project Manager, establishing global building surveys for the Shell Oil and Gas Company. The three-year assessment project entailed 325 office-, lab-, and field buildings across the world in multiple countries and operations. He negotiated and managed with multiple international Shell entities, global agreements, and arranged intercompany agreements. The assessment focused on 25 standards across Shell Real Estate considering building integrity, air quality, fire safety, and sanitation. Compliance with local code documents also considered. The project helped Shell identify, prioritize, budget, and implement safety improvements and document confirmed building safety compliance.

US Air Force Civil Engineer Center, Utilities Privatization, Infrastructure Consultant & Estimator | US

Support Joint Base San Antonio with development of preliminary economic analyses and detailed government cost estimate to help the AF determine potential benefits and feasibility of privatizing base utility systems including electrical distribution, natural gas distribution, potable water distribution, reuse water distribution, wastewater collection, and wastewater treatment systems. Review system inventories, deficiencies, and planned projects and estimate funding. Evaluate offeror cost proposals for cost reasonableness and ability to meet service requirements, operate the government should cost model to model annual expected government costs and lifecycle capital costs up to 50 years, analyze and report on cost, conduct business case evaluations, and consult and report to clients on the findings and proposals in consideration of privatizing to aid in privatization decision making and offeror selection. These efforts help save the AF \$100Ms in capital, operation, maintenance, and commodity utility expenditures.

City of Dallas Facilities Condition Assessment | TEXAS

David served as a condition assessor, assessing 258 city buildings totaling nine million square feet. The facilities include fire stations, police stations, administration buildings, operations centers, service centers, museums, recreation centers, libraries, warehouses, shops, and community centers. He leads specialized teams of architects and structural, mechanical, and electrical engineers in the field to perform visual condition assessments of assets and facilities. David assists with findings and recommendations for repair, rehabilitation, or replacement of assets in poor condition. He also performs report and data quality reviews. The project aims to provide the city with critical information required to perform planning decisions and establishes a baseline of asset inventory and condition to feed its centralized computerized maintenance management system. The findings will provide key information for bonding and future maintenance efforts.

Steven Mifsud

NRAC

ADA Transition Plan



Founder and President of award-winning disability accessibility consultancy Direct Access. Direct Access was born out of Steven's passion for inclusivity following his struggles as a deaf cochlear implant user. He was awarded the MBE in Her Majesty the Queen's Birthday Honors list in 2021 for improving access for people with disabilities.

Degree in Architecture and over 20 years' experience in Accessibility with a specialist expertise in parks and recreation. Frequently sought as an International Speaker and has presented on accessibility in USA, Canada, Spain, UK, Ireland, Poland, United Arab Emirates and Germany.

RELEVANT EXPERIENCE

Direct Access Consultancy LLC | FOUNDER/PRESIDENT

Since Direct Access was set up in 2004 by Steven, the company has grown from strength to strength and is now internationally recognized as a leader in disability access. It has won numerous awards, particularly for exporting expertise creating a more inclusive world.

Steven was the lead Access Consultant working on ADA Transition Plans for the Cities of Allen, McKinney and South Lake, Texas, accessibility plans in Vermont both with the town of Bethel and with DAIL housing programs across the State. He has worked with Native American organizations in Montana where the ADA is not enforceable, yet clients want to be inclusive. Steven also leads the Direct Access team working with Starbucks and delivering inclusion programs for media production companies in New York.

Steven's expertise means he has been highly sought after internationally. Since 2018 he has been the Universal Design Project Director then Director of Accessibility for Expo 2020 Dubai, the largest ever world exposition and the first ever in the Middle East. As the expo came to a natural end, the site is being repurposed to a new residential development to include support programs for residents with disabilities and it recently hosted COP28.

Steven has delivered disability awareness training in Arizona and worked on hotel and retail facilities in West Virginia, delivered presentations on accessibility within education facilities in Utah and Georgia and museums in New Hampshire.

Education

B.A. Architectural Design (Honors)
University of Brighton

Professional Registrations/Affiliations

Member of the NRAC, National Register of Access Consultants (Consultant Level)

Awards

Member of Power 100, 2019 and 2020 (Shaw Trust list of the most influential people with disability)

Export Champion 2022-24, Government Northern Powerhouse/Department of International Trade

Emerging Exporter Winner 2019, Insider Business Awards

International Trader of the Year 2018 winner, Cheshire Chamber of Commerce Awards

'Salt Of the Earth' Award 2018, Nantwich



Sarah Beckingham

Prioritization Strategy

Sarah is a GIS Analyst with over five years of experience specializing in Esri ArcGIS software and extensions. She has developed and maintained municipal and tax-assessing databases, created web mapping applications, and supported asset management for public agencies and the U.S. Air Force. Her expertise includes ADA compliance data collection for El Paso County, creating dashboards and interactive tools for infrastructure projects, and conducting natural channel management studies along Monument Creek in collaboration with the U.S. Air Force Academy. Sarah has also developed ArcGIS Field Maps and dashboards for asset management plans, crafted GIS solutions for groundwater monitoring and remediation, and contributed to general and master planning efforts through detailed mapping and analysis. She is proficient in GIS data management, cartography, and web-based mapping, with a strong focus on delivering accessible and data-driven solutions.

Education

B.A. Geography and GIS, University of California Santa Barbara, 2019

Technical Skills

ArcGIS Software: Esri ArcGIS Suite, ArcPro, ArcGIS Indoors

Field Maps and Data Collection

Esri Dashboard Creation

Professional Registrations/Affiliations

GIS Colorado

RELEVANT EXPERIENCE

El Paso County ADA Asset Measurement Project | EL PASO COUNTY, COLORADO

Sarah assisted in multi-month data collection for El Paso County ADA Project including sidewalk slopes, curb ramps, crosswalks, and other multimodal and roadway assets. Created and maintained a client-facing dashboard to display collected data statistics and progress indicators. Provided technical expertise for field collection methods.

Mountain Home AFB Space Utilization Study | MOUNTAIN HOME, IDAHO

Sarah created and maintained dashboards to display space utilization and organization overview statistics. Co-authored the Mountain Home Air Force Base CEN Data Analytics and Process Improvement Initial Playbook and Training Material, which included project documentation and test cases for new user training. Assisted in creation of ArcGIS Indoors Space Planner, Indoors Viewer, and Data Editor applications.

Monument Creek USAFA Corridor Planning Study | COLORADO SPRINGS, COLORADO

Sarah identified project sites for natural channel management along the Monument Creek corridor in association with the United States Air Force Academy. The corridor includes areas within the boundaries of the United States Air Force Academy, Colorado Springs, and El Paso County. Incorporated field points and photos to discern project priority. Attended and presented at stakeholder meetings to communicate project progress and workflow. Maintained spatial and tabular project data to develop project scoring matrices, and used developed data to prioritize project sites.

Woodmen Hills Comprehensive Parts Master Plan |

WOODMEN HILLS METROPOLITAN DISTRICT, COLORADO

Sarah developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attributes, including ADA compliance where needed, per asset type in an efficient and accurate manner. Sarah created an IDPlaces application to collect public engagement for stakeholder meetings. Performed data analysis on condition, area, and type to determine asset management frameworks. Created figures for the Master Plan showing areas of development, land use, landscape typology and condition, parks and trails, and wildlife crossings.

Chino Valley General Plan | CHINO VALLEY, ARIZONA

Sarah played a crucial role in this project, creating and revising many maps and digitizing elements from the previous general plan that were not available in GIS. This included road networks, future land use, and additional layers such as utilities that were outside the scope of the General Plan.

Luke AFB Groundwater Monitoring | LUKE AFB, ARIZONA

Sarah created databases and mapped all groundwater monitoring wells for ADEQ at Luke AFB. Created figures and data showing groundwater capture zones and groundwater flow magnitude and direction across the installation and throughout several historic time periods. Used GIS to monitor PFAS concentrations through mapping.

Fort McClellan Remediation and Monitoring | FORT MCCLELLAN, ALABAMA

Sarah updated many existing historical figures showing remediation areas, monitoring wells, and existing historical maps. Data and figures were updated to ArcGIS Pro 3.4 and have been addressed quarterly.

Dakota Ridge-Skyline Open Space Site Analysis and Assessment | LOVELAND, COLORADO

Sarah created figures to represent planning, site-analysis, and ecological assessment of Dakota Ridge, an area contiguous to the Skyline Open Space in Loveland, CO. Sarah performed a site analysis to create an opportunities and constraints map, compiled drone footage into a promotional video using Adobe Premier, and created maps showing landform, slope analysis, solar orientation, drainage/erosion, wildfire considerations, adjacent land use, view corridors, perimeter access, pedestrian trail circulation, and the protection of cultural resources.

Clear Creek Integrated Water Management Plan | CLEAR CREEK, COLORADO

Sarah digitized all completed, ongoing, designed, and proposed projects within the Clear Creek watershed and created a client-facing web application to show all compiled data. Created an ArcGIS Field Maps based data collection application for the client and created maps identifying project gaps and opportunities and developed priority project concepts.

Laughlin AFB Compatible Use Study | VAL VERDE COUNTY, TEXAS

Sarah drafted all maps in the final Study document, encompassing two diverse installations and several counties. Her work addressed critical issues at Laughlin AFB, such as airspace competition, alternative energy, zoning and land use, international border regions, climate and population change mapping, and transportation. Completed metadata and delivered data to the client.

Joint Land Use Study NAS Pensacola | PENSACOLA, FLORIDA

Sarah developed data and designed visuals for the Naval Air Station Pensacola StoryMap. Curated web maps for an Esri ArcGIS Online StoryMap to show components of the Joint Land Use Study.

Ballpark, Broadway, Old Colorado City, and Fort Wayne Special Districts | USA

Sarah worked with client Centro to develop special district mapping web applications and maps showing potential special district boundaries, included parcels and parcel information, and delivered data to client including shapefiles, real property, and personal property information.

El Paso County Asset Management | EL PASO COUNTY, CO

Sarah assisted with developing a cost budgeting framework maintaining \$1.5 billion in infrastructure and facilities throughout the county. Responsible for running models to calculate costs, service life, criticality, and condition for the Tactical Asset Management Plan's Ten-Year Financial Model.



Anniston, AL

Atlanta, GA

Colorado Springs, CO

Denver, CO

Hagåtña, GU

Lone Tree, CO

Mesa, AZ

Niceville, FL

Phoenix, AZ

San Antonio, TX

Washington, DC

Town of Paonia, Colorado

ADA Transition Plan Proposal

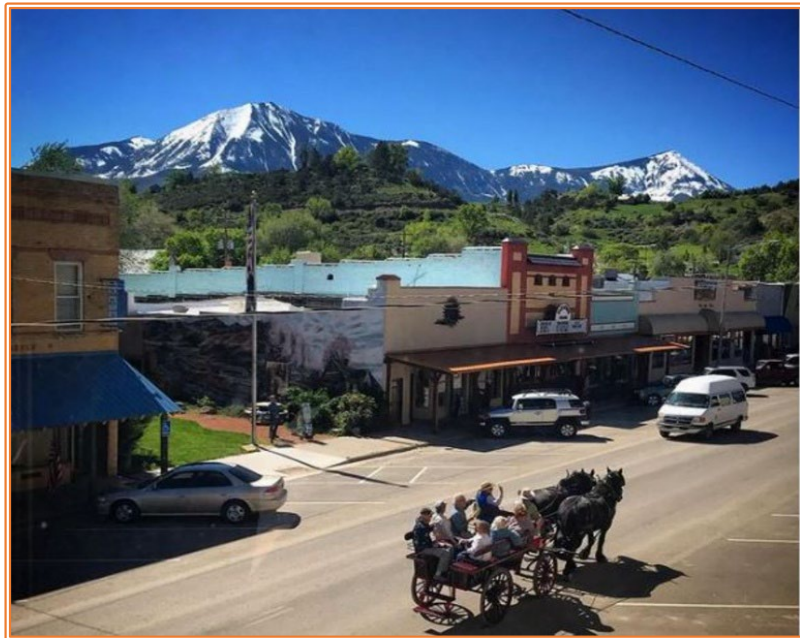
RFP No. 2025-03



March 19, 2025

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Paonia, CO

March 19, 2025

Town of Paonia
Stefen Wynn, Town Administrator & Treasurer
StefanW@TownofPaonia.com

Dear Stefen:

Thank you for the opportunity to submit our qualifications and proposal for the ADA Transition Plan for the Town of Paonia (Town). Altura Solutions, LLC (Altura) was created in 2006 for this precise type of work and our proposal will detail the foundations for why our team is ideal for this project.

Altura is a national ADA Transition Plan firm whose sole focus is on accessibility compliance. Accessibility is not just one of the many things that our firm does, it is **the only thing** that we dedicate ourselves to accomplishing. We understand that ADA compliance is not only a federal requirement, but a civil rights issue that extends far beyond an accessible building entrance. Altura works with a wide variety of municipalities to meet the broader goal of translating accessibility into freedom for all members of the community. We recognize the Town of Paonia's commitment to providing outstanding and innovative municipal services. As a firm dedicated to fulfilling the promise of the ADA, we share the Town's dedication to promoting the highest quality of life for all residents.

We develop ADA Transition Plans that meet ADA Title II requirements and are:

1. Supported by the community
2. Reflective of the Town's mission and needs
3. Fully implementable by the Town

Our team works in an environment of transparency and collaboration to meet technical and legal requirements while developing a customized ADA Transition Plan Update. We take the steps necessary to develop an understanding of your Town's government and how its staff operates in order to create customized plans. Altura will work in cooperation with the Town's existing comprehensive and transportation plans as well as the Town's commitment to enriching the lives of its community.

We specialize in producing Transition Plans for government agencies with the understanding that these Plans are more than a document of code compliance but rather a blueprint for how to shape a Town over the next decade and more. Having four former municipal employees on staff, our Team understands the Town's perspective. We understand what your staff is undertaking and will bring that experience for the Town's benefit.

Just like Altura routinely performs in Texas, we are familiar with the importance of understanding all applicable codes, including local, state, and federal requirements. Altura has successfully worked with federal and state accessibility codes in California, Wyoming, New Mexico, Colorado, Oregon, Texas, Massachusetts, Ohio, Michigan, and North Carolina. We have a proven track record, technical expertise, and passion to assist the Town of Paonia in this effort.

Altura Solutions will be responsible for meeting all project expectations and deliverables. We take pride in our reputation for providing outstanding customer service and we are committed to having the appropriate capacity to deliver first-class services for the Town of Paonia.

The Altura Team will assist the Town of Paonia in identifying deficiencies and implementation strategies regarding the Town's policies and procedures, programs and services, facilities, and parks to meet the ADA Transition Plan requirements. We will provide your agency with traditional GIS deliverables that meet the ADA Title requirements and integrate into existing Town systems. This project will inherently affect how the Town of Paonia grows, evolves, and addresses both existing and future infrastructure.

We have highlighted our understanding of the project, assembled proven firm experience and successes, and specialized staff expertise in this proposal to demonstrate that we are the best qualified firm to assist the Town of Paonia with this project. Altura acknowledges the Addendum No. 1 dated 3/7/2025. We are truly excited about the task at hand and look forward to working with the Town in delivering an ADA Transition Plan that furthers the Town's vision and reflects the community's values.

As President and as the individual authorized to answer questions regarding the firm's proposal and execute binding legal documents, I attest to the accuracy of the information in this proposal submittal document.

Sincerely,



Jesús Lardizábal, President

Altura Solutions, LLC

(512) 410-7059 | jel@alturalp.com | www.alturalp.com



***We are genuinely ready to work with the
Town of Paonia!***

ON A PERSONAL NOTE

Our team is comprised of individuals who are passionate on a personal level about inclusion for all. We started in the profession from different avenues but are aligned in our desire to assist agencies that offer full inclusion for all people.

Jesús “Chuy” Lardizábal, Altura’s founder, recalls a moment when he was struck with an understanding about the ADA’s positive impact on people’s lives. In 2002 while at the City of Austin, a project had just built a three-block long sidewalk when a person in a wheelchair approached the team. She thanked everyone for the sidewalk and explained the value of the project. She said that the sidewalk was **freedom**. Freedom to access a bus stop, freedom to go to the grocery store, and freedom to see her doctor. The missing sidewalk segment had always been a barrier, now she is free to participate in society.

Staff had her meet the City Manager and relay her story. After the meeting, the City Manager allocated \$1M annually towards the construction of sidewalks. Since then, that number has grown to more than \$13M annually.

Declaring herself a “quiet advocate”, team member Dolores Gonzalez, worked for the City of Austin as the ADA/504 Coordinator for over 20 years. Having a disability herself, she worked tirelessly to ensure that the City of Austin remained at the forefront of accessibility compliance. Her legacy at the City of Austin goes beyond being the first ADA Coordinator. As a testament to her impact and career, during the national celebration of the 25th anniversary of the ADA, she was honored as an “ADA Trailblazer”.

Altura is here to serve and ensure that the community will benefit from the long-lasting effects of this exciting and much appreciated work.

Accessibility is Freedom!



Paonia, CO Aerial Shot

CONSULTANT QUALIFICATIONS AND EXPERIENCE

Altura Solutions, LLC., headquartered in Austin, Texas, stands as a leading ADA Transition Plan firm specializing in detail-oriented development of ADA Transition Plans for public agencies, adhering to the stringent requirements of ADA Title II. Our commitment to excellence is evident in our efficient project execution, consistently delivering within allocated budgets and timelines. We purposefully limit our active ADA Transition Plan Projects to fewer than three at a time, ensuring a dedicated focus on each undertaking.

Beyond our core competency in the built environment, Altura excels in providing comprehensive accessibility solutions encompassing programs, services, accessibility trainings, and client needs. Furthermore, our experience extends to collaborating with municipal Legal Departments, where we have successfully contributed to the creation of ordinances and assessment of ADA liabilities. At Altura, we bring a depth of knowledge and a commitment to excellence that sets us apart in the field.

PROVEN EXPERTISE:

- Team members specialized in ADA Transition Plans
- 3 former City ADA Coordinators
- 3 ACTCP Certified ADA Coordinators
- Provided training for ADA Coordinators
- Staff with experience in:
 - Architecture
 - Engineering
 - Urban Planning
 - Landscape Architecture
 - Website & Digital Media Accessibility

ACCESSIBILITY CODES AND EXPERTISE:

- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- 2010 Standards for Accessible Design
- Federal Standards for Outdoor Developed Areas
- Public Rights-Of-Way Accessibility Guidelines (PROWAG)
- Uniform Federal Accessibility Standards (UFAS)
- International Building Code (IBC)
- Universal Design Principles
- SITES Certification Experience

SELF-EVALUATION EXPERIENCE

Altura has over 18 years of experience providing ADA site assessments of over 2,000 individual facilities on both public and private projects. We have performed assessments for government agencies such as the City of Austin, City of Georgetown, Ann Arbor Parks Department, City of Charlotte, Baton Rouge Parks Department as well as various entities and universities.

Having former municipal employees on staff provides Altura with a unique perspective on identifying and providing effective solutions for the Town's facilities. We have inspected a wide variety of facilities for accessibility compliance, including several historic structures. We also have staff that are intimately familiar with the programs, services, and activities associated with municipal activities.

PUBLIC OUTREACH AND COMMUNITY ENGAGEMENT

For each Transition Plan we have performed, Altura ensures inclusion of community voices through a variety of tools and strategies. Our process includes hosting at least two Open House sessions where citizens can voice concerns and ask questions, identifying priorities with local community members and key stakeholders. We also distribute surveys via email, social media, and through community partners to reach the widest audience possible for feedback. Comments received are integrated into the Transition Plan and play a large role in how Altura prioritizes barrier removal recommendations.

We have experience in working with our clients' existing communications protocols and creating a public input campaign. Altura has developed flexible ways to meet with stakeholders and collect input. Over the past several years, we have met with stakeholders through virtual meetings, in-person forums, and a hybrid of both approaches. We also work closely with local community organizations and advocates to reach key stakeholders and ensure a broad perspective helps inform the Plan development and implementation.

SITE ASSESSMENT DATA

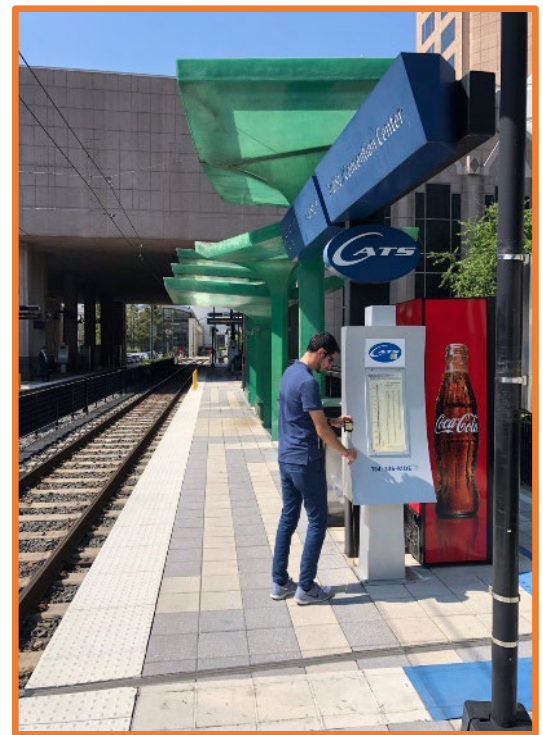
Altura understands the importance of collecting and organizing data. We know how this information can be used in mapping applications, budget forecasting, project management, work order tracking, and general reporting. One of the federal requirements for an ADA Transition Plan is the production of an annual report detailing the organization's progress in moving towards ADA compliance. With that in mind, Altura strives to facilitate the production of the annual report through user-friendly and data-driven tools.

Over the firm's history, we have provided ADA site assessment data in various usable electronic formats including Microsoft software such as *Excel*, *Access*, and *Word* as well as GIS formats such as *ArcGIS Data Format* (shapefiles), *Esri Grids*, *Esri Geodatabase* (.GDB), and Relational Database Management Systems (RDBMS).

Altura uses BlueDag to organize and manage the data collected during the assessments and ensure that the project data deliverables work with our client's existing GIS and data management systems.

BARRIER REMOVAL RECOMMENDATIONS

Altura knows that understanding budgets, design limitations, accessibility requirements, facility use patterns, and public expectations are all critical to developing effective Barrier Removal Recommendations. Our goal is to use data, public input, and local considerations to provide a tailored solution that best fits the location and its unique needs. Furthermore, Altura works with clients to develop a process to prioritize barrier removal across its facilities, including the development of a project list with key considerations for each recommendation.



Performing an ADA assessment of a transit facility in Charlotte, NC

We will customize the Town of Paonia's ADA Transition Plan to match the needs of the Town's staff and community.

ALTURA'S VISION

At Altura, we believe that ADA Transition Plans should be more than just compliance documents—they should serve as dynamic, forward-thinking tools that drive meaningful change in communities. Our approach transforms these plans into powerful capital improvement planning resources, seamlessly integrating them with facility management efforts, asset tracking, and long-term budgeting strategies. By developing innovative and actionable ADA Transition Plans, we help government agencies not only meet regulatory requirements but also set a high standard for accessibility and inclusivity. Our plans provide a roadmap for sustainable improvements, ensuring that public spaces evolve to meet the needs of all individuals, including those with disabilities. Altura's ADA Transition Plans have been recognized for their innovation, practical implementation, and lasting community impact. Through collaboration, data-driven decision-making, and strategic planning, we empower agencies to take a proactive role in ADA compliance, leading the way in creating more accessible, equitable, and welcoming environments. With a commitment to excellence and continuous improvement, we strive to make ADA compliance an integral part of urban development and infrastructure planning, ultimately enhancing the quality of life for everyone.



Open House for BREC Community

PROVEN OUTCOMES:

- For the City of Austin, TX – Altura helped develop the Indefinite Delivery Indefinite Quantity (IDIQ) construction delivery model to support the Sidewalk and Curb Ramp ADA Transition Plan. The model reduced overhead costs and construction times in the implementation of the Transition Plan's recommendations. The **model has won national awards** and is being **implemented** by other cities and government agencies.
- For the City of Georgetown, TX – Altura helped create an award-winning ADA Transition Plan. The plan was awarded the **Best Long-Range Plan for 2015** by the Texas Chapter of the American Planning Association. The plan was recognized for its innovative approach to meeting "community-voiced needs and collaboration with school district, county, and regional transportation partners." The plan was credited for the **voter approval of a \$10 million bond package** for accessibility projects.
- For the Texas Department of Transportation – Altura assisted in developing a GIS-based data collection system for the ADA Sidewalk and Curb Ramp Transition Plan. The system collects data for both federal ADA and Texas Accessibility Standards (TAS) requirements. Altura was part of the team that captured information for sidewalks and curb ramps on the **679,900 lane miles of roadways in approximately nine months**.

As previously detailed, Altura staff has decades of ADA experience, a combined 50 years working as City staff, and a deep passion for accessibility. This proven commitment will ensure successful project completion and implementation. We are confident that all our former clients will attest to the strength of our team in exceeding expectations on all fronts.

***Altura's only focus and passion is accessibility.
We do not work on accessibility compliance "on-the-side".***



JESÚS 'CHUY' LARDIZÁBAL, RAS
PRESIDENT, PROJECT PRINCIPAL

With over 28 years in ADA and accessibility compliance, Chuy founded Altura Solutions in 2006 with one focus in mind: accessibility for all. Chuy's unique professional background ranges from engineering design and construction project management to City of Austin ADA Program Manager and Chair of the Austin Mayor's Committee for People with Disabilities. Mr. Lardizábal is a guest lecturer at the University of Texas School of Architecture and a presenter at the National ADA Symposium, and annual conferences for organizations such as the American Society of Landscape Architects (ASLA) and the Texas Society of Architects (TSA). Chuy is also a Certified ADA Coordinator.



AILEEN DRYDEN, PLA
PROJECT MANAGER

Ms. Dryden is a professional landscape architect with over 18 years of project management experience in municipal design and construction projects. Aileen has previously been an ADA Coordinator for the City of Pflugerville, Texas and has worked extensively on the City's ADA Transition Plan. Her background in both municipal government and private industry gives her a unique understanding of the demands an ADA Transition Plan requires of government agencies, and how to best incorporate ADA requirements into standard practices. Aileen has presented at the National ADA Symposium on ADA in Parks & Recreation.



DOLORES GONZALES
PROGRAMS, SERVICES, AND
ACTIVITIES TECHNICAL
OVERSIGHT

Ms. Gonzalez has worked as an ADA Coordinator for over 30 years and served as the first ADA Coordinator for the City of Austin. As such, she was responsible for working with all departments to implement the City's ADA Transition Plan. Ms. Gonzalez also headed reasonable accommodation requests City-wide. She also served on the President's Committee for Employment of People with Disabilities. She is a subject matter expert on all five ADA Titles and provides training surrounding all subjects of the ADA. Dolores provides PSA oversight and recommendations during the ADA Transition Plan creation and implementation.



KATHY KELLER
ICT SPECIALIST

Ms. Keller has over 21 years of combined experience in state government and private industry in assessing and developing solutions and processes for standards of digital compliance. As the Accessibility Coordinator for the Texas Department of Family and Protective Services, she was responsible for planning, developing, and implementing Information and Communications Technology (ICT) accessibility programs. Kathy has worked on ADA Transition Plans providing website reviews in compliance with the latest Web Content Accessibility Guidelines.



OLAF BRUNJES, RAS
LEAD ADA INSPECTOR

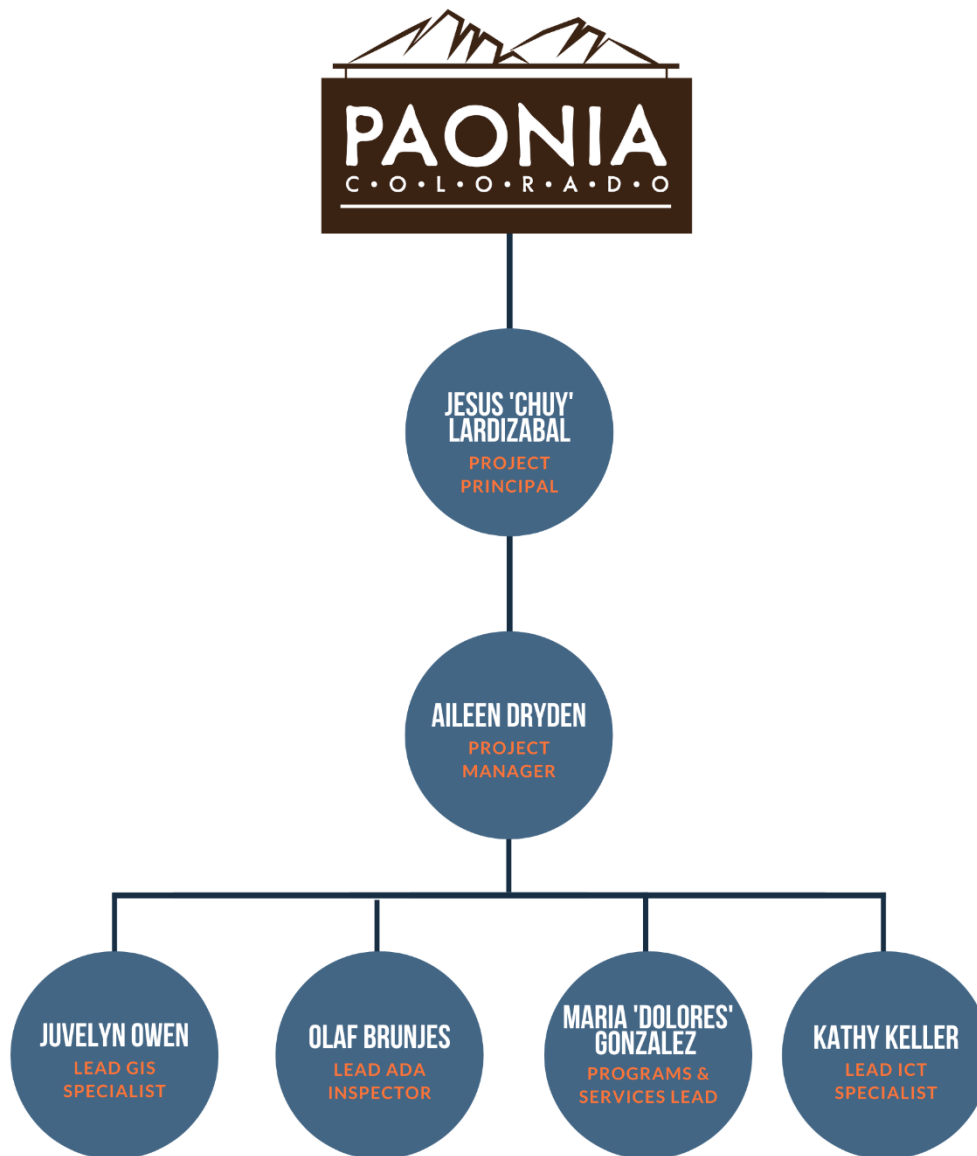
Mr. Brunjes is a licensed RAS with a background in architecture and extensive experience in accessibility compliance. Formerly the ADA Coordinator for the City of El Paso, Olaf updated the City's ADA Transition Plan, facilitated community outreach, and was responsible for plan implementation. Olaf has worked on many ADA Transition Plans and projects across the country collecting barrier data, providing QA/QC oversight and technical assistance. Olaf has presented at nationwide conferences and regularly provides ADA trainings to staff and clients. Olaf is also a Certified ADA Coordinator.



JUVELYN OWEN, ADAC
GIS SPECIALIST AND
ADA INSPECTOR

Ms. Owen has a degree in Regional and Urban Planning and a certificate in Geographic Information Science (GIS). Juvelyn works as an on-call accessibility consultant for the City of Austin and University of Texas projects. She has experience working on various ADA Transition Plans for City and County agencies and is a Certified ADA Coordinator through ACTCP. She has experience in data collection, the creation of GIS deliverables and data management. Juvelyn also assists in the coordination of trainings and ADA Transition Plan implementation.

ORGANIZATIONAL CHART



RELEVANT PROJECT EXPERIENCE

MONTGOMERY COUNTY, OH ADA TRANSITION PLAN

December 2021 – July 2023

Contact: Kevin Sedenski, Senior Safety and Risk Manager, Risk Management
451 W. Third Street, Dayton, OH 45422
(937) 225-4694, SedenskiK@mcOhio.org

Outcome:

63

Facilities analyzed, including parks, offices, correctional facilities, and courthouses



Created PSA and PPE checklists for staff to verify ADA compliance

200+

Programs analyzed, including County's website and communications plan



Assisting in the training of a new ADA Coordinator



Development of an ADA Communications Plan



Implemented training program for all County staff members

Schedule: The schedule had a project duration of 18 months. Altura will meet all original scope requirements within budget. The County has requested that Altura provide additional services that extend beyond the original project scope.

Contract Amount: \$244,100.00

Scope: Montgomery County hired Altura to develop a County-wide ADA Transition Plan. The scope included inspections of County-owned facilities as well as reviewing the County's programs, services, and activities. The scope included a review of the County's website and digital communications.

Services: Altura, as the Prime Consultant, interviewed all County departments to gain an understanding of the processes and how to incorporate the ADA Transition Plan into the County's daily operations.

Services provided included:

- Self-assessment of County-owned and leased facilities
- Self-assessment of programs, services, and activities (PSAs)
- Assessment of policies, procedures, and enforcement (PPEs)
- Creation of PSA and PPE Checklists for staff
- Analysis of County's communications plan
- ADA training for staff

Staff Involvement: Mr. Lardizabal acted as the Project Principal with six other Altura staff members participating in the project. Altura worked with local firms during the assessment process and to assist with the County's public outreach and engagement with the community.

ANN ARBOR PARKS AND RECREATION ADA TRANSITION PLAN

May 2022 – June 2023

Adam Fercho, Landscape Architect, Parks and Recreation
Department 301 E. Huron Ann Arbor, MI 48107
(734) 974-6230 ext. 42549, afercho@a2gov.org

Outcome:

160

Facilities analyzed, including parks, recreation centers, and trail systems.



Created PSA and PPE checklists for staff to verify ADA compliance



Development of an ADA Communications Plan

120

Programs analyzed, including City's website and communications plan



Assisting in the training of a new ADA Coordinator



Implemented training program for all City staff members

Scope: The City of Ann Arbor Parks Department hired Altura to develop a Department-wide ADA Transition Plan. The scope included inspections of City-owned parks facilities as well as reviewing the Department's programs, services, and activities.

Services: Altura, as the Prime Consultant, interviewed all Department divisions to gain an understanding of the processes and how to incorporate the ADA Transition Plan into the Department's daily operations.

Services provided included:

- Self-assessment of City-owned and leased facilities
- Self-assessment of programs, services, and activities (PSAs)
- Assessment of policies, procedures, and enforcement (PPEs)
- Creation of PSA and PPE Checklists for staff
- Analysis of City's communications plan
- ADA training for staff

Staff Involvement: Mr. Lardizabal acted as the Project Principal with six other Altura staff members participating in the project. Altura worked with local firms during the assessment process and to assist with the City's public outreach and engagement with the community.

Schedule: The schedule had a project duration of 13 months. Altura has met all original scope requirements within budget. The City has requested that Altura provide additional services that extend beyond the original project scope.

Contract Amount: \$219,957.50

CITY OF EVANSTON ADA TRANSITION PLAN

JULY 2021 – SEPTEMBER 2022

Stefanie Levine, Senior Project Manager, Public Works Agency
2100 Ridge Avenue Evanston, IL 60201
(847) 448-8043, slevine@cityofevanston.org

Outcome:

119

Facilities analyzed, including parks, offices, correctional facilities, and courthouses



Created PSA and PPE checklists for staff to verify ADA compliance



Development of an ADA rights-of-way program

1,400+

Programs analyzed, including City's website and communications plan



Assisting the City to create an ADA Program with new staff structure



Implemented training program for all City staff members

Scope: The City of Evanston hired Altura to develop a City-wide ADA Transition Plan. The scope included inspections of City-owned facilities as well as reviewing the City's programs, services, and activities.

Services: Altura, as the Prime Consultant, interviewed all City departments to gain an understanding of the processes and how to incorporate the ADA Transition Plan into the City's daily operations.

Services provided included:

- Self-assessment of City-owned and leased facilities
- Self-assessment of programs, services, and activities (PSAs)
- Assessment of policies, procedures, and enforcement (PPEs)
- Creation of PSA and PPE Checklists for staff
- Analysis of City's communications plan
- ADA training for staff
- Customized training for the new ADA Coordinator

Staff Involvement: Mr. Lardizabal acted as the Project Principal with nine other Altura staff members participating in the project. Altura worked with local firms during the assessment process and to assist with the City's public outreach and engagement with the community.

Schedule: The schedule had a project duration of 14 months. Altura met all original scope requirements within budget.

Contract Amount: \$157,360.00

CITY OF CHARLOTTE ADA TRANSITION PLAN JANUARY 2019 – MARCH 2021

Terry Bradley, ADA Coordinator/Deputy Director
600 East 4th Street, Charlotte, NC 28202
(704) 336-5271, tbradley@charlottenc.gov

Outcome:

175

Facilities analyzed, including parks, offices, correctional facilities, and courthouses



Created PSA and PPE checklists for staff to verify ADA compliance

1,500+

Programs analyzed, including City's website and communications plan



Assisted with the City's Unified Development Ordinance (UDO)



Working with City Legal to create ADA related ordinances and new programs



Implemented training program for 1,000 City staff members

Scope: The City of Evanston hired Altura to develop a City-wide ADA Transition Plan. The scope included inspections of City-owned facilities as well as reviewing the City's programs, services, and activities.

Services: Altura, as the Prime Consultant, interviewed all City departments to gain an understanding of the processes and how to incorporate the ADA Transition Plan into the City's daily operations.

Services provided included:

- Self-assessment of City-owned and leased facilities
- Self-assessment of programs, services, and activities (PSAs)
- Assessment of policies, procedures, and enforcement (PPEs)
- Creation of PSA and PPE Checklists for staff
- Analysis of City's communications plan
- ADA training for staff

Staff Involvement: Mr. Lardizabal acted as the Project Principal with nine other Altura staff members participating in the project. Altura worked with a local disability advocacy firm to assist with the public outreach and historical context of the City's engagement with the community.

Schedule: The original schedule had a project duration of 18 months. However, the project completion was extended to 25 months at the request of the City. Altura was asked to provide additional services that extended beyond the original project scope. These services included assisting with new COVID-19 related programs and services as well as the development of a new ADA Program and associated staff structure. Altura met all original scope requirements within budget.

Contract Amount: \$760,015.00

ORGANIZATION AND PROJECT APPROACH

Altura will use our proven method in producing a successful ADA Transition Plan. We bring over 19 years of experience and will apply best practices to the Town of Paonia's ADA Transition Plan. We will use the following approach as a starting point for the project and adjust as needed. However, we recognize that every agency has varying needs, and the appropriate approach will be developed as we continue to work with Town staff.

PROVEN APPROACH

1. Understand the Town's needs
2. Involve the community
3. Conduct facility & program assessments
4. Develop a Plan that is easy to implement
5. Monitor and evaluate

As an ADA Transition Plan firm, we do not lose sight of the fact that this project is more than an engineering site assessment analysis. **Altura understands that the project is a civil rights issue.** We will proceed with the full intention of assisting the Town of Paonia to meet federal ADA civil rights requirements. Our focus will encompass both the physical built environment as well as the process by which the Town delivers services. We applaud the Town of Paonia in proactively initiating this endeavor!

Throughout our approach, we will arrange ADA training for Town staff. The training will serve as part of the toolkit that will allow Town staff to implement and monitor the ADA Transition Plan's recommendations moving forward. The training topics are delivered as specific tasks are performed to complement the goals of each task and provide Town staff with insight into the importance of their participation in the process and ultimate deliverable.

The goal is to provide the Town of Paonia with a process that enables equitable access to facilities, services, and quality of life to all.

PROJECT KICK-OFF

Altura will conduct a kick-off meeting with appropriate Town staff to establish and finalize the scope of work through an initiation process. In our experience, this process is vital for establishing the relationship between Altura and our clients, as well as reviewing project scope and expectations. The meeting will address any approach questions or tasks that need clarification. The initiation process will:

- Establish Town goals
- Develop detailed project schedule
- Convene with Town ADA Coordinator (if available)
- Establish contacts for facility inspection process
- Obtain any additional information on facilities to be inspected

Our approach will generally follow the scope of work as outlined in the RFP with some additional elements. For example, we will selectively evaluate Town program and services in order to accurately establish best practices for future public services, and we will also review Town ordinances and master plans to ensure that the final deliverable works within existing work processes.

TASK 1 INITIAL REVIEW

We will review any ADA documents/procedures currently in place, and evaluate existing planning documents, such as the 2024 Paonia Comprehensive (Master) Plan. Altura will also develop checklists for barrier assessments based on the 2010 Standards for Accessible Design (ADA standard) and the Colorado Title 24 Building Code requirements. We will use this process as a starting point for discussions on what has worked for the Town previously and where improvements can be made to ensure that the ADA Transition Plan is supported by the community and implementable by the Town.

DEVELOP MASTER LIST OF ELEMENTS REQUIRING EVALUATION

Altura will work with Town staff to develop a list of Town infrastructure that should be assessed. The facilities that should be assessed will be prioritized based on the facility's use by both the public and Town staff. Facilities will also be prioritized based on the programs and services provided at the facility.

We will develop a representative list of programs, services, and activities (PSAs) that should be assessed as part of the project. With input from staff, we will develop a comprehensive PSA list that we will analyze through our systematic process to determine ADA compliance. Examples of PSAs include the Cherry Days Festival, Mountain Harvest Festival, Pickn' in the Park, the Annual Paonia Holiday Art Fair, providing utility services, and permitting procedures.

Not only will we identify PSAs, but we will also identify policies and procedures that are used to deliver PSAs. Examples of policies and procedures include the Town's Paonia River Park Enhancements, and North Folk Senior Connections service procedures for applying to various Town programs, and the procedure for requesting a reasonable accommodation.nc

Finally, Altura will also identify Town ordinances or codes that can impact accessibility. For example, the International Building Code (IBC), adopted on January 10, 2023, is a great starting point to incorporate ADA requirements. We will weave the new federal requirements with the Town Code to ensure that there are no conflicts. More importantly, we can help ensure that the Town Code acts as a method to provide accessibility to all. Having worked as municipal employees ourselves, we have particular experience in bringing implementable recommendations that will facilitate ADA compliance and the delivery of outstanding municipal services to the community.

TASK 2 CONDUCT SELF-EVALUATION AND COLLECT DATA

Altura understands that resources may be limited and has utilized creative and effective ways to work with clients to achieve successful final deliverables. Recognizing that the self-evaluation portion of work is time intensive, our recommendation is for Altura to perform the self-evaluation as we have the knowledge and data collection resources already available to meet the parameters of the scope. This alleviates the Town from sourcing, approving, and procuring the needed data collection software as well as intensive training coordination in collecting data. It also ensures a consistency in applicable barriers assessed. We would also be able to efficiently and quickly perform the assessments without prolonging the project timeline.

As an alternative, Altura would provide intensive training to key Paonia staff who would in turn lead their peers and/or volunteers in collecting barrier data. We can also make data collection tool recommendations to the Town procurement team in order to preserve data consistently with the desired tracking outcomes. This method relies heavily on the availability of key Town staff and their ability to coordinate assessment teams in addition to their daily Town tasks. If this method of delivery is selected, Altura will negotiate with Town staff the cost of training and oversight within Task 4 of the Cost Proposal. This method of assessment, while an option, is not our recommendation.

Assuming Altura will perform field assessments of the Town, we will proceed with the facility and infrastructure list as outlined in the RFP package. The assessments will evaluate the current conditions of Town-owned facilities. The findings of the field assessments will be based on the ADA standards and include detailed data for future resolution by the Town.

BUILDINGS AND PARKS

Altura will perform site assessments of all Town-owned facilities from the list developed in Task 1. Coordination between Altura and Town staff will be key in producing an efficient method of having access to the required spaces that are part of the self-assessment scope. We will use two-person teams to conduct the facility self-assessments.

It is critical that Altura and Town staff coordinate access to the facilities to be inspected as part of the project's scope of work. By properly scheduling inspections ahead of time, we will minimize the impact to staff and the public while we perform the facility assessments. We recognize that some facilities may have to be inspected outside of typical working hours to accommodate the Town's use of the facility.

The inspection teams will use the BlueDag app to collect the field data and allow for real-time review of the data. This app allows daily review of data collected and is compatible with excel and GIS applications. The two-person inspection teams will be comprised of staff from Altura Solutions. Staff on the inspection teams will have ADA and historic preservation experience.

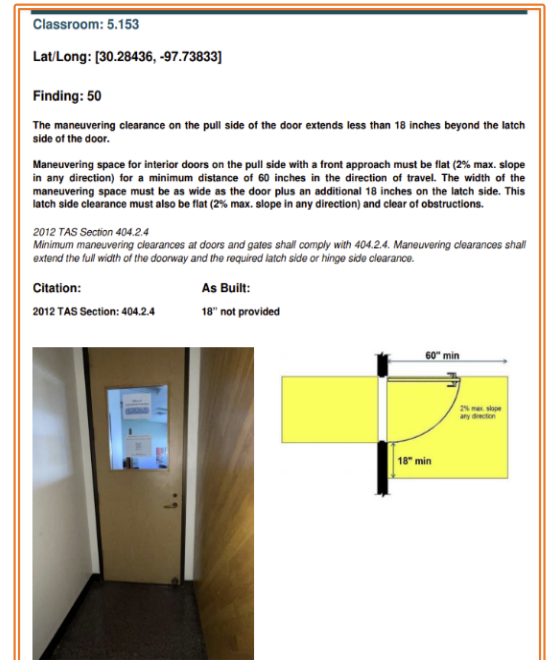
The accessibility standards that will be used for the assessments are important to determine. The appropriate standards will allow for the proper scoping of each element in determining the severity of a barrier. The standards that we propose to use for facility assessments are:

- 2010 Standards for Accessible Design
 - for facilities constructed after 2012
- The Americans with Disabilities Act Accessibility Guidelines (ADAAG)
 - for facilities constructed before 2012
- The ADA/ABA Standards for Outdoor Developed Areas
 - for parks, recreation facilities, and trails
- Public Rights-of-Way Guidelines (PROWAG)
 - for policy-making decisions involving pedestrian elements in the public ROW
- State Title 24: Colorado Building Code

Altura will apply "safe harbor" provisions within the standards. We understand that facility elements that do not comply with the most current standard may not be required to be altered if the elements comply with the previous standard. For example, a restroom that does not meet the current 2010 Standards for Accessible Design maneuvering clearance may not have to be altered if the restroom met the requirements of ADAAG. We have the experience and knowledge to make the appropriate decision, so the Town does not spend money unnecessarily.

We will provide historic architecture expertise with ADA knowledge to provide the Town with guidance on historic properties. We can provide the Town with ADA/historic design guidelines that can be followed long after the completion of the project.

Altura has extensive experience in implementing the ADA/ABA Standards for Outdoor Developed Areas which can be more applicable to park environments. These standards were specifically developed to address the many challenges in making outdoor areas reach accessibility requirements.



Screenshot of BlueDag barrier with figure

The inspections will capture the required data to determine if facilities have accessibility barriers. Altura will inspect to the appropriate ADA requirements. By analyzing all applicable elements, we can better determine how to prioritize and address barriers. The assessment will include elements such as scoping (how many are required to comply), parking, accessible routes, entrances, doors, signage, conveyance, restrooms, playgrounds, emergency exits, employee work areas, break rooms, and reach ranges. By capturing what is available to the public as well as employee work areas, the Town will have a clear picture of how to prioritize alterations and facilities.



Paonia, CO Downtown Area

RIGHTS-OF-WAY SELF-EVALUATION

As part of in-depth self-evaluation of public ROW accessible elements, we have inspected over 100,000 curb ramps and hundreds of miles of sidewalks for numerous agencies across the country. The past findings have resulted in an **ADA compliance failure rate of 75% to 85%** for most agencies, regardless of geographical location.

As the new PROWAG becomes the standard, municipalities such as the Town of Paonia, will have to adopt the requirements into standard detail and routine practices. This is the perfect time to have a nationally recognized team of accessibility professionals review relevant aspects of the public ROW. This includes a review of Town ROW ordinances. We will review all such ROW elements and seek opportunities to embed ADA accessibility into the Town's best practices. We will then review existing Town standard details within the ROW not just for PROWAG compliance, but to add the best practices that we have seen from across the country.

We have a leading-edge method to identify barriers using broad categories and then extrapolate barriers, as we have seen consistently across the country. In using this method, the Town will save time and money in its data collection and can focus resources where they are most useful in the actual removal of barriers. Working with Town staff, we will identify proposed priorities for remediation and then help to facilitate public workshops with the community to further fine tune the areas with the highest needs.

Like most right-of-way planning, the emphasis will be on corridor projects to provide improvements where they are needed most. We will look at the Town's upcoming projects, long term goals, and regular operational efforts, identify potential funding opportunities, and develop a flexible ADA Transition Plan. This method takes advantage of regular engineering practices to later remove compliant elements from the list of obstacles and budget for specific projects instead of evaluating them twice. Milestones will be established in the Transition Plan to assist the Town moving forward and in developing a tracking procedure to simplify the tracking progress.

Altura has the experience to implement such plans. For the City of Austin, we helped create a planning and construction process that allowed the City of Austin to lower overhead costs and increase the construction of sidewalks and curb ramps. The Sidewalk and Curb Ramp Program has been recognized nationally as an example of expediting construction to meet the demands of both ADA and residents. In fact, the program has been adopted by the County, the local transit authority, and neighboring cities to facilitate construction of pedestrian infrastructure in the public ROW.

The effectiveness of the program can be demonstrated with the before and after images below. In the background is the Town's Convention Center where a convention for veterans with disabilities was being held. As seen on the images, not every person could navigate the steps to cross the street into the City's Warehouse Entertainment District. After a complaint was filed, the City Manager directed staff to address the problem immediately. Within two weeks, the sidewalk was lowered to street level and new curb ramps helped to provide access to the district. The image showing the new accessible route was sent to convention attendees with an invitation to come back and visit the City of Austin. The images show the City's ability to be responsive to the needs of the community.



Before: Image of sidewalk and steps.



After: Image of Accessible Route.

The City of Austin Sidewalk and Curb Ramps Program has also been able to reduce overhead costs by over 40% while constructing over 60% more infrastructure than by conventional methods. Our intent is to provide the Town of Paonia with similar innovative components to the ADA ROW Plan.

COORDINATION OF PLANNING EFFORTS

Altura can also assist with ensuring that future planning efforts harmonize and do not conflict with the goals of the ADA Transition Plan and Title II requirements. For example, we assisted the City of Charlotte in coordinating the Charlotte Future 2040 Comprehensive Plan. From ensuring that the public input process was accessible to including the goals of the ADA Master Plan into the larger master plan, we ensured that all aspects of the planning efforts were ADA compliant.

Altura also assisted the City of Ann Arbor in their efforts to coordinate the 2023 Open Space Plan and the ADA Transition Plan. The Open Space Plan called for a completed ADA Transition Plan to help ensure federal funding for the City's Parks. The Open Space Plan also called for an accessibility rating for each park facility which Altura helped to develop based on the ADA Transition Plan findings.

PROGRAMS, SERVICES, AND ACTIVITIES

While the self-evaluation of the Town's built environment is important, it is just as critical to properly analyze the Town's PSAs. Altura will perform a representative self-assessment of the Town's programs, services, and activities (PSAs).

We will conduct staff interviews across each department. Similarly, we will review a representative list of the Town's policies, procedures, and enforcement (PPEs) since they dictate how the Town administers PSAs. The review of PPEs is often an overlooked component of a successful and implementable ADA Transition Plan.

From this data, **Altura will produce a report with the analysis of each PSA's level of ADA compliance.** The reports will include recommendations for modifications to PSAs as well as PPEs to match best practices that best fit the Town's workflow and goals. We will also develop a customized PSA and PPE Checklist that will assist Town staff with performing assessments of PSAs and PPEs even after the project has been completed. The checklists serve as part of a toolkit that we provide our clients to continue the process of verifying ADA compliance moving forward.

Program, Service, and Activity Checklist			
2020 City of Charlotte ADA Transition Plan			
Requirement	Yes	No	Comments
1) Ensure that the program is provided at an accessible location. At a minimum, this includes: - Access route from the parking lot or bus stop location all the way to the program meeting/event space. - Accessible parking spaces per regulation standards. - At least one accessible restroom available for program meeting/event space, if also available to general public use. - Accessible amenities such as drinking fountains, flashing fire alarms, as available to general public.			
2) Ensure the website and content meet WCAG2.0, at a minimum. In the Department of Justice's technical information publication, <i>Accessibility of Web Information and Services of State and Local Government Entities and Public Accommodations</i>, resources are listed to provide guidance for web developers designing accessible web			

Sample PSA Checklist that will be customized to the Town

TASK 3 PREPARE ADA TRANSITION PLAN

Altura will deliver an ADA Transition Plan that meets the Town's requirements as outlined in the RFP and the requirements of ADA Title II. We pride ourselves in developing ADA Transition Plans for clients with a vision to deliver on the promise of the ADA and extend freedom to all members of the community.

We will provide a draft of the ADA Transition Plan. The draft will provide Town staff with the opportunity to provide comments on the format and content. We purposely time the first public engagement event so that public input can be included in the draft of the Plan. All comments will be collected, and appropriate comments will be incorporated into the final version of the ADA Transition Plan.

Working with our clients, we develop ADA Transition Plans that reflect the community's vision and values. For the City of Georgetown, Texas for example, **the momentum generated by the Transition Plan directly led to the successful voter approval of an ADA specific bond package.** The community rallied behind the plan's vision and need for accessibility.

METHODOLOGY FOR EVALUATION OF EXISTING BARRIERS

The document will clearly identify the methods used in incorporating the GIS-based software as well as traditional checklists in the evaluation process. Barriers will be identified along with the specific ADA code section that the barrier violates. Methodology will include the specific accessibility standard or guideline used in the determination.

SUMMARY OF FINDINGS

A summary of findings will be provided for facilities, infrastructure in the public ROW, PSAs, and PPEs. While we produce individual reports of findings for facilities, PSAs, and PPEs, we will also provide a summary of findings for all elements that are part of the self-evaluation process such as parks and trails and buildings.

RECOMMENDATIONS OF REMEDIAL MEASURES AND PRIORITIZATION

Working with Town staff, Altura will develop remedial measures to address any identified barriers. We will bring our years of experience to find the resolution that makes the most sense for the Town of Paonia. With best practices from across the country and Town staff experience, we will formulate remedial actions that take into account the specific barrier, projected costs, available funding, possible maintenance action, and prioritization to address the issue.

Altura will work with the community and Town staff to properly prioritize the barriers. While the ADA does provide guidance, we will incorporate the needs of the community into the prioritization process. Elements that will be considered for prioritization include public input, staff interviews, CIP planning efforts, projected facility uses, Town master plans, and overall use of programs.

Finding Number	Area Description	Finding	As Built	Citation	Code Text	Photos	Figure
33	Men's Restroom: 206	The dispenser projects more than 4 inches into the circulation path. Wall-mounted objects that have leading edges between 27 inches and 48 inches from the floor must not project more than 4 inches into the circulation path. Protruding objects that extend to the floor or within 27 inches of the floor are cane detectable and are therefore not hazardous. Where it is necessary or desirable to have objects protrude from the wall, a manner of cane detection must be provided.	The dispenser and shelf are protruding objects.	2012 TABS Section: 307.2	2012 TABS Section: 307.2 Objects with leading edges more than 27 inches (685 mm) and not more than 48 inches (1220 mm) above the finish floor or ground shall protrude a maximum height into the circulation path.		
34	Men's Restroom: 206	Compliant knee space has not been provided under the lavatory. The knee clearance shall be 11 inches minimum in depth at 8 inches above the floor, and 8 inches minimum in depth at 27 inches above the floor. The top of the lavatory rim may be no higher than 34 inches.	Knee clearance is less than 27" above the finish floor.	2012 TABS Section: 308.3.1	2012 TABS Section: 308.3.1 Space under an element between 8 inches (203 mm) and 27 inches (685 mm) above the finish floor or ground shall be considered knee clearance and shall comply with 308.3.		

Sample report – format can be catered to Town needs

COST BUDGETS

Altura will work with Town staff to develop cost budgets for barrier remediation. We will use local historical bid tab numbers to assist in developing cost budgets for typical barriers. Altura will also work with staff to develop budget factors such as project management fees, mobilization costs, and permitting fees to better reflect the current bidding environment. However, the developed budgets should not be used as construction cost estimates for barrier removal. Instead, the budget numbers should be used as a broader planning effort to arrive at an ADA Program Budget for the plan's implementation.

Just like we worked with the Budget office of other clients, we will meet with Town officials and review the proposed budget cost numbers. The Department will not be caught off-guard with unrealistic numbers. We will be in communication with the staff regarding our findings and expected budget numbers.

IMPLEMENTATION SCHEDULE

Altura is confident in meeting the schedule that will be determined during the kick-off meeting period of the project. We have a great deal of experience in conducting ADA Transition Plan projects to meet our client's timelines. Altura will establish milestones for specific tasks that will keep the project on schedule.

Public input will be required to finalize the priorities for the ADA Transition Plan as well as garner support for the Plan's recommendations. The timing of the open houses will assist in the prioritization process as well as demonstrate implementation of public input to-date. The self-evaluation of PSAs and facilities is also a milestone as these are key pieces in the Plan's recommendations. With our project management experience as well as having staff that have worked within Town government, we are well versed in maintaining a schedule and ensuring quality for each listed task.

PUBLIC ENGAGEMENT

Altura will lead the project's stakeholder and public participation process. Collecting public input and **engaging with the community is an ADA Title II requirement** to be performed during the ADA Transition Plan process.

We will develop a Public Participation Plan that will outline how the public will be providing feedback on programs, services, and activities (PSAs) as well as identify barriers to public facilities.

Stakeholder and public input are important factors in developing a prioritization process for corrections to identified architectural barriers at facilities as well as analysis of PSAs. We can conduct public input via traditional open house style meetings or virtual meetings. Today, technology allows for various means of interacting with the community.

As part of the outreach, an online survey will be distributed to the public. We craft our questions and process to allow for both anecdotal information as well as empirical data. Altura will take the stakeholder input and quantify the information to allow for data driven decision making. Information can be easily shared and interpreted to demonstrate trends, show concerns based on demographics, and develop project priorities. Of course, all of this is done while working closely with Town staff.

While engaging the stakeholders, we will clearly demonstrate how their input was captured and ultimately implemented in the ADA Transition Plan.



Speaking with stakeholders at an Open House

DELIVERABLES

Altura will provide deliverables in formats that meet Town approval. Once approved, reports will be provided in hardcopy and electronic formats. GIS data will be provided in *Esri ArcGIS* shapefiles and be approved by the Town. Deliverables can be provided in PDF, *Word*, and *Excel* formats.

Deliverables such as reports and checklists will be provided in the formats as selected by the Town. We have the experience of providing deliverables in formats that best suit our clients.

The ultimate deliverable is presenting a complete and community supported ADA Transition Plan to the Town.

PROJECT MANAGEMENT MEETINGS WITH TOWN STAFF



Speaking with Town of Raleigh residents at an Open House

As mentioned earlier, we have the experience to keep a project schedule on-track. Communication between all parties is the key. Altura will participate in regularly scheduled meetings with Town staff to provide updates and communicate any concerns.

Addressing concerns or roadblocks and reviewing performance on a regular basis is critical. We will be requesting meetings with various Town staff at certain project milestones. Meetings will include discussions about cost budgets, arranging access to facilities for inspections, summary of self-evaluation findings, meetings with legal staff to discuss recommendations, and a meeting with senior leadership to provide an update to the findings and propose recommendations.

TOWN STAFF TRAINING & IMPLEMENTATION

The training of staff is critical to ensure the ADA Transition Plan is implemented properly and that the Town can make ADA compliance sustainable as an organization. The proposed accessibility training will assist staff in providing outstanding service to the community and help ensure access for all.

Altura will work with Town staff in identifying key staff positions that can most benefit from in-depth ADA focused training, including barrier evaluation out in the field. This will allow Town personnel to participate in the data collection phase of the self-evaluation of Town facilities and ROW. Learning the methods of evaluating facilities also prepares staff to consistently survey their facilities and programs.

The ADA Coordinator is typically the person responsible for implementing the ADA Transition Plan, and if this position is filled, should lead the Town's efforts towards compliance. The ADA Coordinator will also be the point of contact with the public and be the person responsible for managing the Town's grievance procedure. Having an ADA Coordinator that is up to date on the latest ADA interpretations and best practices is invaluable. Altura will work with the assigned ADA Coordinator to develop strategies that will assist in developing integrated practices geared toward achieving ADA compliance.

Altura will provide a series of training sessions to staff regarding various ADA topics. The training will be specialized for staff depending on their roles and responsibilities within the organization. The training sessions will be recorded to allow the Town to retain the information and provide the training to staff on an on-going basis. Altura has successfully implemented this approach for several organizations in ADA Transition Plan projects. Specifically, Altura provided extensive ADA training to Town of Charlotte staff even after recent COVID-19 restrictions began. The sessions were planned to be in-person but were provided on an on-line platform instead. The on-line training has proven to be seamless and allowed for flexibility in attendance.

TRAINING EXPERTISE:

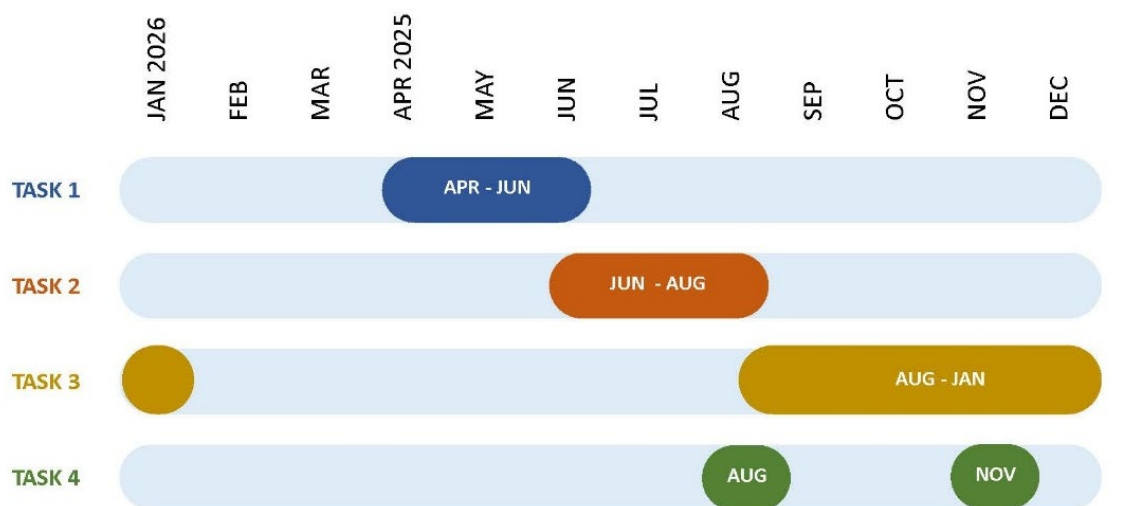
- ADA Coordinator Training
- ADA Title II Requirements
- Requirements for Architects and Engineers
- Customer Service to People with Disabilities
- Transition Plan Implementation
- Designing for ADA Compliance
- Alterations and ADA Compliance
- Accessibility and Capital Improvement Planning
- ADA and Parks Programming
- Public Right-of-Way and Accessibility
- Maintaining Website Compliance

ADA training will be provided throughout the project's duration. At the project kick-off, we will begin with a general training session for staff that will set the tone for the coming process. With this foundational training, staff will be better prepared for the staff interview process. As we progress through the project, training sessions will be offered to improve the organization's knowledge of various ADA topics. For example, staff are highly encouraged to participate in the self-evaluation process to learn to perform facility and ROW inspections. Staff will also be trained on how to perform self-evaluations of programs, services, and activities.

If circumstances allow, Altura can provide the training at a Town location to allow for face-to-face interaction. Altura can also perform the entire training remotely, if required. The sessions are eligible to be self-reported for continuing education credit for designers such as architects, engineers, and landscape architects. Attendees can also receive credit for training towards the ADA Coordinator Certification Program (ACTCP). Altura will provide certificates for staff that complete the training sessions.

PROJECT SCHEDULE

Altura has developed a project schedule based on information available in the RFP document package. With greater discussion and refinement during the project kick-off meeting, we believe this is a reliable starting point in achieving the project milestones as desired by the Town of Paonia.



TASK 1	TASK 2	TASK 3	TASK 4
Review of documents and Project Expectation Development - Kick-off Meeting - Staff Interviews - Develop Master Inventory Lists - Develop Checklists	Conduct Barrier Assessments and Evaluate Data - Review Documents - Facilities, Parks, ROW - Programs, Services, and Activities (PSA)	Prepare ADA Transition Plan - Prepare 1st Draft and Submit - Town staff review Draft - Altura reviews Staff revisions - Final release of ADA Transition Plan - Staff training for Implementation	Public Engagement - Public Meeting #1 - All Media Surveys Released - Public Meeting #2 - All Media Surveys Released

TOWN OF PAONIA, COLORADO
ADA TRANSITION PLAN
RFP 2025-03

GENERAL TERMS AND CONDITIONS
ACKNOWLEDGEMENT AND ACCEPTANCE STATEMENT

Proposal of: Altura Solutions LLC

Ladies and Gentlemen:

The undersigned Proposer hereby acknowledges and accepts The General Terms and Conditions as stated in the Town of Paonia, Colorado, ADA Transition Plan RFP 2025-03.

Respectfully submitted,

Proposer: Altura Solutions LLC

By: 
(Authorized Signature for Proposer)

Name: Jesus Lardizabal

Title: President

Date: 03/13/2025

COST PROPOSAL

The Consultant is to prepare the Fee Schedule below based on the tasks listed in the Scope of Work and the table for additional services, if requested, based on personnel hourly rate(s).

Consultant shall provide an itemized schedule of rates and fees which includes all billing amounts and costs for each Task. Task amounts are considered to be not-to-exceed amounts.

<u>Task</u>	<u>Amount</u>
Task 1: SELF-EVALUATION	\$ 7,114.00
Task 2: PROVIDE TOWN STAFF WITH TRAINING	\$ 6,438.00
Task 3: TRANSITION PLAN	\$ 23,178.00
Task 4: FACILITY SURVEY & BARRIER ASSESSMENT	\$ 46,272.00
Task 5: DATABASE AND MAPPING SETUP	\$ 7,618.00
Task 6: COMMUNITY ENGAGEMENT	\$ 7,904.00
Task 7: PROJECT MANAGEMENT	\$ 11,532.00

Consultant Rate Schedule:

The rate for any authorized additional services is shown below:

Position Title	Hourly Rate
Project Principal	\$ 225.00
Project Manager	\$ 198.00
Lead ADA Inspector	\$ 175.00
Programs & Services Lead	\$ 180.00
Lead GIS Specialist	\$ 155.00
Lead ICT Specialist	\$ 150.00
Support Staff	\$ 87.00

Additional Service 1 - Communication/Website Evaluation \$16,725.00

Town of Paonia ADA Assessment & Transition Plan Cost Proposal

ALTURA SOLUTIONS

Plan Cost Proposal		Jesus Lardizabal	Aileen Dryden	Dolores Gonzalez	Olaf Brunjes	Kathy Keller	Juvelyn Owen	Support Staff	TOTALS
Hourly Rates		\$225	\$198	\$180	\$175	\$150	\$155	\$87	
1	Project Initiation and Staff Interviews								
a	Kick-off Meeting	4.0	4.0	2.0	0.0	0.0	0.0	2.0	\$2,226
b	Staff Interviews for PSA Review	2.0	8.0	8.0	0.0	0.0	8.0	2.0	\$4,888
	Total Hours	6.0	12.0	10.0	0.0	0.0	8.0	4.0	40.0
	COST	\$1,350	\$2,376	\$1,800	\$0	\$0	\$1,240	\$348	\$7,114
2	Community Engagement								
a	Develop and Execute Public Participation Plan	2.0	4.0	0.0	0.0	0.0	4.0	2.0	\$2,036
b	Develop Website and On-line Data Collection	2.0	0.0	0.0	0.0	0.0	12.0	2.0	\$2,484
c	Open House Meetings	8.0	8.0	0.0	0.0	0.0	0.0	0.0	\$3,384
	Total Hours	12.0	12.0	0.0	0.0	0.0	16.0	4.0	44.0
	COST	\$2,700	\$2,376	\$0	\$0	\$0	\$2,480	\$348	\$7,904
3	Staff Training								
a	Develop Training Material	4.0	4.0	4.0	0.0	0.0	0.0	2.0	\$2,586
b	Deliver Training	12.0	4.0	2.0	0.0	0.0	0.0	0.0	\$3,852
	Total Hours	16.0	8.0	6.0	0.0	0.0	0.0	2.0	32.0
	COST	\$3,600	\$1,584	\$1,080	\$0	\$0	\$0	\$174	\$6,438
4	GIS Mapping, Data Base, and Reports								
a	Database and GIS Shapefile Development	2.0	4.0	0.0	0.0	0.0	24.0	0.0	\$4,962
b	Report and Map Generation	2.0	4.0	0.0	0.0	0.0	8.0	2.0	\$2,656
	Total Hours	4.0	8.0	0.0	0.0	0.0	32.0	2.0	46.0
	COST	\$900	\$1,584	\$0	\$0	\$0	\$4,960	\$174	\$7,618
5	Self-Evaluations								
a	Facility and Parks Self-Evaluations	16.0	24.0	0.0	24.0	0.0	16.0	0.0	\$15,032
b	ROW Self-Evaluations	32.0	20.0	0.0	20.0	0.0	32.0	0.0	\$19,620
c	QA/QC of Data	4.0	4.0	0.0	6.0	0.0	6.0	4.0	\$4,020
	Total Hours	52.0	48.0	0.0	50.0	0.0	54.0	4.0	208.0
	COST	\$11,700	\$9,504	\$0	\$8,750	\$0	\$8,370	\$348	\$38,672
6	ADA Transition Plan								
a	50% Draft	8.0	16.0	12.0	4.0	0.0	24.0	4.0	\$11,896
b	90% Draft	6.0	8.0	8.0	2.0	0.0	16.0	4.0	\$7,552
c	Final Transition Plan	4.0	4.0	4.0	2.0	0.0	4.0	4.0	\$3,730
	Total Hours	18.0	28.0	24.0	8.0	0.0	44.0	12.0	134.0
	COST	\$4,050	\$5,544	\$4,320	\$1,400	\$0	\$6,820	\$1,044	\$23,178
7	Project Management and Meetings								
a	Project Management and Meetings	20.0	32.0	0.0	0.0	0.0	0.0	8.0	60.0
	Total Hours	20.0	32.0	0.0	0.0	0.0	0.0	8.0	60.0
	COST	\$4,500	\$6,336	\$0	\$0	\$0	\$0	\$696	\$11,532
Travel Expenses and Reimbursables									
	Travel Expenses and Reimbursables								\$7,600
	COST								\$7,600
Base Total:									\$110,056
1	ADD SERVICE 1 - Communication/Website Evaluation								
a	Communications/Website Evaluation	0.0	0.0	0.0	0.0	111.5	0.0	0.0	\$16,725
	Total Hours	0.0	0.0	0.0	0.0	111.5	0.0	0.0	111.5
	COST	\$0	\$0	\$0	\$0	\$16,725	\$0	\$0	\$16,725
Additional Services Total:									\$126,781

ADDITIONAL TRANSITION PLAN ELEMENTS

ADDITIONAL SERVICES 1 – WEBSITE AND COMMUNICATION ASSESSMENT

Altura will review the Town's website for compliance with the ADA requirements, Web Content Accessibility Guidelines (WCAG 2.0 and 2.1). Understanding that the state of Colorado has enacted a mandate for all municipalities to achieve digital compliance by April 2026, we will provide an assessment of up to 17 pages to determine ADA compliance of the Town's website. We have performed similar website reviews for other cities where a sample size of the website was analyzed. That analysis provided enough information to determine the Town's compliance and necessary remediation steps.

We have the experience to assist the Town of Paonia with a plan and schedule to achieve compliance over a specific time with incremental steps to achieve program accessibility. Altura will work with Town staff to develop a realistic and achievable remediation plan, if required.

A key component to accessible services includes the various methods of communication that are employed by government agencies such as hardcopy mail outs, hard copy flyers and handouts, social media, website postings, YouTube videos, media press conferences, etc. With these different types of communication methods, it is essential that the Town have a Communications Plan that allows staff to verify that the messages going out to the public are accessible. It is not expected that ADA compliance be achieved immediately. Instead, a Communications Plan places the Department on a schedule that outlines procedures to achieve compliance through consistent and intentional practices.

We thank the Town of Paonia for this opportunity to work with you in beginning this commitment to inclusion and furthering the spirit of community. We understand that every municipality starts this journey from a unique perspective, and Altura enthusiastically wishes to partner with the Town in this endeavor.

Thank you for your time and consideration of our proposal.

EXPERIENCE

President / Altura Solutions, LLC

- Serves as Principal on ADA Transition Plan projects
- Works with City Managers and Legal Departments on ADA Transition Plan implementation strategies
- Serves as subject matter expert in accessibility court cases
- Speaker at national conferences such as the National ADA Symposium and AIA Design Conferences

ADA Program Manager / City of Austin

- Responsible for managing and maintaining the City's sidewalk and curb ramp construction projects totaling over \$14 million annually
- Managed the City's Sidewalk and Curb Ramp ADA Transition Plan
- Appointed as Person responsible for implementing the ADA Transition Plan's recommendations
- Assisted with the development and maintenance of City sidewalk and curb ramp standard details
- Reviewed development site plans for public ROW compliance with city, state, and federal accessibility guidelines and standards
- Developed innovative sidewalk and curb ramp construction delivery methods
- Developed the City's Pedestrian Master Plan including defining protocols for data collection in the public ROW and developing benchmarks for sidewalk and curb ramp compliance
- Responsible for managing infrastructure construction projects from selecting design firms via RFQ process to construction document reviews and final inspections

Assistant Project Manager / Herndon, Staunch and Associates

- Coordinated design requirements in historical renovation projects for ADA and state and local accessibility requirements
- Managed daily construction operations as general contractor for several multi-million dollar projects while producing cost estimates, processing change orders and approving pay applications

Project Engineer / LAW Engineering and Environmental Services

- Company lead in nation-wide ADA compliance plan reviews and inspections
- Performed reviews of public ROW projects on behalf of the Texas Department of Transportation (TxDOT)
- Performed ADA surveys of existing facilities and developed compliance solutions for TxDOT ADA surveys
- Developed standard company-wide ADA field survey forms and ADA report formats

COMMUNITY SERVICE AND RECOGNITIONS

- Registered Accessibility Specialist (RAS #1051)
- Austin Mayor's Committee for People with Disabilities, Chair
- IBC Adopting Committee, Appointed Member
- Volunteer with Finally Home Veteran's Services
- Recognized by the National Organization on Disability for Outstanding Service Projects
- City of Austin ADA Task Force, Member
- ACE service award from Austin City Manager

EDUCATION

2005

Master of Business Administration
University of Texas at Austin

1995

B.S. Architectural Engineering
University of Texas at Austin

REPRESENTATIVE PROJECTS

City of Evanston ADA Transition Plan, 2023 / Project Principal

- Performed site assessments
- Gathered data on over 300 programs and services
- Provided training to City Staff
- Produced final Transition Plan
- Assisting with hiring and training of ADA Coordinator

City of Ann Arbor ADA Transition Plan, 2023 / Project Principal

- Performed site assessments
- Produced final Transition Plan
- Reviewed over 250 programs and services
- Managed team from start to finish

City of Charlotte ADA Transition Plan, 2021 / Project Principal

- Performed site assessments
- Provided training to City Staff
- Produced final Transition Plan
- Managed team from start to finish

Texas Department of Transportation ADA Transition Plan-Phase 3, 2019 / Accessibility Consultant

- Provided PROWAG training to TxDOT staff
- Assisted with inspection software development
- Conducted surveys of over 1,000 curb ramps
- Surveyed over 200 miles of sidewalks

East Baton Rouge Parish Parks and Recreation ADA Transition Plan, 2019 / Project Principal

- Performed site assessments
- Assisted with hiring and training of ADA Coordinator
- Produced final Transition Plan
- Managed team from start to finish

Oregon Department of Transportation Sidewalk Master Plan, 2018 / Lead Accessibility Consultant

- Oregon Department of Transportation Sidewalk Master Plan, 2018 / Lead Accessibility Consultant
- Provided PROWAG training to ODOT staff
- Developed standards for surveys
- Interacted with project Monitor for compliance
- Developed state-wide scoping requirements for pedestrian infrastructure
- Conducted surveys

City of Austin Parks and Recreation Department ADA Transition Plan, 2016 / Project Principal

- Performed site assessments
- Gathered data on programs and services
- Provided training to City Staff
- Produced final Transition Plan
- Assisted with hiring and training of ADA Coordinator

City of Austin Pedestrian Master Plan, 2007 / Project Manager

- Provided GIS-based and data-driven method to capture existing conditions
- Created standard details and construction methods compliant with PROWAG
- Secured political support and identified funding sources for implementation
- Developed award winning method for sidewalk and curb ramp construction

EXPERIENCE

Project Manager / Altura Solutions, LLC

- Serves as a Project Manager on ADA Transition Planning efforts
- Performs inspections of facilities for ADA compliance
- Maintains project scheduling and coordination with staff
- Provides recommendations to municipal staff for standard details, policy changes, inclusion practices, and accessibility

Owner & Principal / Copperleaf Studio, LLC

- Provides professional landscape architectural services for both residential and commercial clients Business development - client outreach and retention
- Manages small business accounts and finances
- Provides timely and high-quality final products for clients

Park Development Manager / City of Pflugerville

- Managed a \$25 million dollar CIP project catalog
- Developed Park CIP programming for parks, trails, and recreation facilities
- Maintained project schedules, design objectives, and budgets related to Park CIP projects as well as construction oversight and project close-out
- Prepared RFQ/RFP proposals & bid documents
- Led interdepartmental work groups/committees on City initiatives and policies including engineering project management manual, contract document procedural manual, and improving internal processes

ADA Coordinator / City of Pflugerville

- Oversaw the administrative requirements of ADA compliance and responded to complaints filed by the public
- Collaborated with City management and the public to develop prioritized goals and objectives for City-owned facilities and the public right-of-way
- Facilitated self-evaluation reports of deficiencies and developed ADA Transition Plan to achieve federal compliance
- Led interdepartmental liaison committees

Park Development Manager / City of Round Rock

- Managed \$65 million dollar CIP project catalog
- Secured more than \$3 million dollars in alternative funding and grants
- Co-chaired CAPRA Accreditation Section 7: Facility Land Use Management, which included facility legal requirements, acquisition of parkland, maintenance plans, and capital asset depreciation on replacement plans
- Evaluated existing facilities, defined deficiencies, and coordinated the design of new facilities
- Coordinated with vendors, consultants, general contractors, and internal staff on construction and installation schedules
- Provided cost estimates and developed designs
- Prepared RFQ/RFP proposals, bid documents, construction documents, estimates, and budget analyses
- Facilitated several public meetings and open house forums
- Supervised two direct reports with budgets of \$2.5 million

SKILLS & RECOGNITIONS

- Registered Landscape Architect (#2999)
- Previous ADA Coordinator for the City of Pflugerville, TX
- Expertise in ADA Compliance
- Proficiency in Planning & Development
- Expertise in Budget & Feasibility Analysis
- Expertise in implementing Accessibility Guidelines for Outdoor Recreation Areas

EDUCATION

2004

Bachelor of Landscape Architecture

Texas A&M University

EXPERIENCE

Programs & Services Specialist / Altura Solutions, LLC

- Assists agencies in complying with Equal Employment requirements
- Reviews government agency programs & services for ADA Title II compliance
- Provides recommendations for changes to programs & services and generates checklists for future compliance with the ADA for Transition Plans
- Trains city officials on programs focusing on human resource issues such as hiring and reasonable accommodations

ADA Coordinator / City of Austin

- Coordinated city-wide efforts for ADA compliance through a network of 30 city departments and their ADA coordinators
- Investigated complaints through the City's ADA grievance procedure
- Maintained community relations with the public and other organizations
- Coordinated self-evaluations and provided annual updates to the City's ADA Transition Plan
- Trained city departments on a variety of topics regarding the ADA and accessibility
- Hosted Round Tables for ADA delegations from US State Departments

Human Rights Commission Coordinator / City of Austin

- Served as a liaison between the EEO Compliance Division and City Council appointed Human Rights Commission
- Coordinated Human Rights Commission programs, including securing speakers, developing program agendas, arranging for accessibility accommodations, organizing entertainment and scholarships
- Investigated discrimination charges based on Title VII of the Civil Rights Act of 1964 and Austin Ordinance #87-0319, discrimination on the basis of disability

SKILLS & RECOGNITIONS

- Expertise on all five ADA Titles
- Serves on the President's Committee for Employment of People with Disabilities
- State Organization on Arts and Disability Volunteer
- Austin Access Awards Founder & Volunteer
- Certified ADA Coordinator
- The Goodwill Industries of Central Texas, Board of Directors
- Designated as "ADA Trailblazer" on the 25th Anniversary of the ADA

EDUCATION

1978

**B.S. Business and
Accounting**

University of Texas
at El Paso

EXPERIENCE

ICT Accessibility Specialist / Altura Solutions, LLC

- Conducts website accessibility testing
- Consults with organizations to assess accessibility in business needs and develop solutions and processes for global standards compliance
- Reviews and provides recommendations for websites and digital communications as part of ADA Transition Plans, including the City of Charlotte, City of Evanston, and Montgomery County, OH
- Provides insight and expertise on various codes relating to website accessibility and communications

Trainer / Knowbility

- Provided training in accessible web design on topics such as standards, guidelines, testing, and best practices
- Expertise in Individuals with Disabilities Education Act (IDEA)
- Expertise in 21st Century Telecommunications and Video Act

Accessibility Coordinator /

Texas Department of Family & Protective Services

- Performed highly advanced technical and consultative work including planning, developing, and implementing ICT accessibility programs, developing and maintaining agency policies, procedures, guidelines, and tools that align with state and federal guidelines
- Served as a technical expert in accessible design principles and implementation strategies

Accessibility & Disability Rights Coordinator /

Texas Governors Committee on People with Disabilities

- Served as ICT Accessibility Coordinator for the Office of the Governor
- Tracked disability legislation and distributed legislative reports
- Assisted Texans with disabilities in resolving ADA issues
- Hosted formal and informal learning sessions on the Americans with Disabilities Act

SKILLS & RECOGNITIONS

- Expertise in Web Content Accessibility Guidelines (WCAG 2.1)
- Expertise in Section 508 of the Rehabilitation Act
- Expertise in Texas Administrative Code TAC 206 and TAC 213
- Accessibility Council of Texas, Founder & Chair
- Federal Communications Commission (FCC) Accessibility Award for Employment Opportunities, Recipient
- Austin Mayor's Committee for People with Disabilities, Commissioner

EDUCATION

2000

Webmaster in

Accessible Web Design

Austin Community College

EXPERIENCE

Registered Accessibility Specialist / Altura Solutions, LLC

- Performs inspections of facilities and right-of-way for ADA compliance
- Provides comprehensive accessibility consultation covering the Americans with Disabilities Act (ADA) for facilities such as parks, office buildings, historical sites, and pedestrian infrastructure
- Gives online training courses on all five titles of the ADA and various codes
- Consults on technical support for various projects as the need arises

Registered Accessibility Specialist & Owner / Brunjes Accessibility Consulting

- Performs plan reviews and site inspections using the Texas Accessibility Standards as the code for compliance
- Serves as expert witness on accessibility related lawsuits, including inspecting the site and proposing solutions to remediate deficiencies

Project Manager / Fokus on Architecture

- Performed individual site analysis and measured existing buildings
- Provided as-builts, schematic designs, permit sets, construction documents, and finish selections
- Acted as construction administrator to coordinate between clients, contractors, and engineers

ADA Coordinator / City of El Paso

- Oversaw the administrative requirements of ADA compliance and responded to complaints filed by the public
- Ensured the city functioned in accordance with the ADA with regard to facilities and services
- Facilitated community outreach through meetings with the City Accessibility Advisory Committee and the Citizen's Accessibility Council
- Updated the City's ADA Transition Plan

SKILLS & RECOGNITIONS

- Registered Accessibility Specialist (RAS #1228)
- Certified ADA Coordinator
- Speaker for various ADA Conferences and Events
- Expertise in Texas Accessibility Standards (TAS)
- Expertise in 2010 Standards for Accessible Design (SAD)
- Expertise in International Building Code Standards (IBC)
- Expertise in Uniform Federal Accessibility Standards (UFAS)
- Expertise in Section 504 Requirements

EDUCATION

2003

Bachelor of Architecture
Universidad Autonoma de
Ciudad Juarez, Mexico

EXPERIENCE

Accessibility Consultant & GIS Specialist / Altura Solutions, LLC

- Assists in ADA Transition Plan efforts
- Performs inspections of facilities for ADA compliance
- Assists RAS team in the preparation of TDLR forms and report generation
- Performs GIS analysis of inspection findings
- Creates ADA Training Presentations
- Assists in data QA/QC and import to server for analysis
- Updates website and marketing media

President / Supporting Women in Geography, Texas State University

- Recruited GIS professionals and organized two GIS panels
- Officiated and led meetings
- Point of contact for the organization and volunteer opportunities
- Assisted in Vision Plan research for updates to city walkability and growth

President / Students in Urban Planning, Texas State University

- Performed special data analyses of parks for the City to produce updated trail maps
- Performed detailed analysis of food deserts in the City
- Assisted the City's Historic Preservation Commission in a survey of its Historic District
- Provided in-depth analysis of comprehensive city plans, code development, and transportation plans
- Led monthly meetings and was the point of contact for organization opportunities and speaker outreach

SKILLS & RECOGNITIONS

- Experience in Transition Plan assessments & report generation
- Certified ADA Coordinator
- Understanding of Accessibility Standards and their application
- Experience in ESRI GIS Programs
- Attended Texas Accessibility Academy
- Experience in website creation and marketing
- Proficiency in Microsoft & Adobe products

EDUCATION

2019

B.S. Urban & Regional
Planning

Certificate in GIS

Texas State University



ADA Transition Plan

March 19, 2025



A Proposal from Vitruvian Planning
and DeepWalk Research



1. Introductory Letter

To: **Stefen Wynn, MPA**
Town Administrator & Treasurer

March 19, 2025

Hello Mr. Wynn & Town Selection Committee,

People. That is what an ADA Transition Plan is all about.

Our team at Boise-based **Vitruvian Planning** approaches accessibility planning through the lens of what it means for people to experience a community's streets, parks, libraries, town hall, and other public buildings. We have been doing this as professionals for more than 20 years and, as a firm, have done 11 ADA Transition Plans in five states since 2017.

We believe Paonia's leaders embrace this people-focused approach as well. It is prevalent within the town's 2024 Comprehensive plan, notably in its values to be:

- **"A diverse and accessible community of all ages, incomes, family status, race, religion, or creed."**

We view ADA planning as more than a checkbox exercise. We seek to tie the technical facets of the ADA to a community's overall vision so the case for why the town is making such investments can be easily made to elected officials and the public.

On our team is a company with these same values, **DeepWalk Research**, a Chicago-based company that is pioneering ADA Transition Plan street inventories through iPhone-based LiDAR technology. Their tool easily allows volunteers to assist in data collection.

We are working with DeepWalk on ADA Transition Planning in the Chicago region. They have integrated this LiDAR technology into plans in the western United States, including: Erie, CO; Milwaukie, OR; and Butte-Silver Bow, MT.



967 E. Parkcenter Blvd, #180
Boise, ID 83706

(208) 570-3561

cdanley@vitruvianplanning.com
dkostelec@vitruvianplanning.com



The training we conducted for the ADA Transition Plan in McCall, Idaho, included city staff, board members, Planning & Zoning, and representatives from the Idaho Access Project and Northwest ADA Center.



Our **Proposed Project Manager, Don Kostelec**, has worked in the realm of ADA Transition Plans and accessibility-based policy and design for more than 20 years. This work is a passion and provides a purpose for him, as his kid has an intellectual disability. Don's grandmother had a vision disability her entire life and spent the last 20 years of her life using a wheelchair.

This passion and purpose drive our work at Vitruvian Planning, and we bring that to Paonia and its people.

Our approach is outlined on the following pages. It aligns our experience with Paonia's identity, as stated in the Comprehensive Plan:

- "Paonia is a unique and welcoming small town with strong ethics of self-reliance and **care for our families and neighbors.**"

Through this approach, we view ourselves as interpreters who create a plan for the people of Paonia. We pride ourselves on translating input from the town's people, businesses, staff, public officials, and committee members into meaningful recommendations that are implementable from Day One.

We help communities demystify ADA, as we've worked in places that were hesitant to pursue accessibility upgrades over fears of liability and litigation if they didn't precisely meet ADA standards. We do this through our experience, communicating through the US Access Board on complex situations, developing methods for documenting design exceptions, and training staff and other public officials on the realities of our built environment.

We take this work seriously. We realize the legal side of the ADA is critical. That's why we conduct these plans as if we are sitting in a deposition 10 years from now, having to defend our methodology and plan for Paonia.

As the founder and principal at Vitruvian Planning, I (**Chris Danley**) will help lead the public input process and overseeing the quality assurance/quality control facets of the plan. We want to ensure Paonia achieves its Comprehensive Plan goal to foster a **"culture that is welcoming, safe, respectful, and inclusive."**

Please contact me if you have any questions. cdanley@vitruvianplanning.com; 208-570-3561. We have received and acknowledge the addendums to this RFP.

Sincerely,



Chris Danley, Principal/Owner
Vitruvian Planning

Select Census Data for Paonia

1,477

PEOPLE LIVE IN PAONIA



18%

HAVE A DISABILITY - 260 PEOPLE

35%



ARE AGE 65 AND OLDER - 503 PEOPLE



55%

OF PEOPLE REPORTING A DISABILITY
ARE AGE 65 AND OVER - 144 PEOPLE



52%

OF HOUSEHOLDS HAVE ACCESS TO
0 OR 1 VEHICLE - 402 HOUSEHOLDS



23%

OF WORKERS COMMUTE BY
TRANSIT, WALKING, OR BICYCLING,
OR WORK FROM HOME - 145 PEOPLE

Source: US Census, American Community Survey (5-year average; 2023); Population from 2020 Census and RFP.

2. Consultant Information, Qualifications, and Experience

Vitruvian Planning specializes in ADA Self-Evaluation and Transition Plans, as well as associated policy reviews and training. Our Principal, Don Kostelec, has worked in the field of Americans with Disabilities Act (ADA) compliance for 20 years, with an emphasis on public right-of-way. Owner and Principal Chris Danley has worked alongside him during much of that time.

Our specialty areas include comprehensive planning, public policy, governance, active transportation, and health analysis. This diverse background has led to a well-rounded set of experiences for our staff and a list of clients we are very proud of—from national organizations like AARP and Blue Zones to some of the smallest towns in the western United States

These experiences allow us to identify context-based solutions for communities based on their size, local policy context, and political realities. The map below shows our widespread client base across the United States and the spread of services. This experience provides us with a set of values that align with Paonia's core values.

Serve with passion. Our work is our passion. For Don Kostelec, working with and advocating for the needs of people with disabilities is much more than a technical specialty. He is a caregiver to his family members with disabilities. Chris Danley, a father of two, serves on the City of Boise's Planning & Zoning Commission and is the past National Physical Activity Society president.



Chris Danley
Principal & Public Engagement

Don Kostelec
Project Manager & Lead Contact

Jenni Light
Facilities Inventory & GIS Analyst

Paul Reyes
GIS Analyst

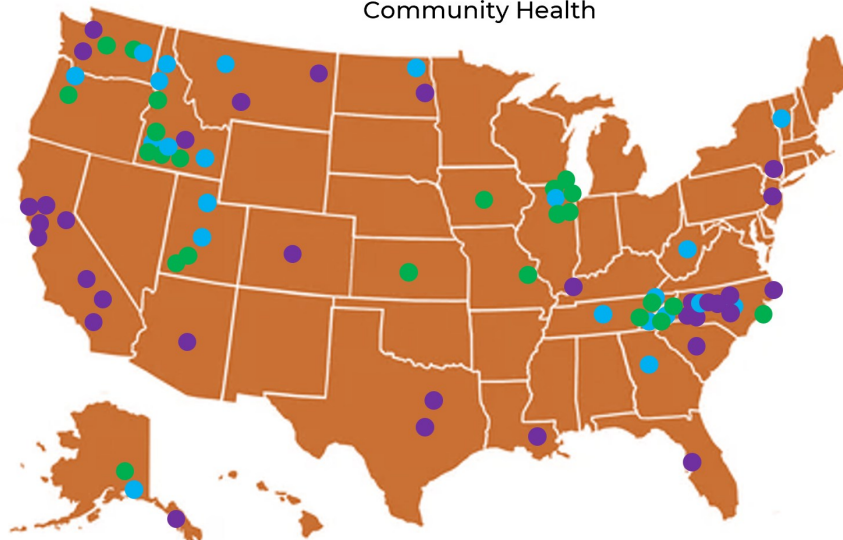
Notable Clients:



BLUE ZONES
live longer, better



- ADA-related Plans & Projects
- Trainings on Accessibility, Walking, & Community Health
- Other Plans & Projects



Note: Our website was hacked in late February and we are currently rebuilding it.

Access for everyone. Any barrier that excludes or adversely impacts an individual with disabilities also excludes or adversely impacts their family, friends, and colleagues. This is why making a place accessible often requires going beyond the minimum requirements and considering the needs of caregivers. Simply complying with the ADA or meeting only the minimum ADA requirements may not mean a street is accessible or safe.

Foster collaboration. Our work in ADA compliance means we have been blessed with the projects and resources to go deeper on the subject than most firms. This means we can find solutions supported by federal and Colorado policies to meet the needs of a city, people with disabilities, and other partners such as transit agencies and Colorado DOT.

Lead with excellence. While we are always mindful of scope, schedule, and budget, our driving interest is providing our clients with plans that are implementable from Day One. A key reason Vitruvian Planning was founded was to free ourselves from the constraints many consultants experience in dedicating the proper resources to projects to make them as excellent as possible without being held back by corporate accounting practices.

Drive innovation. Vitruvian's ADA-related work has showcased an innovative spirit as we are always finding unique situations that don't fit the ADA Standards or PROWAG. When these arise, we call on our network of agency staff, researchers, orientation and mobility specialists, and vendors to identify design solutions and policies to meet that need.

An accessible world. Beyond physical infrastructure, we are experienced in assessing policies and programs to ensure they meet the needs of people with disabilities. When developing documents we apply accessibility guidelines. For example, this proposal is formatted with alt-text for images so people with vision disabilities can read along with a screen reader app. We use a colorblind-safe palette in the document and fonts recommended for readability by people with low vision.



Don Kostelec leads a discussion on our project for the City of Boise to identify accessibility needs for the conversion of 8th Street to pedestrian-only. This included design features that go beyond baseline ADA compliance.

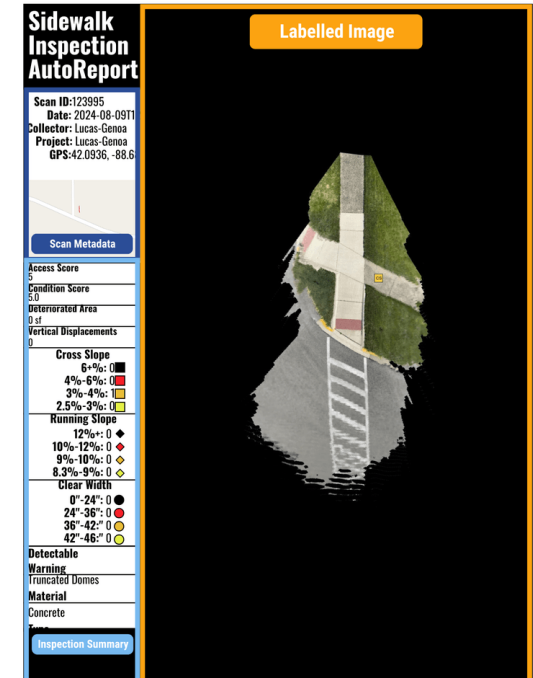
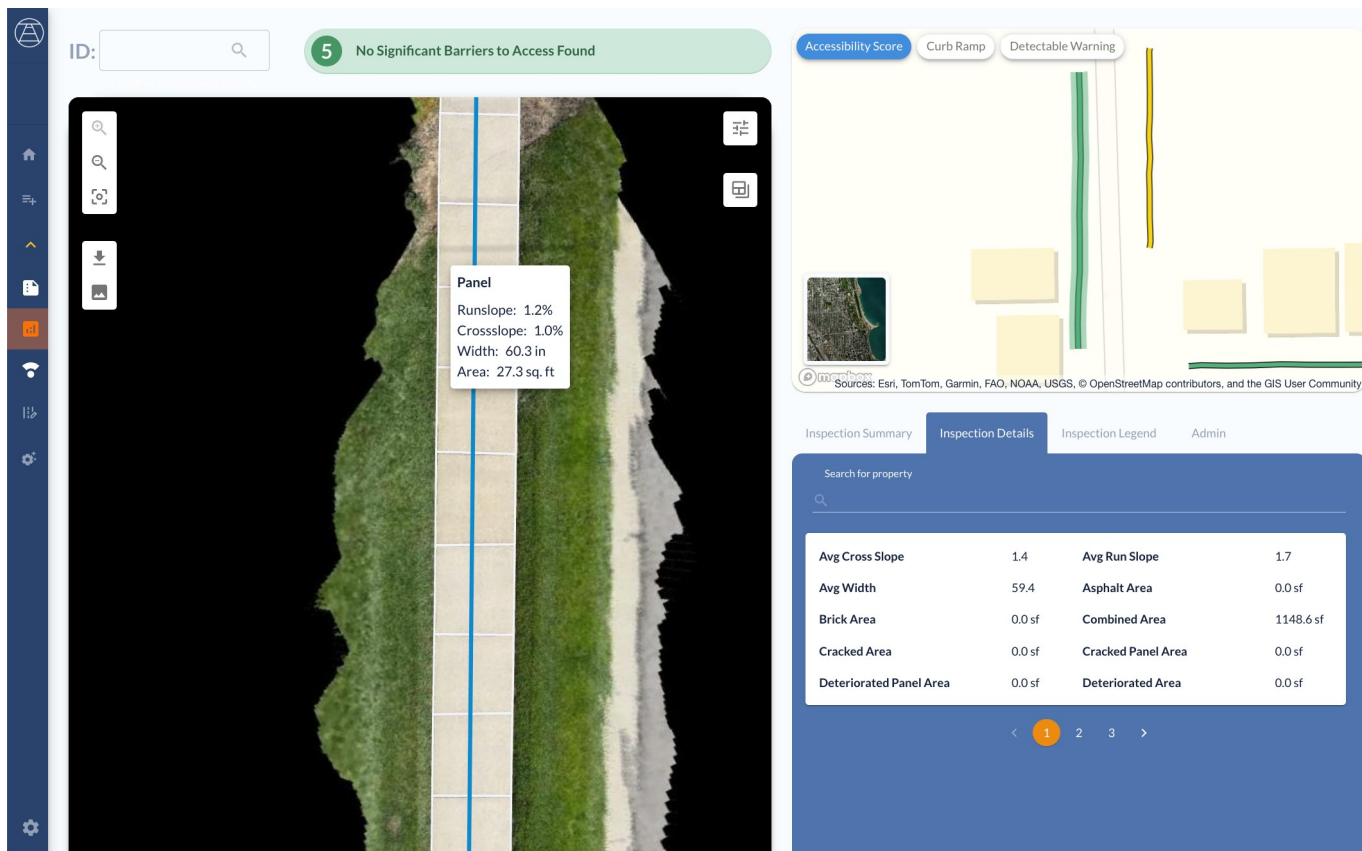
DeepWalk developed its automated inspection software, which uses LiDAR scanners in the iPhone to measure sidewalk systems for accessibility compliance. We provide municipalities, universities, and consultants with an efficient way to collect the sidewalk data needed to create, implement, and maintain ADA Transition Plans.

Using iPhone LiDAR, DeepWalk's mobile application scans and inspects sidewalk systems for compliance with the Americans with Disabilities Act (ADA) and Public Right-of-Way Accessibility Guidelines (PROWAG).

Once uploaded from the phone, the data is available in DeepWalk's web application. Users can navigate maps and dashboards detailing sidewalk and curb ramp conditions. The platform provides detailed inspection results that help users make data-driven decisions.

Beyond an inspection tool, DeepWalk's web application serves as a comprehensive sidewalk condition management system. Users can organize data collection, analyze accessibility issues, create sidewalk improvement plans, allocate budgets, and track compliance efforts. By simplifying the complex process of sidewalk accessibility planning, DeepWalk empowers communities to build more inclusive pedestrian infrastructure.

You can peruse our products and learn more about this application at: deepwalk.com



Qualifications

Access McCall: ADA Transition Plan & Self Assessment

Start Date: May 2022 | **End Date:** May 2023 | **Project Cost:** \$65,000

McCall is a small town in central Idaho that receives more than 135 inches of snow per year, and nearly 1 in 3 of the city's residential units are short-term rentals. Vitruvian Planning led the effort to update the City's Transition Plan and explore policies and programs beyond ADA to make the city fully accessible. The Plan was adopted in February 2022. Vitruvian organized a two-day training in May 2023 that included staff, elected officials, city committee members, and area disability advocates. The Council approved a \$50,000 annual implementation fund upon its adoption.

Similarities to Paonia include:

- Inventory of public streets, public buildings, bus stops/shelters, historical museum, parks, pathways, and trailheads.
- Small town environment with notable snowfall.
- Training on ADA compliance, practices, and design exceptions.
- Multi-faceted public engagements.

Inventory. The Inventory includes all City-maintained rights-of-way and State DOT rights-of-way where the city has maintenance agreements to maintain pedestrian infrastructure. It also included McCall's system of shared-use pathways, City buildings, the Central Idaho Historical Museum, and several public parks.

Public Engagement. Vitruvian worked with Idaho's Living Independent Network to identify clients in the greater Valley County area so we could send direct mailings to them to gather input. We led individual listening sessions at the McCall Transit Center. We organized online Zoom meetings with area advocacy organizations that work with people with disabilities, including an adaptive skiing organization. Further, we worked with the local school district to disseminate information to parents with Section 504 Plans.

Mountain Town. The snowfall and resort context offer challenges and opportunities. Because of heavy snowfall, the city uses a resort tax to fund snow removal from all sidewalks and pathways. The snow must be removed entirely from sidewalks and streets and transported to off-site storage lots. Public Works prefers this method over having numerous contractors damaging infrastructure by having private property owners take responsibility.

Implementation. The people of McCall are concerned with the impact of part-time residents and visitors on city services and budget. This is why Vitruvian Planning explored policies to maintain and expand the sidewalk system through mechanisms such as fee-in-lieu and sidewalk utility fees. We also recommended the city consider requirements for what is called Visitability—single-family residential housing/zoning policies that require at least one zero-step entry into the house as well as minimum dimensions for first-floor restrooms and hallways.



Contracting Agency: City of McCall, Idaho

Contact Person: BessieJo Wagner
City Clerk & ADA Coordinator

bwagner@mccall.id.us; 208-634-4874

Link to Plan:

www.mccall.id.us/191/AccessMcCall---ADA-Transition-Planning



8th Street Accessibility & Mobility Improvements (City of Boise, Idaho)

Start Date: March 2022 | **End Date:** July 2022 | **Project Cost:** \$28,000

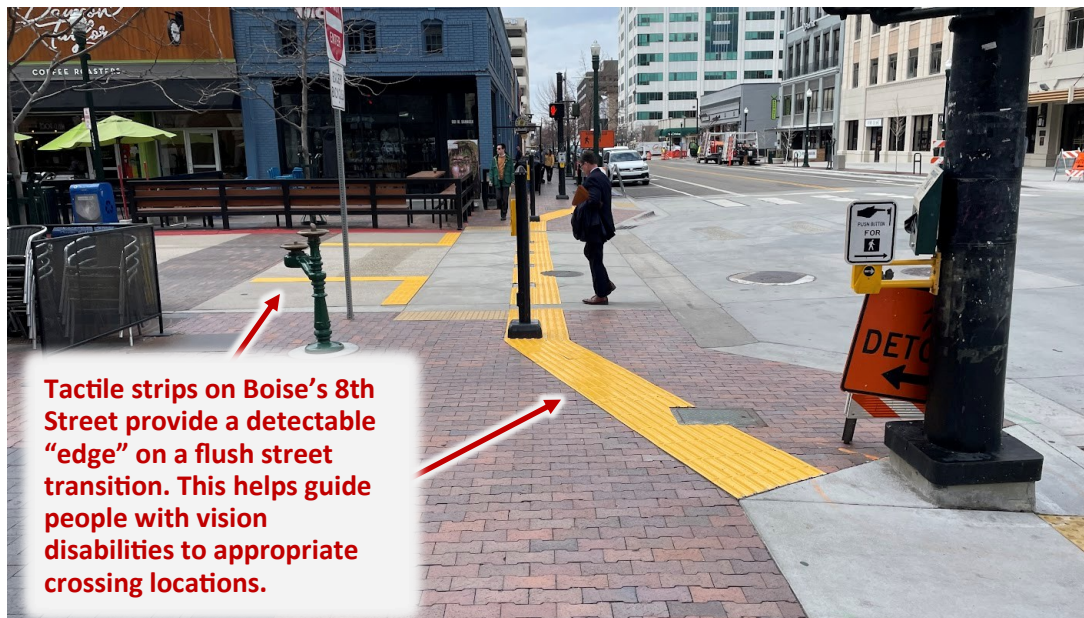
Vitruvian Planning led the effort, with support from the non-profit Idaho Access Project, to identify ADA-compliance needs along the two blocks of 8th Street, where the City was considering a long-term closure to motor vehicles.

The project took five months to develop and adopt. This possible closure allows businesses along the route to expand their dining and retail patio spaces into the existing sidewalk, making the former street section a shared-use route.

To accomplish this, the city had to address ADA compliance needs related to business access from the street, create a compliant Pedestrian Access Route (PAR) in the street, provide furnishing zones for bike parking and signage that does not conflict with the PAR, and identify access points for permanent improvements made by businesses within the former sidewalk space.

Vitruvian Planning looked beyond ADAAG and PROWAG treatments to address how tactile wayfinding systems help guide people with vision disabilities along the route and establish the edge of the route—all while allowing access to emergency services, waste management, and snow management equipment when needed. The design concepts were approved by the City Council in July 2022.

Vitruvian Planning then worked (under a separate contract) alongside the project engineers on the detailed design. We reviewed the design plans for Phase I implementation, which included converting the former street crossings to pedestrian and bicyclist-only, wide crosswalks. This included using tactile warning strips to aid people with vision disabilities through a more confusing environment than is encountered elsewhere on the city's streets.

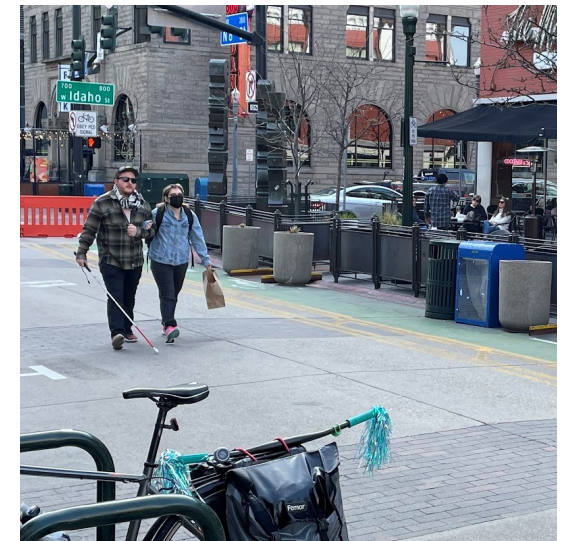


Contracting Agency: City of Boise, Idaho

Contact Person: Sean Keithly
Economic Development Director

skeithly@cityofboise.org; 208-972-8578

Link to report: [Boise 8th St Accessibility & Mobility Improvements Final Report](#)



Erie ADA Self-Evaluation and Transition Plan (Town of Erie, CO)

Start Date: July 2023 | End Date: June 2025 | Project Cost: \$255,000

DeepWalk is working as a subcontractor to WT Group on the Town of Erie's Transition Plan to develop an inventory of barriers to public rights-of-way. Erie, Colorado, is committed to inclusivity and accessibility and partnered with their consultant group to develop an ADA Transition Plan.

With more than 250 miles of sidewalks, they needed a scalable solution to catalog their system economically. DeepWalk, as a sub-consultant, provided project management, data collection oversight, and sidewalk data processing, leveraging Esri ArcGIS integration for advanced mapping.

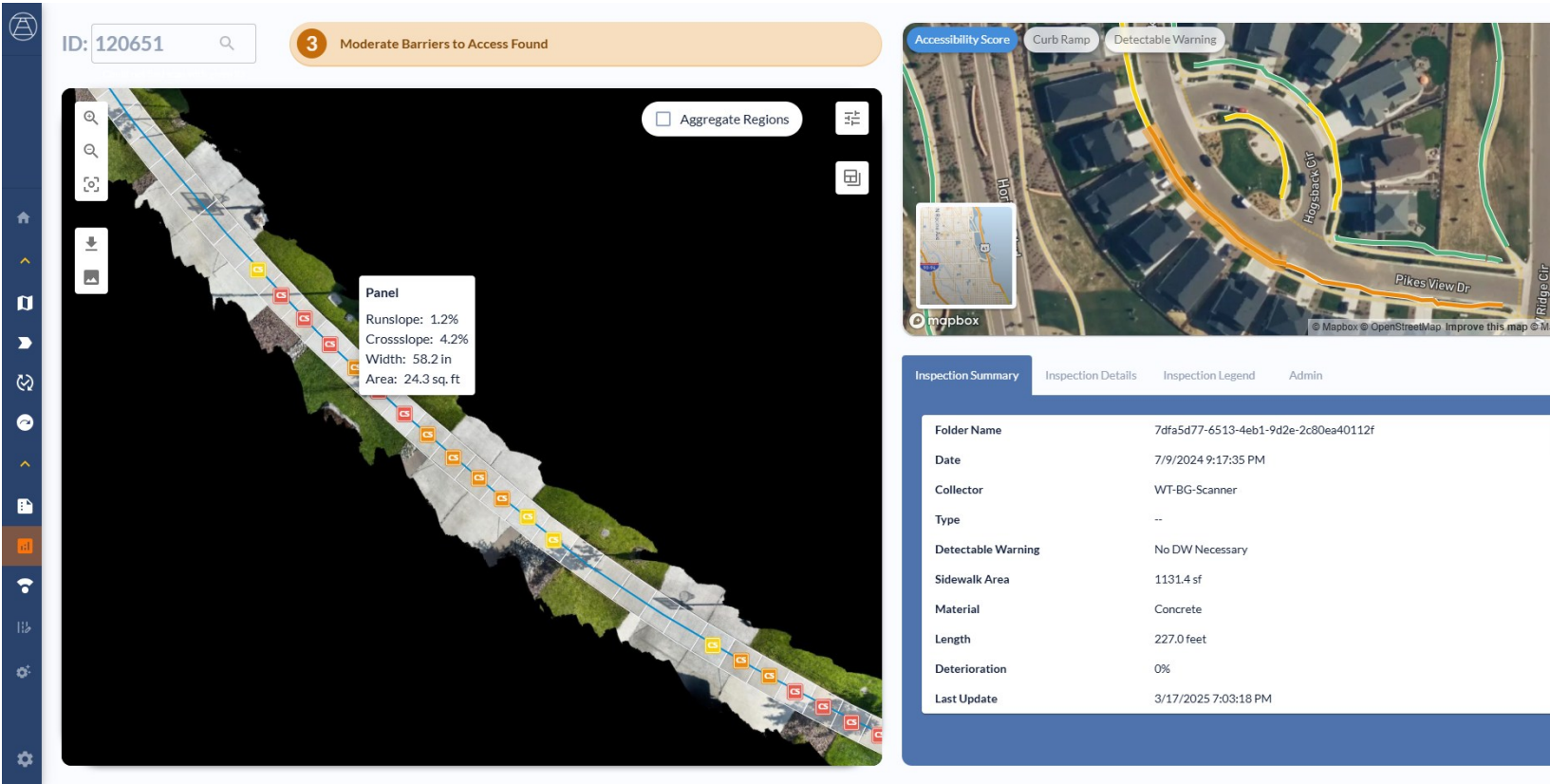
DeepWalk was responsible for project management for data collection and processing. Services included data collection management and sidewalk data processing. 250 miles of sidewalk data has been collected and is being processed.



Contracting Agency: Town of Erie, Colorado

Contact Person: Tatum Storey
Project Manager, WT Group

TStorey@wtgroup.com; (224) 293-6335,



Experience

Don Kostelec - Project Manager & Lead Contact

Don Kostelec has worked with Title II elements of the Americans with Disabilities Act for 21 of his 25 years as a planning and design professional. This includes multiple Transition Plan and associated efforts in 9 states. He is based in the Medford, Oregon area.

He specializes in ADA compliance and helping communities link ADA requirements to their overall vision, goals, strategic plans, and comprehensive plans. This helps ensure the staff and elected officials tasked with making a community more accessible understand ADA compliance means more than meeting a requirement—it is improving a person's quality of life, safety, and quality of experience.

Don Kostelec's work on accessibility and ADA began through the Ada County Highway District in Boise and its 2005 Transition Plan, which at the time was the second largest such plan undertaken in the US. Don has led accessibility-related projects or tasks across the country, and numerous other community plans on pedestrian safety, walkability, design standards review, and policy development.

As PROWAG progresses toward its final rule by USDOJ, Don has provided technical support to the offices of US Senators from New Hampshire and Pennsylvania. These officials have unique interests in ensuring disability rights are achieved at the federal level.

Relevant Experience

- **Chicago Metropolitan Agency for Planning (CMAP) - ADA Transition Plans**
5 Illinois Communities: Hillside, Lincolnwood, Roselle, Elgin, Woodstock (2024-2025).
- **Looking Glass Academy on Walkability, ADA Compliance, and Public Health.**
Training in various cities/region in Idaho, Utah, Alaska, Montana, North Carolina, and Washington (2014-present).
- **Payette (ID) ADA Self-Evaluation & Transition Plan** (2023-2024)
- **Boise (ID) 8th St Accessibility & Mobility Improvements** (2022-2023)
- **Chelan Co. (WA) ADA Self-Evaluation & Transition Plan** (2023-2024)
- **McCall (ID) ADA Self-Evaluation & Transition Plan** (2022-2023)
- **Salina (KS) Downtown Entertainment District Policies - ADA Review** (2022)
- **Lewiston (ID) ADA Self-Evaluation & Transition Plan** (2019-2020)
- **Lewiston (ID) ADA Transition Plan Annual Progress Report** (2019-2020)
- **Barber Valley (Boise, ID) Neighborhood Accessibility Audit** (2019)
- **University Park (MO) ADA Transition Plan** (2018)
- **Pleasant Hill (IA) ADA Transition Plan** (2017)
- **Vancouver (WA) Sidewalk Accessibility Priorities** (2017)
- **Asheville (NC) City Design Standards Accessibility Review** (2015)



Don is not only skilled at ADA requirements in the public right-of-way, but also addresses ADA compliance in the following areas:

- Accessible documents & websites.
- Grievance and liability concerns.
- Program-related compliance, including work zones and snow management.
- Accessible EV charging stations.
- Design exception procedures.
- Public building accessibility.

Education

Western Carolina Univ, Bachelor of Science of Political Science & Journalism, 1999

University of Illinois Chicago, Master of Urban Planning & Policy, 2001

Chris Danley - Principal in Charge and Public Engagement

Chris Danley is the founder of Vitruvian Planning and works on various planning and design projects related to walkability, health impact assessment, and overall transportation planning. He has developed numerous training programs on walkability and ADA compliance, with the goal of giving participants the “decoder ring” that makes the technical facets of this work translatable to practitioners and citizens outside the planning and engineering realm. He is based in Boise, Idaho.

He developed the two-day walk audit training academy, the Looking Glass Academy, and has conducted planning and assessment projects throughout Idaho, North Carolina, Utah, and several other states. He is a certified Safe Routes to School and League of American Bicyclist instructor. He is in his third term on Boise’s Planning & Zoning Commission.

He oversees Vitruvian Planning’s role as Built Environment Lead with Blue Zones, as the firm develops community policies and design standards to help people live better, longer.

Relevant Experience

- **Chicago Metropolitan Agency for Planning (CMAP) - ADA Transition Plans**
5 Illinois Cities: Hillside, Lincolnwood, Roselle, Elgin, Woodstock (2024-2025).
- **Looking Glass Academy on Walkability, ADA Compliance, and Public Health.**
Training in various cities/region in Idaho, Utah, Alaska, Montana, North Carolina, and Washington (2014-present).
- **Riverside Co. (CA) Multi-city Complete Streets & Safe Systems Assessment - Blue Zones Project** (2025)
- **Grand Forks (ND) Downtown Schools Corridor Evaluation - Blue Zones Project** (2024-2025)
- **Petaluma (CA) Transportation Safety Policies - Blue Zones Project** (2024)
- **Payette (ID) ADA Self-Evaluation & Transition Plan** (2023-2024)
- **Yountville (CA) Blue Zones Complete Streets Policy & Design Standards** (2024)
- **Boise (ID) 8th St Accessibility & Mobility Improvements** (2022-2023)
- **Chelan Co. (WA) ADA Self-Evaluation & Transition Plan** (2023-2024)
- **McCall (ID) ADA Self-Evaluation & Transition Plan** (2022-2023)
- **Lewiston (ID) ADA Self-Evaluation & Transition Plan** (2019-2020)
- **Spokane (WA) Regional Transportation Commission Accessibility & Walkability Training** (2019)
- **Palmer, Wasilla, and Houston (AK) AARP Alaska Looking Glass Academies** (2017)



Chris established Vitruvian Planning to help bring the planning profession back to its roots—public health.

Through this, Vitruvian has led work in 26 states, from Alaska to Florida and California to Vermont. This work has included project, program, and policy analysis, as well as Health Impact Assessments. Vitruvian has been a part of ADA work in 10 states, including Transition Plans, policy analysis, and design review.

Education

Chapman Univ., Bachelor of Social Science, 2004.

Eastern Washington Univ., Master of Urban and Regional Planning, 2006.

Brandon Yates - Task Lead for Sidewalk Inventory

Brandon is the co-founder of DeepWalk. In 2019, Brandon Yates and Anshul Shah launched DeepWalk out of the University of Illinois to improve sidewalks with planning software and make it easier for cities to comply with the Americans with Disabilities Act.

To develop the tool, Yates contacted more than 100 city engineers, ADA Coordinators, and consultants for input. The goal was to reduce the cost burden on municipalities to manually capture ADA-related measurements in the public right-of-way. Within the past two years, DeepWalk has been used on inventories in more than 30 municipalities, from Florida to Montana and California to Pennsylvania.

This spirit of innovation and its success led Brandon to be named in the *Forbes 30 Under 30* list for 2025.



A team project on sidewalk repair cost estimates during a required course for first-year CEE students at the University of Illinois inspired Brandon Yates to launch DeepWalk Research, a startup focused on automating civil engineering inspections.

Education

University of Illinois at Urbana-Champaign, BS in Civil Engineering, 2021.

Relevant Experience

- **Woodstock (IL) Sidewalk Data Collection for ADA Transition Plan, with Vitruvian Planning (2025)**
- **Highland Park (IL) Sidewalk Data Collection (2025)**
- **Erie (CO) Sidewalk Data Collection for ADA Transition Plan (2024)**
- **Lake Zurich (IL) Sidewalk Data Collection (2024)**
- **Milwaukie (OR) Sidewalk Data Collection (2023)**

DeepWalk and Vitruvian Collaboration in Woodstock, Illinois

In 2004, Don Kostelec began leading what was, at the time, the most extensive ADA Transition Plan in the country for the Ada County Highway District in Idaho. The inventory of more than 2,500 centerline street miles and 36,000 curb ramps took a crew of six people more than six months. It used what was then state-of-the-art technology (Trimble GPS units).

After numerous other ADA Transition Plans that required manual measurements, Don was tired of the “Groundhog Day” experience where every plan seemed like the same effort—day after day. Vitruvian Planning became the top-ranked firm for Chicago’s Metropolitan Agency for Planning’s multi-year ADA Transition Plan support program in 2024. Seeking to break that “Groundhog Day” experience, Don discovered DeepWalk’s innovative tool for the Transition Plan in Woodstock, Illinois.

The two companies are now collaborating on this plan to inventory more than 90 miles of sidewalks while seeking to expand their partnership on Transition Plans in places like Paonia.



Jenni Light - Facility Inventory & GIS Analyst



Jenni will conduct the non-street inventory components of the Paonia ADA Transition Plan. This includes public buildings, parking lots, trailheads, etc. She developed GIS-based apps for ADA inventories and the associated facility condition reports as part of the Self-Evaluation phase.

Jenni Light is a GIS Analyst and a retired Professor at Lewis-Clark State College, where she taught engineering, surveying, and GIS for more than 15 years. In addition to teaching, she maintains her engineering expertise in private industry practice, which she has done for over 27 years. This includes work as a contractor for Vitruvian Planning.

She specializes in data collection and mapping projects, developing novel applications to accurately and efficiently collect and process that data. In her environmental engineering practice, she performs environmental assessments, develops industry and transportation air emissions for permitting and reporting, and researches water and air quality.

Relevant Experience

- **Chicago Metropolitan Agency for Planning (CMAP) - ADA Transition Plans**
5 Illinois Communities: Hillside, Lincolnwood, Roselle, Elgin, Woodstock (2024-2025).
- **Payette (ID) ADA Self-Evaluation & Transition Plan** (2023-2024)
- **Chelan Co. (WA) ADA Self-Evaluation & Transition Plan** (2023-2024)
- **McCall (ID) ADA Self-Evaluation & Transition Plan** (2022-2023)
- **College Place (WA) ADA Inventory & Assessment** (2020)
- **Lewiston (ID) Building Inventory, incorporated into Vitruvian's overall Transition Plan** (2019)

Paul Reyes - GIS Analyst



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Paul will use the DeepWalk sidewalk inventory to develop summary reports and individual corridor details as part of the Transition Plan phase that prioritizes routes/zones for implementation.

Paul Reyes is an experienced GIS professional driven by the goal of fostering active transportation initiatives. Trained geographer, Paul specializes in using GIS and geospatial analysis for infrastructure planning that enhances public safety.

With more than 15 years of experience using large and complex datasets, Paul has worked closely with state agencies, non-profit organizations, and the private industry to build customized geospatial solutions based on a clear understanding of their workflows. Paul is fluent in Spanish.

Relevant Experience

- **Chicago Metropolitan Agency for Planning (CMAP) - ADA Transition Plans**
5 Illinois Communities: Hillside, Lincolnwood, Roselle, Elgin, Woodstock (2024-2025).
- **Payette (ID) ADA Self-Evaluation & Transition Plan** (2023-2024)
- **Mountain Home (ID) Transportation Master Plan** (2023)
- **GIS Data Readiness for Next Generation 9-1-1, State of Idaho** (2022-2024)
- **Bicycle Routes Design/Mapping**, Quito, Ecuador, United Nations Development Program (2018)
- **Mobile Broadband Validation Project, Idaho Mapping Initiative, State of Idaho Broadband Framework** (2010-2015)

3. Organization and Approach

Our approach addresses the tasks identified in the RFP, with additional features and perspectives based on our past work on ADA Transition Plans. While our approach is aligned with federal requirements for Self-Evaluation, Transition Plan, Schedule, and Public Input, we have incorporated additional elements to bolster these requirements. This includes interviewing town department heads and others, as determined in the kickoff meeting, to understand Paonia's various projects, programs, and policies.

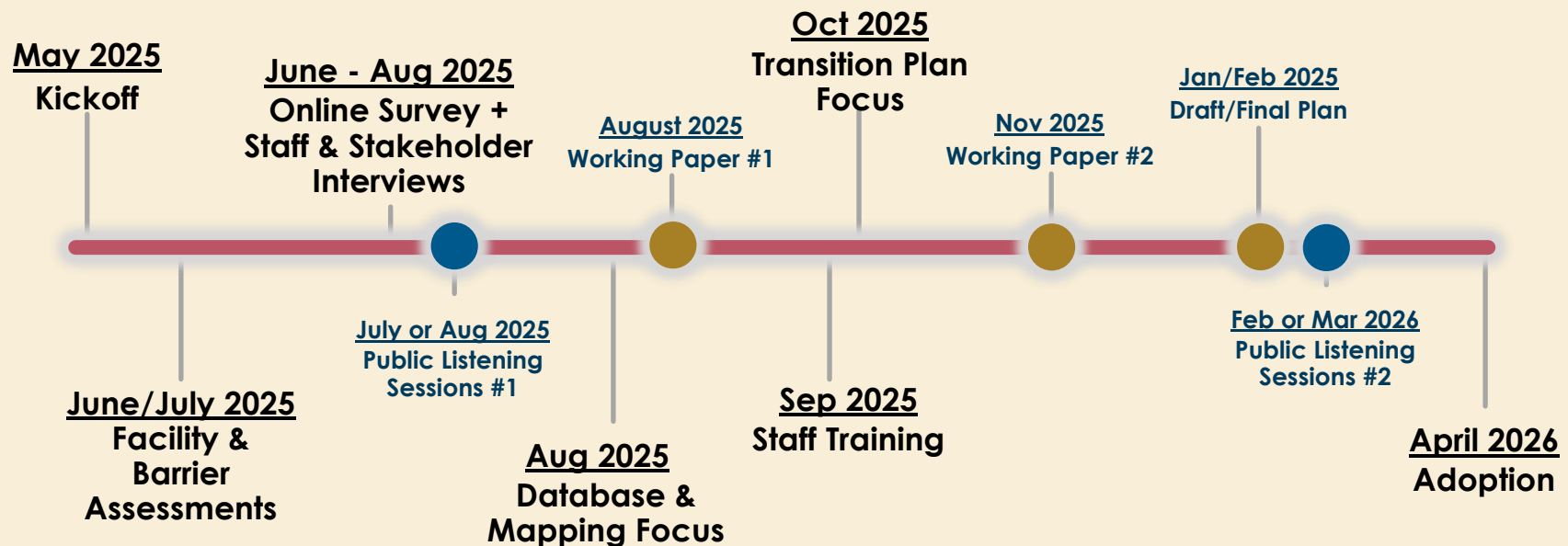
Public meetings for Transition Plans do not typically draw the same number of people that more visible efforts like a Comprehensive Plan or park design may draw. That is why we propose a set of listening sessions instead of a centralized public meeting, stakeholder interviews, presentations to civil clubs like the Paonia Rotary, and online mapping and surveys. This achieves what we call "authentic participation."

The schedule below shows a proposed timeline for completing Paonia's ADA Transition Plan. A comprehensive effort will take approximately 12 months from the kickoff. We will discuss and refine this at the kickoff meeting to account for input from the town on the best times of year to engage the public and staff's seasonal duties.

The tasks addressed in this section may not occur chronologically, and public engagement will spread throughout much of the project schedule.



Proposed Schedule



Task A. Self-Evaluation

This task aligns with federal requirements and our experiences in developing these plans. The Self-Evaluation phase is essentially a town turning a mirror on itself to determine if any barriers to accessibility exist for people with disabilities.

First, we want to celebrate Paonia's successes in pursuing and achieving accessibility. We want to document past projects, existing policies and programs, and other initiatives that have improved the quality of life for people, especially those with disabilities.

Task A.1—Kickoff. We propose a kickoff meeting between the project manager and key town staff who will be working on this effort. This is our first visit to Paonia, so we want to gather as much local context as possible. In preparation for the kickoff, we will draft a list of the town's project team's expected roles in gathering baseline information on plans, projects, and data.

Our Project Manager will spend two days in town, including the kickoff meeting. We propose a half-day community tour led by the town project team and key stakeholders. This helps us understand the town's overall context, examine existing facilities and sidewalks, and identify accessibility constraints the community encountered.

To help make the most of this visit, we ask the town to compile a list of projects completed over the past five years with accessibility components. This could be a new pedestrian crossing, an EV charging station, improved accessibility parking spaces, and new or remodeled public buildings.

It always helps to know the back story of challenges encountered and overcome in these efforts. These could be right-of-way or building site constraints, funding tools, or policies that revealed a challenge or provided a unique opportunity.

We will confirm the project schedule, identify a preliminary list of stakeholders, available data (e.g. GIS), preferred public input venues, and communication roles.

**Ensure ADA
compliance for
all facets of
transportation within
Town limits.**

- Paonia Comprehensive Plan
Transportation Policy 6.



Task A.2—Compile Baseline GIS Data. The town provides the Vitruvian Team access to relevant GIS data in the online database and inventory. Initial online maps will be housed on a GIS server for easy data transition. Once complete, the files are migrated to the town's servers. The following GIS shapefiles are recommended, if available:

- Town and planning area limits.
- Street centerline files, and other available pathways and transportation data.
- Facility locations, including public buildings, parks, museum, parking lots, pathways, etc.
- Major destinations, such as food outlets, healthcare, etc.

Task A.3—Programs, Policies & Design Standards. We work with the town to identify accessibility-related policies and design standards and begin reviewing them for compliance and impacts on compliance. This includes reviewing Grievance procedures, the Code of Ordinances, and accessible meeting and information policies.

On the design side, we compile and review any town-specific design standards, Building Regulations, and applicable state-level standing. This includes design plans for recent buildings and street projects to help understand how well existing policies and standards have translated into in-the-field applications.

To evaluate programs and policies, we interview the town's leadership to understand their specific roles and responsibilities. We ask them to identify requests they've had for accessibility or auxiliary aids, whether for a public meeting, a reading program at the library, or development approval.

We review existing policies and programs, including websites and public documents, to develop recommendations for baseline compliance or greater accessibility.

Task B. Training for Town Staff

Training is one of Vitruvian Planning's specialties, and we incorporate it into most Transition Plans. We developed a walkability-based Looking Glass Academy in 2014 after seeing people who are not engineers struggle to connect how design guidelines, policies, and ADA compliance help create a safe and accessible system. Our training is experiential. We have various ADA tools to help participants understand how and why accessibility features are essential. This includes having people navigate buildings, ramps, sidewalks, and crosswalks in wheelchairs and using low-vision simulation goggles. We show them and ask them to demonstrate the use of tools like smart levels and pressure gauges to visualize features such as a 2% cross slope and what building access buttons mean for people with disabilities.

We propose the training as a two-day event, starting with an orientation for key town staff. This typically occurs after the in-the-field facility survey and barrier assessment are complete and a preliminary list of priority projects is developed. This allows us to have participants experience these high-priority facilities and

Creating an Accessible Community

Self-Evaluation

Identify Barriers:
Facilities, Sidewalks,
Pathways, Parking...

Review Programs
& Policies



Transition Plan



Define Priority Projects
Schedule of
Improvements
Program & Policy
Changes

Implementation

Respond to Individual
Requests
Construct Improvements
Modify Programs &
Policies



Update (future)



Repeat Self-Evaluation &
Transition Plan Process
Incorporate Changes from
ADA Standards &
PROWAG Updates

streets for themselves and recognize the nature of the needed upgrades. We compare those to recently completed projects so they can gauge the differences.

We will work with the town to determine the best times to invite elected officials, town committee members, and key stakeholders during the two-day effort. Often, we incorporate an evening walk-and-roll event for the public to attend and find it valuable for illustrating priorities and accessibility features.

Our approach will delve into topics like inspection practices and documenting design exceptions. We develop Accessibility Exceptions Certification procedures for the town staff, which are used when there are constraints to making something 100% compliant

Task C. Transition Plan

This component of the plan is where the town showcases its priorities for transitioning the community to accessibility. It's when we take the results of the Self-Evaluation, as well as public, stakeholder, and staff input, and translate that into actionable items. Information obtained during the kickoff helps us understand budgetary considerations and the degree to which the town can incorporate an ADA-specific implementation program.

Task C.1—Projects. Using the results of Tasks D and E, we develop an initial set of projects for streets, public buildings, parking lots, trails, trailheads, etc. From there, we use public, stakeholder, and staff input and GIS data to develop criteria for prioritizing projects for the town to implement priority upgrades.

Our approach works within a 20-year planning timeframe to slot projects into priority tiers (e.g., **Tier 1: Years 2-6**; **Tier 2: Years 7-13**; **Tier 3: Years 14-20**). By placing these projects in tiers, the town can adjust to budgets, grant opportunities, idiosyncrasies of the bidding process, and other public works projects that may take precedence. Using the results of Task D, we provide greater details and recommendations for projects in Tier 1.

Task C.2—Programs & Policies. The staff interviews, consultant reviews, and public input help us understand the accessibility opportunities and barriers that result from Paonia's programs and policies. Programs range from offering auxiliary aids by request at a public meeting to snow plowing and construction zone practices on public streets and at building sites. Policies include land development code, sidewalk repairs, snow removal, and code enforcement. We will compare existing programs and policy practices to best practices. To ensure feasibility and efficiency, we will base our recommendations on feedback from the town leadership.

Task C.3—Schedule. The results of Tasks C.1 and C.2 are used to develop the federally-required Schedule that illustrates when the town intends to address project, program, and policy recommendations. Year 1 of the schedule typically includes adopting the plan, pursuing policy and program updates, and possibly establishing an annual Transition Plan implementation fund. Tier 1 projects identified for Years 2-6 must account for already-programmed projects. The intent of the schedule is not to usurp already-designed projects or existing budget priorities; rather we want to determine how they best fit into the town's existing capital improvement program.

**Increase and maintain
accessibility of parks,
trails, and sidewalks by
ensuring ADA standards
are met when
appropriate and feasible.**

- Paonia Comprehensive Plan
Recreation Policy 5.

Task D. Facility Survey and Barrier Assessment

This task includes a detailed analysis of Paonia's public facilities and streets. It is divided into two components because the tools and skillsets needed for public buildings and facilities are different from those needed for streets.

The RFP notes the potential for using volunteers to assist in this task. This is very easy to incorporate based on the technologies we have developed via Jenni Light's smartphone app to inventory buildings and facilities and DeepWalk's iPhone-based LiDAR inventory.

We estimate that 120 hours of volunteer time will be needed for the buildings and facilities inventory (2 volunteers assisting Jenni Light) and 48 hours for the street assessment (up to four volunteers walking the streets with iPhones).

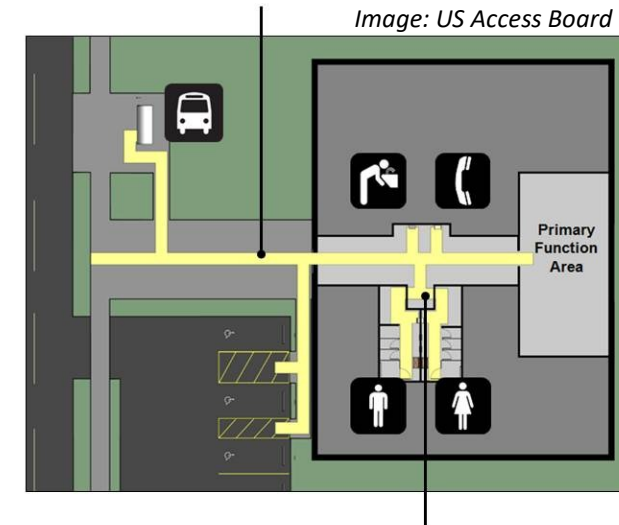
Task D.1—Public Buildings, Parks, Parking, Trailheads. Jenni Light will lead this task using smartphone-based apps to conduct the inventory. Having a team of 2 people (volunteers or temp labor) accompany her helps the pace of data collection.

Two people take measurements, and the other enters information in the app. Covering the full list of non-street facilities and buildings identified in the RFP will take most of a week. We also assess on-street parking and EV charging stations.

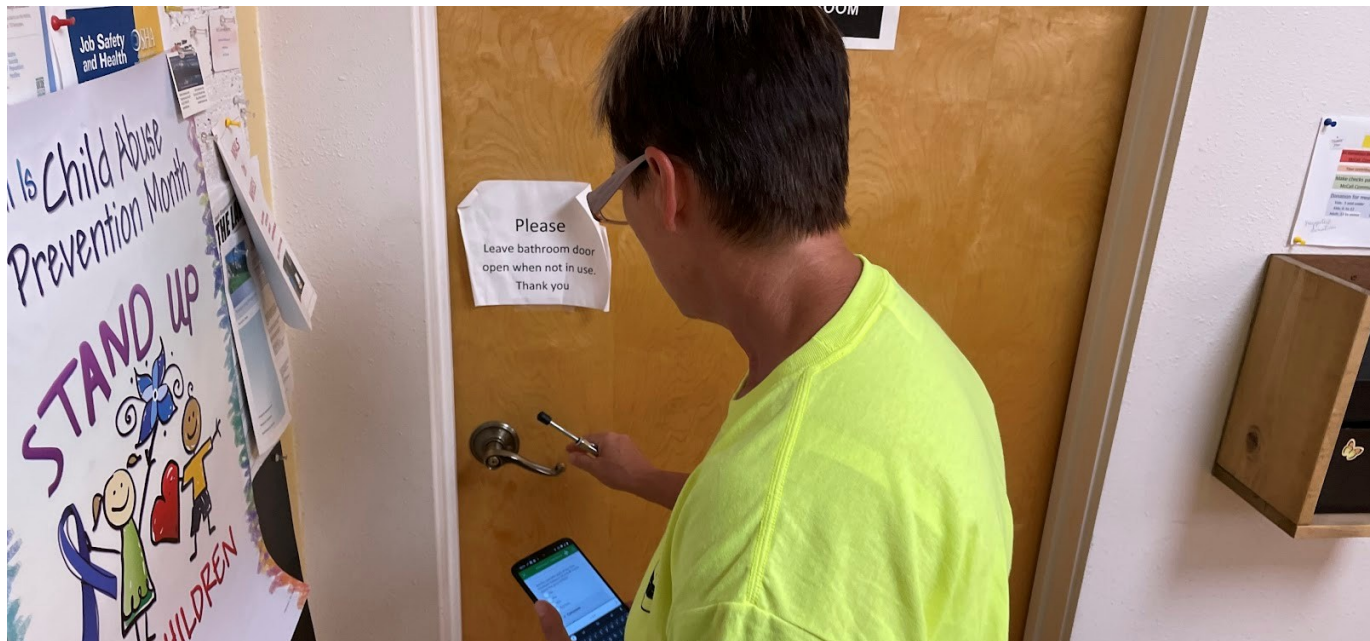
The GIS-based app includes all the requirements for various facilities as adopted in the ADA Standards of 2010. The emphasis is on the Primary Functions Areas of a building or facility that has public access. The results are uploaded to the GIS database and shown on the map, with the various attributes viewable by the town. Once complete, this data will be transferred to the town, along with PDF files of each facility assessment report (the first page of the sample report is shown on the next page).

Public Areas of a Building

The accessible path of travel extends from the altered primary function area to site arrival points (public sidewalks, parking, passenger loading zones, public transit stops located on the site).



The path of travel also includes an accessible restroom (for each sex unless only unisex restrooms are provided), telephone, and drinking fountain serving the primary function area, where such elements are provided.



Jenni Light uses a pressure gauge to determine the PSI needed to open a latched door at the McCall, Idaho, Senior Center, before entering information into the inventory app.



Task D.2—Public Streets. The public street inventory is conducted via DeepWalk's iPhone-based tool. The software and corresponding deliverables inform the town of barriers to people with disabilities on the inspected sidewalk system. This includes PROWAG guidelines for sidewalks, curb ramps, crosswalks (marked and unmarked), pedestrian pushbuttons, and other features.

This information not only informs the Transition Plan but is also meant to guide Paonia's maintenance and capital improvement programs to remediate the identified barriers. The deliverables can also be made public by the customer and shared with interested persons to satisfy the ADA Self-Evaluation requirements.

DeepWalk will provide mobile phones to volunteers or temporary labor. The phones are loaded with automated inspection software. With virtual training provided by DeepWalk, the data collection team will use these phones to "scan" the roughly 40 miles of Paonia's sidewalk system. DeepWalk will process the collected data and provide the deliverables for the various public right-of-way features, some of which are shown at right.

This includes detailed ADA Barrier Reports, a GIS Mapping Layer of Inspection Results, Esri ArcGIS Mapping Services, and a Custom Web Application. More deliverables are available for an additional fee if desired by the town.

Sample Facility Report

ADA Compliance Report Priority 1 – Approach and Entrance Payette Library	
Survey Information	
Project: ADA Inspections – City of Payette, ID Location: Payette Library Survey Date: June 2, 2023 Technician(s): [REDACTED] Contact Info: [REDACTED]	Coordinates: 44.074059129113344, -116.93236881258295
ADA compliance data was collected using ADA Checklists and Survey123 software. The following report only includes checklist questions that were applicable to the location and/or scenario. "No" responses indicate ADA non-compliance, except in the case of questions labeled "Check". "Yes" responses indicate ADA compliance.	
Site Arrival	
1.1	Is there at least one route from site arrival points that does not require the use of stairs? Yes Describe the location of route: Curb ramps from one way parking area leads to exterior ramp to front doors
Parking	
Check	Note: "Accessible" parking may be referred to as "handicap" parking in this section a. Is parking provided? Yes b. Is there another parking area to inspect? No
1.2	a. Are handicap spaces provided? Yes b. Are an adequate number of handicap spaces provided? Yes Handicap Spaces: 2

Sidewalk Access AutoReport

A PDF sidewalk accessibility report for each curb ramp and mid-block section

Includes:

- Clear width violations
- Detectable warning surface status
- Running slope and cross slope violations
- Location and height of vertical discontinuities >1/2"
- GPS coordinates
- Accessibility grade
- Annotated aerial imagery

WebApp Online Mapping

An online map showing inspection results

Includes:

- Links to each AutoReport
- Scan location and linework available within half hour of upload
- Custom [Web Application](#)

Mapping Files & Esri ArcGIS Integration

CSV including details of measurement results

Includes:

- Coordinates in WGS 84 Latitude Longitude
- Accessibility grade
- Maximum running slope and cross slope
- Minimum clear width
- Detectable warning surface status
- Scan ID of detailed AutoReport

Task E. Database and Mapping Setup

While DeepWalk provides the detailed inventory, post-processing is required to develop the recommended projects, which are then ordered by priority.

Vitruvian's GIS Analyst Paul Reyes will use the DeepWalk results to develop summaries of existing conditions for sidewalks, curb ramps, driveways, obstructions, and other items. A sample of a curb ramp inventory summary is shown at right from Payette, Idaho.

This data will be transferred to the town for continued use. DeepWalk will host a virtual meeting with town staff to customize the reports on the DeepWalk platform and determine whether a continued subscription to the service is desirable.

We will train the town staff on using the data, including best practices for updating the data as upgrades are made. Tracking these upgrades is important for the town to conduct to generate an annual progress report on implementing the Transition Plan.

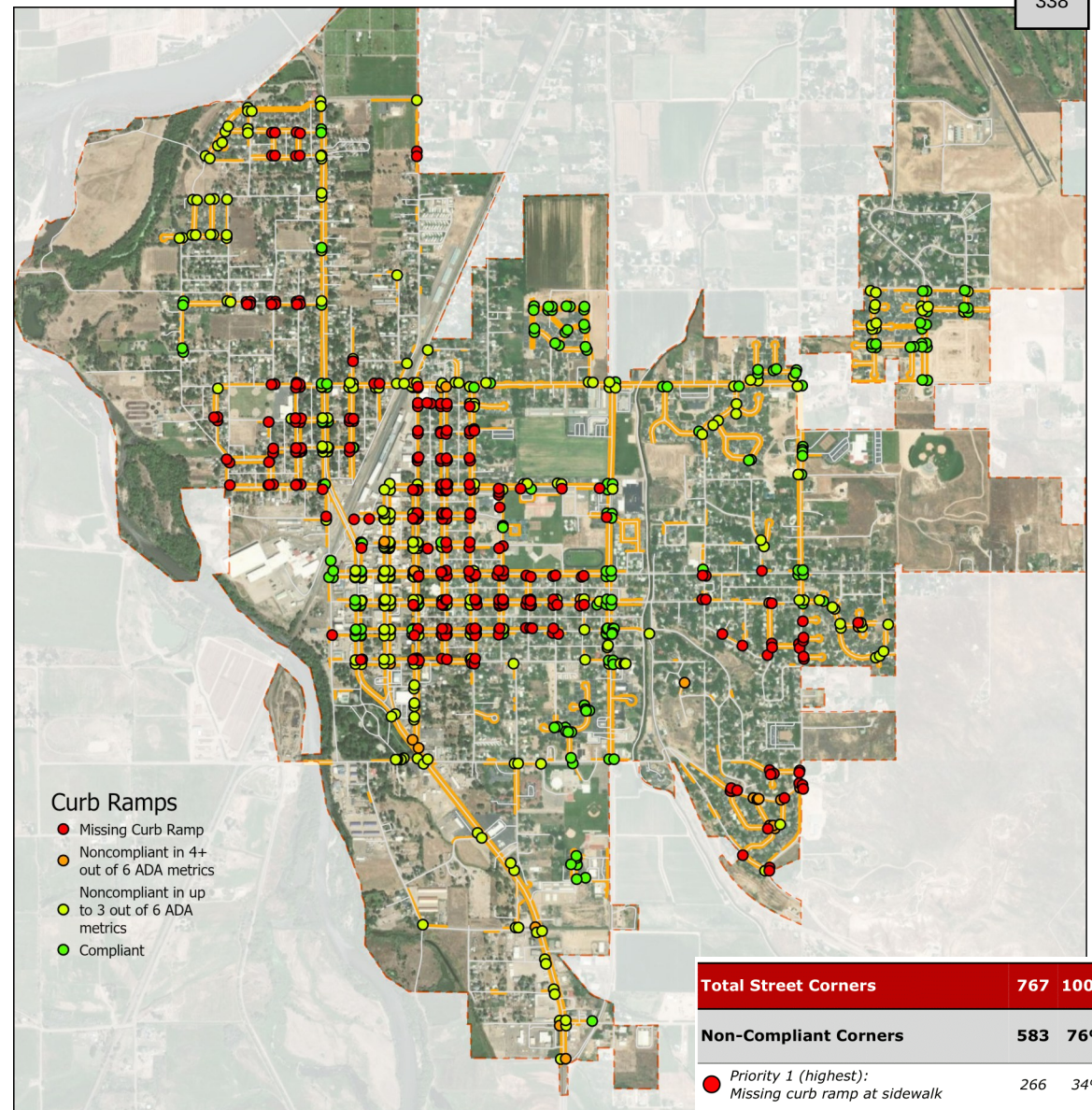
We develop an ArcGIS Hub for the town, similar to the Payette (ID) Transition Plan (at [this link](#)).

Task F. Community Engagement

Our goal with this approach is to achieve what we call "authentic participation," which is predicated on ensuring input from the people who must be most represented have done so individually or through local organizations that represent their needs and interests.

Rather than focusing on numbers, such as the number of meeting attendees or completed surveys, this approach ensures we can complete this project knowing the people who needed a voice were heard. We do this through a variety of methods:

- **Public Listening Sessions**, one in the first third of the effort and another when draft recommendations are known. These drop-in sessions are typically held during lunchtime and early evening hours. We recommend having daytime sessions at a senior center or library to capture people unaware of other input opportunities. We will secure ASL interpreters if needed.



Total Street Corners	767	100%
Non-Compliant Corners	583	76%
● Priority 1 (highest): Missing curb ramp at sidewalk	266	34%
● Priority 2: Existing, noncompliant in 4 or more of the 6 metrics	35	5%
● Priority 3: Existing, noncompliant in 3 or fewer of the 6 metrics	282	37%
● Compliant Ramps (no action needed)	184	24%

- **Online Survey & Mapping Tool.** The online survey will gather input on people's experiences with various projects, programs, and policies. It is intended for residents and visitors, formatted to be accessible to using screen readers. Hard copies are available, and we recommend they be placed at public access points. We will explore other methods of dissemination (e.g., on-demand transit services).
- **Social Media.** We will produce text and graphics for the town to promote on its social media outlets for all public outreach efforts. We also track citizen comments on those posts to gather information. Working with the town, we can discuss whether or not to send direct messages to commenters.
- **Community Walk and Roll Event.** We want to organize a final community walk and roll event to showcase the plan's recommendations. Given the small-town environment, we can discuss managing this and who to invite.

Input in the plan's first phase will feed the recommendations and help us identify real and perceived barriers people recognize. Input in the latter stages of the plan will allow for feedback on things like project priorities, and minor adjustments may be made.

Task G. Project Management

We can schedule monthly update calls with town staff, but we recognize that other time commitments may impede this. We will discuss the timing of these during the kickoff. The consultant team will have at least two monthly update meetings to track progress on the various tasks. Because we have developed several Transition Plans, our coordination with field inventory tasks is well-tuned, and procedures are already established.

We aspire to provide maximum flexibility to meet the needs of the staff and people of Paonia. Vitruvian is a small firm and nimble, so we can adjust as needed to deliver the best plan we possibly can. Every community we work in provides us with new ADA challenges and best practices. Because we are a small firm and don't have accountants tapping us on the shoulder over project budgets, we can take a deeper dive into issues unique to Paonia.

Provide continuous safe and accessible routes for pedestrian and nonmotorized transport to core commercial, educational, and social activities.

- Paonia Comprehensive Plan
Transportation Policy 15.



While accessibility standards are not developed specifically for EV charging stations, the portions of ADA Standards that apply to Operable Parts apply. This includes an access aisle and clear space around the charging station. Ratios for how many EV charging ports are to be accessible also apply.

5. Cost Proposal

The total fee below is a not-to-exceed amount. Vitruvian Planning may adjust hours and corresponding costs between tasks as the effort progresses. This allows us to better address project needs as the project evolves.

Tasks	Without Volunteers	With Volunteers
A. Self-Evaluation	\$ 8,960.00	\$ 8,960.00
B. Staff Training	\$ 6,400.00	\$ 6,400.00
C. Transition Plan	\$ 12,160.00	\$ 12,160.00
D. Facility Survey and Barrier Assessment	\$39,870.00	\$ 30,370.00
E. Database and Mapping Setup	\$ 7,500.00	\$ 7,500.00
F. Community Engagement	\$11,400.00	\$ 11,400.00
G. Project Management	\$ 5,760.00	\$ 5,760.00
Direct Costs (Travel, Printing)	\$ 13,290.00	\$ 13,290.00
Total Fee	\$ 105,340.00	\$ 95,840.00

Position Title	Hourly Rate	Availability Through April 2026	Trips to Paonia
Project Manager & Lead Contact (D. Kostelec)	\$160	50%	3
Principal in Charge & Public Engagement (C. Danley)	\$160	60%	3
GIS Analyst (P. Reyes)	\$100	65%	0
Facility Inventory & GIS Analyst (J. Light)	\$75	70%	1
DeepWalk (B. Yates)	\$100	50%	0

4. Terms and Conditions

Vitruvian Planning and DeepWalk Research acknowledge and accept the general terms and conditions contained in the RFP.

Please get in touch with us if you need additional information or clarification on items in our response to the RFP.



Chris Danley, Principal
Vitruvian Planning

Town of Paonia

Cory Heiniger

ADA Transition Plan Proposal Scores

The Town of Paonia received seven high-quality proposals in response to its RFP for an ADA Transition Plan. Each firm demonstrated significant experience and commitment to accessibility. Proposals were scored based on quality, experience, approach, availability, schedule, format, and cost.

Below are my initial scores and estimated costs

MHAC	100	\$52,000	1
Vitruvian	100	\$95,840 - \$105,340	2
Altura	100	\$110,056 - \$126,781	3
RICK	99	~\$100k - \$115k	4
Bureau Veritas	99	\$65,108 + \$700/mi	5
Matrix	99	~\$110k - \$130k	6
Benesch	93	~\$115k - \$135k	7

Prioritizing cost + quality: MHAC – Best value, highly qualified, and affordable

Innovation + planning: Vitruvian – Creative tools, outreach, GIS integration

Specialized ADA expertise: Altura – Nationally respected, deep ADA-only focus

Scalable, tech-heavy support: Bureau Veritas – Efficient and broad capacity.

Responsive and hands-on service: RICK – Strong municipal partner, site-ready

My Top 3 Recommendations

1. MHAC – Best value and strong delivery at lowest cost.
2. Vitruvian – Creative, community-focused, and tech-driven.
3. Altura – Deep ADA expertise and full-scope implementation.

Town of Paonia

ADA Transition Plan Scoring (with Addendum)

Scores based on Addendum No. 1 to the RFP, which clarifies that all employee-only areas (e.g., break rooms, restrooms) must be inventoried, and that the project must include a range of facility types including parks, trail heads, museums, and public infrastructure sites.

Firm	Original Score	Adjusted Score	Addendum Alignment
MHAC	100	100	Fully aligned with both Q1 & Q2
Vitruvian	100	100	Fully aligned with both Q1 & Q2
Altura	100	100	Fully aligned with both Q1 & Q2
Bureau Veritas	99	99	Fully aligned with both Q1 & Q2
RICK	99	95	Partial – Q1 not clearly addressed
Matrix	99	95	Partial – Q1 & Q2 not clearly addressed
Benesch	93	88	Limited – Q1 & Q2 not addressed clearly

Proposal Evaluation Scoring Sheet

Evaluator Name: Samira Vetter Proposal Name: MHAC Date: 3/21/25

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	15
- Completeness of response <i>addendum 1, 1</i>	
2. Qualification and Experience (25 Points)	25
- Relevant experience <i>experience in defending against ADA lawsuits</i>	
- Specific qualifications <i>website audits, well rounded w</i>	
- Technical expertise	
3. Organization and Approach (25 Points)	25
a. Familiarity with project <i>did research</i> <i>+ CO</i>	5
b. Roles and Organization of Team	5
- Adequacy of project team <i>* web access engineer</i>	
- Team members' previous experience <i>+</i>	
- Relevance of organization to City needs <i>covers a huge variety of subject + projects</i>	
c. Project and Management Approach <i>+ detailed</i>	5
- Experienced project manager <i>++</i>	
- Work Planning and Programming <i>+ detailed + realistic</i>	
- Project team response to issues	
d. Roles of Key Individuals <i>well rounded for 5 people</i>	5
- Relevant experience of team members <i>+</i>	
- Appropriately staffed key positions <i>+</i>	
e. Working Relationship with City <i>seems practical</i> <i>advice given, good training opport</i>	5
- Public sector experience <i>+</i>	
- Understanding of public decision-making process <i>+</i>	

very detailed community engagement

4. Staff Availability (10 Points)	10
- Team availability and responsiveness <i>available immediately</i>	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance <i>+</i>	
b. Clarity and conciseness <i>++</i>	
6. Project Schedule (10 Points)	9
- Shortest and most efficient timeline <i>8 months but available immediately</i>	
7. Project Cost (5 Points)	5
- Competitiveness of cost proposal <i>!! \$33,500</i>	
Total Score (100 Points)	99

Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

Very well developed & seems to have quite a bit of well rounded experience. The price surprised me for the detailed project plan.

Evaluator Signature: *Samira M. Ketter* Date: *3/24/25*

Proposal Evaluation Scoring Sheet

Evaluator Name: Samira Vetter Proposal Name: Rick Date: 3/21/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	15
- Completeness of response <i>+ acknowledges Addendum</i>	
2. Qualification and Experience (25 Points)	25
- Relevant experience <i>✓</i>	
- Specific qualifications <i>✓</i>	
- Technical expertise <i>✓</i>	
3. Organization and Approach (25 Points)	25
a. Familiarity with project	5
b. Roles and Organization of Team	5
- Adequacy of project team <i>✓</i>	
- Team members' previous experience <i>✓</i>	
- Relevance of organization to City needs <i>-</i>	
c. Project and Management Approach	5
- Experienced project manager <i>✓</i>	
- Work Planning and Programming <i>Very mapped out</i>	
- Project team response to issues <i>they visited Paoma</i>	
d. Roles of Key Individuals	5
- Relevant experience of team members	
- Appropriately staffed key positions	
e. Working Relationship with City	5
- Public sector experience <i>✓</i>	
- <u>Understanding</u> of public decision-making process	

4. Staff Availability (10 Points)	8
- Team availability and responsiveness	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	10
- Shortest and most efficient timeline	
7. Project Cost (5 Points)	5
- Competitiveness of cost proposal	
Total Score (100 Points)	48

Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

I appreciate the detail, broken out project timeline & feel that not only will staff like the handson and frequent project updates but the public will appreciate the transparent @

Evaluator Signature: Samira M Vetter Date: 3/21/2023

public engagement planning.
Seem familiar with
public transparency of local
government.
No website accessibility mentioned

- talk time
commitments + for
an 11 month timeline
mention @ least two
monthly meetings. Not
enough

4. Staff Availability (10 Points)	9
- Team availability and responsiveness - like the percentages but worried if we have issues is there going to be good responsiveness	
5. Proposal Format & Completeness (10 Points)	8
a. Professional appearance +	
b. Clarity and conciseness - few typos at some sections were nicely detailed (Training to Town Staff) others would have liked more detail (Self-evaluation)	
6. Project Schedule (10 Points)	7
- Shortest and most efficient timeline ++	
7. Project Cost (5 Points)	4
- Competitiveness of cost proposal	

Total Score (100 Points)

83

Scoring Key (0-5 Scale):

- 5: Excellent - Exceeds expectations in all aspects
- 4: Very Good - Meets all expectations with minor exceptions
- 3: Good - Meets most expectations with some areas for improvement
- 2: Fair - Meets minimum requirements but has significant weaknesses
- 1: Poor - Does not meet requirements, major weaknesses
- 0: Non-Responsive - Did not address criteria

Final Comments:

Appreciated that they included "Similarities to Paonia included." on one project, their training process is also very good!
Concerned w/ availability due to the amount of unexpected issues we tend to have historically.

Evaluator Signature: Samira M Vetter

Date: 3/21/2025

Proposal Evaluation Scoring Sheet

Evaluator Name: Samira Vetter Proposal Name: Vitruvian Date: 3/21/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	8
- Completeness of response - didn't see any acknowledgement of Addendum 1	
2. Qualification and Experience (25 Points)	25
- Relevant experience	
- Specific qualifications	
- Technical expertise Custom application (APP) included	
3. Organization and Approach (25 Points)	22
a. Familiarity with project Lead the currently being updated Compplan	4
b. Roles and Organization of Team	4
- Adequacy of project team +	
- Team members' previous experience +	
- Relevance of organization to City needs -	
c. Project and Management Approach	4
- Experienced project manager +	
- Work Planning and Programming + liked the many options	
- Project team response to issues - didn't see much detail but they are small	
d. Roles of Key Individuals +	5
- Relevant experience of team members +	
- Appropriately staffed key positions +	
e. Working Relationship with City	5
- Public sector experience + +	
- Understanding of public decision-making process - like their	

- Studied the unadopted plan, wonder if the 1994 one is still in place. how will impact project

- didn't see a lot of detail about this other than experience

+ AB 21-1110

- could be together way

"authentic participation"

Proposal Evaluation Scoring Sheet

Evaluator Name: Samira M Vetter Proposal Name: Altura Solutions Date: 3/21/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	15
- Completeness of response + acknowledges addendum 1 + lots of research but not locked into anything yet	
2. Qualification and Experience (25 Points)	25
- Relevant experience + only thing they do	
- Specific qualifications + know the ins and outs + details of ADA, historic + modern + historic building experience	
- Technical expertise + specific ADA Rapid Data Collection software	
3. Organization and Approach (25 Points)	22
a. Familiarity with project + included festivals	5
b. Roles and Organization of Team	5
- Adequacy of project team	
- Team members' previous experience + former municipal employees	
- Relevance of organization to City needs	
c. Project and Management Approach + real project examples	5
- Experienced project manager	
- Work Planning and Programming + very detailed plan for self assessment	
- Project team response to issues + few multi-projects, probably more responsive. + multiple options + willingness to be creative w/ solutions	
d. Roles of Key Individuals	3
- Relevant experience of team members + Federal + State experience + program expertise (- Bill accessibility) loved the 'On a Personal Note' stories. Showed passion for their specialty.	
- Appropriately staffed key positions + only thing they do + municipal experience	
e. Working Relationship with City + didn't stop at recoordinate with legal end of project AUSTIN	4
- Public sector experience + addresses multiple communications avenues	
- Understanding of public decision-making process	

#B21-1110

4. Staff Availability (10 Points)	10
- Team availability and responsiveness + small project load	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	8
- good detail for timeline	
- Shortest and most efficient timeline	
7. Project Cost (5 Points)	2
- Competitiveness of cost proposal	
- Website Communication Assessment extra COS 4 - significant	
Total Score (100 Points)	HB- 21-1110 mandates this

Scoring Key (0-5 Scale):

- 5: Excellent - Exceeds expectations in all aspects
- 4: Very Good - Meets all expectations with minor exceptions
- 3: Good - Meets most expectations with some areas for improvement
- 2: Fair - Meets minimum requirements but has significant weaknesses
- 1: Poor - Does not meet requirements, major weaknesses
- 0: Non-Responsive - Did not address criteria

92

Final Comments:

I liked so much of what they put in BUT the price, coupled with an additional \$16,000 + change was a big problem for me with HB 21-1110 as a mandated accessibility ~~score~~ low

Evaluator Signature: Samira M. Rhee Date: 3/21/2025

Proposal Evaluation Scoring Sheet

Evaluator Name: Samira Vetter Proposal Name: Bureau Veritas Date: 3/21/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	13
- Completeness of response + <u>addendum 1</u> - <u>Types - not personalized</u>	
2. Qualification and Experience (25 Points)	25
- Relevant experience +	
- Specific qualifications	
- Technical expertise	
3. Organization and Approach (25 Points)	18
a. Familiarity with project - <u>didn't feel like a lot of research into Paonia</u>	3
b. Roles and Organization of Team	3
- Adequacy of project team + <u>No need for outside consultants</u>	
- Team members' previous experience +	
- Relevance of organization to City needs - <u>Feels maybe too big for the level of personal public will expect</u>	
c. Project and Management Approach	2
- Experienced project manager	
- Work Planning and Programming + <u>Timeline will follow order of preference of DOJ</u> <u>Policies optional - HB 21-1110 optional + limited</u> • <u>Asset/ALC</u>	
- Project team response to issues + <u>fully staffed + do a lot of big projects</u> • <u>ADA program</u> <u>need</u>	
d. Roles of Key Individuals	5
- Relevant experience of team members	
- Appropriately staffed key positions	
e. Working Relationship with City + <u>clarifying memos after kick-off</u>	5
- Public sector experience	
- Understanding of public decision-making process + <u>addressed public noticing requirements for meetings?</u>	

*Our sidewalks are not going to be Robot Friendly
1st Half

1 year Free
What happens then?

4. Staff Availability (10 Points)	10
- Team availability and responsiveness <i>twice weekly meetings + reports</i>	
5. Proposal Format & Completeness (10 Points)	8
a. Professional appearance - <i>Statement accepting general terms & conditions</i>	
b. Clarity and conciseness +	
6. Project Schedule (10 Points)	9
- Shortest and most efficient timeline <i>+ 6 months ish</i>	
7. Project Cost (5 Points)	3
- Competitiveness of cost proposal <i>Price is good but feel like others offer more</i>	

Total Score (100 Points)

Comparativity + the \$700/mile will add up quicker to make cost much higher

Scoring Key (0-5 Scale):

86

- 5: Excellent - Exceeds expectations in all aspects
- 4: Very Good - Meets all expectations with minor exceptions
- 3: Good - Meets most expectations with some areas for improvement
- 2: Fair - Meets minimum requirements but has significant weaknesses
- 1: Poor - Does not meet requirements, major weaknesses
- 0: Non-Responsive - Did not address criteria

Final Comments:

Feels very impersonal which is great for a City but our public expects more of a personalized touch to feel heard. Again for me the website accessibility issue for

Evaluator Signature: *Samira M Vette*

Date:

3/21/25 HB 21-1110 mandate seems underwhelming for helping us achieve compliance even though it is in the proposal

Proposal Evaluation Scoring Sheet

Evaluator Name: Sarnica Vetter Proposal Name: Benesch Date: 3/21/25

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	13
- Completeness of response - Addendum 12	
2. Qualification and Experience (25 Points)	25
- Relevant experience	
- Specific qualifications	
- Technical expertise	
3. Organization and Approach (25 Points)	24
a. Familiarity with project - Not personalized like some others but knowledgeable	4
b. Roles and Organization of Team	5
- Adequacy of project team +	
- Team members' previous experience + tree roots!	
- Relevance of organization to City needs +	
c. Project and Management Approach +	5
- Experienced project manager	
- Work Planning and Programming + dedicated game plan + love the phased plans + project website + concern process development	
- Project team response to issues + very scheduled + 4 years + will deliver what is promised	
d. Roles of Key Individuals	5
- Relevant experience of team members	
- Appropriately staffed key positions	
e. Working Relationship with City + adapted to City's asset management system	5
- Public sector experience + good outreach to all types of community needs + good public communications processes	
- Understanding of public decision-making process	

+ Sortable, Searchable, Prioritized & grouped Database
+ Uses 'realistic' quite a bit
+ Quick Fixes - immediate or low cost
Familiar & comfortable w/ Historical ADOT +

+ Living Document

+ Funding Sources

No HB 21-1110

4. Staff Availability (10 Points)	10
- Team availability and responsiveness + nationwide w/ local office (Denver) + Back up point of contact	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	8
- Shortest and most efficient timeline + 6 months - uncertain could get less for more	
7. Project Cost (5 Points)	3
- Competitiveness of cost proposal + Not the highest - see Schedule comment + Very detailed	
Total Score (100 Points)	93

70,415

Scoring Key (0-5 Scale):

- 5: Excellent - Exceeds expectations in all aspects
- 4: Very Good - Meets all expectations with minor exceptions
- 3: Good - Meets most expectations with some areas for improvement
- 2: Fair - Meets minimum requirements but has significant weaknesses
- 1: Poor - Does not meet requirements, major weaknesses
- 0: Non-Responsive - Did not address criteria

Final Comments:

Very professional + have lots of knowledge Worrey
 this one will end up costing quite a bit more +
 saw no option for website accessibility which is not
 topic in CO currently.
 Surprised it wasn't
 mentioned

Evaluator Signature: Samira M. Tella Date: 3/21/25

Proposal Evaluation Scoring Sheet

Evaluator Name: Samira Vetter Proposal Name: Matrix Date: 3/21/25

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	15
- Completeness of response <i>Addendum 1</i>	
2. Qualification and Experience (25 Points)	25
- Relevant experience <i>* Smart practice</i>	
- Specific qualifications	
- Technical expertise	
3. Organization and Approach (25 Points)	
a. Familiarity with project - <i>Not specific to Boonville</i>	4
b. Roles and Organization of Team <i>* Safety Coordinator</i>	5
- Adequacy of project team - <i>a lot</i>	
- Team members' previous experience	
- Relevance of organization to City needs <i>+ seems really good</i>	
c. Project and Management Approach <i>* very thorough yet adaptable</i>	5
- Experienced project manager	
- Work Planning and Programming <i>+ detail + Blue Sky Thinking!</i> <i>+ have specialists in website review</i>	
- Project team response to issues <i>+ shouldn't be a problem</i>	
d. Roles of Key Individuals	5
- Relevant experience of team members	
- Appropriately staffed key positions	
e. Working Relationship with City	5
- Public sector experience	
- Understanding of public decision-making process	

*+ familiar w/
public noticing*

*+ Really like their
community
engagement
Strategy*

** no conflicts of interest disclosure
* legal disclosure
* adequate capacity for 12 month finish*

+ ERT

4. Staff Availability (10 Points)	9
- Team availability and responsiveness - monthly + as needed	
5. Proposal Format & Completeness (10 Points)	9
a. Professional appearance	
b. Clarity and conciseness + typos	
6. Project Schedule (10 Points)	9
- Shortest and most efficient timeline + Built in time for unforeseen events that could slow data collection	
7. Project Cost (5 Points)	5
- Competitiveness of cost proposal 44,800.00	

Total Score (100 Points)

Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

They offer alot of experience + professionalism for the money. Large but seem personable + ready to adapt to Pacoria's unique needs.

Evaluator Signature: Samira M Vetter Date: 3/21/25

Proposal Evaluation Scoring Sheet

Evaluator Name: Stefen Wynn Proposal Name: MHAC Date: 3/20/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	14
- Completeness of response	
2. Qualification and Experience (25 Points)	24
- Relevant experience	All CO experience = highly relevant
- Specific qualifications	pg. 2 Statement of Qualifications
- Technical expertise	
3. Organization and Approach (25 Points)	23
a. Familiarity with project	5
b. Roles and Organization of Team	4
- Adequacy of project team	
- Team members' previous experience	Resumes pg 25-29.
- Relevance of organization to City needs	
c. Project and Management Approach	5
- Experienced project manager	Ryan Kelley 13 years.
- Work Planning and Programming	pg. 13 - 23
- Project team response to issues	
d. Roles of Key Individuals	4
- Relevant experience of team members	
- Appropriately staffed key positions	pg. 11-12
e. Working Relationship with City	5
- Public sector experience	pg. 3-10 mostly Co. Towns & cities
- Understanding of public decision-making process	pg. 14-16

4. Staff Availability (10 Points)	10
- Team availability and responsiveness	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	10
- Shortest and most efficient timeline PG-30 April - November	
7. Project Cost (5 Points)	5
- Competitiveness of cost proposal \$33,500	
Total Score (100 Points) 46/100	

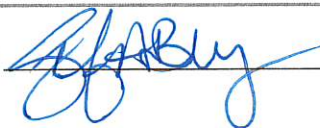
Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

Add'l services include PROWAG/MUTCA Training that PWEPJ could use. App-based evaluation programs w/ AECGIS

Evaluator Signature:



Date:

3/20/2025

Proposal Evaluation Scoring Sheet

Evaluator Name: Stephen Wynn Proposal Name: RICK Date: 3/20/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	14 ←
- Completeness of response	
2. Qualification and Experience (25 Points)	13 ←
- Relevant experience <u>Pgs. 21-29</u>	
- Specific qualifications <u>Pg. 29 Joanne Gady</u>	
- Technical expertise <u>↑</u>	
3. Organization and Approach (25 Points)	25 ←
a. Familiarity with project	5
b. Roles and Organization of Team	5
- Adequacy of project team	
- Team members' previous experience	
- Relevance of organization to City needs	
c. Project and Management Approach	5
- Experienced project manager <u>Michael White</u>	
- Work Planning and Programming <u>pg. 12 Project management Approach</u>	
- Project team response to issues <u>Dakota Limon site visit Pg. 14</u>	
d. Roles of Key Individuals <u>Pg. 10 org. structure</u>	5
- Relevant experience of team members <u>Pg. 11 Bios & Resumes</u>	
- Appropriately staffed key positions <u>Pg. 10 Org. Structure for Project</u>	
e. Working Relationship with City	5
- Public sector experience	
- Understanding of public decision-making process <u>Task 6 pg. 18</u>	

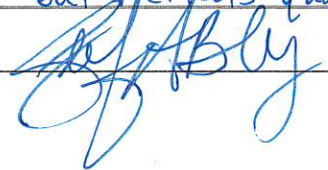
4. Staff Availability (10 Points)	10
- Team availability and responsiveness Pg. 1	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	consistent in formatting
b. Clarity and conciseness	& easy to understand proposal
6. Project Schedule (10 Points)	10
- Shortest and most efficient timeline Pg. 20 6 months	
7. Project Cost (5 Points)	3
- Competitiveness of cost proposal \$90,368	
Total Score (100 Points) 95/100	

Scoring Key (0-5 Scale):

- 5: Excellent - Exceeds expectations in all aspects
- 4: Very Good - Meets all expectations with minor exceptions
- 3: Good - Meets most expectations with some areas for improvement
- 2: Fair - Meets minimum requirements but has significant weaknesses
- 1: Poor - Does not meet requirements, major weaknesses
- 0: Non-Responsive - Did not address criteria

Final Comments:

Incredible understanding of town and need for community input. Dedicated team and staff to getting plan complete. Price is higher but reflects quality of work

Evaluator Signature:  Date: 3/20/2025

Proposal Evaluation Scoring Sheet

Evaluator Name: Brian Stelen Wynn Proposal Name: Benesch Date: 3/20/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	14
- Completeness of response	
2. Qualification and Experience (25 Points)	22
- Relevant experience	
- Specific qualifications	
- Technical expertise	
3. Organization and Approach (25 Points)	21
a. Familiarity with project	4
b. Roles and Organization of Team <i>pg. 5</i>	4
- Adequacy of project team	
- Team members' previous experience	
- Relevance of organization to City needs	
c. Project and Management Approach	5
- Experienced project manager <i>pg. 5 Travis Greiman</i>	
- Work Planning and Programming <i>pg. 10 cool collection App!</i>	
- Project team response to issues	
d. Roles of Key Individuals	4
- Relevant experience of team members <i>pg. 5 org chart 9-member team</i>	
- Appropriately staffed key positions	
e. Working Relationship with City	4
- Public sector experience <i>pg. 14 in-person & remote described,</i>	
- Understanding of public decision-making process <i>pg. 9 Public Outreach Plan</i>	

Continuous engagement w/ Public.

4. Staff Availability (10 Points)	8
- Team availability and responsiveness	pg. 5-6
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	10
- Shortest and most efficient timeline	pg. 14
7. Project Cost (5 Points)	3
- Competitiveness of cost proposal	\$70,415
Total Score (100 Points)	86/100

Breakdown of each task is nice!

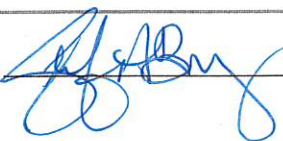
Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

Experience w/ Transition plans in Mountain Towns.

Evaluator Signature:



Date:

3/20/2025

Proposal Evaluation Scoring Sheet

Evaluator Name: Stephen Wynn

Proposal Name: Matrix

Date: 3/10/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	<u>15</u>
- Completeness of response	
2. Qualification and Experience (25 Points)	<u>22</u>
- Relevant experience	
- Specific qualifications	
- Technical expertise	
3. Organization and Approach (25 Points)	<u>22</u>
a. Familiarity with project	<u>4</u>
b. Roles and Organization of Team	<u>4</u>
- Adequacy of project team	
- Team members' previous experience	
- Relevance of organization to City needs	
c. Project and Management Approach	<u>5</u>
- Experienced project manager <u>pg. 10 & 39</u>	
- Work Planning and Programming <u>pg. 14</u>	
- Project team response to issues	
d. Roles of Key Individuals	<u>5</u>
- Relevant experience of team members <u>pg 10</u>	
- Appropriately staffed key positions <u>pg. 9 org. chart</u>	
e. Working Relationship with City	<u>34</u>
- Public sector experience <u>major cities & counties pg. 6-8</u>	
- Understanding of public decision-making process <u>pg. 33-34 & 35</u>	

4. Staff Availability (10 Points)	7
- Team availability and responsiveness	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	8
- Shortest and most efficient timeline pg. 36	
7. Project Cost (5 Points) pg. 35	4
- Competitiveness of cost proposal \$44,800	

Total Score (100 Points) 88/100

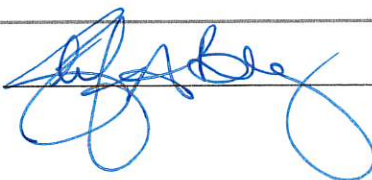
Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

ES&I Platform for data collection & Barrier Assessment. ArcGIS dashboard is
Awesome!

Evaluator Signature:



Date:

3/20/2025

Proposal Evaluation Scoring Sheet

Evaluator Name: Stefen Wynn Proposal Name: Vitruvian Date: 3/21/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	13
- Completeness of response	
2. Qualification and Experience (25 Points)	22
- Relevant experience	20 years
- Specific qualifications	pg. 7-9
- Technical expertise	
3. Organization and Approach (25 Points)	21
a. Familiarity with project	4
b. Roles and Organization of Team	4
- Adequacy of project team	
- Team members' previous experience	pg. 4 pg. 10 ADA Transition Plan.
- Relevance of organization to City needs	
c. Project and Management Approach	4
- Experienced project manager	Don Kostelac
- Work Planning and Programming	pg. 2 LiDAR w/ data collection!
- Project team response to issues	
d. Roles of Key Individuals	4
- Relevant experience of team members	.
- Appropriately staffed key positions	
e. Working Relationship with City	5
- Public sector experience	pg. 7 small town w/ snowfall Etc. (C)
- Understanding of public decision-making process	pg. 21 community walk & roll 2-public listening sessions

4. Staff Availability (10 Points)	10
- Team availability and responsiveness	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	7
- Shortest and most efficient timeline pg. 14 May '25 - April '26	
7. Project Cost (5 Points)	2
- Competitiveness of cost proposal \$105,340 or \$95,840	
Total Score (100 Points)	45/100

Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

Deep Walk looks like an incredible software! Excellent Public engagement process. You've read our draft Comp. Plan!!

Evaluator Signature:



Date:

3/21/2025

Proposal Evaluation Scoring Sheet

Evaluator Name: Stephen Wynn Proposal Name: Bureau Veritas Date: 3/20/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	13
- Completeness of response	
2. Qualification and Experience (25 Points)	13
- Relevant experience	pg. 3 ADA Assessments for Colorado State Parks
- Specific qualifications	pg. 8 - 12 Resumes
- Technical expertise	Pull from many staff expertise nationwide.
3. Organization and Approach (25 Points)	18
a. Familiarity with project	3
b. Roles and Organization of Team	4
- Adequacy of project team	
- Team members' previous experience	
- Relevance of organization to City needs	
c. Project and Management Approach	5
- Experienced project manager	pg. 8
- Work Planning and Programming	pg. 13 - 23 pg. 16 website accessibility Review!
- Project team response to issues	
d. Roles of Key Individuals	3
- Relevant experience of team members	pg. 7 - org. Chart w/ 3 key contacts
- Appropriately staffed key positions	
e. Working Relationship with City	3
- Public sector experience	State & local exp.
- Understanding of public decision-making process	pg. 13 one kickoff pg. 15 Public Outreach Unclear of other specific outreach

4. Staff Availability (10 Points)	10
- Team availability and responsiveness 79.12	
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	10
- Shortest and most efficient timeline Pg. 26	
7. Project Cost (5 Points)	4
- Competitiveness of cost proposal \$63,108.50 - Based on 10 miles R/W	

Total Score (100 Points) 84/100

Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

Asset cal software & website Accessibility are excellent options.

Evaluator Signature:



Date:

3/20/2025

Proposal Evaluation Scoring Sheet

Evaluator Name: Stefen Wynn Proposal Name: Altura Solutions Date: 3/21/2025

Evaluation Criteria	Proposal Score
1. Quality of Proposal (15 Points)	13
- Completeness of response	<i>Notification of Paonia facilities from Addendum No. 1</i>
2. Qualification and Experience (25 Points)	21
- Relevant experience	<i>Large cities, state agencies</i>
- Specific qualifications	<i>Pg. 5</i>
- Technical expertise	<i>Pg. 6</i>
3. Organization and Approach (25 Points)	21
a. Familiarity with project	3
b. Roles and Organization of Team	5
- Adequacy of project team	<i>- small mountain/valley town experience not present</i>
- Team members' previous experience	<i>Larger projects for Dept's of Transportation & major cities/counties. Small town experience not present</i>
- Relevance of organization to City needs	
c. Project and Management Approach	5
- Experienced project manager	<i>Jesús Lardizábal</i>
- Work Planning and Programming	<i>Pg 14-23</i>
- Project team response to issues	
d. Roles of Key Individuals	4
- Relevant experience of team members	<i>Resumes</i>
- Appropriately staffed key positions	<i>Pg. 8-9</i>
e. Working Relationship with City	4
- Public sector experience	<i>Pg 10-13 Midwest & East Coast</i>
- Understanding of public decision-making process	<i>Pg 21</i>

4. Staff Availability (10 Points)	10
- Team availability and responsiveness	only 3 projects taken/year!
5. Proposal Format & Completeness (10 Points)	10
a. Professional appearance	
b. Clarity and conciseness	
6. Project Schedule (10 Points)	7
- Shortest and most efficient timeline	pg 23 April - Jan
7. Project Cost (5 Points)	2
- Competitiveness of cost proposal	pg 26 \$110,056 option for website add'l \$16,725

Total Score (100 Points) 84/100

Scoring Key (0-5 Scale):

- **5:** Excellent - Exceeds expectations in all aspects
- **4:** Very Good - Meets all expectations with minor exceptions
- **3:** Good - Meets most expectations with some areas for improvement
- **2:** Fair - Meets minimum requirements but has significant weaknesses
- **1:** Poor - Does not meet requirements, major weaknesses
- **0:** Non-Responsive - Did not address criteria

Final Comments:

Quality of proposal is excellent, only 3 ADA transition projects a year would give Paonia more attention. Price is reflective of mountain resort towns.

Evaluator Signature:

[Signature]

Date:

3/21/2025



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Item #6 Consideration of RFQ 2025-02 Water Attorney, Selecting Respondents to Interview
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	3.21.2025
BACKGROUND:	The Town received four complete proposals from four qualified law firms, and one email from a law firm that missed the proposal window, but would like to be considered if another RFQ is attempted. The RFQ (Attachment E) gives detailed instructions on the proposals for submission and each respondent met the conditions of the proposal. According to the schedule for the RFQ, 3.25.2025 is the date that the Board will choose law firms to interview.
BUDGET:	N/A
RECOMMENDATION:	All respondents come from reputable and qualified law firms. Recommended Motion: I move to direct staff to begin scheduling interviews with the selected law firms with the Board of Trustees.
ATTACHMENT:	Attachment A: JVAM Response Attachment B: MWHW Attachment C: Balcomb & Green Attachment D: NSW Attachment E: RFQ 2025-02 Water Attorney

TOWN OF PAONIA 2025 - REQUEST FOR PROPOSAL WATER ATTORNEY



A Mountain Law Firm

JVAM PLLC

Town of Paonia
RFP – Water Attorney
March 19, 2025



March 19, 2025

Town of Paonia
Board of Trustees
214 Grand Ave.
Paonia, CO 81428

To Stefen Wynn and The Town of Paonia Board of Trustees:

JVAM PLLC is pleased to submit this proposal in response to RFQ 2025-02 Water Attorney for the Town of Paonia. The team at JVAM is served with a deep bench of experienced and capable attorneys who are ready and willing to provide the Town of Paonia legal counsel on complex water rights matters and any necessary work that arises out of water rights matters including regulatory compliance, transaction matters, and related litigation.

We present two partner attorneys that are ready and willing to support The Town of Paonia.

Ryan Jarvis leads JVAM's water law team and is a uniquely talented lawyer with proven experience solving complex problems relating to water. His deep understanding of Colorado's water law, including the nuances of multiple jurisdictions and drainage basins, enables him to tackle nearly any legal issue related to water in the region.

Ryan has been practicing water law in Colorado for nearly 15 years, focusing his work in Divisions 2 (Arkansas River Basin), 4 (Gunnison River Basin), 5 (Colorado River Basin), and 6 (White and Yampa River Basins). His water work involves assisting individuals, businesses and governmental entities throughout Colorado acquire, maintain, develop, and protect the rights to use water. This includes adjudicating water rights, changes of water rights, plans for augmentations, and exchanges; designing and adjudicating new water supplies for residential, municipal, agricultural, industrial, and other uses; advising ditch companies, municipal water suppliers, and other entities regarding water rights, operations, and related matters; opposing water claims that might adversely affect a client's water rights; evaluating water rights as part of real estate acquisitions and transactions; obtaining well permits; and drafting well-sharing and ditch operation agreements. Through his career, Ryan has participated in hundreds of cases before the Colorado Water Courts and litigated water issues in Colorado District Courts.

Ryan's representative recent work includes adjudicating a complex augmentation plan for a municipal client; navigating Clean Water Act compliance issues; advocacy at the Colorado General Assembly in support of legislation to protect existing geothermal resources; water rights due diligence and investigation for various large ranches (each ranch being hundreds to thousands of acres); and litigating irrigation pipeline disputes. During his career, Ryan has negotiated many agreements and contracts, including complex ditch agreements, well agreements, and water use agreements. Ryan has also worked on regulatory compliance issues related to CDPHE-regulated water systems, the Clean Water Act, and other state and federal laws and regulations.



Achieving solutions to complex water issues often requires Ryan to work collaboratively with his client, other interested parties, parties that may be opposing a project, private water resource engineers and consultants, and the Division Engineer’s Office. Ryan has a proven ability to navigate these complex and difficult interactions to achieve the desired result for his clients.

Laurel Quinto brings a wealth of experience in water rights law, having represented clients in various water matters across Western Colorado and Arkansas Valley. Her practice focuses on the intersection of water law, land use, and municipal development. Laurel has represented water users' associations to ensure delivery to hundreds of water users, including municipalities and is currently involved in a contentious water rights case in Division 4 concerning a large water development project that could deliver water to an entire county of users. Laurel has experience negotiating deals between private landowners with municipalities concerning development, public improvements, and water rights dedication. Her experience will help the Town navigate the complex, and often contentious, negotiations and communications between private landowners and the Town concerning land development, water, and sanitation.

Ryan and Laurel are backed by a team of partner attorneys, associates, and paralegals with decades of experience that provide clients of JVAM with responsiveness and capabilities above and beyond the typical regional firm.

We understand the importance of fostering a collaborative environment to address shared complex issues that arise surrounding water rights. Our approach emphasizes open communication and cooperation among all stakeholders, ensuring that solutions are both legally sound and practically effective.

We are confident in our ability to effectively represent the Town of Paonia in all matters related to water law. Our team’s extensive experience and commitment to excellence make us well-suited to handling the complexities of your water rights and service delivery systems.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ryan Jarvis'.

Ryan Jarvis
Partner

A handwritten signature in blue ink, appearing to read 'Laurel Quinto'.

Laurel Quinto
Partner



About JVAM

JVAM has office locations in Aspen, Basalt, Glenwood Springs, Buena Vista, and Salida. We serve the Arkansas River Valley, the Roaring Fork Valley, and clients' needs and interests across Colorado.

Our lawyers are sophisticated, approachable, practical, and reasonable. Their experience across real estate, business, water rights, contracts, leases, litigation, and more areas of the law equips them to serve the broad and unique needs of people who live and do business in our mountain communities. Our attorneys are down-to-earth people who deliver work that is cost-effective and worth your investment.

Why JVAM?

JVAM hosts a capable team of attorneys, paralegals, and assistants well situated to meet the expectations and needs of the Town of Paonia. We propose Ryan Jarvis and Laurel Quinto primarily support the Town of Paonia with the support of our 15 other attorneys and 7 paralegals and legal assistants.

JVAM's attorneys are free to focus on the needs of their clients. By maintaining a well-trained team of assistants and administrators, our attorneys are unbridled by the day-to-day demands of business management and solely focused on clients' priorities.

JVAM utilizes an experienced team of paralegals that bill at favorable rates to ensure that legal administrative steps such as filings, docketing, and general preparations, communications, and facilitations are managed in the most cost-effective manner possible for clients. This allows our attorneys to focus on substantive work, communications, and collaboration with the greatest benefit to the clients we represent.

JVAM also maintains a team of dedicated financial professionals that ensure billing, payments, and any other financial logistics are handled in the most efficient, clear, and cost-effective manner possible.

Conflicts of Interest

Currently, we have determined no known conflicts of interest with existing or previous clients of JVAM PLLC.

Meeting Attendance

Attorneys representing the town would be willing to attend in-person or remote as decided by the town manager, the town trustees, and the attorney attending the meeting.

Terms & Fees for Service

Attached to this letter is a draft engagement agreement for The Town of Paonia. JVAM invoices clients for services on an hourly basis, billed in 1/10th of an hour increments.



Additionally, JVAM invoices clients for all expenses incurred on the client’s behalf. Invoicing occurs monthly. For our municipal clients, we provide Net 60 terms. More details regarding terms of service, invoices, and other information may be found in the engagement agreement attached.

Rates

For the Town of Paonia, we will provide special reduced hourly billing rates for legal fees.

	Standard Rate	Special Rate for Town of Paonia
Ryan Jarvis	\$450	\$350
Laurel Quinto	\$350	\$325
Partners	\$425 – \$605	\$325 - \$350
Associates	\$250 – \$325	\$250
Paralegals	\$195	\$165

Disciplinary History

Per the request of the proposal, please see a list of all attorneys at JVAM PLLC and previous disciplinary proceedings our attorneys have been involved in.

Attorney	Previous Disciplinary Proceedings
Ryan Jarvis	None
Chad Lee	None
Laurel Quinto	None
Lucas Van Arsdale	None
Benjamin Johnston	None
John Casey Martin	None
Eric Theile	None
Margaret Casey	None
Alexander Clayden	None
Ann Jefferson	None
Charles Simon	None
Benjamin Monarch	None
Taggart Mosholder	None
Tyler Hollenbach	None
Sean Pearman	None
Quentin Morse	None
Steve Beattie	None

Town of Paonia
RFP – Water Attorney
March 19, 2025



References for Ryan Jarvis

Town of Basalt

Ryan Mahoney – Town Manager
ryan.mahoney@basalt.net

Marble Water Company

Tom Williams – President
tom@williamscompany.net

Kobe Water Authority

(Water Authority formed by Colorado River District and Bluestone Water Conservancy District)
Ed Baker – Board Member
bakeedburdicked@yahoo.com

Wilson Mesa Metropolitan District

Bill Ellinwood – Vice-President
w.ellinwood@bresnan.net

Colorado Mountain College

Lucia Padilla – General Counsel
lcpadilla@coloradomtn.edu

Iron Mountain Hot Springs

Steve Beckley – Owner
sbeckley@glenwoodcaverns.com

Snowmass Club

Rick Sussman – General Manager
rsussman@snowmassclub.com

Additional professional references are available upon request

Town of Paonia
RFP – Water Attorney
March 19, 2025



Sample Engagement Agreement



Ryan Jarvis
305 Gold Rivers Ct., Ste. 200
Basalt, Colorado 81621
PO Box 878
Glenwood Springs, CO 81602
(970) 366-4733

March 19, 2025

Town of Paonia
Stefen Wynn, Town Manager
214 Grand Ave.
Paonia, CO 81428
stefenw@townofpaonia.com

Re: Engagement of JVAM as Town of Paonia Water Attorney

Dear Stefen,

Thank you for choosing JVAM PLLC ("JVAM" or the "Firm") to represent Town of Paonia in the above-referenced matter. The purpose of this letter is to confirm our engagement as legal counsel to your entity. This letter defines the scope of our representation and outlines the terms of our engagement.

Our representation will, at all times, include only those matters for which you have requested we render advice. At present that is only the above-referenced matter. Representation by us on any other matter shall be the subject of an additional fee agreement.

During the course of your representation, we will diligently perform all legal services reasonably necessary to ethically and effectively represent you. We make no promises to you as to the outcome of this case, but we do promise to render our best professional skill and perform our legal services faithfully and with due diligence, to address your needs in a timely and professional manner, and to advise you of any time conflicts or delays.

All information regarding your representation will be kept confidential unless disclosure is authorized by you or required by law. Confidential communications between us are protected by the attorney-client privilege, though that privilege will not cover any communication that you share with a third party. We encourage you to closely guard your confidential communications with us and not share them with third parties.

Fees: I will be the lead attorney primarily responsible for representing you in this matter. \$350. Throughout your representation, I may consult with other attorneys in the firm or engage the services of our associates and paralegals. We strive to have work done at the lowest billing rate while ensuring the best possible representation. Hourly rates are established based on the level of experience and ability of the individual. The current billing rates for our lawyers and paralegals are as follows:



Partners:	\$325 to \$350 per hour
Attorneys:	\$250 per hour
Legal Assistants / Paralegals:	\$165 per hour

Hourly rates are adjusted periodically, and we will provide you with timely notice of any hourly rate increases. Also, almost all representations require products and services other than legal services. You are responsible for the costs and expenses that we incur in representing you. Examples of costs and expenses that may be incurred include, but are not limited to: legal research costs, registered mail, overnight delivery service, photocopying (\$.10 per page after 50 copies), court filing fees, service of process fees, publication costs, expert-witness fees, conference call charges, required travel (calculated according to the prevailing IRS reimbursement rate for miles traveled in personal vehicles, and the actual costs incurred for coach fares on airlines, motel stays, and reasonable meals while traveling), etc.

We will confer with you before committing to any “significant” expenses. This works best when clients tell us how large of an expense they consider to be significant in this situation. We will use our best judgment in checking with you before incurring “significant” expenses. We reserve the right to request advanced payment of any such expenses when appropriate.

We will provide you with a statement on a regular basis, typically monthly, and any charges billed must be paid in full within 15 days. We will send you our bills by email unless otherwise directed, and you may make payments electronically as well as by check or credit card. If you dispute any entry on any invoice, that dispute needs to be communicated to us within 10 days of the invoice date. If for some reason you need to delay payment, please contact us as soon as possible to discuss an alternative payment plan. Absent some other arrangement, charges more than 15 days past due will be subject to interest charges of 12% per annum. We reserve the right to terminate our representation at any time if you are unable to make adequate and timely payments.

Credit Card Surcharge Disclosure: Client acknowledges that any payments made via credit card will be subject to a surcharge equal to the total merchant transaction fee assessed to JVAM for processing the payment. This surcharge will be itemized separately on the invoice. Alternative payment methods, such as checks, ACH transfers, or debit card payments, are available without this surcharge.

Prior Services: Services rendered prior to the signing of this agreement shall be included within the terms of this agreement and will be added to your first invoice.

Legal Fees Arbitration: Any controversy or claim arising out of the dispute of legal fees under this engagement agreement, or the breach thereof, shall be settled by arbitration administered by the Colorado Bar Association’s Legal Fee Arbitration Committee (“LFAC”).

LFAC assists in resolving disputes involving attorney fees, expert witness fees advanced by an attorney, and costs. LFAC is free, efficient, and typically takes anywhere from 3-6 months. The parties don’t incur additional arbitration costs.

The arbitration shall be governed by the Colorado Bar Association LFAC’s rules, which adhere to the requirements of the Uniform Arbitration Act, C.R.S. § 13-22-201 and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitration is conducted as a mini trial and managed by the arbitrator. The arbitrator then compiles their recommendation and submits that to the LFAC Committee for discussion and votes to either accept, reject, or modify the recommendation. If accepted, the recommendation is reduced to a written final award. The award shall include a written explanation of the final decision and specify the basis for any damages. The parties agree that the determination and final decision of the arbitrator appointed by the Committee shall be binding and conclusive on both parties.

Unless otherwise ordered by a court or subject to a court action, insofar as is reasonably possible, all matters in connection with any dispute or complaint shall be held in confidence by all persons having any

Town of Paonia
RFP – Water Attorney
March 19, 2025



knowledge thereof.

For further information on the process, please visit:
<https://www.cobar.org/legalfee#9695532-this-process-is-voluntary>

Termination: Either party to this agreement may terminate it at any time, subject only to the approval of the court in litigation matters. You must notify us in writing to terminate this agreement. Attorneys may withdraw as counsel for the client and terminate this agreement for any reason by notifying the client in writing. Some examples of reasons why we would terminate this agreement include but are not limited to: client's failure to pay the invoice as required by this agreement, client's failure to cooperate with the attorneys, and client's failure to adequately communicate with the attorneys. All fees incurred up to the point of termination shall still be due and payable.

File Disposal: You authorize us to dispose of your file two (2) years after your matter has been resolved, or two (2) years after the last work we performed for you in that matter, whichever comes later. We are not required to give you notice before disposing of your file. If you wish to retain the contents of your file, you must notify us in writing at the close of our representation or at least three (3) months prior to the disposal deadline. You must also provide us with complete shipping information and pay the costs involved in retrieving your file from storage and shipping the file to you.

If anything in this engagement agreement presents a problem or is unclear, please contact me right away so that we can discuss it. To indicate your agreement to the terms set forth above and confirm your engagement of JVAM PLLC as legal counsel for the matter specified above, please sign this correspondence where indicated below and return the signature page to me. You should retain a copy for your records.

We are pleased to have the opportunity to serve you as counsel and look forward to continuing a mutually beneficial relationship.

Best regards,
JVAM PLLC

Bv: /s/ Rvan Jarvis

Ryan Jarvis

I have read the foregoing letter and understand and accept the terms stated therein.

Town of Paonia
Stefen Wynn, Town Manager

Client Signature:
Date:

MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.

LAW OFFICES

RICHARD J. MEHREN
JENNIFER M. DILALLA

2595 CANYON BOULEVARD, SUITE 240
BOULDER, COLORADO 80302

TELEPHONE: (303) 443-8782
FAX: (303) 443-8796
INTERNET: www.mwhw.com

RAPHAEL J. MOSES
(1913-2011)
CHARLES N. WOODRUFF
(1941-1996)

MOLLY K. HAUG-RENGERS
EVAN R. WEIS
ELIZABETH D. TRUITT

OF COUNSEL
DAVID L. HARRISON
JAMES R. MONTGOMERY

March 19, 2025

SENT VIA E-MAIL ONLY

Stefen Wynn, Town Administrator
Town of Paonia
StefenW@TownofPaonia.com

Re: Moses, Wittemyer, Harrison and Woodruff, P.C.'s Proposal to Provide Legal Representation to the Town of Paonia Concerning Water Rights and Water System

Dear Mr. Wynn:

Moses, Wittemyer, Harrison and Woodruff, P.C. ("MWHW") is excited to present this proposal to the Town of Paonia ("Town") in response to the Town's February 12, 2025 Request for Proposals ("RFP") for legal representation concerning water rights and water system of the Town. MWHW was founded in 1974 with a practice that encompasses all water-related fields of law, and to this day the firm remains a touchstone of Colorado water law. We currently serve as special water counsel to 15 municipal water providers throughout Colorado. Those municipal providers include the South Adams County Water and Sanitation District, which provides municipal water and wastewater services to Commerce City's population of over 60,000 people in the northeast Denver metropolitan area.

As described in the enclosed proposal, Richard J. Mehren, who leads MWHW's water practice with Jennifer M. DiLalla, would serve as special water counsel to represent the Town in the water rights matters identified in the RFP. Mr. Mehren would be assisted by one or more of MWHW's associate attorneys. Mr. Mehren and the other water attorneys at MWHW have tremendous experience in water law and natural resources law, including representation of applicants and opposers in complex water court cases, transactional work related to water rights title and acquisition, and compliance with state and federal laws associated with development of water-related projects.

As a firm, we work closely with our clients to ensure that our advice is timely and accurate. We are always available to our clients and are quick to respond to issues facing them, including both day-to-day operations issues and issues that may arise in emergencies or other situations requiring immediate action. Further, given that many of MWHW's clients are municipal or governmental entities, our billing rates are extremely competitive. Finally, in addition to the attorneys mentioned above, the firm uses other legal staff such as secretaries, paralegals, and law

MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.

Stefen Wynn
March 19, 2025
Page 2

clerks, to reduce costs to our clients by ensuring that a particular task is performed at the appropriate level.

We are pleased to submit this proposal for the Town's consideration and look forward to providing you with any additional information you should require.

Sincerely,

MOSES, WITTEMYER, HARRISON AND
WOODRUFF, P.C.



Richard J. Mehren, Partner

cc: Town of Paonia (via email – Paonia@TownofPaonia.com)

MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.**LAW OFFICES**

RICHARD J. MEHREN
JENNIFER M. DILALLA

2595 CANYON BOULEVARD, SUITE 240
BOULDER, COLORADO 80302

TELEPHONE: (303) 443-8782
FAX: (303) 443-8796
INTERNET: www.mwhw.com

RAPHAEL J. MOSES
(1913-2011)
CHARLES N. WOODRUFF
(1941-1996)

MOLLY K. HAUG-RENGERS
EVAN R. WEIS
ELIZABETH D. TRUITT

OF COUNSEL
DAVID L. HARRISON
JAMES R. MONTGOMERY

**PROPOSAL TO PROVIDE
LEGAL REPRESENTATION CONCERNING
WATER RIGHTS AND WATER SYSTEM**

PRESENTED TO

TOWN OF PAONIA



March 19, 2025

MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.

Richard J. Mehren
(303) 443-8782
rmehren@mwhw.com

MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.

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MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.

INTRODUCTION

Raphael J. Moses (1913-2011) was a leading practitioner of Colorado water law for more than sixty years. Along with John Wittemyer and David L. Harrison, Mr. Moses founded Moses, Wittemyer and Harrison, P.C., in 1973, and Charles N. Woodruff (1941-1996) joined them as a partner in 1974, forming Moses, Wittemyer, Harrison and Woodruff, P.C. (“MWHW”). MWHW has remained a touchstone of Colorado water law ever since.

Richard J. Mehren joined MWHW in 2000 and serves as special water counsel to 7 municipal/governmental water providers, including, among others, the Town of Avon, South Adams County Water & Sanitation District, which provides municipal water and wastewater services to Commerce City with a population of over 60,000 residents, Cottonwood Water and Sanitation District, Inverness Water and Sanitation District and the Genesee Water & Sanitation District.

The firm’s water law practice encompasses all water-related fields of Colorado law and federal law. Led by Richard Mehren and Jennifer DiLalla, the attorneys in the water practice specialize in complex civil litigation and transactional work related to water rights adjudication, including prosecuting complex water court applications for changes of senior irrigation water rights to other uses, complex augmentation plans and exchanges, and adjudication of new direct-flow, storage and ground water rights, and defending water rights through prosecution of statements of opposition; water rights title, due diligence, financing, acquisition, and conveyancing; interstate apportionment of water; municipal water planning; compliance with state and federal water quality regulations, standards, and effluent limitations; water quality control and permitting; design and construction of water collection, storage, treatment, and distribution systems and wastewater treatment systems; development of water and water rights master plans; and compliance with federal environmental laws, including the Endangered Species Act, National Environmental Policy Act, and Clean Water Act. MWHW is a participating member of the Colorado Water Congress.

We are excited about the possibility of serving the water rights and natural resources legal needs of the Town of Paonia (the “Town”), and this Proposal describes in detail the experience and expertise we would bring to that representation. We thank you for the opportunity and we look forward to meeting with you to discuss how we might be of service to the Town.

MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.

FIRM EXPERIENCE AND QUALIFICATIONS

MWHW is primarily a water law firm. We also have provided general counsel legal services to several water and sanitation districts and metropolitan districts and we are general counsel to a water conservancy district. Our attorneys have many years of combined experience in all aspects of water law and natural resources law, including transactional and litigation services. We have represented municipal water providers across Colorado as Special Water Counsel, and currently represent the following public entities including several municipalities and special districts in the Front Range area and in other areas of Colorado:

- South Adams County Water & Sanitation District (Special Water Counsel)
- Town of Telluride (Special Water Counsel)
- Town of Avon (Special Water Counsel)
- Town of Frisco (Special Water Counsel)
- City of Creede (Special Water Counsel)
- City of Walsenburg (Special Water Counsel)
- City of Salida (Special Water Counsel)
- Colorado City Metropolitan District (Special Water Counsel)
- City of Gunnison (Special Water Counsel)
- Town of Frederick (Special Water Counsel)
- City of Greeley (Special Water Quality Counsel and Water Rights Conflicts Counsel)
- Pitkin County (Special Water Counsel)
- Inverness Water and Sanitation District (Special Water Counsel)
- Genesee Water & Sanitation District (Special Water and General Counsel)
- Cottonwood Water and Sanitation District (Special Water and General Counsel)
- Winter Park Ranch Water & Sanitation District (Special Water Counsel)
- Silver Creek Water & Sanitation District (Special Water Counsel)

As Special Water Counsel to these municipal/governmental water providers, we have handled the day-to-day legal representation of the providers in their water and natural resources related matters. The firm's services include representing these entities in water court by prosecuting their complex water right applications, defending their water rights in water court as opposers, and representing them in all manner of water transactions and water development projects.

MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.

Mr. Mehren, proposed to be the lead attorney providing legal representation to the Town in its water rights and natural resources matters, has more than 24 years of experience serving municipal/governmental water providers, including water and sanitation districts, and has the demonstrated skills and ability to manage consultants, including consulting engineers, on water projects.

In addition to the above-stated municipal water providers, MWHW also provides water rights legal representation and general counsel representation to the Conejos Water Conservancy District, and provides water rights legal representation to the Lower Arkansas Water Management Association, the Wolf Creek Ski Corporation, Jefferson County School District R-1, QB Energy, LLC, and other public and private water users throughout Colorado.

STAFFING

Proposed Lead Counsel, Richard J. Mehren, *Partner*

Mr. Mehren graduated from the University of Colorado School of Law with a Juris Doctor degree and was admitted to the Colorado Bar in 2000. He joined MWHW in 2000, became a partner in the firm in 2007. He represents public and private clients in all manner of complex water transactions and water court litigation, including adjudication of new surface and ground water rights, changes to water rights, augmentation plans, and exchanges, diligence on conditional water rights, ground water regulation disputes, cooperative water sharing agreements between irrigators and municipal users, financing of water purchases, water resource dedication agreements for the provision of municipal water service, infrastructure easements and agreements, storage agreements, 1041 permits for water development projects, aquifer storage and recovery projects, “Catlin” proceedings before mutual ditch companies, and interstate compact issues related to the Arkansas River Compact and the Rio Grande Compact. He has experience working on issues related to the Endangered Species Act, National Environmental Policy Act and Clean Water Act, as well as matters related to the operation and maintenance of a federal reservoir project constructed by the Bureau of Reclamation.

Mr. Mehren has been a speaker at CLE events including “Legislation and Litigation Update – Developments in Colorado, New Mexico and Texas,” CLE International, Law of the Rio Grande, March 2012; “Conejos Water Conservancy District Direct Flow Storage Program on the Conejos River,” CLE in Colorado, Inc., Water Resources, Issues and Administration of the San Luis Valley, September 2011; and “Water Division No. 3: Rio Grande River Basin Update – New Proposed Groundwater Rules,” CLE in Colorado, Inc., Colorado’s River Basins: A Comprehensive Update, May 2015.

Mr. Mehren has significant experience overseeing and participating in complex water rights acquisition, conveyance, adjudication, and financing projects and projects related to the development of municipal and other water supply infrastructure, including alluvial well fields, recharge facilities, and water storage reservoirs. He represents clients including the Lower

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Arkansas Water Management Association, a well augmentation organization in the Arkansas River basin that provides augmentation for over 550 high capacity irrigation wells, over 150 municipal, commercial and industrial wells, and 9 gravel pit mining operations; South Adams County Water & Sanitation District, the municipal water provider to Commerce City located in the northeast Denver metro area with a population of over 60,000 people; and private investor corporations. He serves as water and general counsel for the Conejos Water Conservancy District, and as water counsel for the South Adams County Water & Sanitation District, Genesee Water & Sanitation District, Inverness Water and Sanitation District, Cottonwood Water and Sanitation District, Colorado City Metropolitan District, the Town of Avon and the Town of Creede. Mr. Mehren can provide contact information for references from at least three of the above-stated municipal water clients if requested by the Town. He also has experience working with legislative lobbyists and testifying before committees of the Colorado General Assembly in advancing his clients' interests, and he regularly meets with the State Engineer, Division Engineers, and representatives of other states to address issues of concern to his clients.

As described below, Mr. Mehren has successfully prosecuted major changes of water rights, augmentation plans, surface water rights, ground water and storage water rights, rights of exchange, and municipal water reuse cases in Divisions 1 and 2. Examples of his work experience in the Colorado Water Courts include the following:

- *Case No. 01CW258, Div. 1, South Adams County Water & Sanitation District.* Mr. Mehren successfully prosecuted an application for a change of water rights in 5 mutual ditch companies to allow municipal use of the approximately 2,300 ac-ft of historical consumptive use credits associated with the ditch companies' senior irrigation water rights. The case also decreed ground water rights for 33 municipal wells, a plan for augmentation including appropriative rights of exchange for replacement of the out-of-priority depletions from the wells, and quantified the amount, timing and location of the lawn irrigation return flows available for reuse by the District. The case included use of a MODFLOW ground water model to account for the timing and location of the stream depletions from the wells, which are used to serve an extensive non-potable municipal irrigation system. Mr. Mehren negotiated settlements with all 26 opposers.
- *Case No. 05CW115, Div. 1, South Adams County Water & Sanitation District.* Mr. Mehren successfully prosecuted an application for ground water rights associated with 13 high-capacity municipal wells to be completed in the South Platte River alluvium by the District and to add the wells into the District's previously decreed plan for augmentation. The case required use of a MODFLOW ground water model to account for the timing and location of the stream depletions from the wells. Significantly, the case included confirmation of a water right for Colorado's first multi-lateral horizontal collector well, which is believed to be the largest alluvial production well in the state. The case also included several appropriative rights of exchange to deliver the District's previously changed water rights to storage and to other locations for the District's municipal use. Mr. Mehren negotiated settlements with all 7 opposers.

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- *Case No. 06CW285, Div. 1, South Adams County Water & Sanitation District.* Mr. Mehren successfully prosecuted an application to quantify the amount, timing, and location of over 6,200 ac-ft of fully consumable and reusable water for municipal uses by the District, either directly or after exchange and storage at various reservoirs along the South Platte River. Mr. Mehren negotiated settlements with all 20 opposers.
- *Case No. 10CW304, Div. 1, South Adams County Water & Sanitation District.* Mr. Mehren successfully prosecuted an application for a change of water rights in 4 mutual ditch companies to allow municipal use of the approximately 390 ac-ft of historical consumptive use credits associated with the ditch companies' senior irrigation water rights. The case also included several appropriative rights of exchange to deliver the changed water rights to storage and to other locations for the District's municipal use. Mr. Mehren negotiated settlements with all 26 opposers.
- *Case No. 15CW3177, Div. 1, South Adams County Water & Sanitation District.* Mr. Mehren successfully prosecuted an application for a new storage water right and a subsequent change of a number of previously changed water rights to allow storage in the District's newly acquired gravel pit reservoir. The case also included several appropriative rights of exchange to deliver the changed water rights to storage and to other locations for the District's municipal use. Mr. Mehren successfully negotiated settlements with all 25 opposers.
- *Case No. 02CW181 Div. 2, Lower Arkansas Water Management Association.* Mr. Mehren successfully prosecuted an application for a change of water rights in 7 ditches to allow augmentation and replacement use of the more than 18,000 ac-ft of historical consumptive use credits associated with the senior irrigation water rights and storage account water. This case also decreed a plan for augmentation for the replacement of depletions for approximately 143 high-capacity irrigation, municipal, and commercial well, gravel pits, ponds and other structures. The plan for augmentation is critical for ensuring the State of Colorado's compliance with the Arkansas River Compact. Mr. Mehren successfully negotiated settlements with all 14 opposers.
- *Case No. 05CW52, Div. 2, Lower Arkansas Water Management Association.* Mr. Mehren successfully prosecuted an application for a change of water rights in the Keesee Ditch to allow augmentation and replacement use of the more than 2,000 ac-ft of historical consumptive use credits associated with one-half of the ditch. Mr. Mehren successfully negotiated settlements with all 6 opposers.
- *Case No. 10CW85, Div. 2, Lower Arkansas Water Management Association.* Mr. Mehren successfully prosecuted an application for a change of water rights in 3 ditches to allow augmentation and replacement use of the more than 575 ac-ft of historical consumptive use credits associated with the senior irrigation rights. Mr. Mehren successfully negotiated settlements with all 7 opposers.

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- *Case No. 15CW3067, Div. 2, Lower Arkansas Water Management Association.* Mr. Mehren successfully prosecuted an application for a change of water rights in the Lamar Canal to allow augmentation and replacement use of the more than 3,046 ac-ft of historical consumptive use credits associated with those water rights. The change also included storage in a gravel pit reservoir located under the Lamar Canal for later release for augmentation and replacement use. Mr. Mehren successfully negotiated settlements with all 11 opposers.
- *Case Nos. 08CW18, 10CW91, 12CW37, 13CW3004, 13CW306, 14CW3004, 15CW3014, 16CW3018, 17CW3000, 17CW3001 and 17CW3035, Div. 2, Lower Arkansas Water Management Association.* Mr. Mehren has successfully prosecuted these 11 applications to add 64 additional structures to Lower Arkansas Water Management Association's augmentation plan decreed in Case No. 02CW181.
- *Case No. 08CW28, Div.1, Cottonwood Water and Sanitation District.* Mr. Mehren successfully prosecuted an application for new groundwater rights for 20 municipal wells, appropriative rights of exchange, changes of groundwater rights, and for approval of a plan for augmentation for Cottonwood Water and Sanitation District, a municipal water supplier on Cherry Creek in the southern metro Denver area. The application also included adjudication of a complex plan for reuse of Cottonwood Water and Sanitation District's lawn irrigation return flows and wastewater treatment plant effluent to replace stream depletions caused by well pumping. Mr. Mehren successfully negotiated settlements with all 13 opposers.
- *Case No. 16CW3063, Div. 1, Inverness Water and Sanitation District.* Mr. Mehren successfully prosecuted an application for adjudication of a plan for augmentation for a conjunctive groundwater and surface water program that involved the artificial injection of reusable water into the Arapahoe Aquifer by use of wells and the subsequent extraction of the water for municipal use within the service area of the Inverness Water and Sanitation District. Mr. Mehren successfully negotiated settlements with all 6 opposers.
- *Prosecution of Opposition Cases.* Mr. Mehren has successfully protected and defended his clients' water rights by filing and resolving statements of opposition in over 425 cases in Water Division Nos. 1, 2, 3, 5 and 6.

Mr. Mehren also has experience drafting and negotiating agreements, permits and licenses required by local, state and federal agencies related to water supply and distribution projects. Examples of his experience include the following:

- *Water Service Agreements and Interconnection Agreements.* Mr. Mehren has drafted, negotiated, and completed water service agreements and water system interconnection agreements on behalf of MWHW's municipal water clients, including a master meter water service agreement with the City and County of Denver, acting by and through its Board of Water Works.

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- *1041 Permitting.* Mr. Mehren has drafted, negotiated and obtained 1041 Permits from Bent and Prowers Counties for a significant water development project in those counties. The project involves the removal of senior water rights from 39 farms located under the Fort Lyon Canal so that the water may be used for augmentation, replacement and other uses.
- *Water Sharing Agreements.* Mr. Mehren has drafted, negotiated and finalized water sharing agreements between agricultural water users and municipalities. One such agreement is between Colorado Springs Utilities (“CS-U”) and Lower Arkansas Management Association and provides for the sharing of water between CS-U and Lower Arkansas Water Management Association in 5 out of every 10 years. Another such agreement provides for the continued use of senior irrigation water rights for their historical agricultural irrigation uses for 20 years after the water rights were acquired by Mr. Mehren’s municipal water provider client in the South Platte River Basin.
- *Federal Reclamation Project.* Mr. Mehren represents a Colorado water conservancy district that operates a large reservoir that was constructed by the Bureau of Reclamation. The Bureau of Reclamation owns the dam structure but the conservancy district has the responsibility for the operation and maintenance of the reservoir. Mr. Mehren advises the conservancy district with respect to compliance with all state and federal laws applicable to the project, including NEPA compliance.
- *Endangered Species Act.* Mr. Mehren has assisted his water conservancy district client with respect to federal Endangered Species Act matters that have arisen around the Southwestern Willow Flycatcher, including critical habitat designation and development of a habitat conservation plan.

Mr. Mehren is a member of the Colorado Bar Association, the American Bar Association Natural Resources & Environment Section, and the Boulder County Bar Association. He is licensed and in good standing with the Colorado Bar (Registration No. 32231). Mr. Mehren is available to attend meetings either in-person or remotely, based on the Town’s preference.

Attorneys that may assist Lead Counsel, Mr. Mehren:

MOLLY K. HAUG joined Moses Wittemyer in October 2022. Her practice focuses on water rights litigation and transactions. Molly graduated with a B.S. in Civil Engineering from Marquette University in 2017 and a J.D. from Saint Louis University (SLU) in 2022. While working on her law degree, Molly worked full time as an engineer at the Metropolitan St. Louis Sewer District where she focused on environmental compliance for three large wastewater treatment plants. Additionally, she participated in SLU’s Human Rights at Home Litigation Clinic through which she assisted in litigating human rights cases in Missouri courts.

EVAN R. WEIS joined Moses Wittemyer as a law clerk in February 2023, becoming an Associate Attorney in October 2023. His practice focuses on water rights litigation and transactions. Evan

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graduated with a B.A. in History from Indiana University in 2020 and a J.D. from the University of Denver in 2023. While working on his law degree, Evan led the University of Denver Water Law Review as a managing editor, and he conducted research in the field of water justice with the University of Denver's Interdisciplinary Research Institute for the Study of (in)Equality. Evan was also the 2023 recipient of the Professor Fred Cheever Environmental and Natural Resources Writing Award from the University of Denver law school.

ELIZABETH “LIBBY” D. TRUITT joined Moses Wittemyer in March 2025. Her practice focuses on water rights litigation and transactions. Libby graduated with a B.S. in Environmental Science from the University of Maryland College Park in 2018 and a J.D. from the University of Colorado Law School in 2022. Prior to joining Moses, Wittemyer, Libby clerked at the Colorado Court of Appeals for the Honorable Judge Elizabeth Harris and was a fellow at the Colorado Attorney General's Office.

CONFLICTS OF INTEREST

MWHW has checked for conflicts that would disqualify the firm from providing the requested legal services by reviewing our database of past and present clients that are located in the geographic areas for which we may be retained by the Town to provide legal representation on water rights and natural resources matters. Based on that initial review, we have not identified any conflicts that would disqualify the firm from providing the requested legal services.

COMPENSATION AND REIMBURSEMENT

MWHW provides successful and cost-efficient legal services. The rate sheet attached as **Exhibit A** includes the current fee schedule for each licensed attorney, for support staff, and for law clerks who may provide the requested legal services if MWHW is retained by the Town. We review and adjust our hourly billing rates on an annual basis, and we will advise the Town of any rate changes before undertaking work at rates different from those on the fee schedule. Our monthly invoices will indicate the hourly charges by attorney or other staff member, as well as any out-of-pocket expenses. Mileage is billed at the IRS standard mileage rate (currently 70 cents per mile), color copies \$1.00 per page and faxes at 50 cents per page.

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GENERAL LIABILITY AND MALPRACTICE INSURANCE

MWHW carries \$5,000,000.00 per occurrence and \$5,000,000.00 in the aggregate General Liability Insurance and Professional Liability (Malpractice) Insurance.

CONCLUSION

At MWHW, we believe the client is most satisfied when receiving personal, effective, and efficient legal services that are provided in a professional and ethical manner. Our goal is to achieve maximum client satisfaction with both services and costs, and our results show that we succeed in both regards.

Client satisfaction is of utmost priority to us, and we will meet the Town's goals by working cooperatively with Town staff and Town attorneys as team members. In addition to ensuring client satisfaction through excellent service and results, we honestly evaluate each case and advise the client accordingly. There are no false promises. We are candid, straightforward, and confident in our advice and practice; and by engaging our firm, the Town will add well-rounded, expert counsel to the Town's team.

We appreciate opportunity to present this Proposal, and we look forward to meeting with you to discuss the Proposal in further detail. If you require additional information, please contact me at (303) 443-8782 or rmehren@mwhw.com.

Dated: March 19, 2025



Richard J. Mehren, Partner

MOSES, WITTEMYER, HARRISON AND WOODRUFF, P.C.**LAW OFFICES**

RICHARD J. MEHREN
JENNIFER M. DILALLA

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(1913-2011)
CHARLES N. WOODRUFF
(1941-1996)

MOLLY K. HAUG-RENGERS
EVAN R. WEIS
ELIZABETH D. TRUITT

OF COUNSEL
DAVID L. HARRISON
JAMES R. MONTGOMERY

This is to advise that effective January 1, 2025 our hourly rates for professional services rendered will be as follows:

David L. Harrison	\$360.00 per hour
James R. Montgomery	\$350.00 per hour
Richard J. Mehren	\$340.00 per hour
Jennifer M. DiLalla	\$320.00 per hour
Molly K. Haug-Rengers	\$230.00 per hour
Elizabeth D. Truitt	\$220.00 per hour
Evan R. Weis	\$210.00 per hour
Paralegal	\$130.00 per hour
Senior Law Clerks	\$130.00 per hour

Interest at the rate of 1.0% per month accrues on amounts not paid within 30 days of billing.

The firm reserves the right to charge on other than an hourly rate basis, or to charge a fee in addition to hourly rates, for work involving special risks, effort or time constraints including, without limitation, opinions relating to title, bonds and similar matters.



Christopher L. Geiger
Direct Dial (970) 928-3463
chrisg@balcombgreen.com

March 19, 2025

Via Email

Stefen Wynn
Town Administrator
Town of Paonia, Colorado
StefenW@TownofPaonia.com

Re: Proposal for Contract Legal Services (Water Attorney) to Town of Paonia

Mr. Wynn:

Balcomb & Green, P.C. is pleased to submit this proposal to provide contract legal services in water law matters to the Town of Paonia (Paonia). Our firm was founded in 1953 (then Delaney & Balcomb) in Glenwood Springs. The firm has focused its practice in the areas of water law, government and quasi-government law, civil litigation, and real property law for over 70 years. Our philosophy is to provide clients with advice and support to achieve their goals while minimizing risk and uncertainty. We employ an integrated team approach where lead attorneys strategically delegate responsibility to other attorneys and legal staff, and then actively supervise and support them, to efficiently satisfy our client's needs. This approach is reflected in the attorneys introduced in this proposal. We do not expect every attorney identified here will regularly work on Paonia water matters. We propose that your Balcomb & Green lead counsel will allocate work to the attorney best suited to meet Paonia's needs efficiently in each instance in coordination with Paonia's staff and general counsel. We are uniquely suited to meet the requirements outlined in Paonia's request for proposal for contract water legal services.

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A. LEGAL EXPERIENCE

1. **Water Rights:** Water law practice is a cornerstone of our firm, and the emphasis of three shareholders who supervise two associates in this area. Balcomb & Green attorneys have decades of experience serving as general and special counsel in water supply planning, protection, and adjudication for Colorado municipalities and counties, water conservancy districts, water and sanitation districts, metropolitan districts, ditch companies and water users' associations, ski areas, drainage districts, school districts and individual schools, and innumerable corporations, developments, and individual clients. We practice regularly in and throughout every river basin in Colorado except the Rio Grande.

Our services to clients encompass all areas of water supply including: due diligence review in identification and acquisition of water supplies (for sellers, buyers and lenders); water supply development and management; ditch company operations and counsel; interstate compact matters in the Arkansas River and Colorado River; participation in the Colorado Water Congress State Affairs Committee to monitor and influence development of legislation relevant to water rights matters; and, adjudication and defense of complex water matters, and particularly changes of water rights and plans for augmentation, before Colorado's water courts.

Our breadth of practice, in terms of clients, projects and geography, enhances our ability to serve our clients comprehensively, creatively, and efficiently. While we do not have a client that operates a consecutive system of the exact nature described in Paonia's RFQ, we have experience of relevance. We understand Paonia sources its water from more than two dozen springs and historically treated this supply through two separate plants before delivering it through its own system and also to independent systems. We represent many clients with complex systems developed through multiple court decrees, including

a town with a population of 1250 people that can obtain water from 32 separate wells in four different tributary basins. We also understand master metering through our representation of the largest municipal water supplier in western Colorado. And, in our role as general counsel for one water conservancy district, we assist in managing hundreds of individual water supply contracts with district constituents who operate individual and small community water systems. While none of these experiences are directly analogous to Paonia's operations, they are examples of similar complex matters in which we assist other clients.

The Colorado water community is small and close knit; we work with the same administrators, engineers, and attorneys repeatedly. As a result, we find collaboration and collegiality are usually the most effective means to meet our client's needs. In our practice, we try to engage regulatory agencies early to identify complications before we encounter them and reach agreement around concepts and goals. For example, we often preview water court applications with the Division Engineer's Office before we file them, and as a result have a good relationship with Division Engineer Bob Hurford.

2. **Government and Quasi-government Representation:** Balcomb & Green has extensive experience in representation of government and quasi-government clients; these relationships are inherent components of our comprehensive water rights and real property practices. The firm is general counsel to the Ute Water Conservancy District, Basalt Water Conservancy District, Yellow Jacket Water Conservancy District, Roaring Fork Water & Sanitation District, Ruedi Water and Power Authority, Wiley Drainage District, and Riverview Drainage District. The firm also serves as special counsel to the Upper Yampa Water Conservancy District, Roaring Fork School District RE-1, Town of Mountain Village, City of Rocky Ford, Town of Wiley, Bristol Water and Sanitation District, Lake Creek Metropolitan District, Starwood Metropolitan District, Eagle County,

Lake County, Garfield County, and Otero County among others.

Balcomb & Green attorneys advise governmental clients regarding: open records requests; open meetings requirements and executive sessions; formation and adoption of resolutions, policies and rules; interaction with other state and federal agencies; real property inclusions; budget preparation and adoption; intergovernmental agreements, memoranda of understanding, and contracting generally; negotiating and completing acquisition of real property interests; infrastructure reimbursement agreements; coordination of entity representation with board members, managers, staff, and consultants; compliance with TABOR and obtaining voter approval of ballot measures to eliminate the revenue cap; and, other general government and government-enterprise activities. We understand these areas are outside of the scope of Paonia's RFQ but want to highlight this awareness as it enhances our ability to collaborate with your staff and general counsel.

3. **Statutory, Regulatory and Policy Matters:** Every Colorado attorney has professional and ethical obligations to actively monitor, and develop competency in, continuously changing statutes and regulations. Our attorneys and legal staff have pre-paid access to the Colorado Bar Association's extensive continuing education materials, and shareholders direct associate attorneys and staff to courses relevant to our practice and clients. In addition, several shareholders participate as members of the Colorado Water Congress State Affairs Committee to monitor and influence development of legislation important to our clients. Our attorneys have served on the Colorado Supreme Court Water Law Committee tasked with developing new rules governing Colorado water court procedures; have participated in policy committees to develop new legislation and advise the interim water resources committee on proposed legislation; and assisted

in the development of the Middle Colorado Integrated Watershed Management Plan, the first “integrated plan” under the Colorado Water Plan to include both the non-consumptive stream management plan aspects and the consumptive use considerations of municipal water providers, agriculture, and industrial water users.

As a result, our attorneys have a solid foundation in the statutory and regulatory law relevant to Paonia’s operations. We are competent and comfortable speaking with legislators (although none of us are registered lobbyists) and testifying at legislative hearings. We are also confident representing our clients before regulatory agencies and participating in rulemaking procedures. If we encounter unfamiliar specific statutory or regulatory subjects in our representation of Paonia, we will discuss the matter with Paonia and attain the necessary baseline knowledge at no charge.

B. COSTS

1. **Hourly Billing Rates:** Balcomb & Green bills in tenths of an hour (i.e. – six-minute increments). We strive to perform work at the lowest billing rate appropriate to the task. Hourly rates are established based on the level of experience and ability of the individual and periodically adjusted. We also provide a substantial discount for our governmental and quasi-governmental clients. Our discounted governmental client rates as follows:

Partners	Rate
Dunn, Sara M	\$300
Geiger, Christopher L	\$300
Grosscup, Scott	\$300

Associate Attorneys	
Hall, Andrea J.	\$225
Mendez, Milton Antonio	\$225
Peterson, Blake C.	\$225
Scheidt, Ryan L.	\$225
Paralegals	
Choate, Britt	\$195
Mass, Anna	\$175
Stoeber, Lisa	\$175
Vagneur, Sally	\$195
Venzor, Aby	\$150

2. **Expenses:** The Colorado Rules of Professional Conduct governing attorneys proscribe payment by attorneys of certain expenses incurred on behalf of clients. Balcomb & Green will advance costs incurred in our representation of a client and invoice the client without markup for: registered, certified or express mail services; photocopying in excess of 50 pages per copy job (\$0.10/page); court filing fees, service of process fees, publication fees; conference call charges; and, required travel (prevailing IRS reimbursement rate for miles traveled in personal vehicles, and actual costs for coach fares on airlines, motel stays, and reasonable meals while traveling).

C. ATTORNEY QUALIFICATIONS:

Narrative resumes of partners proposed to assist in this representation are included below. As discussed above, we propose to allocate work among these attorneys to provide Paonia our best and most efficient service in each instance.

1. **Chris Geiger** will serve as lead attorney and responsible shareholder for this representation. His practice focus, for over 24 years, is Colorado water law and related real property matters. He also works in real estate matters, corporations, general contracting, collections, and civil litigation.

Chris has served as lead general counsel to the Basalt Water Conservancy District (BWCD) for more than 20 years. He represents BWCD in water court matters, including adjudication of complex regional plans for augmentation, changes of irrigation water rights for BWCD's municipal use, and preservation and development of a large portfolio of conditional western-slope water rights adjudicated as part of the United States Bureau of Reclamation Fryingpan-Arkansas Project. Chris directs all legal and contract work for BWCD's enterprise water marketing program, through which individuals and businesses in the Roaring Fork River basin in unincorporated areas of Garfield, Eagle, and Pitkin counties contract with BWCD for legal water supplies and service under its plans for augmentation. He manages district court appointments of BWCD directors and inclusions of property into the district. Chris coordinates with BWCD's accountant in budget preparation and adoption procedures, is the primary point of contact for its auditor, and continuously collaborates with BWCD's water resource consultants in developing, preserving, and protecting its water rights.

Chris also serves as general counsel to Ute Water Conservancy District, the largest municipal water supplier between Denver and Salt Lake City. He is water counsel to the Town of Mountain Village and TSG Ski & Golf, the Granby Ranch community, golf course and ski area near Granby, CO, and the Lake Creek Metropolitan District near Edwards, CO. He assists these clients, all of whom rely on water sourced in critically supply-limited subbasins, in operating and enlarging their legacy water rights portfolios to meet their evolving needs, and planning for the increasing threat of sustained drought. Chris's special water counsel clients include Eagle and Garfield counties, and the Aspen Community School. He also

represents the Ruedi Water and Power Authority (a consortium of Roaring Fork Valley municipalities and county governments), Duroux Ditch Company, and the East Mesa Water Company. He is particularly proud of his work for East Mesa Water Company in identifying engineering resources and facilitating a CWCB low-interest loan and NRCS grant to rehabilitate a hand-excavated tunnel on the ditch; another engineering consultant recommended installing a siphon at twice the expense. Chris provides *pro bono* service to the Glenwood Springs Summer of Music community concert series and Roaring Fork Cycling, a youth-cycling program that he helped form and for which he obtained 501(c)(3) recognition from the Internal Revenue Service.

Chris obtained his bachelor's degree in technical writing from Colorado State University, and his law degree from the University of Colorado School of Law. He is past chair of the Colorado Bar Association Water Section, and past president of the 9th Judicial Bar Association. Chris is a member of the Colorado Water Congress State Affairs Committee, regularly attends Colorado Water Congress conventions, and serves on the Colorado Supreme Court Water Court Committee.

2. **Sara Dunn** is a shareholder available to assist in this representation. Sara began her legal career as law clerk to the Hon. Jonathan Hays and served as a Water Court Referee in Water Division No. 1. Sara transitioned to private practice with a western-slope boutique water law firm in 2000 and joined Balcomb & Green in 2003. She assists clients in all aspects of Colorado water law including: water supply planning; leasing, buying, and selling of water rights; right of way and easement issues; permitting of projects; management, protection and maximization of water resources; litigation; policy development; regulatory hearings and rulemaking processes; quiet title actions; and, abandonment matters. Sara has appeared in every Water Court in Colorado except for Water Division 3

(Rio Grande) and has participated in multiple appeals to the Colorado Supreme Court.

Sara serves a diverse client base that includes towns, special districts, statutory drainage districts, mutual ditch companies, private water companies, agribusinesses, homeowners' associations, and individuals. Sara has served as general counsel for the Fort Lyon Canal Company since 2016. The Fort Lyon Canal Company is one of the largest mutual ditch companies in Colorado, responsible for operation of over 165 miles of water delivery canals and three major reservoirs. In this capacity, Sara has experience with employment law issues, contracting, Colorado Water Plan grants and WSRF grants and loans, real property rights including obtaining and defending rights of way for water diversion and delivery infrastructure, Colorado 811 compliance, water quality issues, permitting of new projects including obtaining federal, state and county permits, and participation in legislative, regulatory and rulemaking processes.

Sara graduated magna cum laude from Colorado State University with a bachelor's degree in environmental health and obtained her law degree from the University of Colorado School of Law. She is an officer of the Colorado Bar Association Water Section and a past president of the 9th Judicial District Bar Association.

3. **Scott Grosscup** is a shareholder available to assist in this representation. Scott obtained his bachelor's degree from the Colorado College in 1996 and law degree from the University of Denver, Sturm College of Law in 2004. Scott has been with Balcomb & Green for over 20 years. His practice focuses on water rights adjudications, real property, and government representation. Prior to moving to the West Slope, Scott served as a law clerk for the Honorable Justice Michael Bender on the Colorado Supreme Court.

Scott became involved in water law and local government as a committee

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staff member at the Colorado General Assembly before and during law school. He now serves as general counsel for the Roaring Fork Water & Sanitation District serving the Roaring Fork Valley between Carbondale and Glenwood Springs, the Yellow Jacket Water Conservancy District serving the upper White River, and as special counsel to the Upper Yampa Water Conservancy District on the Yampa River. Scott also represents Copper Mountain and Sunlight ski areas, Chevron, and individuals. A substantial portion of Scott's practice involves adjudicating water rights and plans for augmentation.

Scott has trial experience in the water court and appellate experience before the Colorado Supreme Court. He served as trial attorney for the Colorado River Water Conservation District in its opposition to the Busk-Ivanhoe water court matter along with the Ute Water Conservancy District. He has tried cases for the Upper Yampa Water Conservancy District and adjudicated two area-wide umbrella augmentation plans for that district. Scott argued before the Colorado Supreme Court in *Raftopoulos Brothers v. Vermillion Ranch Ltd. Partnership*. He has also presented continuing legal education courses to the Colorado Bar Association and Colorado Water Congress on water rights related matters.

4. **Associates and Professional Staff:** Balcomb & Green also has a number of associates and professional staff that are available to assist in the representation. Their biographical information can be found at www.balcombgreen.com.
5. **Disciplinary Proceedings:** There are no current or past disciplinary proceedings against any of Balcomb & Green's attorneys.

D. Potential Conflicts of Interest.

Balcomb & Green represents the Lone Cabin Ditch & Reservoir Company. We do not believe that the scope of our work on behalf of this client presents a conflict of interest

that would prohibit our representation of Paonia. We are happy to discuss the scope of that representation in greater detail if you have questions.

E. In-Person or Remote Attendance:

Balcomb & Green represents clients state-wide through a combination of in-person and remote attendance. Balcomb & Green attorneys would work closely with the Town Administrator and Town Council to determine when in-person attendance is preferred and when remote attendance is preferred based on the subject matter being addressed.

F. References:

1. Michelle Bulson, Assistant Town Manager, Town of Mountain Village, Colorado, 970-239-4061
2. Greg Williams, Assistant General Manager, Ute Water Conservancy District, 970-242-7491
3. Dr. Gary Knaus, President of the Board of Directors for the Basalt Water Conservancy District, 970-963-0504

G. Conclusion:

Balcomb & Green will be honored to represent the Town of Paonia. We believe our experience and expertise uniquely qualify us for this opportunity. We appreciate your consideration of our proposal and hope to have the opportunity to meet with the Town Board and Administrator as appropriate. Please feel free to contact us with any questions.

Sincerely,

BALCOMB & GREEN, P.C.

By: 
Christopher L. Geiger

Proposal for Water Attorneys to:



NSW NAZARENUS
STACK &
WOMBACHER LLC

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Part 1 – Transmittal Letter

On behalf of the law firm of Nazarenius Stack & Wombacher (“NSW”), we are pleased to present this Proposal for Water Attorneys to the Town of Paonia, Colorado (the “Town”).

The attorneys at NSW appreciate the opportunity to contribute our experience to assist the Town in meeting its objectives. We believe our attorneys have the range of skills, expertise, and experience that are ideal for assisting the Town in meeting its water rights needs.

NSW is comprised of professionals serving municipal, agricultural, mining, and other clients in Colorado, Oklahoma, and North Dakota. Our attorneys have represented private and governmental clients on a wide array of water-related issues, from water rights transactions to contract negotiations to complex water litigation. We are adept and highly experienced in representing municipalities and quasi-public entities before the water court and in various administrative proceedings.

When working with the Town’s Department Heads and staff, we will consider ourselves to be one of the “team,” working in coordination with the Town’s leadership and staff. Our attorneys regularly appear in front of various bodies and boards to present matters for consideration and action, and are comfortable working with the leadership of the Town, including being sensitive to the unique challenges of serving an entity governed by a Mayor-Town Board, such as yours. Our philosophy is to work with you as a team and enable you to leverage not only our expertise, but our reputations. We have the personnel to help you create and implement a multifaceted strategy that is efficient and cost effective, regardless of the nature of the matter.

Our experience involves a record of success in working through complex legal, scientific, and technical issues—many without precedent—with client teams to develop “answers” with a solid foundation in legal authority, economics, and science. This involves interacting with and sometimes managing technical experts to create reports and testimony supportive of the client’s cause, and then proactively pursuing a strategy to convince the agency staff and commission in settings where there are typically skilled adversaries.

We believe NSW is uniquely qualified to represent the Town for the following reasons, as further detailed in Section 2.2, below:

- NSW attorneys are some of the most experienced in the state at representing municipalities in complex water rights litigation. Like the Town, our existing municipal clients have very complex water rights systems.

- NSW attorneys have extensive experience representing all types of clients on water rights issues and with real property acquisitions.
- NSW attorneys understand the sensitive issues associated with ditch company law, both from the standpoint of municipal shareholders who change this water for municipal use and the other shareholders who want to continue irrigating consistent with historical operations.
- NSW has a proven track record of success on water rights legislation with the Colorado General Assembly.
- NSW has experience representing municipalities in rule-making and permitting proceedings before the Colorado General Assembly, and in drafting, interpreting, and operating under agreements with other governmental entities.
- NSW attorneys have experience in numerous areas of law outside of Water Court should the Town need counsel beyond water law.

Notwithstanding the experience of the NSW team that is further described below, we think you will agree that experience and technical skill are only the starting point when it comes to selecting legal counsel. Even more important is the judgment of the attorneys involved, and whether they have the wisdom that enables them to be sound and prudent advisors to their clients. We are confident that the NSW team has these qualities.

Finally, we presume that one of the Town's goals in retaining new water counsel is to engage attorneys that will be able to serve the Town's needs long into the future. We understand the costs and disruptions associated with changing water counsel for a municipality with such complex water rights. NSW is proud of the team we have built to support ongoing client relationships. We have established a succession of attorneys that is decades deep, and in doing so are able to show our continued commitment to superior client services as well as ensure continuity in the future. Our small-firm setting with the experience and expertise of a large firm guarantees the Town the personalization of direct attorney relationships along with the support and stability required of a municipal client.

Respectfully submitted,

Sheela S. Stack,
Partner
sstack@nswlaw.com
Telephone: (720) 506-9605

William D. Wombacher,
Partner
wwombacher@nswlaw.com
Telephone: (720) 506-9602

Part 2 – General Information

2.1. Company Information

Nazarenus Stack & Wombacher, LLC
 5105 DTC Blvd., Suite 200
 Greenwood Village, CO 80111
 Telephone: (720) 647-5661
 Website: www.nswlaw.com

Sheela S. Stack and Bill Wombacher, partners of NSW, are the direct contacts regarding this proposal. Their contact information is as follows:

Sheela S. Stack
sstack@nswlaw.com
 Telephone: (720) 506-9605

William D. Wombacher
wwombacher@nswlaw.com
 Telephone: (720) 506-9602

2.2. Experience

With a combined experience of over 45 years, the attorneys at NSW have assisted a diverse array of clients in all aspects of water law. As detailed below the attorneys at NSW are well equipped to address each of the areas of service identified in the Town's RFP.

WATER COURT EXPERIENCE

(Sheela Stack, Bill Wombacher, and Stacy Brownhill)

We have represented clients in numerous cases throughout Colorado involving complex water rights adjudications. Our Colorado Water Court experience includes litigation concerning conditional water rights, diligence proceedings, complicated exchanges and plans for augmentations, changes of agricultural water rights, and changes of water rights for mines. We have also represented clients in federal court litigation concerning the scope and authorization of federal reclamation projects under the Reclamation Act. In light of this experience, we consistently operate on the cutting edge of Colorado water law, which allows us to be uniquely aware of the direction that water law is taking as it inevitably evolves. This experience allows us to provide unparalleled legal representation. Representative cases include:

- 24CW3066 (Water Division 1, 4 opposing parties), Application to Quantify and Use Septic Return Flows.

- 23CW3012 (Water Division 1, 20 opposing parties), Application for Change of Water Rights of Shares in the Farmers Independent Ditch and for Rights of Exchange.
- 22CW3208/3209 (Water Division 1, 22 opposing parties), Application to Adjudicate Storage Rights and Rights of Exchange.
- 21CW3127 (Water Division 5, unopposed), Application to use water at the Henderson Mill.
- 20CW3117 (Water Division 1, 25 opposing parties) Change of shares in the Fort Morgan Reservoir and Irrigation Company.
- 20CW3142 (Water Division 1, 21 opposing parties), Change of Water Rights of shares in the Whitney Irrigating Ditch.
- 20CW3096 (Water Division 1, 21 opposing parties) Change of Water Rights of shares of the Fulton Irrigating Ditch Company.
- 19CW3084 (Water Division 1, 23 opposing parties), Change of Water Rights of 7 shares in the Lower Latham Ditch Company.
- 19CW3074/3075 (Water Division 1, 20 opposing parties), Application for Conditional Water Rights and Plan for Augmentation and Substitution.
- 18CW3193 (Water Division 1, 14 opposing parties), Application to Quantify and Utilize Lawn Irrigation Return Flows.
- 16CW3200 (Water Division 1, 22 opposing parties), Change of Water Rights Associated with 99.5 shares in the Western Mutual Ditch Company.
- 16CW3195/3196 (Water Division 1, 56 opposing parties), Adjudication of Surface Water Rights, Water Storage Rights, Recharge Rights, Rights of Exchange, and Changes of Water Rights.
- 14CW3164 (Water Division 1, 20 opposing parties), Adjudication of Conditional Water Storage Refill Rights in Barr Lake, United Reservoir No. 3, and Gilcrest Reservoir.
- 13CW3173 (Water Division 1, 13 opposing parties), Adjudication of Conditional Water Storage Right in Gilcrest Reservoir.
- 13CW3171/3172 (Water Division 1, 17 opposing parties), Adjudication of Conditional Water Storage Rights in 70 Ranch Reservoir.
- 13CW3026 (Water Division 1, 26 opposing parties), Change of Water Rights of 148 shares in the Cache la Poudre Irrigation Company and New Cache la Poudre Reservoir Company.

- 13CW3077 (Water Division 5, 10 opposing parties), Co-Applicant Seeking Determination that Green Mountain Protocol Agreement is Consistent with Blue River Decree.
- 12CW176 (Water Division 5, 11 opposing parties), Change of Water Rights Application to Implement Climax's Obligations under the Green Mountain Reservoir Protocol Agreement.
- 12CW32 (Water Division 5, 5 opposing parties), Application for Water Rights and Plan for Augmentation Associated with a new Water Treatment Plant at the Climax Mine.
- 12CW220 (Water Division 1, 9 opposing parties), Application to Quantify Lawn Irrigation Return Flows.
- 12CW73 (Water Division 1, 17 opposing parties), Change of Water Rights of 37.5 Shares in the Farmers Independent Ditch.
- 11CW151 (Water Division 1, 20 opposing parties), Change of Water Rights of 106.6 shares of the Weldon Valley Ditch.
- 10CW312 (Water Division 1, 30 opposing parties), Adjudication of Conditional Water Storage Right in United Reservoir No. 3.
- 10CW313 (Water Division 1, 33 opposing parties), Change of Water Rights of 182 Shares in the Fulton Irrigating Ditch.
- 10CW306 (Water Division 1, 33 opposing parties), Adjudication of Plans of Augmentation and Recharge Projects.

Significant Experience in Changes of Water Rights. Changes of water rights are crucial for municipal water supplies, and we have unparalleled experience adjudicating and opposing change of water rights cases. Specifically, we have adjudicated or are in the process of adjudicating changes of water rights in the following ditch systems: FRICO-Burlington, New Cache la Poudre Irrigation Company, Lower Latham Irrigation Company, Fulton Ditch and Irrigating Company, Greeley Irrigation Company, Weldon Valley Irrigation Company, New Cache la Poudre Irrigation and Reservoir Company, Western Mutual Irrigation Company, Farmers Independent Ditch, Whitney Irrigating Ditch Company, Ogilvy Ditch Company, Big Thompson Ditch and Manufacturing Company's Ditch, Buckingham Ditch, Loudon Ditch, and the South Side Ditch, as well as contract "inches" in the Barnes and the Chubbuck Ditch. As a result of these cases, we have a thorough understanding of the challenges associated with changing water rights, as well as strategies for overcoming those challenges. Likewise, we have developed strong and respectful working relationships with the water counsel of these ditch companies and those parties who frequently oppose changes on water rights applications. Our reputation for being comparatively easy to work with and poised in addressing conflicts is well known and aids in the resolution of conflicts without unnecessary legal or engineering costs.

Complex Water Rights Systems. Our firm is water rights counsel for three Colorado municipal water suppliers: East Cherry Creek Valley Water and Sanitation District (“ECCV”), Arapahoe County Water and Wastewater Authority (“ACWWA”), and the City of Loveland (“Loveland”). These clients have complex water rights portfolios that include plans for augmentation, storage rights, recharge rights, well rights, and rights of exchange and substitution. All of these water rights must work together in unison to provide a reliable water supply for our clients’ customers. As a result of this experience, we are well versed in complicated water rights portfolios and pride ourselves on helping these clients navigate the nuances and challenges of water rights law to ensure that their systems operate efficiently and in compliance with the law. We understand that the Town has a complex water rights portfolio, which is precisely the type of system that we enjoy working on and have direct experience with.

Protection of Existing Water Rights. As a firm that represents other municipalities, we understand the importance of developing a robust and dependable water supply while also protecting that water supply to ensure long term sustainability. As such, we are involved in numerous opposition cases. While opposition cases are crucially important, we find that they provide an opportunity for cost-savings by having a qualified junior attorney manage those cases until they reach crucial junctures, at which point a senior attorney takes a more active role. Our opposition philosophy is to focus on substantiated risks of injury to our clients’ water rights and to endeavor to stay out of academic legal issues that frequently arise in water cases, which can be expensive and unproductive for clients. We believe that involvement in unnecessary issues in opposition cases can be expensive, unproductive, and contrary to fostering effective professional relationships.

Water Court Litigation. While NSW prides itself on cost efficient problem solving and avoiding trials if possible, the complexity of our clients’ cases and the robustness of opposition means that trials are necessary from time to time. NSW attorneys have represented existing clients in trial in the following cases in the last 5 years: Water Division 1 Case Nos. 20CW3117 (Change of Fort Morgan Shares); 16CW3200 (Change of Western Mutual Shares); and 16CW3052 (Opposition to Application for Seep Water in the Beebe Draw). As the Town is likely aware, the months leading up to a Water Court trial date can often be a game of chicken with opposing parties bluffing about their willingness to go to trial in order to extract more favorable terms and conditions. NSW has a reputation for being willing to go to trial when necessary and we believe that this reputation helps reduce game-playing by opposing counsel leading up to trial.

Appeals. As with trials, appeals are sometimes necessary. NSW attorneys have experience in Water Court appeals to the Colorado Supreme Court, including as recently as 2021 in Case No. 21SA122 where NSW attorneys were successful in

arguing that the Colorado Supreme Court affirm the decision by the Water Court in Water Division 1, Case No. 16CW3052.

Engineering Oversight. A strong engineering team is absolutely critical to successful water rights representation. Likewise, it is paramount that the engineering and legal teams communicate effectively to ensure consistency between legal and engineering positions and to craft an engineering strategy that is well informed by the applicable law. As a result of the work described above, we have spent considerable time working successfully with engineering consultants on historical consumptive use analyses and related engineering reports, and can guide those consultants in effectively representing the Town. We have represented clients in some of the most complex water cases in Water Divisions 1, 2, and 5 in terms of both the technical and legal issues involved. Consequently, we know how to oversee and guide engineering consultants in such matters. Additionally, Bill Wombacher has an M.S. in environmental engineering and was a licensed drinking water treatment plant operator in Iowa before attending law school. This unique background makes Bill extremely effective at understanding, communicating, and resolving complex technical issues, particularly where they overlap with similarly complex legal issues.

AGREEMENTS WITH GOVERNMENTAL ENTITIES OR OTHERS

(Sheela Stack, Bill Wombacher, and Stacy Brownhill)

We currently assist several local governments on a number of different issues, including but not limited to addressing issues regarding land use or zoning concerns, as well as environmental issues connected to new developments; offering opinions regarding the application of state laws to proposed or existing ordinances; unraveling complex federal and state regulations; participating in public hearings or litigation; assisting with public records requests; and drafting and reviewing intergovernmental agreements, memorandums of understanding, various contracts, water supply agreements, and leases.

In addition, we have negotiated complex transactions involving the sale and purchase of water rights and water facilities, the development of complicated water projects, and intergovernmental agreements regarding water development.

LEGAL SUPPORT FOR REAL PROPERTY ACQUISITIONS

(Sheela Stack and Bill Wombacher)

As the Town is aware, prudent assessment of water rights prior to acquisition can be a key factor in the long-term value of those rights, as well as the cost of changing those rights for use within the Town's municipal system. We have extensive experience both in supporting water rights acquisition through the drafting and review of conveyance documents and, perhaps more importantly, evaluating the underlying water

rights through diligence and/or title research. Our extensive experience in adjudicating water rights also gives us insight into what to look for when purchasing water rights to ensure that they can be successfully incorporated into a municipal water system. Understanding these nuances provides an additional layer of benefit to the Town when evaluating the utility and cost of acquiring new water rights. NSW attorneys routinely represent clients in real estate transactions related to water rights. This includes drafting any necessary documents, including purchase agreements, deeds, leases, easements, shared ditch agreements, and other similar documents. Bill Wombacher gives presentations to real estate groups and brokerages throughout Colorado on water rights and the importance of water rights diligence for real estate transactions.

LEGISLATION

(Bill Wombacher and Stacy Brownhill)

NSW has a proven track record of active participation and success in shaping state legislation related to water rights. NSW is one of the few water rights law firms that represents clients who are consistently active in monitoring and participating in legislative efforts affecting water rights in Colorado. As a result, we know the process well, have credibility with elected officials, and have a wealth of experience working with lobbyists, elected officials, and stakeholder groups to protect our clients' interests at the Colorado General Assembly.

For example, Bill Wombacher was actively involved in a multi-year effort by Colorado ski areas to pass the Colorado Water Rights Protection Act (HB16-1109). In support of this effort, Bill drafted the HB16-1109 as well as all supporting documentation circulated by lobbyists to elected officials.

On behalf of municipal clients and working closely with lobbyists, Bill was instrumental in defeating or amending the following bills or order to protect client water rights: HB25-1113 (concerning Turf Limits in New Residential Development); HB25-1211 (concerning Limits on Tap Fees Imposed by Special Districts); HB24-1379 (concerning a State Dredge and Fill Program); SB23-270 (concerning Stream Restoration Projects); 2022 RIVR Bill ((never introduced) concerning "recreational in-channel values reaches" and the creation of water rights to protect the same); HB21-1046 (concerning Mutual Ditch Company Operation); HB20-1037 (concerning Plans of Augmentation for Stream Flows); SB18-170 (concerning Environmental Mitigation Release from Reservoirs); and SB17-282 (concerning Environmental Mitigation Releases form Reservoirs). NSW is also a member of the Colorado Water Congress State Affairs Committee and works with its members to further magnify its voice at the State Capitol. As a result of this experience, NSW attorneys will be able to effectively represent the Town before the Colorado General Assembly should the need arise.

RULEMAKING AND PERMITTING

(Sheela Stack, Bill Wombacher, Stacy Brownhill)

Our entire team can assist in the development and/or review of submissions to the Colorado Department of Public Health & Environment (“CDPHE”), the Environmental Protection Agency, and other regulatory agencies to ensure compliance. We routinely work with state administrative and regulatory agencies, including the CDPHE, the Colorado Oil & Gas Conservation Commission (“COGCC”), the Colorado Mined Land Reclamation Board, and the Colorado State Engineer’s Office and their attorneys in the Colorado Attorney General’s office. We have extensive experience in assisting and defending our clients in instances of alleged noncompliance, facility failures, or upsets or other matters impacting client water permits and state and federal regulations. Recent examples include representation of ACWWA and ECCV in 2017 in the COGCC’s Mission Change Rulemaking and representation of ACWWA and ECCV in 2022 in the Water Quality Control Commission’s (“WQCC”) Lakes Nutrient Rulemaking. We have also represented a commercial greenhouse accused of discharging effluent water without a permit. Sheela worked with consultants and agency officials to obtain the proper CPDS permits, which required modifications to the client’s facility. In addition, Sheela was successful in negotiating a settlement that resulted in a 64% reduction in the amount of the civil penalty. Sheela also represented a mining client regarding a notice of violation issued by the CDPHE and was successful in obtaining a 30% reduction in the amount of civil penalty, 90% of which was applied to a supplemental environmental project in Boulder County. Sheela and her client also worked cooperatively with CDPHE in piloting new treatment technologies with the State to ensure continued compliance. Sheela currently represents a residential and commercial developer in defending against a notice of violation issued by CDPHE related to her client’s General Permit for Stormwater Discharges Associated with Construction Activity.

In its rulemaking representation, NSW takes a collaborative approach by seeking out and working with like-minded parties to create more successful rulemaking “asks” to the agencies and, when necessary, gain anonymity. In the 2017 COGCC Mission Change Rulemaking, on behalf of ACWWA and ECCV, NSW led a coalition of 12 public water suppliers to successfully obtain 1,000-foot setbacks for certain shallow public supply groundwater wells and notice and formal consultation requirements for operators applying to drill within ½ mile of a public water supplier’s wells. In the 2022 WQCC Lakes Nutrient Rulemaking, on behalf of ACWWA and ECCV, NSW led a coalition of 10 water suppliers in another successful outcome.

EXPERIENCE IN AREAS OUTSIDE OF WATER COURT

(Sheela Stack, Bill Wombacher, Stacy Brownhill)

In addition to the extensive Water Court experience described herein, NSW attorneys have experience and expertise in other areas of law should the Town's needs change.

Sheela Stack has represented clients before planning commissions, boards of county commissioners, and county boards of adjustment in matters involving applications for biosolid permits, zoning amendments, petitions for annexations, and requests for inclusion.

Bill Wombacher has represented clients in litigation involving disputes over ditch easements and with homeowners' associations. Bill also successfully defended Bank of America in federal court against an eight-claim complaint related to the Federal Fair Credit Reporting Act, Colorado Consumer Protection Act, Colorado Uniform Consumer Credit Code, and tort claims. Bill also represented the Cherry Creek School District as second chair at a trial concerning the jurisdiction of stormwater authorities and related issues concerning MS4 stormwater permitting.

Stacy Brownhill represents a large Oklahoma municipality in the planning and permitting of a cross-state water supply pipeline, including obtaining the water permit through an administrative hearing followed by appeal, applying for a Section 404 permit with the U.S. Army Corps of Engineers, consulting over endangered species with U.S. Fish and Wildlife Service, and obtaining an easement from Bureau of Reclamation. Stacy has also assisted with representing clients across the West on issues of Congressional authorizations for Corps and Reclamation reservoirs, tribal reserved water rights and tribal negotiations, air quality, CERCLA, and mining.

DITCH COMPANY REPRESENTATION

(Sheela Stack and Bill Wombacher)

It is no mystery that the legal issues facing ditch companies are complex and becoming increasingly so as agricultural rights are converted to other uses. For municipalities who own water rights in ditch companies and are board members in those companies, ditch company law often presents a highwire act that must be carefully managed in order to balance the needs of the municipality to develop robust senior water rights, but also work cooperatively with ditch companies to ensure that the rights of other shareholders are protected. These issues are also fraught with political ramifications and necessitate careful consideration.

NSW attorneys have unique experience in this particular area of law because they have actively litigated issues of ditch company law, participated in legislative efforts

regarding ditch company law and operations, and represent a ditch company in Water Division 5. For example, NSW attorneys successfully litigated the turnback issue with the Western Mutual Ditch Company and other opposing parties in Water Division 1, Case No. 16CW3200. NSW attorneys also successfully defended against an attempt by the State Engineer's Office to add turnback provisions to existing change decrees. NSW attorneys have been able to avoid further litigation concerning the turnback issue in subsequent cases by establishing alternate terms and conditions that have been adopted by other water users on the South Platte River. NSW attorneys have also been involved in multi-year litigation and mediation with the Farmer's Reservoir and Irrigation Company over complex issues involving the balance of the needs of FRICO and municipal shareholder which have interests in the system. As noted above, NSW lead a group of stakeholders in revising the Mutual Ditch Company Bill (HB21-1046) so as to better balance the interests of ditch companies and municipal shareholders. The final bill was praised by elected officials for bringing agricultural and municipal interests together towards a common goal.

Bill Wombacher has also represented a small ditch company in Water Division 5 for the last 11 years. In this role, he organizes and hosts the annual shareholder meeting, works with the company to manage shareholder disputes, defends the company's water rights portfolio, and provides advice about how to manage the often competing interests between shareholders and the ditch company itself.

This experience described above provides NSW with a balanced lens from which to view ditch company issues. It also means that we have seen various iterations of ditch company disputes arise and be resolved providing a deep well of experience to draw from when negotiating solutions for complex ditch company issues.

WASTEWATER, DRAINAGE, AND FLOOD CONTROL ISSUES **(Sheela Stack)**

Sheela represents a special district concerning the operation and maintenance of the storm drainage systems in residential developments, including review of intergovernmental agreements and evaluation of annexation proposals to accept and manage storm flows for developments proposed for annexation.

Part 3 –References

NAME	COMPANY	TITLE	ADDRESS	PHONE	EMAIL
Rick Clark	East Cherry Creek Valley Water & Sanitation District	Senior Engineering Adviser	6201 Gun Club Road, Aurora, CO 80016	(303) 693-3800 Ext. 160	rclark@eccv.org
Sandor Rebek	Arapahoe County Water and Wastewater Authority	Water Resources Administrator	13031 E. Caley Ave., Centennial, CO 80111	(303) 708-0117	srebek@acwwa.com
Todd Hanlin	City of Loveland	Water Resources Manager	200 North Wilson Avenue, Loveland, CO 80537	(970) 962-3703	todd.hanlin@cityofloveland.org
Aaron Hilshorst	Climax Molybdenum Company	Land & Water Resources Manager - Colorado	333 N. Central Avenue, Phoenix, AZ 85004	(719) 209-8249	ahilshorst@fmi.com
Emily Lowell	Upper Yampa Water Conservancy District	District Engineer	2220 Curve Plaza Ste. 201, Steamboat Springs, CO 80477	(970) 871-1035	elowell@upperyampawater.com

Part 4 – Qualifications

4.1 Attorney and Staff Qualifications.

NSW has assembled a team of qualified attorneys and staff available to assist and represent the Town. In addition to the attached resumes, below are highlights of each team member's background, experience, and level of responsibility.

Sheela S. Stack. Sheela is a partner at NSW with extensive experience leading, litigating, and managing complex water rights adjudications throughout Colorado, including exchanges, augmentation plans, changes in use, and conditional water rights. While Sheela frequently represents clients in litigation, she is also a skilled negotiator who has successfully negotiated numerous settlements on water rights issues. By taking a collaborative and reasonable approach, Sheela has a track record of successfully negotiating agreeable resolutions between her clients, state and federal agencies, stakeholder groups, and opposing parties. She is also a certified mediator. Below are highlights of her background, experience, and level of responsibility. Sheela's resume is attached to this proposal.

- Practiced water law for more than 25 years. In Colorado, has served as lead counsel for an estimated 100+ Water Court cases in Water Divisions 1, 2, 4, 5, 6, and 7, collectively.
- Appeared before the Colorado Supreme Court in seven cases.

- Serves as counsel to a multi-year water project involving ECCV, ACWWA, and United Water and Sanitation District. ECCV and ACWWA are two of the largest water providers in the southeast Denver metropolitan area, are independent from the Denver system, and are developing renewable water supplies to reduce their dependence on non-tributary Denver Basin groundwater. The water project involves numerous applications to change the use of approximately 10,000 acre-feet per year of South Platte River agricultural water rights to municipal use, and to adjudicate exchanges and plans for augmentation to enable the use of the changed rights as a source of substitute supply at ECCV and ACWWA's well field near Barr Lake. The water is then pumped via a 19-mile pipeline to ECCV's and ACWWA's respective service areas.
- Serves as lead counsel for Freeport McMoran's Climax and Henderson molybdenum mines and mill in Clear Creek, Grand, and Summit Counties.
- Routinely works with state administrative and regulatory agencies, including the Colorado State Engineer's Office, and their attorneys in the Colorado Attorney General's office.
- Extensive experience in water quality compliance, including: CDPS water discharge permitting issues and water quality enforcement matters. Participation in Colorado Water Quality Forum workgroups and WQCC Division stakeholder meetings pertaining to MS4 entities and issues involving permitting and stormwater compliance, TMDLs, and PFAS.

Bill Wombacher. Bill has been practicing for more than 14 years in water rights litigation throughout Colorado, including Divisions 1, 2, 3, 5, and 7. In addition to ACWWA and ECCV, Bill represents the City of Loveland, several real estate developers in Water Divisions 1 and 5, Four Creek Ditch Company, and numerous individuals. Past clients also include Vail Resorts, the Snake River Water and Sanitation District, Upper Eagle Regional Water Authority, Eagle River Water and Sanitation District, Clinton Gulch and Reservoir Company, and Eagle Park Reservoir Company, among others. Bill has assisted clients in all aspects of water rights issues, including water right acquisitions, transfers, and diligence, changes of water rights, adjudication of new water rights, and findings of reasonable diligence. Bill is also actively involved with Colorado Water Congress and has experience drafting, opposing, and testifying regarding water rights legislation. Prior to attending law school Bill earned a B.S. in Civil Engineering and an M.S. in Environmental Engineering from the University of Iowa. Bill also worked as a drinking water treatment plant operator for 3 years prior to becoming an attorney. This background gives Bill a unique perspective on water rights planning and project development and is an incredible asset in complex water right negotiations and litigation.

Bill's significant projects are as follows:

- Case No. 23CW3151, Water Division 1 (pending). Lawsuit against the Ogilvy Irrigation Company concerning their Catlin Bylaw.
- Case No. 20CW3142, Water Division 1. Change of Water Rights in the Whitney Irrigating Company on behalf of ACWWA and ECCV.
- Case Nos. 19CW3074/3075, Water Division 1. Adjudication of Recharge and Storage Rights and Plans for Augmentation including by Substitution on behalf of ACWWA and ECCV.
- Case No. 19CW3084, Water Division 1. Change of Water Rights in the Lower Latham Ditch on behalf of ACWWA and ECCV.
- Case No. 16CW3200, Water Division 1. Change of Water Rights in Western Mutual Ditch Company on behalf of ACWWA and ECCV.
- Case No. 13CW3026, Water Division 1. Change of water rights in the Cache la Poudre Irrigation Company and Cache la Poudre Reservoir Company on behalf of ACWWA and ECCV.
- Case Nos. 13CW3171/3172, Water Division 1. Adjudication of rights of substitution and new storage rights for ACWWA and ECCV.
- Case No. 18CW3042, Water Division 1. Opposition of Change of Water Rights in the Greeley and Loveland Irrigating Company for Loveland.
 - Involved complex legal and technical issues involving a prior ditch-wide change case.
 - On behalf of the Loveland, Bill negotiated a global settlement between the cities of Loveland, Greeley, Windsor, Milliken, Evans, and the GLIC Ditch Company.
- Dozens of opposition cases on behalf of Loveland, ACWWA, and ECCV.
- Diligence and change of water rights cases on behalf of Vail Resorts, including rights at the Keystone, Breckenridge, and Vail ski areas.
- Numerous diligence applications on behalf of the Clinton Gulch Reservoir Company, Eagle Park Reservoir Company, Upper Eagle Regional Water Authority, and Eagle Right Water and Sanitation District.
- Numerous water rights diligence assessments for high value real estate transactions.
- Negotiations with Tabernash Meadows Water and Sanitation District concerning water service to a new development (ongoing).
- Active involvement with legislation concerning Colorado Water Rights as detailed above.

Stacy Brownhill. Stacy has been practicing water law for 8 years in Colorado Water Divisions 1 and 6 and in Oklahoma and North Dakota. In addition to ACWWA and ECCV, Stacy has assisted in the representation of the City of Oklahoma City, City of Grand Forks, Freeport McMoran's Climax, Henderson, and Mount Emmons mines, and several individual water users. Her practice focuses on water adjudications and permitting, water opposition matters, environmental permitting, and legislation support. Before joining our firm, Stacy served as an appellate law clerk to the Honorable Anthony J. Navarro of the Colorado Court of Appeals. Stacy's role would be serving as support to Sheela and Bill and playing a key role in managing the day-to-day demands of the Town's opposition cases. Stacy's resume is attached to this proposal.

Stacy's significant projects are as follows:

- Case No. 23CW3012, Water Division 1. Change of Water Rights in the Farmers Independent Ditch and for Rights of Exchange on behalf of ACWWA and ECCV.
- Case No. 20CW3096, Water Division 1. Change of Water Rights in the Fulton Irrigating Ditch Company on behalf of ACWWA and ECCV.
- Case Nos. 19CW3061 and 19CW3247, Water Division 1. Opposition to Todd Creek Metropolitan District and West South Platte Water and Reservoir Company's applications on behalf of ACWWA and ECCV.
 - Cases involved complex legal and technical issues regarding water law doctrines of beneficial use, anti-speculation, can and will, and showing feasibility in an operational model.
 - Stacy negotiated a joint settlement between applicants and multiple other opposers.
- Dozens of opposition cases on behalf of ACWWA and ECCV.
- WQCC 2022 Lakes Nutrient Rulemaking
 - Involved more stringent requirements for total nitrogen and phosphorous standards in lakes and reservoirs.
 - On behalf of ACWWA and ECCV, Stacy led a successful joint motions effort among water suppliers to extend the rulemaking by five months.
- COGCC 2017 Mission Change Rulemaking.
 - Involved the overhaul of oil and gas regulations in light of SB 19-181's updated mandate to foster oil and gas development consistent with protection of public health.
 - On behalf of ACWWA and ECCV, Stacy led negotiations among oil and gas operators and several water supplier parties to successfully

add rule language protecting shallow public water supply groundwater wells.

- Water rights adjudication and permitting for the City of Oklahoma City.
 - Adjudication has evolved since a 2017 five-day complex stream water permit hearing protested by 85 parties, an Oklahoma district court appeal, and a successful Oklahoma Supreme Court appeal.
 - On behalf of Oklahoma City, Stacy has also helped navigate issues involving endangered species, NEPA, the Army Corps of Engineers, groundwater, and treaties with Oklahoma tribes.

Teresa Johnson. With 20+ years of experience as a paralegal, Teresa supports the attorneys at NSW. She assists in researching water rights and real estate transaction documents, including tracing the ownership of water rights. She has extensive litigation knowledge and experience in Water, County, District, Federal, and Appellate courts. Her trial experience includes all aspects of trial, from basic trial preparation to assisting in court during trial, in matters ranging from general litigation and contract disputes to complex water rights cases. In addition, Teresa routinely drafts a variety of legal pleadings, including disclosures, discovery requests and responses, motions, and proposed orders. Teresa’s expertise in water law is an enormous asset and increases NSW’s efficiency by keeping down the costs while maintaining a high level of representation. Teresa would serve as paralegal for all of the Town’s matters.

4.2. Conflicts of Interest.

The attorneys at NSW do not have any conflicts in representing the Town.

Part 5 – Pricing and Expenses

2025 Rate Table	
Attorney/Professional Name	Municipal Rate (per hr.)
Sheela S. Stack, Managing Partner	\$380
William D. Wombacher, Partner	\$365
Stacy Brownhill, Of Counsel	\$310
Teresa Johnson, Paralegal	\$210

Basis for Fee Structure. NSW’s hourly rates are based on its extensive experience and expertise, as detailed above. We believe that these rates are very competitive among attorneys with similar experience throughout Colorado. NSW does not work on a fixed fee basis.

Out-of-Pocket Disbursements. In addition to our fees, we will bill you for costs and expenses incurred in performing services, such as photocopying, messenger and delivery service, research (including computer-assisted research), and recording and filing fees. Certain of these costs charged are comprised of direct costs and an allocation of indirect costs. Fees and expenses of third parties, such as title companies, appraisers, environmental consultants, or expert witnesses, will generally be your responsibility and billed directly to you, the client.

Billing and Payment. NSW is open to a wide variety of payment and billing systems to accommodate its clients, including electronic billing if convenient for the Town.

Remote and In-Person Attendance. While NSW is located in Greenwood Village, Colorado, we are happy to travel to Paonia as needed to work with the Town. We expect the need for more frequent in person attendance in the beginning as we build a relationship with the Town's staff and learn about the Town's existing water system. Over the long term, we envision working with the Town to find a balance between remote and in-person attendance that meets the Town's needs.

Stacy L. Brownhill

5105 DTC Parkway Suite 200, Greenwood Village, CO 80111 720-647-5661 sbrownhill@nswlaw.com

EXPERIENCE

Nazareus Stack & Wombacher Attorney • Represent municipalities and other diverse clientele in water rights adjudications, environmental permitting, litigation, and legislation.	2020 – Present Denver, CO
Riley Carlock & Applewhite Attorney	2017 – 2019 Denver, CO
Colorado Court of Appeals – Judge Anthony J. Navarro Appellate Law Clerk	2015 – 2017 Denver, CO
The Wilderness Society Legal Intern	2014 Denver, CO
Getches-Wilkinson Center for Natural Resources, Energy, and the Environment Research Assistant	2013 – 2014 Boulder, CO
Boulder County Attorney’s Office Law Clerk	2014 Boulder, CO
Colorado Court of Appeals – Judge (now Justice) Richard L. Gabriel Legal Intern	2013 Denver, CO
Colorado Attorney General’s Office, Consumer Protection Law Clerk	2013 Denver, CO
Street Roots, Willamette Week, and Forest Grove News-Times Reporter	2010 – 2011 Portland, OR
GenerationOn (HandsOn Network) AmeriCorps VISTA	2009 – 2010 New York, NY

EDUCATION

Juris Doctor, University of Colorado Law School, Boulder, CO • Honors: ABA Public Lands Writing Competition 1 st Place Winner; Moses Lasky Environmental Law Scholarship; Chancellor’s Diversity Scholarship; Hank Brown Leadership Scholarship • Activities: <i>Law Review</i> Production Editor; Environmental Law Society Board Member; Public Service Pledge	2015
Bachelor of Arts in International Affairs, Lewis & Clark College, Portland, OR • Honors: <i>Cum Laude</i> , Phi Beta Kappa, Barbara Neely Scholar (full tuition, merit scholarship), <i>Austin American-Statesman</i> Excellence in Writing Scholarship • Abroad: Semesters in Senegal (2008), India (2007), Canada (2006)	2009

Sheela S. Stack

5105 DTC Parkway Suite 200, Greenwood Village, CO 80111 720-647-5661 sstack@nswlaw.com

EDUCATION

Colorado Bar Association, Mediation Training, 2015

University of Denver College of Law, J.D., 2000

Loyola University of Chicago, B.S., *cum laude*, 1997

PROFESSIONAL WORK EXPERIENCE

Shareholder, Nazarenius Stack & Wombacher LLC, Greenwood Village, CO Nov. 2019 – Present

- Practices in the areas of water planning, water adjudications, water quality permitting, and environmental compliance.
- Handles complex adjudications involving water storage rights, water surface rights, groundwater rights, water rights transfers, and water exchanges and substitutions.
- Assists water users secure the water rights they need to do business now and plan proactively to satisfy their water needs for the future.
- Defends clients against alleged permitting violations and helps them obtain and comply with environmental permitting requirements.

Shareholder, Ryley Carlock & Applewhite, P.C., Denver, CO Dec. 2010 – Nov. 2019

- Performed work and represented clients similar to that currently performed at Nazarenius Stack & Wombacher LLC.

Associate, Harvey Curtis & Associates, Denver, CO Dec. 2003 – Dec. 2010

- Practice concentrated on water, environmental, natural resources, land use development issues, and related litigation.
- Represented municipalities in water rights transactions, water planning, and water rights adjudications.

PUBLICATIONS & PRESENTATIONS

CWC Water Ethics Workshop, Colorado Bar Association, moderator (November 2024)

Groundwater 101, Colorado Bar Association, speaker (November 2022)

Clean Water Act Discussion: How the EPA's New Proposed Rule May Impact You and Your Business," Ryley Carlock & Applewhite Seminar, speaker (August 2014)

Water Rights Changes of Transfers, CLE International, speaker (March 2008)

"The Anti-Speculation Doctrine Extended to Change of Water Rights Cases: A New Dilemma for Water Rights Owners," University of Denver Water Law Review, Volume 9, Issue 2, Co-Author, Spring 2006

"Water Law," Annual Survey of Colorado Law, 2002 and 2003 Editions

William Doran Wombacher

5105 DTC Parkway Suite 200, Greenwood Village, CO 80111 720-647-5661

wwombacher@nswlaw.com

EDUCATION

THE UNIVERSITY OF COLORADO LAW SCHOOL, Boulder, CO

Degree: Juris Doctor, May 2010, Colorado Bar No. 42354

Honors: Lead Notes & Comments Editor, *Colorado Journal of International Environmental Law & Policy*

THE UNIVERSITY OF IOWA, Iowa City, IA

Degrees: B.S. Civil/Environmental Engineering with Honors, May 2006

M.S. Environmental Engineering, July 2007

Relevant Courses: Water Resources Design, Fluid Mechanics, Solid & Hazardous Waste, Air Pollution Control Technologies, Principles of Hydrology, Environmental Impact Analysis, Environmental Microbiology, Biologic Treatment Processes.

PROFESSIONAL WORK EXPERIENCE

Shareholder, Nazarene Stack & Wombacher LLC, Greenwood Village, CO **Nov. 2019 – Present**

- Represent water districts in complex water litigation (50+ opposing parties)
- Adjudicate new water rights and changes of water rights.
- Actively participate in the Colorado Water Congress State Affairs Committee and represent clients in matters related to water rights legislation including testimony before legislative committees.
- Represent property owners in water rights transactions throughout Colorado including diligence research.
- Aid clients in developing and protecting complex and multifaceted water rights portfolios throughout Colorado.
- Coordinate closely with engineers, geologists, and water resources experts in preparing engineering reports, commenting on water court applications and decrees, and making planning decisions regarding water right portfolios.

Shareholder, Ryley Carlock & Applewhite, P.C., Denver, CO

Nov. 2016 – Nov. 2019

- Performed work and represented clients similar to that currently performed at Nazarene Stack & Wombacher LLC.

Associate, Porzak Browning & Bushong LLP, Boulder, CO

Jan. 2011 – Nov. 2016

- Law Clerk from September 2010 – December 2010.
- Represented clients in all varieties of water rights matters throughout Colorado including water rights adjudication, litigation, opposition, and well permitting.
- Drafted HB16-1109 (signed into law on 4/21/16), SB15-64, HB14-1028, and all supporting memorandums circulated by lobbyists and provided to members of the Colorado General Assembly.
- Conducted water rights, real estate, and railroad easement diligence research and drafted title opinions and diligence reports for real estate transactions.
- Advised clients in real estate transactions and drafted water right and real estate deeds, leases, easements and related contracts.
- Represented clients in civil matters including easement disputes, quiet title actions, breach of contract actions, mechanics' lien foreclosures, lien priority disputes, and stormwater issues and permitting.
- Represented and worked directly with clients including municipalities, ski resorts, ranch owners, real estate companies, reservoir companies, water districts, industries, and individuals.

Law Clerk, Lyons, Gaddis, Kahn, & Hall, P.C., Longmont, CO

June 2010 – Dec. 2010

William Doran Wombacher

5105 DTC Parkway Suite 200, Greenwood Village, CO 80111 720-647-5661

wwombacher@nswlaw.com

ACADEMIC WORK EXPERIENCE

Law Clerk, U.S.D.A. Office of General Counsel

Jan. 2010 – April 2010

- Compiled the legislative history of the Federal Power Act and researched the extent of the Forest Service's mandatory 4(e) conditioning power.
- Participated in an Appeal Review Team and responded to appeals regarding The National Environmental Policy Act & The Bankhead-Jones Farm Tenant Act.

Research Assistant, Dean David Getches,

Sept. 2008 – June 2010

- Researched, developed, updated, cite checked, and proofread speeches, articles, and books, including *Water Resource Management 6th Ed.* by A. Dan Tarlock, James N. Corbridge, Jr. and David H. Getches; *Water Law in a Nutshell 4th Ed.* by David H. Getches; *Out of the Mainstream: Water Rights, Politics, and Identity* by R. Boelens, David H. Getches, & A.G. Gil.

Law Clerk, Colorado Office of the Attorney General

June 2009 – Aug. 2009

- Drafted research memorandums on the transfer of reserved water rights, tailwater reuse, and imputed agency liability.
- Researched natural resources damage calculations; dry cleaner remediation programs, alternatives to Wild and Scenic Designation, and Colorado subpoena procedures.

Legal Intern, Legacy Land Trust

January 2009 – May 2009

- Drafted *Common Questions on Conservation Easements* (Sept. 2009) in conjunction with the Colorado State University Center for Collaborative Conservation.

Research Assistant, Professor Mark Squillace

May 2008 – Apr. 2009

- Revised and updated *Air Pollution 3rd Ed.* by Mark S. Squillace and David R. Wooley.
- Responsible for updating case law and statutes, researching secondary sources, and writing notes to develop a comprehensive picture of air pollution law.

Student Operator, University of Iowa Drinking Water Treatment Plant

May 2004 – Oct. 2006

- Solely responsible for the operation of the UI Water Treatment Plant during weekend shifts. Formerly, Grade II Drinking Water Treatment Plant Operator certified.

PUBLICATIONS & PRESENTATIONS

William Wombacher, *There's Cologne in the Water: The Inadequacy of U.S. Environmental Statutes to Address Emerging Environmental Contaminants*, 21 COLO. J. INT'L ENVTL. L. & POL'Y 521 (2010).

William Wombacher & Keri H. Hornbuckle, *Synthetic Musk Fragrances in a Conventional Drinking Water Treatment Plant with Lime Softening*, 135 AM. SOC'Y OF CIVIL ENGINEERS J. ENVTL. ENGINEERING 1192 (2009).

William Wombacher, Iowa Policy Project, *Swimming in Uncertainty: Regulatory Change is Necessary to Address Organic Wastewater Contaminants in Iowa's Water* (2009), available at: <http://www.iowapolicyproject.org/2009docs/091201-OWC.pdf>

Jeff Jones, William Wombacher, Lynne Sherrod, and Heather McMillian, Center for Collaborative Conservation, Colorado State University, *Common Questions on Conservation Easements*, (Sept. 2009).

William Wombacher, *Fate of Eight Synthetic Musk Fragrances in a Conventional Water Treatment Facility*, International Conference on Analysis of Emerging Contaminants in the Environment, York, UK, (March 9, 2007). Also presented at Stockholm University to the Department of Applied Environmental Science, Stockholm, Sweden (March 2007).



TOWN OF PAONIA, COLORADO

REQUEST FOR PROPOSALS

Water Attorney

RFQ 2025-02

ISSUED: February 12, 2025

PROPOSAL DUE DATE: March 19, 2025, 4PM (M.T.)

FINALIST INTERVIEWS: March 31, 2025 – April 4, 2025

REQUEST FOR PROPOSAL – WATER ATTORNEY

The Town of Paonia is currently seeking the contracted services of Water Attorney to provide legal advice, negotiate, and review agreements as they relate to the Town's water system and water rights. It is intended that the successful candidate would perform the services listed in this proposal. THIS REQUEST FOR QUALIFICATIONS (RFQ) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for qualifications allows the Town of Paonia, Colorado (the Town) to select a service provider that best meets the needs of the Town, taking into consideration proper qualifications, price, products, and service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget.

This RFQ has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFQ or addenda pertaining to this RFQ will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

COMMUNITY BACKGROUND

The Town of Paonia, Delta County, Colorado, is a Title 31 statutory Town, and was incorporated in 1902. The Town has a population of approximately 1,447 residents (2020 Census) and consists of approximately 800 households. The Town is situated on the North Fork of the Gunnison River, and services approximately 632 households (approximately 1,482 people) outside of the Town limits with drinking water. Paonia is home to the noted western newspaper *High Country News*, and KVNf community public radio station.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, public buildings, and sidewalks), and Recreational programs (parks and recreation activities). The Town has retained general counsel services provided by Clayton Buchner as a part-time employee of the Town.

The Town of Paonia has a Mayor-Town Board form of government with a contract Town Administrator/Treasurer. There are six (6) Board of Trustee representatives, and each representative is elected to the Board for staggered four (4) year terms. The Mayor is elected for a four (4) year term. Every two (2) years, the Mayor (possibly) and three (3) Trustee representatives are up for election. The Mayor and all Trustees are elected "at-large."

The Town employs Department Heads and a staff of approximately 21 full-time and 2 part-time employees to manage the Town's day-to-day business. Town departments include administration, public works, and police. In addition to the Board of Trustees and the Mayor, there are currently four (4) volunteer boards: Planning Commission, combined Zoning Board of Adjustments/Board of Appeals, the Tree Board, and the North Fork Valley Airport Advisory Committee.

The Town's water system has been described by a previous water attorney and a hydrogeologist as, "the most complex water system in Colorado and perhaps the Western United States." The Town receives its water rights from twenty-five (25) spring complexes that make up the entirety of the Town's water rights. Many of the decrees comprising the Town's water rights are senior and have existed since the late 1880's.

In the Spring of 2023, the Town completed a review of Water Rights utilizing a water attorney's services. A Water Rights report was completed and was compiled using previous engineering reports obtained by the Town, the Division Engineer's tabulation of water rights, a review of the decrees, conversation with the water commissioner and review of agreements the Town has entered with different property owners. The report did not include a review of documents on file with the Delta County Clerk's Office, or through a field visit or review of diversion records, deeds and decrees for water rights of other persons in the drainages. However, the water rights listed in the report were either adjudicated by the Town or are referenced as being owned by the Town in a water rights decree.

The Town provides water to twenty-three consecutive systems. Each system is managed by their own Operators in Responsible Charge (ORC) and bill each of their customers in their own manner. The Town's responsibility ends at a master meter for each of the consecutive systems. In addition to providing water to subdivisions of homes, the Town also directly bills customers outside of Town that are not organized into a neighborhood or a consecutive system.

SCOPE OF SERVICES

CRS 31-4-304 provides for the appointment of a Town Attorney. "The board of trustees shall appoint a town attorney, as it deems necessary for the good government of the corporation [Town]." The Town is currently represented by General Counsel but needs the services of an Attorney with a specialty in Water Law within the state of Colorado.

Town Attorney-Functions and Duties:

- The Water Attorney shall act as legal advisor to, and be attorney and counsel for, the Board of Trustees and the Mayor in all matters related to the complex water laws and regulations of the state of Colorado. They shall advise any officer or department head of the Town in matters relating to water rights and water laws when requested and shall file with the Clerk a copy of all written opinions given by them.
- The Water Attorney shall prepare or review all water rights, decrees, contracts as they relate to water, bonds, and other written instruments, which are submitted to them by the Board, by the mayor, or the Town Administrator, and shall promptly give their opinion as to the legal consequences thereof.

- The Water Attorney shall assist with the acquisition, transfer, or protection of water rights for the Town.
- The Water Attorney shall call to the attention of the Board all matters of water law, and changes or developments therein, affecting the Town's water rights and assist with environmental compliance with state and federal water regulations.
- The Water Attorney shall represent the Town in water court, other legal forums to protect the Town's water rights and enforce water agreements through any means necessary including litigation to protect the Town's water rights.

PROPOSAL REQUIREMENTS

The following items should be addressed as part of the proposal:

- Describe your and/or your firm's experience with water law generally and specifically speak to your experience regarding complex water rights issues, including water service delivery to consecutive systems and fostering a collaborative environment to discuss shared issues with regulation and compliance.
- Provide a reference list of not less than three (3) other municipal, or public utility clients with whom you and/or your firm have worked in the past five years.
- Describe any knowledge or experience that makes you and/or your firm particularly qualified for the position.
- The Town is soliciting talent and expertise first and foremost. While cost to the Town is important, the selection will not be based solely on cost. Please detail and explain your and/or your firm's required fees to perform the requested services.
- Please provide a list of all attorneys in the firm who might provide services under this proposal and list any disciplinary proceedings against them.
- Please disclose any potential conflicts of interest.
- If you propose to bill for services at an hourly rate or a monthly fee, provide the current hourly/monthly rate for each lawyer and for each employee of your firm who may work on Town matters. State specifically whether you will work on a fixed fee basis and, if so, how you propose that such a fee be determined.
- Describe the support services you would receive from your firm if selected.
- Specify availability and preferences for in-person or remote attendance.

Current and Specific Projects Requiring Legal Assistance:

1. **Water Company Agreements.** The Town provides drinking water to twenty-three water companies, defined as communities/HOA's that purchase water from the town through a master meter and distributes water to their homeowners through a consecutive system. The existing water company agreements either don't exist, so there is no way of determining expectations for either party, or they are very outdated and need to be updated/amended.
2. **CDPHE Compliance with Consecutive Systems.** The Town has been notified of potential enforcement action against consecutive systems that could have a direct impact on the Town. Beginning in the Spring, the Town plans to initiate discussions with the elected leadership of all twenty-three (23) consecutive systems about compliance and regulations from CDPHE.
3. **Water Tap Moratorium.** A citizen's initiative petition successfully sought the adoption of an ordinance imposing a moratorium on the sale of future water sales (taps). In January 2020, a special election was held and the moratorium on the sale of new water taps passed 291 to 206. The moratorium includes conditions that must be met to lift the moratorium. The language of the moratorium has been clarified twice, and progress has been made to satisfy the conditions for the moratorium.

GENERAL TERMS AND CONDITIONS

- 1.) The Town reserves the right to undertake its own investigation to evaluate proposals. The Town shall have the sole discretion to accept or reject a proposal.
- 2.) All proposals become the property of the Town upon receipt and will not be returned to the candidate. Selection or rejection of the proposal will not affect this right.
- 3.) The Town operates under public disclosure laws, as part of normal procedures.
- 4.) Proprietary information must be identified and will be protected as far as possible.
- 5.) Cost of developing the proposal, attendance at any pre-proposal conference, or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
- 6.) Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFQ or to follow the proposal format requested in the RFQ may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.

- 7.) The successful candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
- 8.) The final selection will be based on the written proposal, oral and written responses of client references and on any interview with the candidate.

The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Qualifications (RFQ). No oral interpretations will be made by the Town to any firm as to the requirements of this RFQ.

Emailed PDF proposals titled in the subject as, "PROPOSALS FOR WATER ATTORNEY," will be accepted on or before 4:00 PM (MT) Wednesday, March 19, 2025 (Deadline), at the email addresses below. Proposals tendered after the deadline will be rejected.

Stefen Wynn
Town Administrator
StefenW@TownofPaonia.com

AND

'cc'd to: Paonia@TownofPaonia.com

Mailed proposals are not accepted.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this RFQ shall be submitted by email to Stefen Wynn, Town Administrator, at e-mail address: StefenW@TownofPaonia.com; and 'cc'd to: Paonia@TownofPaonia.com.

The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions.

Submission of proposals indicates acceptance by the firm of the conditions contained in this RFQ.

It is anticipated that the selection of a firm will be completed at a Regular Meeting of the Board of Trustees on April 8, 2025.

All materials submitted in connection with the proposal document become the property of the Town. All information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

Publication of RFP	February 12, 2025
Due date for proposals	March 19, 2025, at 4PM (M.T.)
Regular Meeting to Choose Candidates for Interviews	March 25, 2025
Finalist Interviews	March 31, 2025 – April 4, 2025
Appointment of Water Attorney at Regular Town Board Meeting	April 8, 2025, or April 22, 2025

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Qualifications does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Consultant, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or a reduction of funding.



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of Approval of a Selection of the Responses to RFP 2025-01 Town Hall Cleaning Services
SUBMITTED BY:	Kaja Bowman
DATE:	3-21-2025
BACKGROUND:	The Town posted a request for proposal for a town hall cleaning services on 2-12-2025; held a pre-proposal conference on 2-26-2025; posted a proposal addendum on 3-3-2025; and received 3 proposals in response. The Town then sent a request for clarifying information to the three vendors who submitted proposals and received clarification from one vendor. Three staff members, Ruben Santiago-Deputy Clerk, Joann Katzer-PD Public Service Tech, and Kaja Bowman-Deputy Treasurer, have reviewed all proposals and scored each. All three staff members have scored Colorado Complete Clean highest and feel comfortable recommending a contract with the vendor.
BUDGET:	3 year contract with option to renew for 2 additional years. Annual Cost: \$19,200 (\$200/week clean, \$150/week mid-week light clean, \$500/twice a year deep clean)
RECOMMENDATION:	Staff recommendation is to offer a contract to Colorado Complete Clean for Town Hall cleaning services. Recommended Motion: I move to offer a 3 year contract to Colorado Complete Clean for Town Hall cleaning services.
ATTACHMENT:	Colorado Complete Clean Proposal for Janitorial Services Colorado Complete Clean Response to Request for Clarifying Information Score Sheets for Colorado Complete Clean Reference Responses for Colorado Complete Clean Town of Paonia RFP 2025-01 Town Hall Cleaning Services Addendum to Town of Paonia RFP 2025-01 Town Hall Cleaning Services Town of Paonia Request for Clarifying Information for RFP 2025-01



Paonia Proposal for Janitorial Services

Submitted to: Town of Paonia, Colorado

Submitted by: Landan Wright

Company Name: Colorado Complete Clean, LLC

Date: 13 March 2025

1. Executive Summary

Colorado Complete Clean (CCC) is honored to submit this proposal to provide comprehensive janitorial services for the Town of Paonia's facilities. With a steadfast commitment to excellence and a proven history of delivering superior cleaning solutions, we are confident in our ability to meet and surpass the Town's expectations. Our experienced staff, attention to detail, and dedication to maintaining pristine environments position us as the ideal partner for your cleaning needs.

2. Company Overview

Established in 2022, CCC has rapidly become a trusted leader in the janitorial services industry, serving a diverse clientele that includes commercial and municipal entities. Our team consists of trained professionals who prioritize safety and cleanliness, ensuring environments that are both welcoming and hygienic. We take pride in our reliability, professionalism, and the enduring relationships we've cultivated with our clients.

3. Scope of Work

Based on the Town of Paonia's Request for Proposal (RFP) 2025-01, our proposed services for the Town Hall, encompassing a total area of 6,100 sq ft, are as follows:

A. Weekly Comprehensive Cleaning (Once per Week)

- **Trash Management:** Empty all trash cans and replace liners; dispose of waste in designated dumpsters.

- **Surface Cleaning:** Dust and disinfect furniture, countertops, pictures, doorknobs, and telephones.
- **Floor Care:** Vacuum all carpeted areas; sweep and mop tiled surfaces.
- **Restroom Sanitization:** Clean and sanitize all restroom surfaces, including faucets, sinks, counters, dispensers, mirrors, toilets, and urinals; restock paper towels, toilet paper, and soap dispensers (supplies provided by the Town).
- **Glass Cleaning:** Remove fingerprints and smudges from glass door lights and high-touch windows.
- **Security Measures:** Ensure all doors are secured, lights are turned off, and alarm systems are armed upon completion.

B. Midweek Light Cleaning (Once per Week)

- **Trash Management:** Empty all trash cans and replace liners.
- **Restroom Maintenance:** Clean and sanitize restroom surfaces, including faucets, sinks, counters, dispensers, mirrors, toilets, and urinals; restock supplies as needed.
- **Immediate Attention:** Address any urgent messes, such as large spills or sticky surfaces.
- **Security Measures:** Ensure all doors are secured and lights are turned off upon completion.

C. Bi-Annual Deep Cleaning

- **Carpet Cleaning:** Perform thorough cleaning of all carpeted areas using commercial-grade carpet cleaners.
- **Window Washing:** Clean all windows and doors, both interior and exterior.
- **Floor Maintenance:** Annually wax and seal all tiled floors.
- **Security Measures:** Ensure all doors are secured, lights are turned off, and alarm systems are armed upon completion.

D. Supplies and Equipment

- **Provided by CCC:** All cleaning equipment and supplies, including floor cleaning products, polishes, sanitizers, and carpet cleaners.
- **Provided by the Town:** Trash can liners, paper towels, toilet paper, liquid soap, and foaming hand sanitizer for dispensers.

4. Staffing Plan

To ensure consistent and high-quality service, we propose the following staffing plan:

- **Town Hall:** A dedicated team of one to two cleaners.

All staff members undergo rigorous training in best cleaning practices, safety protocols, and customer service. Background checks are conducted to ensure the reliability and integrity of our team.

5. Proposed Cleaning Schedule

- **Weekly Comprehensive Cleaning:** Saturday, 9:00 AM – 12:00 PM
- **Mid-Week Light Cleaning:** Thursday, 4:30 PM – 6:30 PM
- **Bi-Annual Deep Cleaning:** Scheduled in coordination with the Town to minimize disruption.

6. Pricing

Our pricing structure is designed to offer competitive rates while ensuring the highest quality of service:

- *Weekly Comprehensive Cleaning: \$200 per visit*
 - *Mid-Week Light Cleaning: \$150 per visit*
 - *Bi-Annual Deep Cleaning: \$500 per session*

Annual Cost Breakdown:

- *Weekly Comprehensive Cleaning: \$200 x 52 weeks = \$10,400*
 - *Mid-Week Light Cleaning: \$150 x 52 weeks = \$7,800*
 - *Bi-Annual Deep Cleaning: \$500 x 2 sessions = \$1,000*

Total Annual Cost: \$10,400 + \$7,800 + \$1,000 = \$19,200

7. References

We are proud to provide references who can attest to our quality of service:

- **MAA Milepost 35**
 - **Contact:** Jennifer Eid
 - **Title:** Community Manager
 - **Email:** Jennifer.Eid@maac.com
 - **Phone:** 720.702.8245
- **Claro at High Point**
 - **Contact:** Linsey Ezell
 - **Title:** Community Manager
 - **Email:** linsey.ezell@liveclaro.com



Cover Letter

Paonia Proposal for Janitorial Services

Colorado Complete Clean, LLC

111 Fox Street

Bennett, CO 80102

(720) 900-7131

info@coloradocompleteclean.com

March 18, 2025

Landan Wright (Signature)

Town of Paonia

Attn: Kaja Bowman

Dear Members of the RFP Review Committee,

We appreciate the opportunity to submit our proposal for janitorial services for the Town of Paonia.

1. Cover Sheet Information:

- **Project Director/Contract Manager/Principal Contact:**

Landan Wright, CEO

Direct Phone: (720) 900-7131

Email: info@coloradocompleteclean.com

- **Professional Staff Assigned to the Project:**

Our team comprises experienced cleaning professionals who have undergone thorough background checks and training. Specific personnel assignments will be finalized upon award.

- **Date of Proposal:**

March 18, 2025

- **Authorized Signature:**

Landan Wright, CEO, Colorado Complete Clean, LLC

2. Proposal Requirements:

- **Insurance:**

We confirm that Colorado Complete Clean, LLC is fully insured. Upon award, we will provide a Certificate of Insurance listing the Town of Paonia as an additional insured.

- **Bonding:**

Our company is bonded against theft and negligence. Proof of bonding will be furnished upon award.

- **Background Checks:**

We acknowledge the requirement for individual employees assigned to Town Hall to pass background checks and be free of felony convictions. We are committed to complying with this requirement and will ensure all assigned personnel meet these standards.

- **CJIS Support Vendor Management Program:**

We have submitted our application to the Colorado Bureau of Investigation's CJIS Support Vendor Management Program and are currently awaiting a response. We will provide proof of acceptance upon receipt.

- **Permanent Place of Business:**

Colorado Complete Clean, LLC maintains a permanent office at the address listed above.

- **Manpower and Equipment:**

We have adequate manpower and equipment to perform the services outlined in the scope of work.

- **Experience:**

Our company has been providing janitorial services of similar size and scope for at least 12 months, ensuring quality and reliability.

- **Personnel List:**

Upon award, we will submit a list of personnel, including names and addresses, who will

be regularly assigned to Town Hall.

- **Fee Breakdown:**

Weekly Comprehensive Cleaning:

\$200 per visit x 52 weeks = \$10,400

Mid-Week Light Cleaning:

\$150 per visit x 52 weeks = \$7,800

Bi-Annual Deep Cleaning:

\$500 per session x 2 sessions = \$1,000

Total Annual Cost:

\$10,400 + \$7,800 + \$1,000 = \$19,200

Monthly Cost:

\$19,200 ÷ 12 months = \$1,600 per month

Note: Detailed pricing will be provided in the full proposal.

- **Ability to Clean Kitchen Areas:**

Colorado Complete Clean, LLC is fully equipped and experienced in cleaning kitchen areas as specified in the RFP.

- **References:**

MAA Milepost 35

- Contact: Jennifer Eid
- Title: Community Manager
- Email: Jennifer.Eid@maac.com
- Phone: 720.702.8245

Claro at High Point

- Contact: Linsey Ezell
- Title: Community Manager
- Email: linsey.ezell@liveclaro.com
- Phone: 720.224.3498

Elevation Ability Services

- Contact: Jessica Low
- Title: CEO
- Email: jlow@elevationcolo.com
- Phone: (303) 653-8568

3. Additional Documentation Upon Award:

Should Colorado Complete Clean, LLC be selected, we will promptly provide the following documentation:

1. **Current W-9 Form**
2. **Certificate of Insurance listing the Town of Paonia as an additional insured**
3. **Proof of Bond against theft and negligence**
4. **Proof of acceptance into the CJIS Support Vendor program**

We are confident in our ability to meet and exceed the Town of Paonia's janitorial service needs and look forward to the opportunity to work together.

Sincerely,

Landan Wright (Signature)
CEO, Colorado Complete Clean, LLC

**The Town of Paoinia
PROPOSAL EVALUATION**

Project Name: Town Hall Cleaning Service

Contractor: Colorado Complete

2025-01 - RFP 2025-01 Town Hall Cleaning Services

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Adequate Manpower/equipment</u>	2	3	Didn't specify if using same people each time and/or address equipment.
<u>Service of a simular size min 12 month</u>	2	3	1 point for a year, 2 points for 2-5 years, 3 points for above 5 years Up to 5 years
<u>References</u>	3	3	
<u>Ability to complete cleaning requirements as listed in RFP</u>	5	5	All areas outlined & addressed.
<u>Current status as support vendor with CJIS or ability to obtain suport vendor status</u>	4	5	CJIS = Criminal Justice Information Services. Vendor can include signed statement that they/their employees meet qualifications required to complete the Support Vendor Management Program with CJIS Prior work with Border Patrol & national firm
<u>Maintained permanent place of business</u>	2	3	Additional consideration for local bussinesses (maintained place of business for at least months prior to bid, at least 50% of employees are Delta County residents, at least 50% of fleet used for project are registered within Delta
			-1 for not being local.
	18	22	
<u>TOTAL</u>			

**The Town of Paoinia
PROPOSAL EVALUATION**

Project Name: Town Hall Cleaning Service
Contractor: Colorado Complete Clean

2025-01 - RFP 2025-01 Town Hall Cleaning Services

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Adequate Manpower/equipment</u>	2	3	
<u>Service of a simular size min 12 month</u>	2	3	1 point for a year, 2 points for 2-5 years, 3 points for above 5 years
<u>References</u>	3	3	
<u>Ability to complete cleaning requirements as listed in RFP</u>	5	5	
<u>Current status as support vendor with CJIS or ability to obtain suport vendor status</u>	4	5	CJIS = Criminal Justice Information Services. Vendor can include signed statement that they/their employees meet qualifications required to complete the Support Vendor Management Program with CJIS
<u>Maintained permanent place of business</u>	2	3	Additional consideration for local bussinesses (maintained place of business for at least months prior to bid, at least 50% of employees are Delta County residents, at least 50% of fleet used for project are registered within Delta
<u>Pricing</u> Annual \$19,200 Monthly \$1,600	18	22	
<u>TOTAL</u>			

March 3, 2025

The Town of Paoinia
PROPOSAL EVALUATION

446

Colorado Complete

Project Name: Town Hall Cleaning Service
Contractor:

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Adequate Manpower/equipment</u>	2	3	
<u>Service of a simular size min 12 month</u>	1	3	1 point for a year, 2 points for 2-5 years, 3 points for above 5 years
<u>References</u>	3	3	
<u>Ability to complete cleaning requirements as listed in RFP</u>	4	5	
<u>Current status as support vendor with CJIS or ability to obtain suport vendor status</u>	4	5	CJIS = Criminal Justice Information Services. Vendor can include signed statement that they/their employees meet qualifications required to complete the Support Vendor Management Program with CJIS
<u>Maintained permanent place of business</u>	2	3	Additional consideration for local bussinesses (maintained place of business for at least months prior to bid, at least 50% of employees are Delta County residents, at least 50% of fleet used for project are registered within Delta
	16	22	
<u>TOTAL</u>			



RE: Colorado Complete Clean Reference Request

Hello there,

They do work for us at [REDACTED] Great team and great work ethic. We are an apartment community located [REDACTED] They complete full cleaning weekly of all our common amenity spaces and clean units that have moved out, in preparation of a new move in. They also clean our windows inside and out on a quarterly basis. We are very happy with Colorado Complete Clean.

I was completely new to the [REDACTED] market, and Landon happened to drop by our community shortly after opening in early 2024. I had been looking for a new cleaner from other managers in area, and no one seemed to have what we were looking for. Landon's energy, follow up and how he supervises his team has been wonderful to deal with. He understands the partnership and value of services they provide.

Highly recommend!



[REDACTED]
Property Manager [REDACTED]
[REDACTED]
[REDACTED]

Reference for Colorado Complete Clean (CCC)

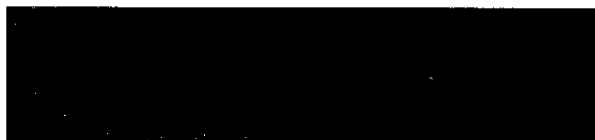
3/21/2025

Via phone

- Contract around 2 year mark
- Satisfied with service
- Location is a facilities school
- CCC able to meet unique requirements and very accommodating to needs
- CCC are willing to accommodate scheduling needs, even last-minute adjustments
- CCC are reliable and always show up
- CCC are super responsive
- CCC are always willing to address any issues raised, CCC regularly request feedback and are quick to remedy any areas needing to be addressed and it has never been an issue after that.
- No complaints
- Highest recommendation



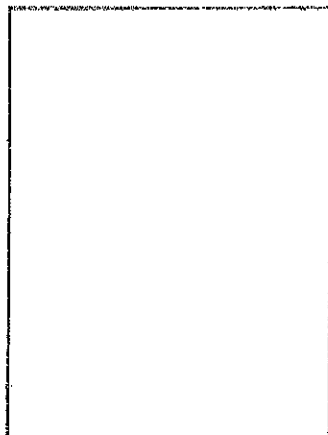
Re: Colorado Complete Clean Reference Request



Hi Kaja,

Thank you for your email. Yes, Colorado Complete Clean is great. I would recommend them; we are not using them anymore due to our budget constraints.

Thank you,



| Area Manager



TOWN OF PAONIA, COLORADO

REQUEST FOR PROPOSALS
TOWN HALL CLEANING SERVICE

RFP 2025-01

ISSUED: February 12, 2025

PRE-PROPOSAL CONFERENCE: February 26, 2025, at 10AM

PROPOSAL DUE DATE: March 6, 2025, at Noon

REQUEST FOR PROPOSAL – TOWN HALL CLEANING SERVICES

The Town of Paonia is currently seeking the contracted services of a janitorial services provider to provide cleaning services for its Town Hall. It is intended that the successful candidate will perform the services listed in this proposal. THIS REQUEST FOR PROPOSAL (RFP) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for proposal allows the Town of Paonia, Colorado (the Town) to select a service provider that best meets the needs of the Town, taking into consideration proper qualifications, price, products, and service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget.

This RFP has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFP or addenda pertaining to this RFP will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

COMMUNITY BACKGROUND

The Town of Paonia, Delta County, Colorado, is a Title 31 statutory Town, and was incorporated in 1902. The Town has a population of approximately 1,447 residents (2020 Census) and consists of approximately 800 households. The Town is situated on the North Fork of the Gunnison River, and services approximately 632 households (approximately 1,482 people) outside of the Town limits with drinking water.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, public buildings, and sidewalks), and Recreational programs (parks and recreation activities).

The Town Hall was originally built in 1983 in the middle of the commercial district of downtown Paonia. The building is made up of the administrative offices for the Town including: the Town Administrator's Office, the Finance Department, the Clerk's Office, the Police Department and the administrative offices for the Town's Public Works office. There are two public restrooms, a private restroom in the Police Department, a commercial kitchen, a breakroom, office spaces, and a community room within the 6,100 square foot footprint of the building.

RFP 2025-01 Town Hall Cleaning Services is considered active, and **proposals will be accepted** starting **February 12, 2025**.

An optional Pre-proposal conference is scheduled for **Wednesday, February 26, 2025**, at 10AM at the Town Hall Community Room, 214 Grand Ave. Paonia, CO 81428; and live streamed on Zoom at: <https://us02web.zoom.us/j/81197865572>. Meeting ID: 811 9786 5572.

Submissions are Due on March 6, 2025 at Noon, only digital submissions will be accepted to: KajaB@TownofPaonia.com and 'cc'd to: Paonia@TownofPaonia.com.

SCOPE OF SERVICES

The general areas to be serviced at least once a week include the following: entrance areas, restrooms, community room, town hall office, and police department offices.

The following are expected to be completed once per week:

- Empty all trashcans and replace can liners
- Dust and disinfect (where appropriate) furniture, countertops, pictures, doorknobs and telephones
- Vacuum carpeted areas
- Sweep and mop tiled areas
- Clean and sanitize all appropriate surfaces in restrooms, faucets, sinks, counters, dispensers, mirrors, etc.
- Clean and sanitize toilets and urinals
- Stock all paper towel, toilet paper, and soap dispensers
- Clean and remove fingerprints from glass door lights and high touch windows
- Secure all doors and lights and arm alarm systems at the completion of each cleaning

A second, mid-week lighter cleaning of the same above listed general areas to include the following:

- Empty all trashcans and replace liners
- Clean and sanitize all appropriate surfaces in restrooms, faucets, sinks, counters, dispensers, mirrors, etc.
- Clean toilets and urinals
- Stock all paper towel, toilet paper, and soap dispensers
- Any messes that need immediate attention (large spills, sticky surfaces, etc.)
- Secure all doors and shut off all lights

Bi-annual Cleaning to include:

- Carpet Cleaning of all carpeted areas with commercial carpet cleaner
- Window washing of all windows and doors both interior and exterior
- Secure all doors and lights and arm alarms at the completion of each cleaning
- (Exception) Wax and sealing of tile floors to be completed annually

Supplies:

The service provider is expected to provide all cleaning equipment, cleaning supplies including floor cleaning products, polishes, sanitizer, carpet cleaner, etc. The Town will supply trash can liners, paper towels, toilet paper, liquid soap and foaming hand sanitizer for dispensers.

PROPOSAL REQUIREMENTS

The following should be completed as a required cover sheet for the proposal:

- Name of Project Director/Contract Manager/Principal Contact, including direct phone number(s) and email address(es).
- Names of professional staff assigned to the Project.
- Date of Proposal.
- Signature of person having the proper authority to make formal commitments on behalf of the proposal company.

The following items should be addressed as part of the proposal:

- The company/individual(s) must be insured, and the selected proposal will also be required to list the Town of Paonia as an additional insured. Does the proposal include a statement satisfying this requirement?
- The company/individual(s) must be bonded against theft and negligence. Does the proposal include a statement satisfying this requirement?
- Due to the sensitive and secure nature of the Police Department's offices, individual employees working for the company at the Town Hall must be able to pass a background check and be free of felony convictions. Does the proposal include a statement satisfying this requirement?
- To have unescorted access to secure areas, the selected proposal's company must also successfully complete the *Support Vendor* Management Program through the Criminal Justice Information Services (CJIS) program as administered by the Colorado Bureau of Investigation. More information on this requirement can be found: <https://cbi.colorado.gov/sections/cjis-security/cjis-vendor-management-program/cjis-support-vendors>. Does the proposal include a statement satisfying this requirement?
 - The Vendor Management program for Support Vendors will require background checks and fingerprinting to be completed. While individual(s) with criminal histories may be considered approved for cleaning general and common areas, they may not be cleared for cleaning secure areas.

The following qualifications and experience will be evaluated as a part of the proposal, please also provide a statement to each point:

- Maintain a permanent place of business.
- Have adequate manpower and equipment to perform the services listed in the scope of services.
- Have satisfactorily furnished services of a familiar size and scope for a period of at least (12) months.
- For security purposes, the services provider shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to Town Hall.
- Provide a proposed breakdown of fees for each cleaning, including once a week to deep clean, once a week for light cleaning, twice a year for interior and exterior window cleaning and carpet cleaning, and once a year for waxing, polishing and sealing tile floors.
- Provide three (3) references and their contact information.

The selected proposal's company will be required to provide the following documentation:

- 1.) Current W-9
- 2.) Certificate of Insurance listing the Town of Paonia as an additional insured.
- 3.) Proof of Bond against theft and negligence.
- 4.) Proof of acceptance into the CJIS Support Vendor program.

GENERAL TERMS AND CONDITIONS

- 1.) The Town reserves the right to undertake its own investigation to evaluate proposals. The Town shall have the sole discretion to accept or reject a proposal.
- 2.) All proposals become the property of the Town upon receipt and will not be returned to the candidate. Selection or rejection of the proposal will not affect this right.
- 3.) The Town operates under public disclosure laws, as part of normal procedures.
- 4.) Proprietary information must be identified and will be protected as far as possible.
- 5.) Cost of developing the proposal, attendance at the pre-proposal conference, or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
- 6.) Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFP or to follow the proposal format requested in the RFP may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.
- 7.) The successful candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
- 8.) The final selection will be based on the written proposal, oral and written responses of client references and on the interview with the candidate.

The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Proposals (RFP). No oral interpretations will be made by the Town to any firm as to the requirements of this RFP.

Emailed PDF proposals titled in the subject as, "PROPOSALS FOR HALL CLEANING," will be accepted on or before 12:00 PM (MT) WEDNESDAY, MARCH 6, 2025 (Deadline), at the email addresses below. Proposals tendered after the deadline will be rejected.

Kaja Bowman
Deputy Treasurer
KajaB@TownofPaonia.com

AND

'cc'd to:
Paonia@TownofPaonia.com

Mailed proposals and hand delivered proposals will not be accepted.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this RFQ shall be submitted by email to Kaja Bowman, Deputy Treasurer, at e-mail address: KajaB@TownofPaonia.com; and 'cc'd to: Paonia@TownofPaonia.com.

The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions.

Submission of proposals indicates acceptance by the firm of the conditions contained in this RFP.

It is anticipated that the selection of a firm will be completed at a Regular Meeting of the Board of Trustees on March 25, 2025.

All materials submitted in connection with the proposal document become the property of the Town. All information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

1. Proposal Calendar

Publication of RFP	February 12, 2025
Pre-Proposal Conference (Optional)	February 26, 2025
Due date for proposals	March 6, 2025
Consideration of at Regular Town Board Meeting	March 25, 2025
Anticipated 1 st Date of Cleaning	April 15, 2025

The accuracy of the proposal is the sole responsibility of the Consultant. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all proposals and to waive any informalities or irregularities in said proposals. The Request for Proposal does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFP of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Consultant, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or reduction of funding.

Addendum to Town of Paonia RFP 2025-01, Town Hall Cleaning Service

Addendum includes the following:

- Extension of due date for proposals. New due date is March 14th, 4:30pm
- Answers to questions posed at the Feb 26th, 2025 pre-proposal conference
- Proposal scoring sheet
- Town Hall diagram (overview, not all inclusive and not to scale)
- Pictures of Town Hall (not all inclusive of areas to be cleaned but designed to give a few samples of areas)
- 2024 invoices for prior cleaning services (scope of work and schedule not included)

Question 1. Would a felony from 5 years ago disqualify a bid?

Answer 1. Please refer to page 4 of RFP 2025-01 for CJIS (Criminal Justice Information Services) website where more information can be obtained on requirements for CJIS's Support Vendor Management Program and for general Town Hall cleaning background requirements.

Question 2. What is the duration of the contract?

Answer 2. An initial contract is offered beginning May 2025 and ending May 2028 with an option to renew for an additional two years.

Question 3. Are there preferred days/time for cleanings to take place?

Answer 3. All cleanings are preferred to take place outside of business hours. Town Hall business hours are Mon-Fri 8 to 4:30 however the community room host meetings and events outside of this schedule so the Town Calendar would need to be consulted as well. Once a week cleaning is preferred on either Saturday or Sunday. The lighter mid-week cleaning is preferred to take place on Wednesday. Bi-annual carpet and window cleanings are preferred to take place sometime in Spring and Fall. Once a year waxing and sealing of tile is preferred in the Fall.

Question 4. Is this the first time this project has gone out to bid?

Answer 4. This is the first time this numbered RFP has been posted

Question 5. Is there a do not exceed budget?

Answer 5. There isn't a do-not-exceed budget. The Town is looking for competitive bids and the most successful responses will be well-priced to include all required services at the lowest possible price.

Question 6. Is there a current contractor cleaning?

Answer 6. Current cleaning services are provided in house by employee

Question 7. Are there any current issues you would like a new contractor to address or issues you would like them to avoid?

Answer 7. Please refer to RFP for scope of work

Question 8. How many bathrooms are located in the building?

Answer 8. Please see page 2 of RFP 2025-01. There are 3 bathrooms. One employee only bathroom is located in the PD area of building. Public men's (one stall and one urinal) and women's (2 stalls) bathrooms are located off the hall area.

Question 9. Is there a kitchen located in building?

Answer 9. Please see page 2 of RFP 2025-01. There is a commercial kitchen located off the community room area and occasionally used as part of room rental. There is also a kitchenet for employees.

Town of Paonia RFP 2025-01, Town Hall Cleaning Service, Request for Clarifying
Information

3/18/2025

The Town of Paonia has received several proposals in response to RFP 2025-01, Town Hall Cleaning Services. Some or all of the received proposals are missing required information. In an effort to fairly assess all vendors and to meet the requirements listed in RFP 2025-01 for the Town's needs the Town is sending a request for clarifying information to all vendors who submitted proposals before the deadline of March 14th, 2025. Please review your submitted proposal and include any additional clarifying information for the areas listed below. The same list of requests has been sent to all vendors who submitted proposals before the deadline of March 14th, 2025.

Please provide any clarifying information before 12:00 AM Thursday, March 20th, 2025

If no additional information is received before the deadline submitted proposals will be scored based only on their original content.

- 1) Provide three (3) references and their contact information.
- 2) Provide proof of, or signed statement of, insurance coverage and statement of Town of Paonia to be listed as additional insured.
- 3) Provide proof of, or signed statement of, bond coverage
- 4) Provide proof of, or signed statement of, ability to meet requirements for acceptance to the Criminal Justice Information Services (CJIS) Support Vendor Management Program. Please see RFP for requirement information.
- 5) Provide a breakdown of purposed cost by month and the yearly total contract cost.
- 6) Provide statement of ability to clean kitchen area listed in RFP as part of the scope of work.
- 7) Provide cover letter with requirements listed on page 4 of original RFP.

U.S. Department of Transportation

Rural and Tribal Assistance Pilot Program

Notice of Funding Opportunity

Amendment #1 Date: March 13, 2025

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DEPARTMENT OF TRANSPORTATION

Office of the Secretary of Transportation

Before You Begin

Navigating the Notice of Funding Opportunity

The organization of this notice is based on an outline set forth in [Appendix I to Title 2 of the Code of Federal Regulations \(CFR\), Part 200](#), to ensure consistency across Federal financial assistance programs. Each section of this notice contains information and instructions relevant to the application process for the RTA Program. All applicants should read this notice in its entirety so that they have the information they need to submit eligible applications.

Amendment #1: Summary of Changes to Initial Notice of Funding Opportunity

Purpose of the amendment is to:

- Remove references to rescinded Executive Orders
- Align the NOFO with new Executive Orders

I. Basic Information

A. Key Facts

Issuing Agency	Build America Bureau, Office of the Secretary of Transportation, U.S. Department of Transportation	KEY DATES Revised Notice of Funding Opportunity Issue Date: March 13, 2025 Application Portal Opens: 2:00 p.m. ET on March 18, 2025 Letters of Support from Multi-Community Applicants Due: 14 Days After Submitting Application Application Portal Closes: 4:59 p.m. ET on April 17, 2025 Anticipated Selection Notification Date: June 5, 2025
Funding Opportunity Title	Rural and Tribal Assistance (RTA) Pilot Program	
Announcement Type	Amendment #1	
Funding Opportunity Number	DOT-OST-2024-103	
Assistance Listing Number	20.943	
Objective	The RTA Program aims to help applicants develop transportation infrastructure projects in rural and tribal communities that will be reasonably expected to be eligible for federal funding and financing programs for additional development phase activities or construction.	
Program Overview	The RTA Program provides funding for planning and design phase activities for rural and tribal infrastructure projects. This program will award grants for either the hiring of staff or the procurement of expert firms to provide financial, technical, and legal assistance with project-related planning and design phase activities. The program is administered by the Build America Bureau (the Bureau). Grants are awarded on a first-come, first-served basis to eligible applicants with an eligible project who meet the merit criteria described in Section VI. B.	
Eligible Applicants	Eligible applicants include rural local governments or political subdivisions, states, Federally recognized tribes, and the Department of Hawaiian Home Lands. For additional information, see Section II. A.	
Eligible Project Types	Transportation projects that are in early project development. See Section II. C for more details.	
Eligible Activities	Financial services, technical services, and legal services. See table in Section II. D for example activities.	
Funding	\$27 million is available for awards. See Section I. B directly below this table for additional information.	
Cost share	There is no required cost share or match for this program.	
How to apply	Applications must be submitted via the online application form that will be accessible on the RTA Program's webpage: www.transportation.gov/buildamerica/RuralandTribalGrants . See Section IV for information on the application process.	
Application Portal Open	2:00 pm ET on March 18, 2025	

B. Funding Details

This NOFO makes available, on a first-come, first-served basis, a total of \$27 million of funding for the second round of the Rural and Tribal Assistance Pilot Program (RTA Program), which is composed of \$2 million appropriated in Section 21205 of the Infrastructure Investment and Jobs Act (IIJA) Public Law 117-58, and \$25 million appropriated in Public Law 118-42.

This NOFO will award funding for the following two types of grants:

Grant Type #1: Single Project

Single Project Grants will fund the planning and design phase activities of a single project.

Approximate total available funding: \$10 million

Approximate number of awards: 13 to 50

Minimum and maximum dollar amount of individual awards: \$200,000 up to \$750,000

Award period (Period of Performance): up to 36 months

Grant Type #2: Multi-Community

Multi-Community Grants will fund the planning and design phase activities of projects within 3 separate communities, at a minimum, submitted under a single application.

Approximate total available funding: \$17 million

Approximate number of awards: 7 to 34

Minimum and maximum dollar amount of individual awards: \$500,000 up to \$2,250,000

Award period (Period of Performance): up to 36 months

\$10 million of the total funding available is set aside for eligible tribal applicants for either type of RTA Program grant. See [Section III. E](#) for additional information on this funding set-aside.

The Department may decrease an RTA Program award amount from the application amount, if elements of the proposed project are determined to be ineligible program activities.

See [Section I. B](#) for further award information and [Section II.](#) for eligibility information.

C. Availability of Funds

Under this Program, it is anticipated that there will be a round of funding each fiscal year until FY 2026. Each round of funding will be announced in a separate Notice of Funding Opportunity. Information about future funding opportunities will be available on the [RTA Program website](#)¹.

D. Executive Summary

The Rural and Tribal Assistance Pilot Program, administered by the Build America Bureau (the Bureau), was created under Public Law 117-58 to advance transportation infrastructure projects in rural and tribal communities by supporting planning and development-phase activities for projects reasonably expected to be eligible for certain U.S. Department of Transportation (DOT or the Department) credit and grant programs. However, there is no requirement for grantees to apply for other DOT funding programs in the future.

¹ <https://www.transportation.gov/buildamerica/RuralandTribalGrants>

RTA Program funding is for planning and design phase activities of transportation infrastructure projects that meet the Program's eligibility requirements discussed in [Section II](#). Two grant types are offered under this NOFO: Single Project grants and Multi-Community grants. More information on the grant types can be found in [Section I. B](#).

Grant recipients may hire staff or procure the services of expert firms to develop their projects. [Section II. D](#) lists example activities that would be eligible under this Program. **Grants are awarded on a first-come, first-served basis to eligible applications.** [Section IV](#) discusses the application. The review process and criteria used to select applications for award is discussed in [Section VI](#). [Section V](#) includes the Program's submission requirements for applying, including when the application window opens and required letters of support for Multi-Community applications.

E. Agency Contact Information

Build America Bureau
U.S. Department of Transportation
1200 New Jersey Avenue SE
W84-322
Washington, DC 20590

For further information concerning this specific NOFO, please contact RTA Program staff via email at RuralandTribalTA@dot.gov or call Susan Wilson at 202-366-0765. A TDD is available for individuals who are deaf or hard of hearing at 202-366-3993.

Ongoing updates, webinar notices, and FAQs can be found on the [RTA Program webpage](#). To ensure applicants receive accurate information about eligibility or the RTA Program in general, applicants with questions are encouraged to contact RTA Program staff directly, rather than through intermediaries or third parties.

II. Eligibility

To be considered for an RTA Program award, an applicant must be considered an eligible entity with an eligible project. [Section II. A](#) defines the RTA Program's eligible applicant types, and [Section II. C](#) describes the requirements for eligible projects.

A. Eligible Applicants

Applicants for the Program must be one of the following:

1. **a unit of local government or political subdivision** that is located outside of an urbanized area² that has a population of more than 150,000 residents, as determined by the Bureau of the Census. Examples of local governments and political subdivisions include the following:
 - County;
 - Borough;
 - Municipality;
 - City;

² Urbanized area listing should be drawn from the 2020 Census results. For 2020 Census results, visit: <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>

- Town;
 - Township;
 - Parish (under the state of Louisiana);
 - Local public authority, including any public housing agency under the United States Housing Act of 1937;
 - Special district;
 - School district;
 - Council of governments, whether or not incorporated as a nonprofit corporation under State law; or
 - Any other agency or instrumentality of a multi-, regional, or intra-State or local government.
2. **a state, territory, or possession of the United States** seeking to advance a project in a location outside of an urbanized area that has a population of more than 150,000 residents as determined by the Bureau of the Census;
3. **a federally recognized Indian Tribe**; or
4. **the Department of Hawaiian Home Lands.**

B. Cost Share or Non-Federal Match

There is no requirement for cost sharing or providing a local, non-federal match to the grant funds in this Program.

C. Eligible Projects

Per the RTA Program’s requirements, projects that receive a grant award under this Program must be reasonably expected to be eligible for any one or more of the DOT’s lending or grant programs listed below. This requirement is used to define the eligible project types for RTA Program funding; it does not commit the applicant to apply to any of these programs. The applicable programs are listed below. More information on these programs, including brief program descriptions and examples of eligible projects for each, are included in [Appendix A](#).

- TIFIA Credit Program: www.transportation.gov/buildamerica/financing/tifia
- RRIF Credit Program: www.transportation.gov/buildamerica/financing/rrif
- INFRA Grant Program: www.transportation.gov/grants/infra-grants-program
- Mega Grant Program: www.transportation.gov/grants/mega-grant-program
- BUILD Grant Program: www.transportation.gov/BUILDgrants
- National Culvert Removal, Replacement, and Restoration Grant Program: www.fhwa.dot.gov/engineering/hydraulics/culverthyd/aquatic/culvertaop.cfm

D. Example Activities

The following is a list of example activities that would be eligible to be funded through the RTA Program. This list is intended to serve as an example, and is not all-inclusive:

Financial services	Technical services	Legal services
Revenue forecasting	Project planning	Statutory and regulatory framework analysis

Economic assessments and cost-benefit analyses	Feasibility studies	Drafting and negotiation of concession agreements
Value for money analysis and procurement options	Environmental review and permitting	Drafting and negotiation of interagency agreements
Evaluating opportunities for private financing and project bundling	Preliminary engineering and design	Procurement support
Financial feasibility analysis; funding and financing options analysis	Funding application assistance	
Evaluation of costs to sustain the project (such as operations and maintenance costs)	Public engagement	
	Property development and land use feasibility analysis	
	Public Benefit Studies	
	Cost estimation	

E. Definition of Rural Areas

The definition of “rural” varies among DOT programs. The following information explains the “rural” location requirement for local governments, political subdivisions, or states wishing to apply to the RTA Program with a project in a rural area. For this Program, “rural” is defined as the following:

Rural- A project is determined to be rural if it is located outside an urbanized area that has a population of more than 150,000 residents as determined by the Bureau of the Census.

The location of the project itself determines an applicant’s eligibility for the RTA Program when applying as a rural applicant.

Interested applicants can use one of the following mapping tools to verify that the project’s location is in an area that meets the “rural” definition stated above:

- **Rural Funding Eligibility Tool**³- Instructions on how to use this map to check for rural eligibility for the RTA Program can be found here:
<https://www.transportation.gov/sites/buildamerica.dot.gov/files/2023-06/Step%20by%20Step%20eligibility%20instructions.pdf>.
- **U.S. Census mapping tool TIGERweb**⁴- Instructions on how to use this map and check the urban area population, if applicable, can be found here:
<https://www.transportation.gov/sites/buildamerica.dot.gov/files/2023-07/TigerWeb%20Step%20by%20step.pdf>.

³ <https://www.transportation.gov/rural/eligibility>

⁴ https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html

III. Program Description

A. Background

The U.S. Department of Transportation’s Build America Bureau administers the Rural and Tribal Assistance Pilot Program. The Bureau is responsible for driving transportation infrastructure development projects in the United States through innovative financing programs and project delivery methods. Its mission is to provide access to the Bureau’s credit programs in a streamlined, expedient, and transparent manner. The Bureau is also responsible for engaging stakeholders on behalf of the Secretary and promoting greater visibility and access to DOT policies, programs, and resources through the administration of technical assistance programs. In accomplishing its mission, the Bureau also provides technical assistance and encourages innovative best practices in project planning, financing, delivery, and monitoring. The Bureau draws upon the full resources of DOT to best utilize the expertise of DOT’s Operating Administrations (OAs) including: 1) Federal Highway Administration; 2) Federal Transit Administration; 3) Federal Railroad Administration; 4) Federal Aviation Administration; and 5) Maritime Administration while promoting a culture of innovation and customer service.

Section 21205 of Public Law 117-58, Division B of IIJA, “Rural and Tribal Infrastructure Advancement”, created the Rural and Tribal Assistance Pilot Program (RTA Program) to provide grants to fund financial, technical, and legal assistance to rural and tribal communities and states for transportation infrastructure projects located in rural areas. IIJA funding for the Program was authorized for fiscal years 2022-2026.

The Department intends to issue grants to enable recipients to: 1) acquire the services of independent financial, technical, and legal advisors,⁵ or 2) hire staff, to provide development-phase assistance for their project. A table providing examples of services for which recipients can hire staff or procure expert firms using awards under the RTA Program is shown in [Section II. D.](#)

B. Program Goals and Objectives

The grants are intended to build organizational capacity in communities that may not have the resources available to evaluate and develop transportation infrastructure projects. The RTA Program aims to help applicants advance projects that will qualify for federal funding and financing programs for additional development activities or construction. The RTA Program has expected performance goals for projects receiving Program funding. These goals can be found in [Section IV. C.](#)

C. Changes from the FY 2022-2023 NOFO

This FY 2024 RTA NOFO makes changes from the FY 2022/2023 NOFO to:

- Simplify the NOFO with the use of plain language, a more detailed table of contents, and the use of tables to organize information.
- Define “eligible applicant” for the RTA Program, to include examples of local governments and political subdivision types.
- Provide links to mapping tools to determine if the project location is deemed “rural,” as defined by the RTA Program.

⁵ The procurement of, and contract for, advisors procured to provide services funded by this award must meet the requirements set forth in 2 CFR § 200.317-327 and 2 CFR § 200.459, including 2 CFR Part 200 Appendix II.

- Clarify requested information to be used to determine merit criteria ratings.
- Add a question to the application related to mobility access.
- Allow for the bundling of projects from multiple communities under a single application.

D. Previous RTA Awards

RTA grant recipients awarded funding from the previous FY 2022/2023 NOFO may not apply for funding for the same project under this FY 2024 NOFO.

E. Restrictions on Funding

No more than twenty percent (or \$5.4 million) of total available RTA funds may be awarded for projects in a single state. DOT may offer partial awards to applicants if fully funding their project would exceed the twenty percent state limit.

Any of the funds set aside for tribal applicants that are not allocated within thirty days of the application close date will be allocated proportionally to the two grant types and awarded to any type of qualified applicant under each grant, based on the order in which applications were received.

Any funding not awarded to applications under either type of grant within thirty days of the application close date may be awarded to eligible applications under the other grant type, at DOT's sole discretion.

Recipients of RTA Program grant awards do not receive lump-sum cash disbursements of their awarded amount of grant funding. Instead, RTA funds will reimburse recipients only after a grant agreement has been executed, allowable expenses are incurred, and valid requests for reimbursement are submitted and reviewed by the Bureau.

IV. Application Content and Format

A. Application Overview

All applications must be submitted using the application form that will be made available on the [RTA Program's webpage](#)⁶ beginning at the date and time shown in [Section V. A](#). Email, mail, and fax submissions will not be accepted. The application form cannot be saved in progress and must be completed in a single session. A pdf version of both the Single Project and Multi-Community application form's questions will be made available on the [RTA Program's webpage](#)**Error! Bookmark not defined.** when this funding announcement (NOFO) is published. Unless indicated as optional, applicants must respond to all sections of the application form.

Interested applicants should submit applications to demonstrate:

- They are an eligible applicant under this Program, as described in [Section II. A](#);
- The project(s) for which grant funding is being requested are otherwise eligible for funding or financing through the other DOT programs listed in [Section II. C](#) and further described in [Appendix A](#); and
- The proposed activities sufficiently address the criteria described in [Section VI. B](#).

⁶ <https://www.transportation.gov/buildamerica/RuralandTribalGrants>

B. Application Content

The table below lists the topics included in the application along with a brief description/ instructions for the requested information:

Title	Description/ Instructions
1. Grant Type	Select either Single Project grant or Multi-Community grant.
2. Name & Contact Information	First and last name, Title, Phone, and Email
3. Organization Name, Address, & Website	Organization/Entity Name, Address (no P.O. Box number) City, State, Zip Code, Website
4. Employer/Taxpayer Identification Number (EIN/TIN)	Applicants must have a valid EIN/TIN obtained from Internal Revenue Service
5. Unique Entity Identifier (UEI)	UEI must be valid and current; an incorrect or expired UEI will disqualify the application. See Section V. F. below for more information about obtaining a UEI from SAM.gov.
6. Organization Congressional District Project Congressional District	Look up Congressional districts using the zip code location of the organization and the project at https://www.census.gov/mycd/
7. Federal Debt Delinquency	Indicate whether the applicant is currently delinquent on any Federal debt.
8. Eligible Entity	Information on eligible applicants can be found in Section II. A. Select applicant type from the following: • Local government or political subdivision • State • Federally recognized Indian Tribe • Department of Hawaiian Home Lands
9. Qualifying Funding or Financing Program	State which funding or financing program listed in Section II. C you expect your project to qualify for.
10. Project Title	Provide a brief, descriptive title of the project; e.g., "Widening of X Street from Avenue 1 to Avenue 7 in Y Community in Z State."
11. Project Location	Location must be described as either a street address complete with city and state, or latitude/longitude coordinates. As an example, coordinates can be obtained by right-clicking on the project location in Google Maps or other software.
12. Overall Project Description & Total Project Cost	Describe the overall project, including: • project type, • features to be constructed, • project limits/length, • project need, and • a project schedule
13. Project Advancement	Refer to Section VI. B.

14. Demonstrated Experience and Confidence in Estimated Costs	Refer to Section VI. B.
15. Mobility Access	Refer to Section VI. B.
16. Partnerships (for Multi-Community Applicants Only)	Refer to Section VI. B.
17. Performance Goals and Metrics	Identify, at minimum, 2 metrics for each performance goal listed in Section IV. C.
18. Application Certification	Check box certifying application statements are true, complete, and accurate.

C. Expected Performance Goals

The performance goals each awarded project is expected to achieve are listed below. Applicants will identify in the application a minimum of two metrics for each of the following goals:

- Goal 1: Provide benefits to the community through transportation projects.
- Goal 2: Increase grant recipient's capacity, knowledge, and skills to execute transportation projects.
- Goal 3: Engage, educate, and listen to the community throughout the project planning process.
- Goal 4: Advance the transformational project(s) closer to delivery.

V. Submission Requirements

A. Submission Dates and Timelines

The application window will open at **2:00 p.m. ET on March 18, 2025**. Applicants are encouraged to submit applications as early as possible once the application period opens as applications will be reviewed in the order in which they are received. Each application is timestamped with the time of submission. **Applications will be reviewed on a rolling (first-come, first-served) basis until available funding is expended or this notice is superseded by another notice.** The application open period will conclude at **4:59 p.m. ET on April 17, 2025**; however, funding may be fully committed before this date.

B. Letters of Support

Applicants for Multi-Community grants must submit letters of support from partner communities to RuralandTribalTA@dot.gov within 14 calendar days of submitting their application. Letters must be sent via email from the lead applicant as a .pdf or Word document attachment. Letters must:

- Reference that the letter is in support of an application for RTA Program grant funds;
- Identify the project name;
- Identify the lead applicant; and
- Be signed by an employee or elected official of the partner community.

No other letters of support – for both Single Project and Multi-Community grants – will be accepted or considered in determining grant awards.

C. Application Limit

A separate application is required for each project submitted for Single Project grant funding

consideration and for each bundle of projects submitted for Multi-Community grant funding consideration. The maximum number of applications that can be submitted for either Single Project or Multi-Community grants is two. The total maximum number of RTA Program grant awards an applicant can receive is two.

D. Other Submission Requirements

Applicants should reference the pdf version of the web-based application questions along with the information contained in this NOFO. Some questions have word limits, and this information is included in the pdf version of the application on the [RTA Program webpage](#).

Applicants should not place “N/A” in lieu of typing in responses in the field sections – except on questions where “N/A” is stated as an acceptable response. If information is copied into the web-based application form from another source, applicants should verify that the pasted text is fully captured and has not been truncated by the character limits built into the form. Contact information for assistance with application submission and clarification on application questions can be found on the [RTA Program webpage](#).

E. Address to Request Application Package

Grant application materials, including a pdf version of the web-based application questions, can be accessed at <https://www.transportation.gov/buildamerica/RuralandTribalGrants>. This is the same location where interested applicants will apply once the application portal opens. Potential applicants may also request to receive email copies of materials for review by emailing RuralandTribalTA@dot.gov or by calling Susan Wilson at 202-366-0765.

F. Unique Entity Identifier (UEI) and System for Award Management (SAM)

Each applicant must have completed the registration process on SAM.gov and obtained a valid UEI prior to submitting their application. To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, click on the Entity Registration Checklist for the information that will be needed to register.

Each applicant must:

- (1) Be registered in SAM.gov before submitting an application;
- (2) Provide a valid and current (unexpired) Unique Entity Identifier in the application; and
- (3) Continue to maintain an active registration in SAM.gov with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal agency.

The Department may not make a grant to an applicant until the applicant has complied with all applicable UEI and SAM requirements. If an applicant has not fully complied with the requirements by the time the Department is ready to make a grant, the Department may determine that the applicant is not qualified to receive a grant and use that determination as a basis for making a grant to another applicant.

To prepare for proposal submission, applicants should begin the process of registering with [SAM.gov](#) to obtain a valid UEI if they do not have one already. All registrations are free of charge. Note that

SAM.gov’s registration process can take multiple weeks to complete. All applicants previously registered should make sure their registration is active and up to date.

G. Intergovernmental Review

This funding opportunity is not subject to [Executive Order 12372](#), “Intergovernmental Review of Federal Programs”.

VI. Application Review Information

The application review and selection process are outlined below. After the application window opens, grants will be made on a first-come, first-served basis. Application reviews, to include eligibility review, will conclude once the full \$27 million has been awarded.

A. Responsiveness Review

Applications will be reviewed, in the order received, for completeness and RTA Program eligibility – an eligible applicant with an eligible project – before being reviewed against the merit criteria described in [Section VI. B](#). This review will conclude once all RTA Program funds have been committed, which may mean not all applications will be reviewed for eligibility or against the merit criteria.

B. Criteria

Applications deemed complete and eligible will be evaluated based on the criteria listed below. Applications that are rated “Meets” in all applicable criteria will be recommended to the Under Secretary of Transportation for Policy for funding in the order they are received.

1. Criterion #1: Project advancement

Application Question: (1) Describe in detail the activities to be completed with this Program funding, stating how these activities will materially advance the overall project and address an identified transportation challenge. Include the estimated cost of the activities and the amount of RTA Program funding requested. (2) Provide evidence of project readiness, including any project-related development activities that have already been completed. Examples include: data or information that has been collected or activities conducted that are necessary for completing the activities funded through this Program.

Question Review: The Application Review Team will assess whether and to what extent the proposed activities will materially advance the overall project identified in the application. The Application Review Team will consider:

- the current state of the project’s development and project readiness,
- whether the proposed activities are appropriate for the current state of the project’s development,
- the likelihood that the activities will materially advance the project, and
- the transportation challenges the project is intended to address and how the project will address those challenges.

The goal of this assessment is to ensure that the proposed activities are appropriate for the project’s current state of development, will have a material impact on the project’s overall

development, and will address an identified transportation-related community need. The rating categories are outlined in the table below.

Rating	Project advancement Criterion	Example
Does Not Meet	Proposed activities are either not helpful in advancing the project(s) or not appropriate for the project in its current state of development.	The proposed activities are not necessary or appropriate for the project's ultimate funding and/or financing, and delivery; Key activities to advance the project have not been completed and are not included in the description of proposed activities; or The proposed activities description does not provide information on the overall project's need or specific challenges it will address.
Meets	Likely to advance the project(s)	It is reasonably likely that the proposed activities will demonstrably advance the project; It is probable that the necessary information or data needed for the proposed activities will be available by the project's start; and A transportation need has been identified, and it is likely the overall project will deliver a solution.

2. Criterion #2: Demonstrated experience and confidence in estimated costs

Application Question: (1) State if you intend to either procure advisory services or hire staff to complete the proposed activities and discuss your procurement or hiring experience and process. (2) State the overall project budget and a breakdown by activity, with each funding source shown in dollars and percentages. If applicable, identify other Federal funds your organization is applying for, has been awarded, or intends to use. Group funding sources into three categories: (a) non-Federal, (b) current application (RTA Program), and (c) other Federal funding. (3) Confirm if a bid, quote, or estimate has been obtained for the proposed activities.

Question Review: The Application Review Team will assess whether the applicant has an established process to advance their project and to what extent the funding package (made up of funding requested through this Program and other funding sources, if any, including local funding commitment) is likely to result in fully funding and completing the specified activities, while also providing the deliverable(s) necessary to materially advance the project(s). The Team will consider:

- for applicants seeking to procure advisory services: whether the applicant has obtained bids or quotes for the requested services, and the applicant's experience procuring advisory services in the past,
- for applicants seeking to hire staff for the proposed activities: their organization's hiring process (i.e., do they have a defined job description for completing these activities, process for recruitment), and
- the source and amount of funding the applicant intends to commit (if any) as a contribution to the overall cost of the activities being proposed. (The addition of local funding will not influence the rating of this criterion).

The goal of this assessment is to ensure that the funding plan, including the funding requested in the application, and the staffs' experience in procuring advisory services or efficiency in

hiring staff are adequate to complete the activities proposed and to achieve the deliverable(s) necessary to advance the project.

Rating	Experience and cost estimating Criterion	Example
Does Not Meet	It is either unclear or unlikely that the applicant has experience or an established procurement or hiring process, or that the funding package ⁷ is appropriate for completing the identified activities and deliverable(s).	There is little or no evidence that the applicant has (a) either previous procurement experience or an efficient process for hiring staff, (b) the capacity to estimate the cost for the activities identified in the application, or (c) obtained a reasonable estimate or quote for the activities identified; or The funding package will not produce completed activities or deliverable(s) identified in the application.
Meets	It is likely the applicant has experience or an established procurement or hiring process, and that the funding package ⁵ is appropriate for completing the identified activities and deliverable(s).	The applicant has provided sufficient evidence demonstrating their procurement experience or efficient process hiring staff; and The applicant has provided reasonable cost estimates or quotes to conclude the funding requested will likely result in completed activities or deliverable(s) identified in the application.

3. Criterion #3: Mobility access

Application Question: DOT prioritizes projects that help advance mobility access by increasing reliable transportation for people to get to where they need to go to meet the needs of their daily lives regularly, reliably, and safely either through lowering the cost of transportation, increasing access, or increasing safe transportation options. Explain how the proposed activities will advance at least one of the following aspects of mobility access:

- increase safety,
- lower transportation costs, or
- increase the availability of transportation options.

From the list above, identify the area of mobility access the project is advancing and how the proposed activities will accomplish this.

Question Review: The Application Review Team will assess whether the overall project and proposed activities address mobility access within the community. The Team will consider:

- whether the applicant identified an aspect of mobility access that their project will address, and
- whether the proposed activities will help advance mobility access in the community.

The goal of this assessment is to ensure the proposed project and activities will help advance an identified aspect of mobility access within the community.

Rating	Policy alignment Criterion	Example
Does Not Meet	It is either unclear or unlikely that the project will advance	An aspect of mobility access has not been identified; or There is little or no evidence that the project would advance mobility access within the community.

⁷ The funding package is made up of the funding requested through this Program and other funding sources, if any, including local funding commitment.

	mobility access within the community.	
Meets	It is likely that the project will advance mobility access within the community.	The applicant has identified an aspect of mobility access and provided sufficient evidence that the project will advance mobility access within the community.

4. Criterion #4: Partnerships (for Multi-community applicants ONLY)

Application Question: (1) Describe how the lead applicant will coordinate with the partner (co-applicant) communities to deliver the grant activities for the multiple projects. Describe any past collaboration between the applicant and the partner communities, or with other external partners. (2) Confirm the participation and partnership commitments of the partner communities. Email a letter of partnership commitment from each partner community (minimum of 2 partner communities) to RuralandTribalTA@dot.gov within 14 days of submitting the application. Letters must be a Word or pdf attachment on community letterhead.

Question Review: The Application Review Team will assess whether the lead applicant has the experience and process, and the commitment of partners (co-applicants), to ensure all partner communities advance their projects. The Team will consider:

- experience of past partnerships and what role the lead applicant played,
- process outlined of planned project development and budget coordination with partner communities for the grant's duration, and
- evidence of commitment by partner communities via commitment/letters of support submitted.

The goal of this assessment is to ensure the lead applicant has past partnership experience and will establish a partnership process that will likely lead to completed activities and deliverables by all partner communities.

Rating	Partnerships Criterion	Example
Does Not Meet	It is unclear or unlikely the lead applicant has past partnership experience or commitment from partner (co-applicant) communities.	Little to no description of past collaboration with any external partners; or Little to no description of planned coordination among partner communities.
Meets	It is evident the lead applicant has experience with external partners and has the commitment of partner (co-applicant) communities.	Sufficient evidence of past collaboration with external partners; or Sufficient evidence of planned coordination among partner communities.

C. Review and Selection Process

An Application Review Team composed of Department staff will screen applications in the order they are received. This initial review will cover completeness (see [Section VI](#) for more information), eligibility of the applicant (see [Section II. A](#)), and the eligibility of the project(s) being proposed (see [Section II. C](#)).

For those applications deemed complete and eligible, the Application Review Team will review them, in the order received, against the criteria shown in [Section VI. B](#) above. Applications that receive “Meets” for **all scoring criteria** will be recommended for award to the Under Secretary of Transportation for Policy, along with the recommended grant amount. Recommended grant amounts could differ from the requested grant amount due to: 1) the availability of grant funding remaining, or 2) if some elements of the project are determined to be ineligible. Among recommended applications, awards will be made on a first-come, first-served basis (based on the timestamp of the application received by DOT) until available funding is exhausted.

D. Risk Review

Prior to award, each selected applicant will be subject to a risk assessment as required by 2 CFR § 200.206. This risk assessment may consider:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200 as adopted and supplemented by 2 CFR Part 910;
- History of performance;
- Audit reports and findings; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients or subrecipients.

DOT may make use of other publicly available information and the history of an applicant’s performance under DOT or other federal agency awards. Depending on the severity of the findings and whether the findings were resolved, DOT may elect not to fund the applicant.

In addition to this review, DOT must comply with the guidelines on government-wide suspension and debarment in 2 CFR Part 180 and must require recipients or subrecipients to comply with these provisions. These provisions restrict federal awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal programs or activities.

VII. Award Notices

Following the evaluation outlined in [Section VI](#), the Secretary will announce awards by posting a list of selected projects on the [RTA Program website](#)⁸. This posting does not constitute an authorization for the selected award recipients to begin performance. Following the announcement, for each application received, DOT will provide email notification to the point of contact listed in the application stating whether the application was selected for award. Due to the RTA Program’s first-come, first-served process for awarding grant funding, not all applications will be reviewed for eligibility or against the criteria described in [Section VI. B](#). Applicants whose applications were only reviewed for RTA Program eligibility will be notified of their eligibility via a notification email. Applicants whose applications were reviewed against the criteria described in [Section VI. B](#), but were not awarded funding, will be offered a debrief to provide an explanation of, and guidance regarding, the reasons why the application was not approved.

⁸ <https://www.transportation.gov/buildamerica/RuralandTribalGrants>

The Bureau will publish an online report that includes information on applications received, entity type, location of the potential project, a brief description of the assistance requested, the date on which the application was received, and the date on which the applicant was provided the notice of approval or disapproval. Applicants to the Program must agree to publication of this information as a condition of applying.

VIII. Post-Award Requirements and Administration

A. Administration and National Policy Requirements

1. Administrative Requirements

The Bureau and grant recipients will establish a project start date that will be included in the executed grant agreement. Each recipient will have three years from the project start date to complete the work under the RTA Program grant.

All procurements and contracts for grantee-contracted advisors procured for this award must comply with the requirements set forth in 2 CFR § 200.317-327 and 2 CFR § 200.459, including 2 CFR Part 200 Appendix II. Failure to comply with the Part 200 requirements regarding contractors and failure to obtain written approval prior to subcontracting may result in costs being deemed ineligible for reimbursement.

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200, as adopted by DOT at 2 CFR Part 1201. In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of federal law, including, without limitation, the Constitution of the United States statutory, regulatory, and public policy requirements, including without limitation, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination; the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients must ensure that no concession agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If the Bureau determines that a recipient has failed to comply with applicable federal requirements, the Bureau may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

2. National Policy Requirements

Performance under this Program will be governed by and in compliance with the following requirements as applicable to the type of organization of the recipient and any applicable sub-recipients.

Critical Infrastructure Security, Cybersecurity and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against all hazards, including physical and cyber risks, consistent with National Security Memorandum (NSM-22) on Critical Infrastructure Security and Resilience, and the National Security Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for Federal funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving funds.

Civil Rights and Title VI

As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR § 21), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and the applicable Operating Administrations' Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements.

B. Reporting

Accepting an award commits the recipient to participation in reporting and oversight of the project. This section discusses reporting requirements of the RTA Program.

1. Progress Reporting on Grant Activities

Each applicant selected for RTA Program grant funding must submit quarterly progress reports and Federal Financial Reports (SF-425) to monitor project progress. In addition to regular reporting, each grant recipient must submit a grant closeout report as set forth in the grant agreement to ensure accountability and financial transparency in the Program. Monthly progress meetings or calls are expected to be held, during which the Bureau will review project activities, schedule, and progress toward mutually agreed upon performance goals.

As part of each quarterly report, applicants selected for grant funding must address the status of services funded with this grant award, in general, and how the activities performed advance the RTA Program performance goals identified in [Section IV. C](#) and the performance metrics collectively established by Bureau staff and grant recipients.

2. Program Evaluation

As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as:

- an implementation assessment across grant recipients,
- an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or

- a benefit/cost analysis or assessment of return on investment.

DOT may require applicants to collect data elements to aid the evaluation and/or use information available through other reporting. As a part of the evaluation and as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency” (codified at 5 U.S.C. § 311). For grant recipients, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation (2 CFR Part 200). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

3. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of a selected applicant's currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the applicant during that period of time must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. § 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance review required for federal procurement contracts, will be publicly available.

IX. Other Information

A. Protection of Confidential Business Information

All information submitted as part of or in support of any application shall use publicly available data or data that can be made public and methodologies that are accepted by industry practice and standards, to the extent possible.

B. Publication/Sharing of Application Information

As noted previously, and required by statute, the Bureau will publish an online report that includes, for each application received, entity type, location of the potential project, a brief description of the assistance requested, the date on which the application was received, and the date on which the applicant was provided the notice of approval or disapproval. The Bureau may make application information publicly available or share it within DOT or with other federal agencies if DOT determines that sharing is relevant to the respective program's objectives.

APPENDIX A

The RTA Program requires projects be reasonably expected to be eligible for one of more of the following DOT financing or funding programs. More information on this requirement can be found in [Section II. C.](#)

TIFIA Credit Program:

www.transportation.gov/buildamerica/financing/tifia

The Transportation Infrastructure Finance and Innovation Act (TIFIA) Program provides credit assistance to finance up to 49 percent of eligible project costs for qualified projects, including:

- Highway and bridge projects;
- Public transportation projects;
- International bridges and tunnels;
- Intercity passenger bus or rail facilities and vehicles;
- Freight rail projects and intermodal freight transfer facilities;
- Certain projects located within the boundaries of a port terminal;
- Transit-oriented development projects; and
- Airport projects.

Minimum Anticipated Project Costs

- \$10 million for transit-oriented development, local, and rural projects;
- \$15 million for intelligent transportation system projects; and
- \$50 million for all other eligible surface transportation projects.

RRIF Credit Program:

www.transportation.gov/buildamerica/financing/rrif

The Railroad Rehabilitation & Improvement Financing (RRIF) Program provides credit assistance to finance development of railroad infrastructure up to 100 percent of eligible project costs, including:

- Intermodal or railroad equipment or facilities;
- Landside port infrastructure for seaports serviced by rail;
- Refinancing of outstanding debt incurred for the above eligible projects;
- Planning, permitting, and design expenses relating to the above eligible projects; and
- Transit-oriented development projects.

Minimum Anticipated Project Costs

- There is no minimum project cost for the RRIF Program.

INFRA Grant Program:

www.transportation.gov/grants/infra-grants-program

INFRA (known statutorily as the Nationally Significant Freight & Highway Projects Program) awards competitive grants for multimodal freight and highway projects of national or regional significance to improve the safety, efficiency, and reliability of the movement of freight and people in and across rural and urban areas, including:

- Highway freight projects on the National Highway Freight Network (NHFN);
- Highway or bridge projects on the National Highway System;
- Freight intermodal project or freight rail projects;

- Freight projects that are within the boundaries of a public or private freight rail, water (including ports), or intermodal facility and are surface transportation infrastructure projects necessary to facilitate direct intermodal interchange, transfer, or access into or out of the facility;
- Highway-railway grade crossing or grade separation projects;
- Wildlife crossing projects;
- Surface transportation projects within the boundaries or functionally connected to an international border crossing that improves a facility owned by federal/state/local government and increases throughput efficiency; and
- Projects for a marine highway corridor that is functionally connected to the NHFN and is likely to reduce road mobile source emissions.

Minimum Anticipated Project Costs

- Small projects must have a total project cost of at least \$6.25 million.

Mega Grant Program:

www.transportation.gov/grants/mega-grant-program

The Mega Program (known statutorily as the National Infrastructure Project Assistance Program) supports large, complex projects that are difficult to fund by other means and likely to generate national or regional economic, mobility, or safety benefits, including:

- Highway or bridge projects on the National Multimodal Freight Network;
- Highway or bridge projects on the NHFN;
- Highway or bridge projects on the National Highway System;
- Freight intermodal (including public ports) or freight rail projects that provide public benefit;
- Railway highway grade separation or elimination projects;
- Intercity passenger rail projects; and
- Public transportation projects that are eligible for assistance under 49 USC Chapter 53 and are a part of any of the project types described above.

Minimum Anticipated Project Costs

- \$100 million

BUILD Grant Program:

www.transportation.gov/BUILDgrants

The Better Utilizing Investments to Leverage Development, or BUILD, Discretionary Grant Program awards investments in surface transportation infrastructure that will have a significant local or regional impact. Eligible projects include:

- Capital projects including but not limited to:
 - Highway, bridge, or other road projects eligible under title 23, United States Code;
 - Public transportation projects eligible under chapter 53 of title 49, United States Code;
 - Passenger and freight rail transportation projects;
 - Port infrastructure investments (including inland port infrastructure and land ports of entry);
 - Surface transportation components of an airport;
 - Intermodal projects;
 - A project to replace or rehabilitate a culvert or prevent stormwater runoff for the purpose of improving habitat for aquatic species while advancing the goals of the BUILD program;
 - Projects investing in surface transportation facilities that are located on tribal land and for which title or maintenance responsibility is vested in the federal government; and

- Any other surface transportation infrastructure project that the Secretary considers to be necessary to advance the goals of the program.
- Planning projects which include planning, preparation, or design (for example- environmental analysis, feasibility studies, and other pre-construction activities) of eligible surface transportation capital projects.

National Culvert Removal, Replacement, and Restoration Grant Program:

www.fhwa.dot.gov/engineering/hydraulics/culverthyd/aquatic/culvertaop.cfm

This program awards grants for the replacement, removal, and repair of culverts or weirs that meaningfully improve or restore fish passage for anadromous fish. Anadromous fish migrate upstream for breeding. Eligible project types include:

- Replacement, removal, or repair of culverts that would meaningfully improve or restore fish passage for anadromous fish.
- Replacement, removal, or repair of weirs that would meaningfully improve or restore fish passage for anadromous fish. With respect to weirs, the project may include infrastructure to facilitate fish passage around or over the weir; and weir improvements.

Rural and Tribal Assistance Pilot Program

Review copy of Online Application questions for Single Project grants

**All fields must be completed.*

Additional information on eligibility and the application questions can be found in the NOFO.

1. **Grant type***: Confirm you are applying for the following grant type:

☐ Single project

2. **Name and contact information of person for matters involving this application:**

First and last name*:

Title*:

Phone*:

Email*:

3. **Entity name, address, and website:**

Organization/Entity Name*:

Address (#, street- no P.O. Box numbers)*:

City*:

State*:

Zip Code*:

Website address, if applicable:

4. **Employer/Taxpayer Identification Number (EIN/TIN)***:

5. **Organization/entity Unique Entity Identifier (UEI) assigned by SAM.gov***: (Ensure that the UEI provided is correct. An incorrect or expired UEI will disqualify the application.)

6. Entity/Organization headquarters is in this congressional district(s)*:**Project is in this congressional district(s)*:****7. Is the applicant delinquent on any federal debt?***☐ Yes☐ No

If yes, explain:

8. Below is a list of eligible entities for this program. Please select the one option that describes your eligibility*: *(For local governments, political subdivisions, or states: Refer to NOFO Section II. A. Eligible Applicants and Section II. E. Definition of Rural Areas for qualification.)*

- ☐ A unit of local government or political subdivision that is located outside of an urbanized area that has a population of more than 150,000 residents.
- ☐ A State seeking to advance a project located outside of an urbanized area with a population of more than 150,000 residents
- ☐ A federally recognized Indian Tribe
- ☐ The Department of Hawaiian Home Lands

9. Qualifying Funding or Financing Program*: **Select which funding or financing program you expect your project to qualify for:** *(Information on these programs can be found in the NOFO Appendix.)*

- ☐ TIFIA
- ☐ RRIF
- ☐ INFRA
- ☐ Mega
- ☐ BUILD
- ☐ National Culvert Removal, Replacement, and Restoration Grant Program

10. Project title*: *(Descriptive title of project for which you seek funding)***11. Project location*:** Must be described as either a street address complete with city and state, or latitude/longitude coordinates. As an example, coordinates can be obtained by right-clicking on the project location in Google Maps.**12. Briefly describe the overall project (no more than 300 words)*:** Include:

- project type (i.e., bridge, new roadway, transit service),

- features to be constructed,
- project limits/length,
- project need, and
- project schedule.

13. Project advancement*: *(See Section VI. B. Criterion #1 of the NOFO for review and evaluation information.)*

- a. Describe, in detail, the activities to be completed with this program funding, stating how these activities will materially advance the overall project and address an identified transportation challenge. (no more than 400 words)***

- b. Requested funds from this program*:**

- c. Estimated cost of proposed activities*:**

- d. Provide evidence of project readiness, including any project-related development activities that have already been completed. Examples would include data or information that has been collected or activities conducted that are necessary for completing the activities funded through this Program. (no more than 200 words)***

14. Demonstrated experience and confidence in estimated costs*: (See Section VI. B. Criterion #2 of the NOFO for review and evaluation information.)

- a. State if you intend to either procure advisory services or hire staff to complete the proposed activities, and discuss your procurement or hiring experience and process. (no more than 250 words)***

- b. Funding breakdown*:** State the overall project budget and a breakdown by activity, with each funding source shown in dollars and percentages. If applicable, identify other Federal funds your organization is applying for, has been awarded, or intends to use. Group funding sources into three categories:
- non-Federal
 - current application (RTA Program), and
 - other Federal funding

- c. Applicants are encouraged to seek bids or quotes, or to estimate the amount of dedicated staff time for the proposed activities to demonstrate the reasonableness of the requested funding in this application. **Have you obtained a bid or quote, or estimated the staff time needed for the activities proposed in this application?***

- ☐ Yes (to be submitted later if awarded grant)
- ☐ No (provide statement of how you determined estimated cost of proposed activities)

- 15. Mobility access*:** DOT prioritizes projects that help advance mobility access by increasing reliable transportation for people to get to where they need to go to meet the needs of their daily lives regularly, reliably, and safely either through lowering the cost of transportation, increasing access, or increasing safe transportation options. **Explain how the proposed activities will advance at least one of the following aspects of mobility access:**

- increase safety,
- lower transportation costs, or
- increase the availability of transportation options.

From the list above, identify the area of mobility access the project is advancing and how the proposed activities will accomplish this. (no more than 400 words)

(See Section VI. B. Criterion #3 of the NOFO for review and evaluation information.)

- 16. Performance goals and metrics*:** Identify, at minimum, 2 metrics for each of the following performance goals:

- **Goal 1: Provide benefits to the community through transportation projects.**

- **Goal 2: Increase grant recipient's capacity, knowledge, and skills to execute transportation projects.**

- **Goal 3: Engage, educate, and listen to the community throughout the project planning process.**

- **Goal 4: Advance the transformational project(s) closer to delivery.**

17. ☐ By checking this box and submitting this application, I certify that the statements contained herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)*

Signature (e-signature is sufficient)*

Date*



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Renewal of AXON Body worn Camera Contract
SUBMITTED BY:	Matt Laiminger- Chief of Police
DATE:	3/18/2025
BACKGROUND:	Colorado Senate Bill SB20-217 requires all local law enforcement agencies and the Colorado state patrol to issue body-worn cameras to their officers, except for those working in jails, working as administrative or civilian staff, the executive detail of the state patrol, and those working in court rooms. The Paonia Police Department utilizes AXON Enterprises for our body worn camera system (BWC). Axon is also the department's sole source supplier for patent protected TASER materials and BWC digital evidence storage. This allows Axon's BWC system to be seamlessly integrated into the department's existing digital evidence ecosystem. The BWC system is comprised of six cameras that are assigned to individual officers. The officers wear the cameras on duty and all video footage that is recorded is stored in a secure cloud-based system as evidence and accessed via secure Portal through AXON. The cost to renew the BWC and storage contract for (5) five years is \$36,534.40 paid on the following schedule: <u>2025: \$5,368.48</u> <u>2026: \$7,791.48</u> <u>2027: \$7,791.48</u> <u>2028: \$7,791.48</u> <u>2029: \$7,791.48</u> *Actual contract length is 64 months, which includes 4 months (Jan-Apr) of prorated service for 2025 to account for contract renewal process)
BUDGET:	(FY 2025) 10-42-42 CONTRACT SERVICES: \$8,000.00
RECOMMENDATION:	Recommend the Board of Trustees approves the renewal of the AXON Body-Worn Camera and video storage contract for five (5) years ending in May 2030.
ATTACHMENT:	A.) Axon Enterprise, Inc. Quote



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-669532-45735.851AO

Issued: 03/19/2025

Quote Expiration: 03/28/2025

Estimated Contract Start Date: 02/15/2025

Account Number: 167188

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Paonia Police Dept - CO 214 Grand Ave Paonia, CO 81428-6302 USA	Paonia Police Dept - CO 214 Grand Ave Paonia CO 81428-6302 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Abraham Ortiz Phone: Email: aortiz@axon.com Fax:	Matt Laiminger Phone: 9705274822 Email: mlaimingerppd@townofpaonia.com Fax:

Quote Summary

Program Length	64 Months
TOTAL COST	\$36,534.40
ESTIMATED TOTAL W/ TAX	\$36,534.40

Discount Summary

Average Savings Per Year	\$3,762.84
TOTAL SAVINGS	\$20,068.50

Payment Summary

Date	Subtotal	Tax	Total
Feb 2025	\$2,658.40	\$0.00	\$2,658.40
May 2025	\$2,710.08	\$0.00	\$2,710.08
May 2026	\$7,791.48	\$0.00	\$7,791.48
May 2027	\$7,791.48	\$0.00	\$7,791.48
May 2028	\$7,791.48	\$0.00	\$7,791.48
May 2029	\$7,791.48	\$0.00	\$7,791.48
Total	\$36,534.40	\$0.00	\$36,534.40

Quote Unbundled Price:	\$56,602.90
Quote List Price:	\$45,568.90
Quote Subtotal:	\$36,534.40

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
BWCUnTAP	BWC Unlimited with TAP	6	60	\$130.31	\$99.66	\$94.10	\$33,876.00	\$0.00	\$33,876.00
A la Carte Hardware									
H00002	AB4 Multi Bay Dock Bundle	1			\$1,638.90	\$0.00	\$0.00	\$0.00	\$0.00
H00001	AB4 Camera Bundle	6			\$899.00	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Software									
73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	500	4		\$0.75	\$0.75	\$1,500.00	\$0.00	\$1,500.00
BasicLicense	Basic License Bundle	6	4		\$15.00	\$15.00	\$360.00	\$0.00	\$360.00
ProLicense	Pro License Bundle	2	4		\$45.00	\$45.00	\$360.00	\$0.00	\$360.00
A la Carte Warranties									
100943	AXON BODY 4 - EXT WARRANTY - EIGHT BAY DOCK	1	4		\$22.00	\$22.00	\$88.00	\$0.00	\$88.00
100942	AXON BODY 4 - EXT WARRANTY - CAMERA	6	4		\$14.60	\$14.60	\$350.40	\$0.00	\$350.40
Total							\$36,534.40	\$0.00	\$36,534.40

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	6	1	05/15/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	7	1	05/15/2025
AB4 Camera Bundle	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	7	1	05/15/2025
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	7	1	05/15/2025
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	1	1	05/15/2025
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	05/15/2025
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	05/15/2025
BWC Unlimited with TAP	73309	AXON BODY - TAP REFRESH 1 - CAMERA	6	1	11/15/2027
BWC Unlimited with TAP	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	1	1	11/15/2027
BWC Unlimited with TAP	73310	AXON BODY - TAP REFRESH 2 - CAMERA	6	1	05/15/2030
BWC Unlimited with TAP	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	1	1	05/15/2030

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	6	02/15/2025	06/14/2025
Basic License Bundle	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	6	02/15/2025	06/14/2025
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	6	02/15/2025	06/14/2025
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	2	02/15/2025	06/14/2025

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	500	02/15/2025	06/14/2025
BWC Unlimited with TAP	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	6	06/15/2025	06/14/2030
BWC Unlimited with TAP	73746	AXON EVIDENCE - ECOM LICENSE - PRO	6	06/15/2025	06/14/2030

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	100942	AXON BODY 4 - EXT WARRANTY - CAMERA	6	02/15/2025	06/14/2025
A la Carte	100943	AXON BODY 4 - EXT WARRANTY - EIGHT BAY DOCK	1	02/15/2025	06/14/2025
BWC Unlimited with TAP	80464	AXON BODY - TAP WARRANTY - CAMERA	6	05/15/2026	06/14/2030
BWC Unlimited with TAP	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	1	05/15/2026	06/14/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	214 Grand Ave	Paonia	CO	81428-6302	USA

Payment Details

Feb 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
GAP Coverage	100942	AXON BODY 4 - EXT WARRANTY - CAMERA	6	\$350.40	\$0.00	\$350.40
GAP Coverage	100943	AXON BODY 4 - EXT WARRANTY - EIGHT BAY DOCK	1	\$68.00	\$0.00	\$68.00
GAP Coverage	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	500	\$1,500.00	\$0.00	\$1,500.00
GAP Coverage	BasicLicense	Basic License Bundle	6	\$360.00	\$0.00	\$360.00
GAP Coverage	ProLicense	Pro License Bundle	2	\$360.00	\$0.00	\$360.00
Total				\$2,658.40	\$0.00	\$2,658.40

May 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	BWCUwTAP	BWC Unlimited with TAP	6	\$2,710.08	\$0.00	\$2,710.08
Year 1	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 1	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Total				\$2,710.08	\$0.00	\$2,710.08

May 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	BWCUwTAP	BWC Unlimited with TAP	6	\$7,791.48	\$0.00	\$7,791.48
Year 2	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 2	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Total				\$7,791.48	\$0.00	\$7,791.48

May 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	BWCUwTAP	BWC Unlimited with TAP	6	\$7,791.48	\$0.00	\$7,791.48
Year 3	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 3	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Total				\$7,791.48	\$0.00	\$7,791.48

May 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	BWCUwTAP	BWC Unlimited with TAP	6	\$7,791.48	\$0.00	\$7,791.48
Year 4	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 4	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Total				\$7,791.48	\$0.00	\$7,791.48

May 2029						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	BWCUwTAP	BWC Unlimited with TAP	6	\$7,791.48	\$0.00	\$7,791.48
Year 5	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 5	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Total				\$7,791.48	\$0.00	\$7,791.48



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Item #10: Appointment of a Trustee Liaison to the Tree Board
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	03/25/2025
BACKGROUND:	The Tree Board is actively working with the Town currently on a number of projects. With Trustee Valentine being out of town for an extended period of time, the Tree Board needs an active Trustee to be their liaison. The Trustee would be expected to attend meetings on the third Tuesday of the month at 5:15 pm, make reports to the Board of Trustees about Tree Board Activities and be a voting member.
BUDGET:	n/a
RECOMMENDATION:	To appoint a Trustee to the Tree Board
ATTACHMENT:	