



PROPOSAL NO \_\_\_\_\_

ISSUE DATE \_\_\_\_\_

**REQUEST FOR PROPOSAL (RFP)  
COVER SHEET**

**PROPOSAL TITLE:** \_\_\_\_\_

**SUBMISSION DEADLINE:** \_\_\_\_\_ on \_\_\_\_\_

**SUBMIT PROPOSAL TO:** **City Clerk's Office**  
**11701 Community Center Dr**  
**Northglenn CO 80233**  
**or**  
**rfp@northglenn.org**

**CONTACT:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

Bidding instructions and drawings are available at the Rocky Mountain E-Purchasing website or at:  
[https://www.northglenn.org/government/bids\\_with\\_the\\_city.php](https://www.northglenn.org/government/bids_with_the_city.php)

**MANDATORY  
PREBID CONFERENCE:** \_\_\_\_\_

**DATE & TIME:** \_\_\_\_\_ at \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

The undersigned hereby affirms that (1) they are a duly authorized agent of the vendor, (2) they have read all terms and conditions, requirements, and instructions of this bid as stated or implied, (3) the vendor warrants that they are familiar with all provisions of the contract documents and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in their offer, (4) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (5) that the vendor listed on the bid submission must match all contract and insurance documents submitted upon award.

**PRINT OR TYPE YOUR INFORMATION**

Company \_\_\_\_\_ Fax Number \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

## INSTRUCTIONS TO BIDDERS

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1. **PROPOSAL NO:** \_\_\_\_\_

2. **PROPOSAL TITLE:** \_\_\_\_\_

3. **PURPOSE OF SOLICITATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **SCHEDULE OF ACTIVITIES:** The following schedule of activities delineates the timing of the solicitation and the estimated project schedule. These dates may be subject to change at the City's discretion.


5. **INTERPRETATION OF DOCUMENTS AND SPECIFICATIONS:** Wherever the word "contract" appears, it shall be held to include all the documents as listed. No less than all of the parts of the contract documents shall constitute the formal contract. If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of specifications, schedules, or information sheets or the proposed contract documents, they may submit to the project manager a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by an addendum duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The City will not be responsible for any explanation or interpretation of such documents which anyone presumes to make on behalf of the City.

6. **TERMS AND CONDITIONS:** As set forth in the contract agreements and any supplemental, the following terms and conditions will apply to this Request for Proposal, each vendor's proposal and to the negotiations, if any, of any said contract. The City will consider specific recommended changes that clarify the intent of the agreement. **The City will not consider contract changes that have not been specifically identified in your proposal response.** A general statement suggesting that, if selected you reserve the right to discuss contract issues at a later date will not be accepted and will be grounds for disqualification. Submission of a proposal in response to this RFP indicates the vendor's acceptance of the terms and conditions contained in this document and the contract.

7. **BIDDER EXPENSES:** The City of Northglenn will not be responsible for any expenses incurred by any vendor in preparing and submitting an offer.

8. **WITHDRAWAL:** A vendor may withdraw their proposal at any time prior to the expiration of the final date and time set for receipt of bids. Withdrawal notification must be in written form, and must be received in the Offices of the City Clerk prior to the closing date and time.
9. **IRREVOCABILITY:** Following the time of closing, all bids will become irrevocable offers to the City and will remain as such until 90 days from date of submission. By submission of a bid, the vendor agrees to enter into a contract. In addition all quoted prices will be firm and valid up to 90 days from date of submission. The City may, in its sole discretion, release any proposal and return any bonds if applicable prior to the 90 days.
10. **LATE PROPOSALS:** Any proposal received after the Final date and time for receipt of proposal will not be accepted and will be unopened and discarded without being considered.
11. **SIGNATURES OF VENDORS:** Each vendor shall sign their proposal, using their legal signature and giving their full business address. The person signing the proposal must be an officer of the company or partnership. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the President, Secretary, or other persons authorized to bind it in the matter. The names of all persons signing should also be printed below the signature. A proposal by a person who affixes to their signature the word, "President", "Secretary", "Agent" or other designation without disclosing their principal, may be held to be a proposal of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished. Bids submitted electronically are to be typed in lieu of written signature (see the cover letter).
12. **OPEN RECORDS ACT:** Notwithstanding any language contained in a proposal to the contrary, all proposals submitted to the City become the property of the City. Any information considered proprietary should be marked by the vendor and as such and will be kept confidential to the extent provided by law.
13. **SALES TAX:** Vendors shall not include federal, state, or local excise, sales or use taxes in prices offered, as the City is exempt from payment of such taxes.
14. **MISTAKES IN BIDDING INSTRUCTIONS:** If the City makes a mistake in drafting the bidding instructions or any other contract documents, the City reserves the right to reject any or all bids, or to require that vendors submit an alternate proposal with adjustments made to correct the error(s). Such errors will be set forth in an addendum. If the vendor has already been selected and has started performing work under the contract, and the City then discovers a mistake in the contract documents for which the City is responsible, the City may opt to reform the contract. If the mistake causes the vendor to receive compensation for materials not used in the work or for labor that would not be required for the work, the contract price shall be decreased proportionally. If the mistake causes the vendor to fail to bid on work which must be performed in order to properly complete the contract, the City may increase the contract price to equal the proportionate increase in the cost of required materials and labor caused to the vendor. In the alternative, the City may solicit bids for such additional work, or the City may reassign such additional work to another vendor, as the City deems appropriate. Nothing in this provision shall apply to mistakes made by the vendor in completing the proposal form or in performing the contract.
15. **ACCEPTANCE OF PROPOSAL:** It is expressly understood and agreed that the City reserves the right to reject any or all bids, to waive formalities, and accept the proposal which appears to be in the City's best interest.
16. **APPEAL OF AWARD:** Solicitations will be awarded based on multiple criteria, price being just one of the conditions. Vendors can review the solicitation's special terms and conditions for information on evaluation criteria. Vendors may appeal the award decision by submitting, in writing, to the City of Northglenn, a request for reconsideration within 7 calendar days after the posting of the Notice of Intent to Award, provided that the appeal is sought by the vendor prior to the City finalizing a contract with the selected vendor. Vendors who were deemed non-responsive are ineligible to participate in the appeal process.

- 17. DEFENSE OF SUITS:** In case any action at law or suit in equity is brought against the City, any officer, employee, or agent thereof, for or on account of the failure, omission, or neglect of the vendor to do and perform any of the covenants, acts, matters, or things by this contract undertaken to be done or performed, or for the injury or damage caused by the negligence of the vendor or their subcontractors or their agents, or in connection with any claim or claims based on the lawful demands of subcontractors, workmen, material, men or suppliers or machinery and parts thereof, equipment, power tools and supplies incurred in the fulfillment of the contract, the vendor shall indemnify and save harmless the City, officers, employees, and agents of the City, of and from all losses, damages, costs (including attorney's fees), expenses, judgments, or decrees whatever arising out of such action of suit that may be brought as aforesaid.
- 18. CONTRACT NEGOTIATIONS:** If the City decides to proceed and to negotiate a contract, the City intends to provide written notification to the vendor whose proposal is deemed by the City to be in the best interests of the City and the City will attempt to negotiate a contract with the selected vendor(s) on terms and conditions stated in this RFP or in the successful vendor's bid, but shall also include terms and conditions later negotiated. If the City and the successful vendor are unable to execute a contract and the vendor has been notified that it is the successful vendor then the City may cease all discussions with the (first) successful vendor without any further obligation to that vendor and select another (second) vendor as the successful vendor. If the (second) vendor is rejected, as per the terms above, then the City, without any further obligation to that vendor, may select another (third) vendor as the successful vendor and so on, or the City reserves the right to reject all proposals and re-bid.
- 19. OPENING OF PROPOSALS:** The City reserves the right to open Proposals received in response to this RFP, privately and unannounced, after the closing date and time.
- 20. EXTENSION OF TIME:** No time extensions are being considered at this time; however, should the City extend this proposal, all vendors will be given the same considerations.



**PROPOSAL FORM**

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City of Northglenn  
11701 Community Center Drive  
Northglenn, Colorado 80233-8061

**PROPOSAL:** Pursuant to the "advertisement for proposal" for the above named project, and being familiar with all contractual requirements therefore, the undersigned bidder hereby proposes to furnish all labor, materials, tools, supplies, equipment, transportation, services and all other things necessary for the completion of the contractual work, and perform the work in accordance with the requirements and intent of the contract documents, within the time of completion set forth herein, for, and in consideration of the following prices.

Proposal of \_\_\_\_\_ (hereinafter called **BIDDER**) organized and existing under the laws of the State of \_\_\_\_\_ doing business as \_\_\_\_\_.\* To the **CITY OF NORTHGLENN** (hereinafter called **CITY**). In compliance with your advertisement for bids, **BIDDER** hereby proposes to perform WORK on

\_\_\_\_\_ - \_\_\_\_\_

in strict conformance with the **CONTRACT DOCUMENTS**, within the time set forth therein, and at the prices stated below.

By submission of this **BID**, each **BIDDER** certifies, and in case of a joint bidder each party thereto certifies as to their own organization that this **BID** has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this **BID** with any other **BIDDER** or with any competitor.

**BIDDER** hereby agrees to commence **WORK** under this contract on or before a date to be specified in the **NOTICE TO PROCEED** and to fully complete the **PROJECT** as indicated in the General Conditions.

**BIDDER** acknowledges receipt of the following **ADDENDUM**:

\_\_\_\_\_  
\_\_\_\_\_

\*Insert "a corporation", "a partnership", or "an individual" as applicable.

Sub-contractors (if any): Work they will perform:

1. \_\_\_\_\_ Email: \_\_\_\_\_

2. \_\_\_\_\_ Email: \_\_\_\_\_

3. \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a complete and accurate list of at least three references and contact phone numbers:

1. \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Respectfully  
submitted,

(Seal, if Proposal is by a  
Corporation)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number  
(If Applicable Signature)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Attest



**REQUEST FOR PROPOSAL – MOVE & MOVE MANAGEMENT SERVICES  
FOR  
NORTHGLENN CITY HALL**

**MARCH 8, 2024**

**SECTION 1: INTRODUCTION**

- 1.1 For the RFP, “Owner” shall mean City of Northglenn. The Owner solicits a Request for Proposals for moving & move management services to assist with building relocation needs as part of the New Northglenn City Hall. There are multiple uses within the building with The City of Northglenn being the end user for all groups. The Move Vendor will complete the required moves in one phase.
  - a. Relocation of existing building uses within 11701 Community Center Dr, Northglenn CO, 80233 to the new building, approximately 100 feet to the East.
- 1.2 CITY OF NORTHGLENN is soliciting proposals from qualified moving companies with experience in moving similar businesses, who will work with them to make their move successful.
- 1.3 Questions must be submitted via email to Eric Ensey, City of Northglenn at [eensey@northglenn.org](mailto:eensey@northglenn.org), Nate Richards, Cumming Group at [nrichards@cumming-group.com](mailto:nrichards@cumming-group.com), and Madison Hoxsie, Cumming Group at [Madison.hoxsie@cumming-group.com](mailto:Madison.hoxsie@cumming-group.com) by March 15, 2024, at 2:00 PM. Responses will be provided to all firms.

**SECTION 2: RFP / SCHEDULE**

- 2.1 The following is a list of the milestone dates for the Project:

03/08/24	RFP Issued
<b><u>03/13/24</u></b>	<b><u>8:30 AM Pre-bid walk thru – 11701 Community Center Dr, Northglenn, CO 80233. Meet outside the main entrance on the South side of the building. This Pre-bid walk thru is non-mandatory but encouraged.</u></b>
03/15/24	Questions Due at 2:00 PM
03/19/24	Response to questions will be released.
03/26/24	RFP Submittal Due at 2:00 PM
04/08/24	Notice of Intent to Award
06/25/24	Contract to Council
08/09/24	Anticipated Move Date Start (bulk of move 8/9-8/20)

**SECTION 3: SCOPE OF WORK**

- 3.1 The move vendor will be responsible to provide complete move services as described in this RFP. The following items are provided to clarify the scope of the project, and in no way should this be considered all-inclusive. The move vendor will:
  - a. Provide complete move services for all items designated to be relocated, such as furniture, equipment, file cabinets, and storage boxes.

- b. The move vendor recognizes and understands the schedule requirements for this project and has included all provisions to complete this scope of work in the allotted time frame. Move vendor input on durations is also expected.
- c. Attend coordination meetings prior to the move to work with the Owner and other Vendors in preparing for the move. Plan on 2-3 meetings.
- d. Move vendor is expected to provide all move management services in addition to the physical move, this includes coordinating crate/tote delivery, building move locations, crate/tote pickup, and all other services necessary for a turnkey managed move.
- e. Provide all packing and label materials, including but not limited to: Crates/Totes (no cardboard boxes), file carts, labels, tape, bubble wrap, packing paper, etc., and any other necessary equipment to the Owner prior to the move.
- f. The Owner will be responsible for tagging the items for relocation. Moving vendor to help provide best practice for tagging.
- g. Protect all moved items to ensure items are transported and moved safely and without damage.
- h. Furnish, install, and remove all wall, corner, and flooring protection on finish surfaces. Any damage to finishes will be repaired by the Move Vendor.
- i. Provide all required materials, supplies, tools, equipment, and supervision necessary for an efficient move.
- j. Clean up and debris removal is the responsibility of the move vendor and will be performed daily.
- k. The move vendor is responsible for all permits and taxes related to their work, if applicable.
- l. The move vendor shall be responsible to properly coordinate their portion of work with the CM/GC, local jurisdictions, Contractors, Vendors, and the Owner.
- m. Deliveries and parking shall be closely coordinated with the Owner.

#### **SECTION 4: SCOPE OF WORK EXCLUDED**

- 4.1 The following items are to be EXCLUDED from the move vendor's scope of work as part of Phase I:
  - a. Relocation of full-size printers and copier machines.
  - b. Systems furniture workstations.
  - c. Computers/phones disconnect/reconnect.
  - d. Personal items e.g., framed items, ornaments, plants, etc.

#### **SECTION 5: GENERAL PROVISIONS**

- 5.1 The Owner reserves the right to waive any formalities and to select the moving firm that they feel is best suited to join the Owner's team for this Project.
- 5.2 The costs to participate in this selection process shall be considered a part of the cost of doing business and is not reimbursable.
- 5.3 All labor provided for this project must be obtained legally and compensated per all applicable laws, rules, and regulations, including but not limited to the Colorado Workers' Compensation Act and federal and state tax laws. Consultant shall not knowingly employ or contract with workers without authorization to perform work under this agreement. These requirements also apply to all subcontractors of the Vendor.

#### **SECTION 6: INSURANCE & BOND REQUIREMENTS**

- 6.1 The selected firm shall be required to provide and maintain in effect at all times during the performance of the work insurance per the requirements listed in Exhibit C. City of Northglenn and FCI Constructors are also to be listed as additional insured.
- 6.2 A bond will not be required on the Project.

#### **SECTION 7: RFP RESPONSE FORMAT**

- 7.1 Please review the following information and prepare a proposal response that includes all items in this section. Please follow this outline for your response so it will be easy for the Owner to track and evaluate all responses.

Proposals are due no later than 2:00 PM on March 26, 2024. Please submit your response to this Request for Proposals to the City Clerk's Office 11701 Community Center Dr, Northglenn CO 80233, OR [rfp@northglenn.org](mailto:rfp@northglenn.org).

Provide a brief overview of your company. If you have multiple offices identify the specific information related to the local office responsible for this project.

- a. Provide resumes for the key staff and describe their roles and responsibilities. Resumes should include individual references and contact information.

- b. Provide at a minimum THREE (3) relevant projects with similar scope completed in the past year with the proposed key staff. The firm must demonstrate having previously moved companies of similar size, scope, and schedule. Include the following information on each project:
  - i. Name, Location, and year the project was completed
  - ii. Cost and Description of Services Provided
  - iii. Owner Contact Information for Reference
- c. Describe insurance coverage with limits of liability if there is any damage or resulting from the move or theft during the move. Provide base carrier liability compensation rates per pound included in the base bid.
- d. Please note any items that we have failed to identify in this request for proposal that may negatively impact the move's cost, schedule, or efficiency. Specify work experience with sensitive items such as permanent records, HR records and secure. Also, note any challenges that you have identified within this proposal or with the anticipated actual move.
- e. Confirm that you will be able to complete your work within the project schedule and note any concerns that you may have with the Project Schedule. This includes providing input on dates if the timeframes need more evaluation, such as more time for staff to unload crates once moved, or as typically seen on a project of this scale.
- f. Cost Proposal:
  - i. Provide a detailed lump sum (labor, material & transportation) cost proposal for complete move services.
  - ii. Provide labor rates for all personnel proposed to work on the project.
  - iii. Provide a list of assumptions, clarifications, and exclusions to your proposal.
- g. The Owner is not prepared to make changes that substantially modify the roles and responsibilities of the parties to the contract. The Owner will however consider CM/GC's specific recommended changes that clarify the intent of the agreement. The Owner will not consider contract changes that have not been specifically identified in your proposal response. A general statement suggesting that, if selected you reserve the right to discuss contract issues at a later date will not be accepted and will be grounds for disqualification.

## **SECTION 8: ATTACHMENTS**

8.1 The following attachments are included in this RFP:

- a. Exhibit A – Existing Building Floor Plans
- b. Exhibit B – New Building Floor Plans
- c. Exhibit C - MV - NGCC City Hall – PSA Contractor SAMPLE

**END OF RFP**

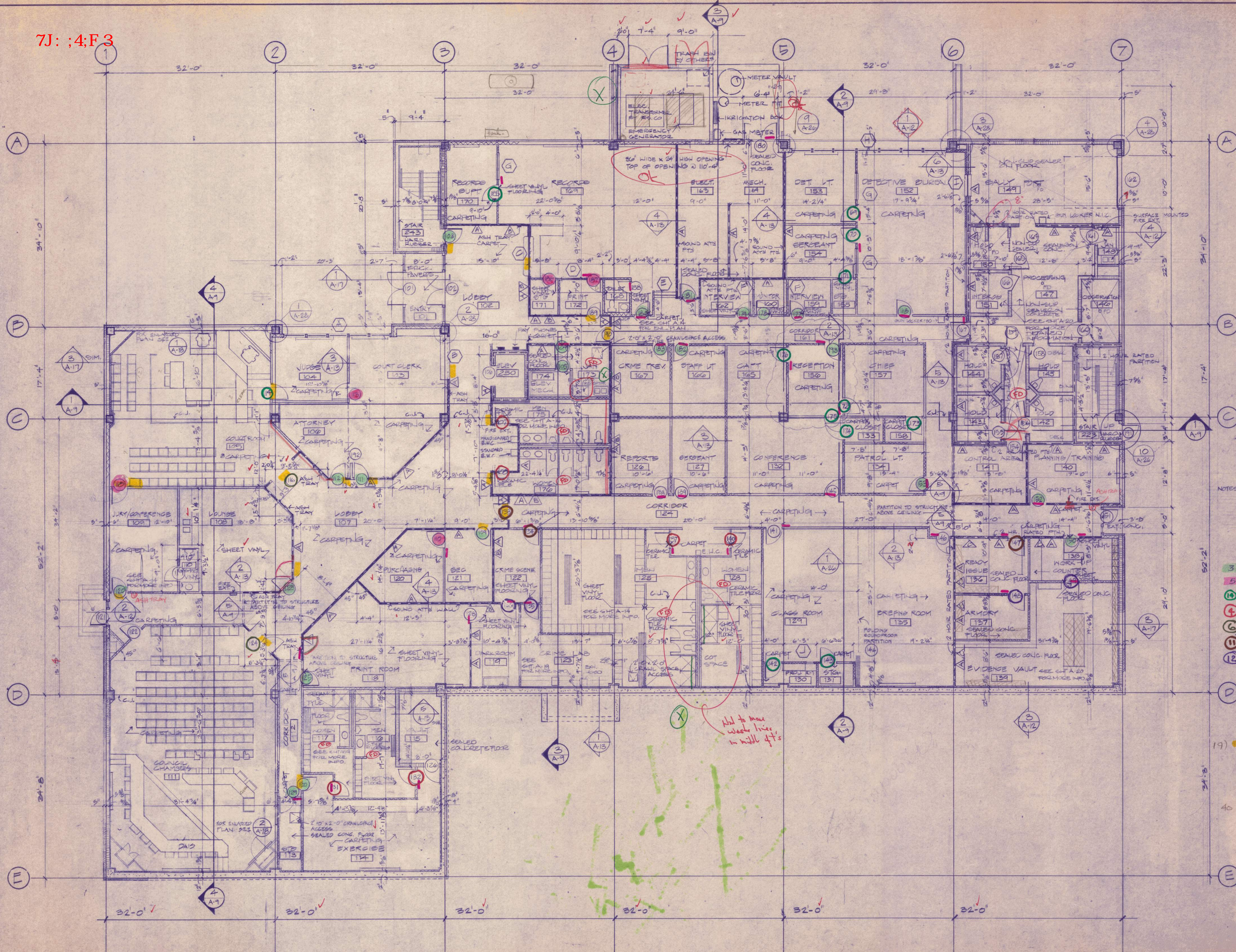


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**LORD**  
R.V. LORD AND ASSOCIATES INC.  
PLANNERS, ARCHITECTS, INTERIORS, ALPHABETIC  
8541 CENTRAL AVE. P.O. BOX 315  
BOULDER, COLORADO 80314-3015

**NORTHOGLENN CITY HALL**  
NORTHOGLENN, COLORADO



- NOTES:
1. INDICATES PARTITION TO UNDERSIDE OF CONG. FLOOR.
  2. ALL OTHER PARTITIONS ARE TO CEILING HEIGHT.
  3. DOUBLE LAYER GYP. BO ONE SIDE
  4. DOUBLE LAYER GYP. BO BOTH SIDES
- 3 Lock ONE SIDE
  - 5 No Lock
  - 14 ONE SIDE
  - 4 NO HANDLE
  - 6 JAM LOCK
  - 11 Lock ONE SIDE
  - 12 DEAD BOLT

- 19) 8" x 10" Signs
- 109 PURCHASING
- 40 1" x 10" Signs
- 124 DARKROOM

LOWER FLOOR PLAN

1/8" = 1'-0"

REVISIONS	
DRAWN BY	CHECKED
DATE	APPROVED
COPYRIGHT FOR CONSTRUCTION	
DRAWING NUMBER	

SHEET NUMBER

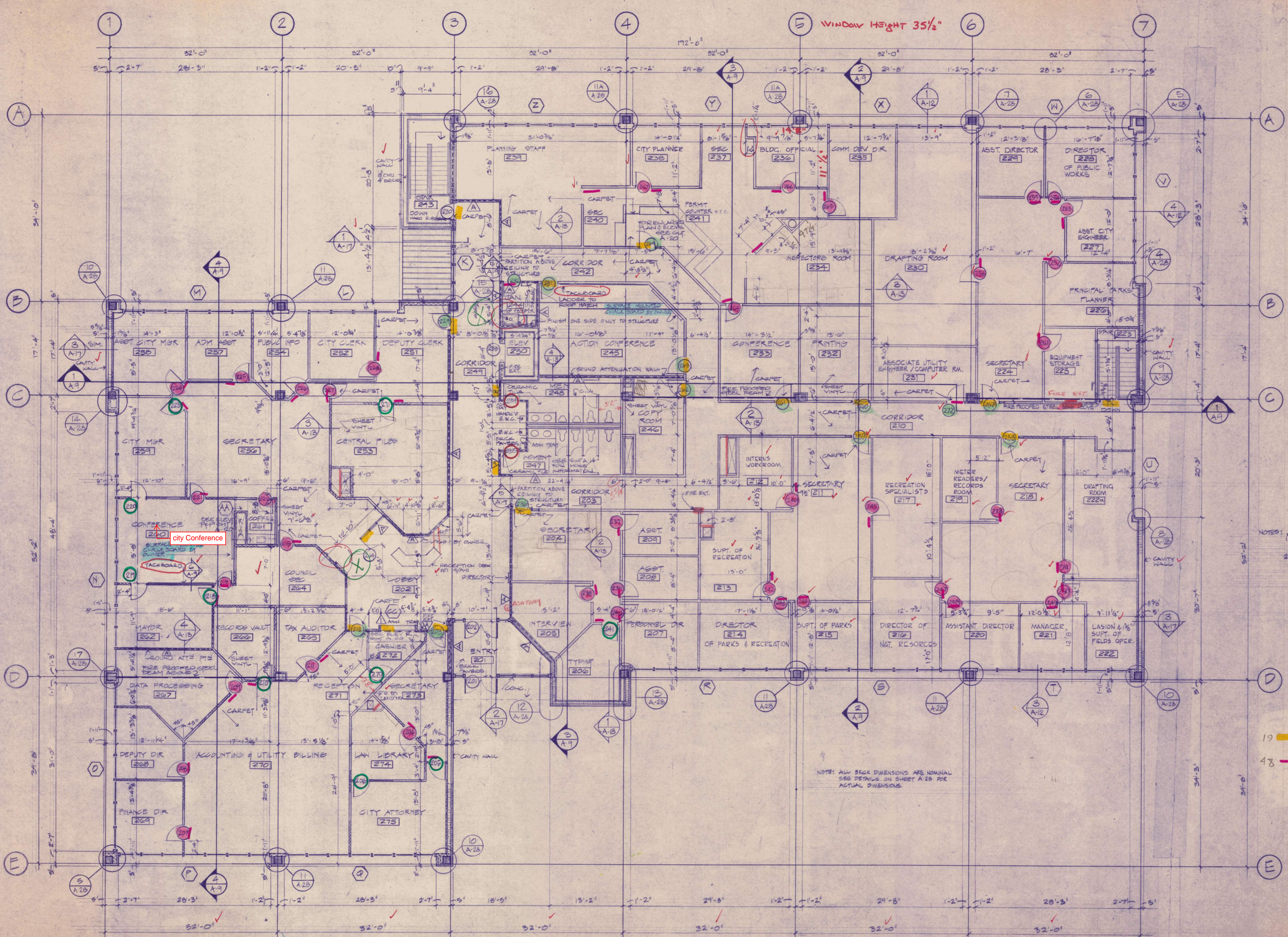
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OF





EDVARK INFORMATION  
 AS LOCATED CUT  
 LEVEL 2500' ± 25' FM

WINDOW HEIGHT 35 1/2"



NOTES:  
 1. INDICATES PARTITION TO UNDERSIDE OF CONC. FLOOR.  
 2. ALL OTHER PARTITIONS ARE CEILING HEIGHT.

19 8" x 10" Signs  
 48 1" x 10" Signs

NOTE: ALL BRCK DIMENSIONS ARE NOMINAL  
 SEE DETAILS ON SHEET A-28 FOR  
 ACTUAL DIMENSIONS.

UPPER FLOOR PLAN

1/8" = 1'-0"

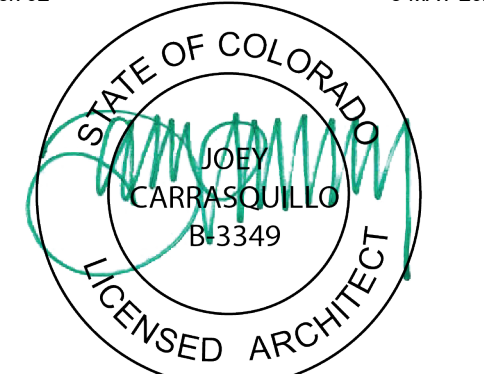
NO.	DATE	REVISIONS

DRAWN BY: JZ MAS  
 CHECKED: [Signature]  
 DATE: MARCH 23, 1991  
 APPROVED: [Signature]  
 COPYRIGHT FOR CONSTRUCTION  
 DRAWING NUMBER  
 SHEET NUMBER

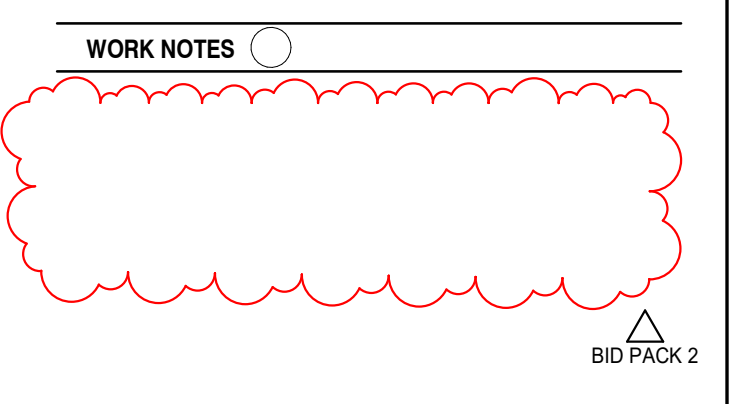
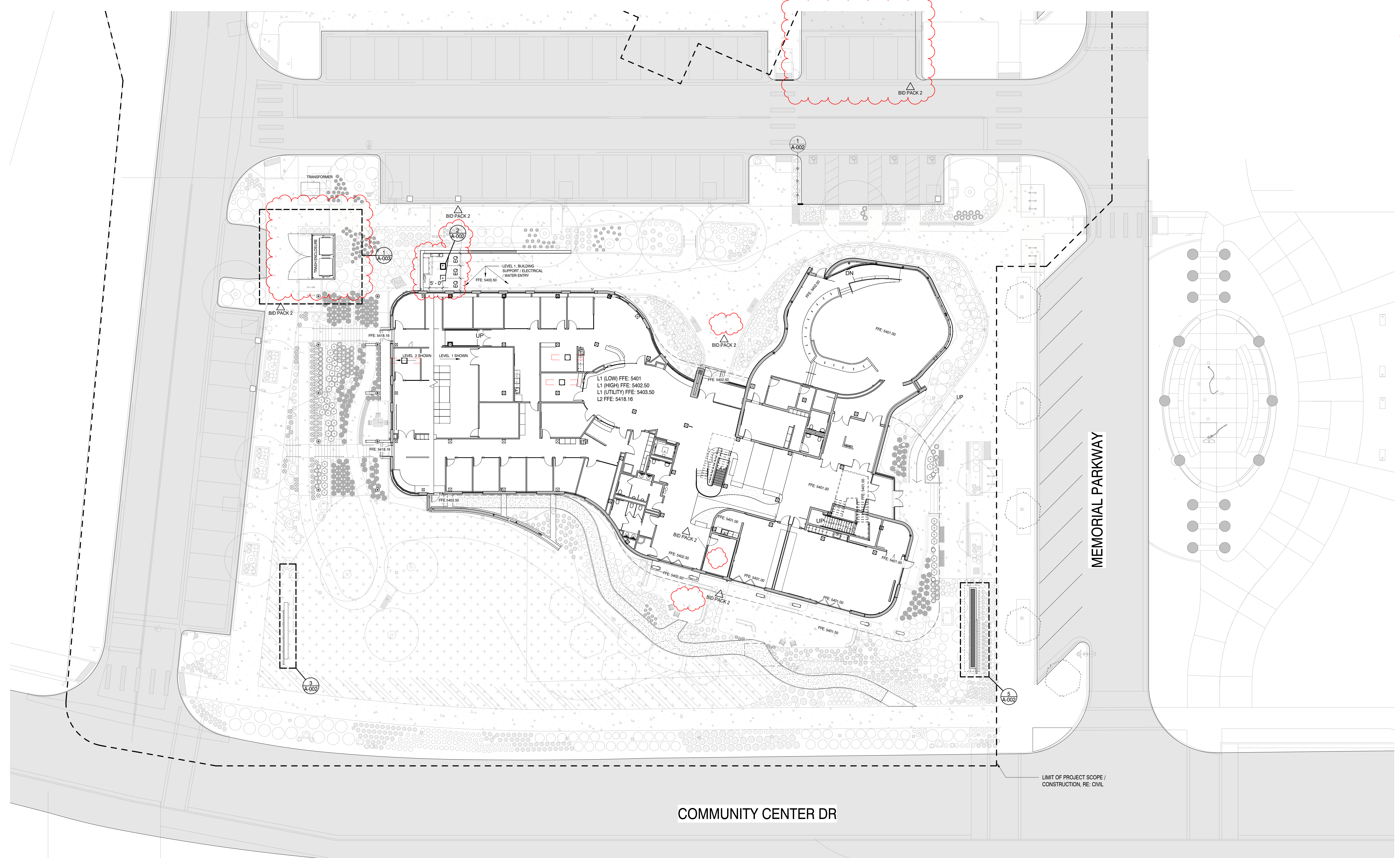
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Issue	Date
Schematic Design	8 JUN 2022
20% Design Development	31 AUG 2022
50% Design Development	05 JAN 2023
100% Design Development	27 JAN 2023
Bid Pack 01	5 APR 2023
Bid Pack 02	5 MAY 2023



Project Number:	21-015
Drawn By:	DY, KT
Reviewed By:	SH
Approved By:	JC





**SYMBOL LEGEND**  
 ..... EXTENTS OF BALLISTIC-RESISTANT TREATMENT

**GENERAL NOTES**

- REFER TO SHEET A-801 FOR EXTERIOR WALL, ROOF, FLOOR AND SOFFIT ASSEMBLIES
- REFER TO SHEET A-802 FOR INTERIOR PARTITION TYPES
- PROVIDE MOISTURE RESISTANT GYPSUM BOARD BEHIND ALL SINKS AND LAVATORIES, LOCK
- PROVIDE CEMENTITIOUS BACK BOARD BEHIND ALL CERAMIC TILE INSTALLATIONS
- SEE 1A-802 FOR TYPICAL ROOM ENTRY DOOR AND SIDELIGHT CONFIGURATION, U.N.O.
- ALL FLOOR AND ROOF MEPP/PT/AV/SECURITY SYSTEM PENETRATIONS SHALL HAVE THE ANNULAR SPACE FILLED WITH MINERAL WOOL
- PROVIDE 1 COAT HOOK ON THE BACK OF EVERY PRIVATE OFFICE DOOR
- RE: A-141 AND A-142 FOR DIMENSIONS AND LAYOUT NOT PROVIDED ON THIS SHEET
- ALL PARTITIONS ARE TYPE C24 UNON ON FLOOR PLANS OR ENLARGED PLANS
- PROVIDE BLOCKING IN WALLS WHERE HANDRAILS, TV MONITORS, AND ADDITIONAL WALL-MOUNTED EQUIPMENT IS SPECIFIED
- REFER TO A-501 GENERAL NOTES, A-121-122 FINISH PLANS, AND A-501 FINISH LEGEND FOR FINISH INFORMATION
- TYPICAL MOUNTING HEIGHTS AND CLEARANCES PER ICC A117.1-2009, SHOWN ON A-412 ARE ABSOLUTE. SHOULD PLAN DIMENSION OR FIELD CONDITIONS RESULT IN INADEQUATE CLEARANCES, NOTIFY ARCHITECT BEFORE PROCEEDING WITH WORK

**WORK NOTES**

- 302 CONCRETE RAMP OVER GEOFOAM, RE: STRUC
- 303 CONCRETE RETAINING WALL, RE: STRUC
- 312 CIP CONC CANE DETECTION CURB, 12" H
- 501 METAL HANDRAIL, RE: DETAILS
- 511 STEEL COLUMNS, RE: STRUC; HIGH PERFORMANCE FINISH
- 727 CONTINUE SHEET WATERPROOFING 3'-0" MIN. HORIZONTALLY ONTO COUNTERFOOT, EACH SIDE OF WALL, FOR FULL HEIGHT OF COUNTERFOOT
- 818 TWO PANEL SLIDING WOOD BARN DOOR
- 1004 PHENOLIC LOCKERS
- 1005 HIGH DENSITY MOVEABLE STORAGE
- 1008 BULLET RESISTANT PANELS, FROM FLOOR TO 6'-0" AFF
- 1014 VERTICALLY FOLDING ACCORDION DOOR
- 1025 FIRE EXTINGUISHER CABINET
- 1202 QTC COUNTERTOP
- 2210 FIRE DEPT CONNECTION, RE: PLUMB
- 2701 VIDEO DISPLAY UNIT
- 2801 METAL DETECTOR, OFCI
- 2802 XRAY SCANNER, OFCI

**AndersonMasonDale Architects**

**NORTHGLENN CITY HALL**

11700 Civic Way  
 Northglenn, Colorado 80233  
 21-015  
**Owner**  
 11701 Community Center Drive  
 Northglenn, CO 80223  
 Telephone: 303-451-8326

**Architect**  
 AndersonMasonDale Architects, P.C.  
 3198 Speer Boulevard  
 Denver, CO 80211  
 Telephone: 303-294-9448  
 FAX: 303-294-0782  
 Email (optional)

**Structural Engineer**  
 K&A  
 215 North 12th St, Unit E  
 Lakewood, CO 80223  
 Telephone: 970-510-5703

**Mechanical and Plumbing Engineers**  
 The Ballard Group, Inc.  
 2525 S. Wadsworth Blvd, Suite 200  
 Lakewood, CO 80227  
 Telephone: 303-988-4514

**Electrical and Technology Engineers**  
 AE Design  
 1900 Wazee St #205  
 Denver, CO 80202  
 Telephone: 303-296-3034

**Civil Engineer**  
 Martin/Martin Consulting Engineers  
 12499 W. Colfax Ave  
 Lakewood, CO 80215  
 Telephone: 303-431-6100

**Landscape Architect**  
 M&G, Inc.  
 519 17th Street, Suite 630  
 Denver, CO 80202  
 Telephone: 303-440-9200

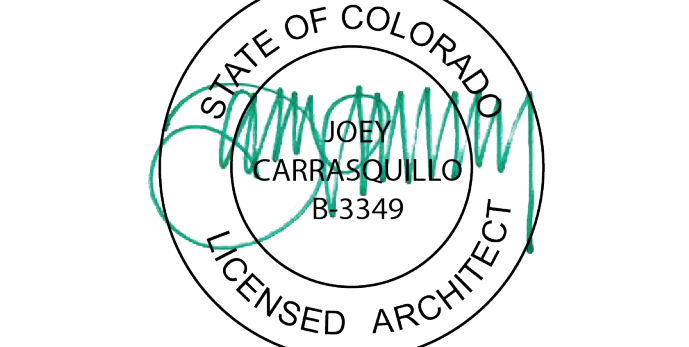
**Sustainability**  
 Group14 Engineering, PBC  
 1325 East 16th Avenue  
 Denver, Colorado 80218  
 Telephone: 303-861-2070

**Signage & Wayfinding**  
 Tactio Design, Inc  
 5455 Landmark Plaza, 501  
 Greenwood Village, Colorado 80111  
 Telephone: 720-353-9197

**Acoustical Engineer**  
 Wave Engineering  
 1100 W. Littleton Blvd, #420  
 Littleton, Colorado 80120  
 Telephone: 720-446-9283

**CM/GC**  
 FCI Constructors  
 4015 Corolla Way  
 Frederick, CO 80524  
 Telephone: 970-535-4725

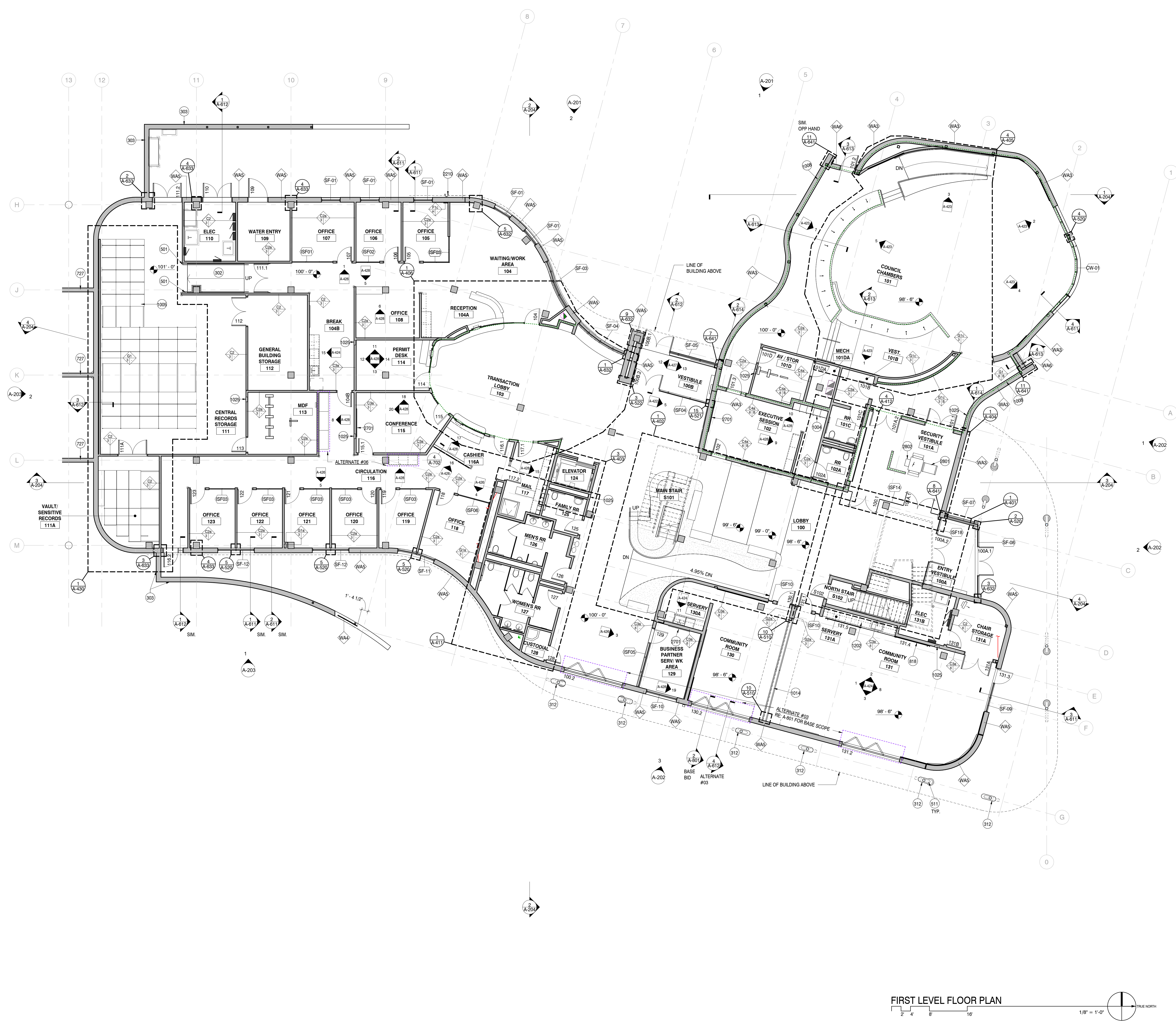
Issue	Date
Schematic Design	8 JUN 2022
20% Design Development	31 AUG 2022
50% Design Development	05 JAN 2023
100% Design Development	27 JAN 2023
Bid Pack 01	5 APR 2023
Bid Pack 02	5 MAY 2023



Project Number: 21-015  
 Drawn By: DY, KT  
 Reviewed By: SH  
 Approved By: JC

**FIRST LEVEL FLOOR PLAN**

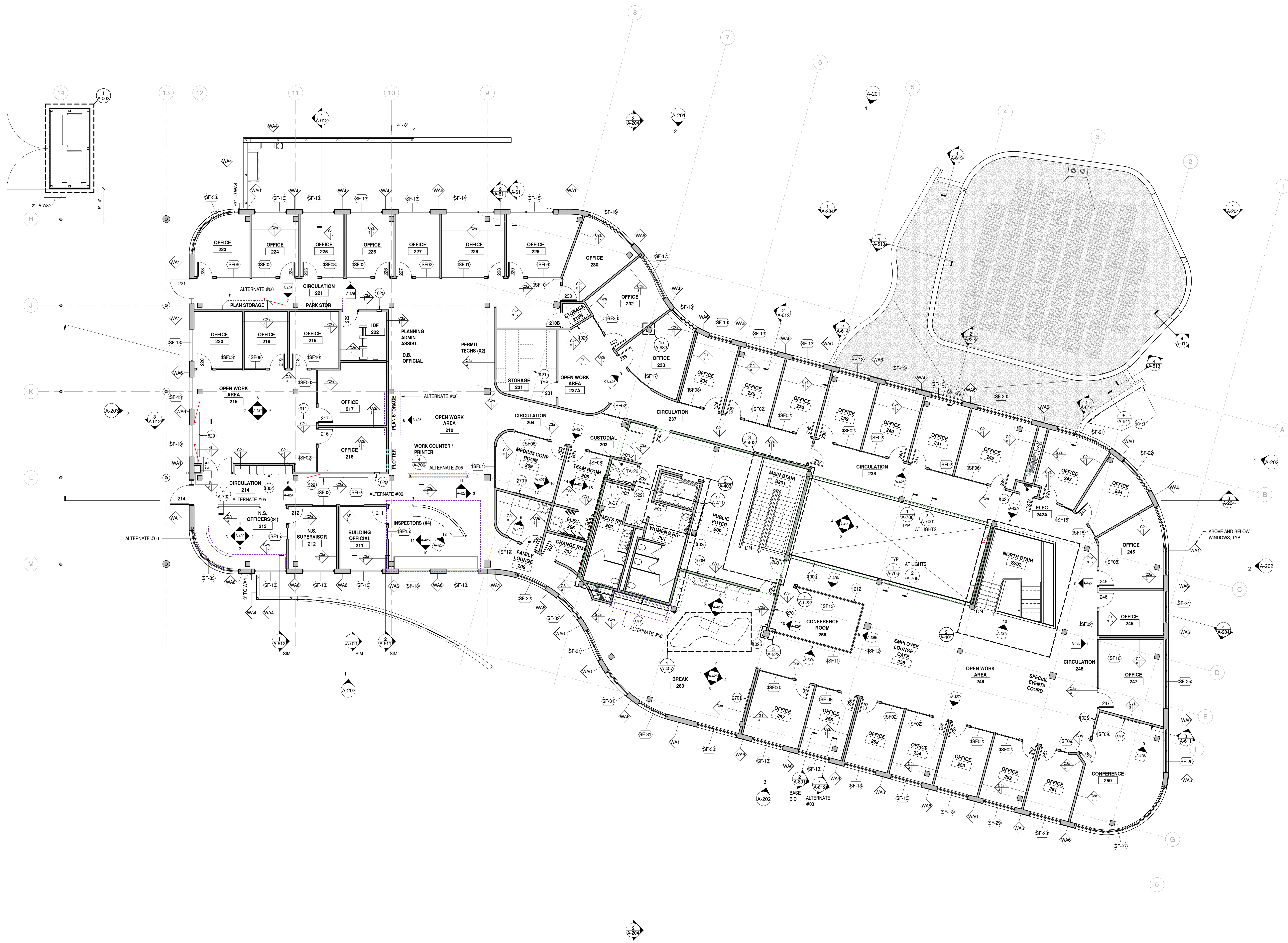
**A-101**



**FIRST LEVEL FLOOR PLAN**

1/8" = 1'-0"





**SYMBOL LEGEND**  
 ..... EXTENTS OF BALLISTIC-RESISTANT TREATMENT

**GENERAL NOTES**

- REFER TO SHEET A-801 FOR EXTERIOR WALL, ROOF, FLOOR AND SOFFIT ASSEMBLIES
- REFER TO SHEET A-802 FOR INTERIOR PARTITION TYPES
- PROVIDE MOISTURE RESISTANT GYPSUM BOARD BEHIND ALL SINKS AND LAVATORIES, UOI
- PROVIDE CEMENTITIOUS BACK BOARD BEHIND ALL CERAMIC TILE INSTALLATIONS
- SEE 1A-802 FOR TYPICAL ROOM ENTRY DOOR AND SIDELIGHT CONFIGURATION, U.N.O.
- ALL FLOOR AND ROOF MEPP/PT/AV/SECURITY SYSTEM PENETRATIONS SHALL HAVE THE ANNULAR SPACE FILLED WITH MINERAL WOOL
- PROVIDE 1 COAT HOOK ON THE BACK OF EVERY PRIVATE OFFICE DOOR
- RE: A-141 AND A-142 FOR DIMENSIONS AND LAYOUT NOT PROVIDED ON THIS SHEET
- PROVIDE BLOCKING IN WALLS WHERE HANDRAILS, TV MONITORS, AND ADDITIONAL WALL-MOUNTED EQUIPMENT IS SPECIFIED
- ALL PARTITIONS ARE TYPE C2A UNON ON FLOOR PLANS OR ENLARGED PLANS
- REFER TO A-501 GENERAL NOTES, A-121-122 FINISH PLANS, AND A-501 FINISH LEGEND FOR FINISH INFORMATION
- TYPICAL MOUNTING HEIGHTS AND CLEARANCES PER ICC A117.1-2009, SHOWN ON A-412 ARE ABSOLUTE. SHOULD PLAN DIMENSION OR FIELD CONDITIONS RESULT IN INADEQUATE CLEARANCES, NOTIFY ARCHITECT BEFORE PROCEEDING WITH WORK

**WORK NOTES**

- 522 ROOF ACCESS LADDER, PAINTED STEEL
- 529 CANE DETECTION RAIL
- 911 ACOUSTIC PARTIAL HEIGHT, RE: INT ELEV FOR STORAGE MEZZANINE
- 1004 PHENOLIC LOCKERS
- 1008 BULLET RESISTANT PANELS, FROM FLOOR TO 6'-0" AFF
- 1009 BULLET RESISTANT PANELS, CONTINUOUS WITHIN GUARDRAIL / PARTIAL FRAMED PARTITION ASSEMBLY, RE: DETAIL
- 1025 FIRE EXTINGUISHER CABINET
- 1212 GLASS PARTITION, 12' TALL
- 1215 VIDEO DISPLAY UNIT

**AndersonMasonDale Architects**

**NORTHGLENN CITY HALL**

11700 Civic Way  
 Northglenn, Colorado 80233  
 21-015

**Owner**  
 11701 Community Center Drive  
 Northglenn, CO 80223  
 Telephone: 303-451-8326

**Architect**

AndersonMasonDale Architects, P.C.  
 3196 Speer Boulevard  
 Denver, CO 80211  
 Telephone: 303-294-9448  
 FAX: 303-294-0782  
 Email (optional)

**Structural Engineer**

KL&A  
 215 North 12th St. Unit E  
 Centennial, CO 80107  
 Telephone: 970-510-5703

**Mechanical and Plumbing Engineers**

The Ballard Group, Inc.  
 2925 S. Wadsworth Blvd, Suite 200  
 Lakewood, CO 80227  
 Telephone: 303-988-4514

**Electrical and Technology Engineers**

AE Design  
 1900 Wazee St #205  
 Denver, CO 80202  
 Telephone: 303-296-3034

**Civil Engineer**

Martin Martin Consulting Engineers  
 12499 W. Colfax Ave  
 Lakewood, CO 80215  
 Telephone: 303-431-6100

**Landscape Architect**

MIG, Inc.  
 519 17th Street, Suite 630  
 Denver, CO 80202  
 Telephone: 303-440-9200

**Sustainability**

Group 14 Engineering, PBC  
 1325 East 16th Avenue  
 Denver, Colorado 80218  
 Telephone: 303-881-2070

**Signage & Wayfinding**

Tactio Design, Inc  
 5455 Landmark Plaza, 501  
 Greenwood Village, Colorado 80111  
 Telephone: 720-353-9197

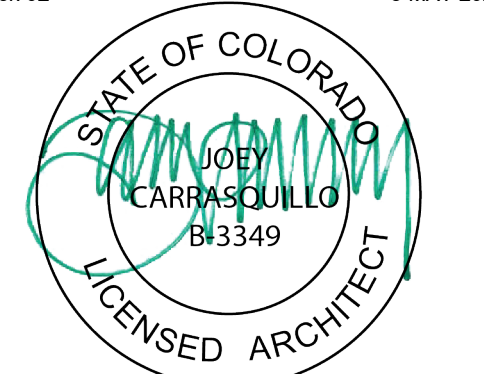
**Acoustical Engineer**

Wave Engineering  
 1100 W. Littleton Blvd. #420  
 Littleton, Colorado 80120  
 Telephone: 720-446-9283

**CM/GC**

FCI Constructors  
 4015 Corolla Way  
 Frederick, CO 80524  
 Telephone: 970-535-4725

Issue	Date
Schematic Design	8 JUN 2022
20% Design Development	31 AUG 2022
50% Design Development	05 JAN 2023
100% Design Development	27 JAN 2023
Bid Pack 01	5 APR 2023
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**SECOND LEVEL FLOOR PLAN**

**A-102**

**SECOND LEVEL FLOOR PLAN**  
 1/8" = 1'-0" SCALE NORTH



**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and (hereinafter referred to as "Contractor").

**RECITALS:**

- A. The City requires professional services.
- B. Contractor has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Contractor shall provide to the City, professional consulting services for the Project.

**I. SCOPE OF SERVICES**

Contractor shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

**II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY**

The City shall provide Contractor with reports and such other data as may be available to the City and reasonably required by Contractor to perform hereunder. No project information shall be disclosed by Contractor to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Contractor shall be returned to the City. Contractor is authorized by the City to retain copies of such data and materials at Contractor's expense.

**III. OWNERSHIP OF WORK PRODUCT**

The City acknowledges that the Contractor's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work.

**IV. COMPENSATION**

A. In consideration for the completion of the services specified herein by Contractor, the City shall pay Contractor an amount not to exceed (\$ \_\_\_\_\_). Payment shall be made in accordance with the schedule of charges in **Exhibit B** which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Contractor in performing all services hereunder.

B. Contractor may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Contractor under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.

1. All invoices, including Contractor's verified payment request, shall be submitted by Contractor to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Contractor fails to submit any invoice

on or before the twenty-fourth (24th) day of any given month, Contractor defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Contractor invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Contractor may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Contractor may terminate this Agreement. Upon receipt of payment in full for services rendered, Contractor will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Contractor's certification that services required herein by Contractor have been fully completed in accordance with this Agreement and all data and reports for the Project.

#### **V. COMMENCEMENT AND COMPLETION OF WORK**

Within seven (7) days of receipt from the City of a Notice to Proceed, Contractor shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete, and Contractor shall furnish the City the specified deliverables as provided in **Exhibit A**.

#### **VI. CHANGES IN SCOPE OF SERVICES**

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Contractor proceeds without such written authorization, then Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

#### **VII. PROFESSIONAL RESPONSIBILITY**

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Contractor shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Contractor under this Agreement. Contractor shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Contractor of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Contractor shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

## **VIII. INDEMNIFICATION**

A. **INDEMNIFICATION – GENERAL:** The City cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Contractor or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Contractor, to the fullest extent permitted by law, shall defend, indemnify and hold harmless the City, its Council members, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the services rendered by Contractor, its employees, agents or subcontractors, or others for whom the Contractor is legally liable, under this Agreement; provided, however, that the Contractor need not indemnify or save harmless the City, its Council members, its officers, agents and employees from damages resulting from the negligence of the Council members, officials, officers, directors, agents and employees.

B. **INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE:** The Contractor shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the City, its Council members, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys fees, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the Contractor, its employees, agents or subcontractors, or others for whom the Contractor is legally liable, in the performance of professional services under this Agreement. The Contractor is not obligated under this subparagraph IX.B. to indemnify the City for the negligent acts of the City, its Council members, or any of its officials, officers, directors, agents and employees.

C. **INDEMNIFICATION – COSTS:** Contractor shall, to the fullest extent permitted by law, defend, investigate, handle, respond to, and provide defense for and defend against, any such liability, claims or demands at the sole expense of Contractor or, at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with any such liability, claims or demands. Contractor shall, to the fullest extent permitted by law, defend and bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss or damage was caused in whole or in part by the act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees, the City shall reimburse Contractor for

the portion of the judgment attributable to such act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees.

D. To the extent this Agreement is subject to C.R.S. § 13-50.5-102(8), Contractor's liability under this provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to defend, indemnify and hold harmless the City may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement of the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

## **IX. INSURANCE**

A. The Contractor agrees to obtain and maintain during the life of this Contract, a policy or policies of insurance against all liability, claims, demands, and other obligations assumed by Contractor pursuant to Section IX. above. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX above, by reason of its failure to obtain or maintain during the life of this Contract insurance in sufficient amounts, durations, or types.

B. Contractor shall obtain and maintain during the life of this Contract and shall cause any subcontractor to obtain and maintain during the life of this Contract, the minimum insurance coverages listed below. Such coverages shall be obtained and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Contractor pursuant to Section IX. above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's Compensation Insurance to cover obligations imposed by applicable law for any employee engaged in the performance of the work under this Contract, and Employers Liability Insurance with minimum limits of five hundred thousand dollars (\$500,000) each incident, five hundred thousand dollars (\$500,000) disease - policy limit, and five hundred thousand dollars (\$500,000) disease - each employee.

2. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance on projects over \$1,000,000 with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers, employees, and Contractors as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, its employees, or its Contractors shall be excess and not contributory insurance to that provided by Contractor. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Contractor shall

be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Contractor's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Contractor's insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn  
Attn: Kathy Kvasnicka  
11701 Community Center Drive  
Northglenn, Colorado 80233-8061

E. Failure on the part of Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §§ 24-10-101, et seq., as from time to time amended, or otherwise available to the City, its officers, or its employees.

**X. NON-ASSIGNABILITY**

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

**XI. TERMINATION**

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Contractor with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Contractor.

**XII. CONFLICT OF INTEREST**



The Contractor shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

**XIII. VENUE**

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

**XIV. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is the employee of the City for any purposes.

**XV. NO WAIVER**

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

**XVI. ENTIRE AGREEMENT**

This Agreement and the attached **Exhibits A and B** is the entire Agreement between Contractor and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

**XVII. SUBJECT TO ANNUAL APPROPRIATION**

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations of the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated.

**XVII. NOTICE**

Any notice or communication between Contractor and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City: City of Northglenn  
11701 Community Center Drive  
Northglenn, Colorado 80233-8061

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Attach Exhibit A “**SCOPE OF SERVICES**” and  
Exhibit B “**AMOUNT OF COMPENSATION**”

Indicate on the bottom of each page

**EXHIBIT A – Page 1 of ?**

**EXHIBIT B – Page 1 of ?**

Then discard this page

SAMPLE