Request for Proposal

From **Roth Sheppard - Humphries Poli Architects**

Professional Final Facility Programming,
Design & Construction Administration Services

Replacement Of The **Gunnison County, Colorado**

Courthouse Building Facility

Cover Letter

31 May 2013

Mr. Matthew Birnie, County Manager
County of Gunnison
Gunnison County Courthouse
200 E. Virginia
Gunnison, CO 81230

Mr. Michael Mismash
MJM Project Consulting, LLC
7400 W. Grant Ranch Blvd., No. 23
Littleton, CO 80123

RE: Proposal for Professional Final Facility Programming Design and Construction Administration Services for the Replacement of the Gunnison County Courthouse Building Facility

Dear Matthew, Michael, and Members of the Selection Committee:

The Roth Sheppard / Humphries Poli Architects, P.C. (HPA) team is pleased to present our proposal to further support Gunnison County for the design and construction services you require for the Gunnison County Courthouse. We are thrilled at the opportunity to continue our working relationship with the County. We have thoroughly enjoyed the process of working with you on the needs analyses to-date. This particular project strikes two chords with our team: our desire to create an architectural asset in a storied Colorado community like Gunnison and our passion for designing and promoting civic buildings to act as public center of their community.

The Gunnison County Courthouse project requires a special combination of talent, energy and experience. Our team offers the County the following credentials:

Unparalleled Experience. Roth Sheppard / Humphries Poli Architects are tremendously experienced in the design of judicial facilities, having provided similar services for many iconic communities in all corners of Colorado. Having completed well over 100 public buildings in our firm's combined experience we are extremely confident that our team is the best fit for this project. In addition, we understand the delicate and special needs associated with the preservation of an 1881 circa structure.

Project Understanding. As the authors of the Needs Assessment and Space Planning phase, we are keenly aware of the unique issues surrounding this project. We will ensure success. We understand that not only will this project require a hands-on team, but also a team adept at managing project budgets based on outside funding such as DOLA grants. We are involved in several projects on the Western Slope and will be able to economically address the needs of this project. Without question, we have the experience, skills, and discipline necessary to implement this project.

Collaboration as a key strength. The Roth Sheppard / Humphries Poli Architects team knows our stuff. We know each other, and know how to translate what is important in these types of architecture and planning efforts so that everyone involved can understand the motivation and methods behind our design and construction processes. Our work frequently requires working with specialty contractors and our collaborative project approach engages all team members and stakeholders from start-to-finish. In addition, this will be our fifth project working as a combined team..

On behalf of the entire Roth Sheppard/Humphries Poli Architects team, we are extraordinarily appreciative of this opportunity to share our enthusiasm and passion with Gunnison County. We are confident that our team can provide all of the services you may request in order to help create a lasting and appropriate public building. We look forward to the chance to share more about our vision and goals for this project.

Sincerely,
Roth Sheppard

Herb Roth FAIA
Principal

ROTH SHEPPARD HUMPHRIES POLI ARCHITECTS

1. Project Understanding

Important Factors

Finalizing the needs of 5 distinct user groups

The structure of the project is clear. Our client is Gunnison County. The buildings user groups include:

- County administrative offices
- The elected Board of County Commissioners
- Courtrooms for the State of Colorado 7th Judicial District and administrative offices
- Holding cells and secure circulation paths for the Gunnison County Sheriff's Department and possibly other law enforcement agencies
- The general public and communities of Gunnison County

We will provide specific, objective analysis of the needs with the understanding that we have addressed function, form, economy and time design determinants affecting all user groups as they are evaluated by Gunnison County.

The Original 1881 Courthouse

Central to the design effort is the restoration of the original 1881 Courthouse. As noted in the initial study this Courthouse has been added onto and modified at least seven times. The art of selective demolition requires special attention not only assuring the structural competence of the existing structure but restoring it to the point that its remodel recognizes the unique character of late 19th century Gunnison County. In effect, the rather delicate restoration must address the celebration of its historical context, the adaptive re-use of the structure as the entry into the new courthouse and the careful structural demolition efforts occurring on 3 sides.

Specific Attention to the Renovation and adaptive re-use of the 1881 Courthouse:

a. Renovation work will be required for the original 1881 courthouse to restore it to its original form, to fix deterioration, and to accommodate the new program. Renovation work may include new structural walls, removing structural walls, new MEP openings through roofs and floors, new MEP equipment, and new drifting snow loads on the existing roof. Structural drawings for the existing structure are not available; investigation and documentation of the structure will be required.

b. The original construction is quite old which will require the contractor to exercise care during demolition and renovation. We will work to protect the structure by documenting the structural conditions and alerting the contractor to items requiring special care. We will consult on the demolition specification to ensure it adequately addresses the fragility of the structure, and we will review the condition of the structure while conducting site visits.

Public Input and Participation

Civic architecture and courthouses in particular play a major role in documenting the culture of our society. The proposed Gunnison County Courthouse must recognize the Gunnison community's opinion of what their courthouse architecture must provide both functionally and aesthetically to the Gunnison community. It's not an easy task. The team knows that presentation of design alternatives must carefully include context as well as precedent studies to interpret desired design direction. We will present in an atmosphere of collaboration using our skills as designers to guide public opinion in the direction of design consensus.

1. Project Understanding

Communication

The decision to use a CMGC delivery system is commendable and challenging at the same time. The success of the project relies on developing a relationship between the design team and the CMGC with the singular goal of successful completion of the project. We want the relationship with the CMGC to be symbiotic. We propose to assign a major portion of our Project Manager's effort to creating a continuous design and construction dialogue with the proposed CMGC. Our intent and I'm sure, that of the CMGC, is to have a final GMP in line with the County's budget for the project.

Clarity in Consensus Building

Noted earlier are the 5 distinct user groups for the proposed project. These major groups may indeed have sub-groups with agendas that differ from the salient, identified goals of the project. There can be no hidden agendas. The consensus building process in the early programming and planning as well as consensus amongst projected users in the design phases has to transcend the interests of managers, judges, facility personnel and the CMGC in order to achieve project success. We are methodical in our approach and will provide the tools and techniques to objectively state the issues surrounding solving the interests of all throughout the process.

Multi-discipline Team Management

Without question the successful management of a multi-discipline team is pivotal to project success. We pride ourselves in developing team members who share the clarity of our mission. Knowing when members must input their participation is the role of our project manager. Communication, much like the process developed between the design team and the CMGC, must be designed to include the varied inputs of the designers and users. We will use technology to gather team members to virtual meetings when necessary to keep momentum on project progress.

Architectural Style and Aesthetics

We have to date steered clear of what the architectural style and aesthetics may be for the project. It is a delicate process that absolutely must involve the existing 1881 courthouse as well as the context of buildings in the City of Gunnison. That's not to say that the solution should mimic in any way that of existing context. Courthouses do have a presence and do represent the culture and personality of the communities they serve. Understanding and documenting architectural style direction is a talent derived from presenting precedents and context, including historical context that suggests, "re-call" for stakeholder review. We are not in a position at this time where we can suggest stylistic direction.

The CA Process

Lastly, the CA process, with a majority of effort at the site, will require a concise, efficient process to address the multitude of issues arising in the construction process. Technology helps us here by the development of on-line, real time sharing of documentation pertinent to the construction process. Teamwork necessary in face-to-face problem solving probably will never go away. We will provide assurance that communication between field personnel and design professionals is "fail-safe".

2. Architect's Team & Project Approach - a. Resumes

Architect of Record

Roth Sheppard Architects, LLP

Herbert B. Roth, FAIA
Principal in Charge / Justice Design

Herb Roth has been recognized internationally for his Public, Civic, and Municipal facility planning and design expertise.

His work on over 40 public projects, both new and remodel, has provided insight and understanding of the varied operational and organizational structures of public agencies and the appropriate planning and design strategies utilized to create optimum working environments and spatial organization for the buildings occupants.

Education
City College of New York
BS Architecture - 1968
Bachelor of Architecture - 1971

Registration
Architect | Colorado Lic# B913

Jeffrey Sheppard, AIA
Design Principal / Architect

Jeff Sheppard has over 30 years experience designing public facilities. He has served on 20 design award juries and 5 design review committees.

Each project is designed to respond to a variety of complex adjacency, contextual and aesthetic issues while meeting the pragmatic concerns of function and budget. Mr. Sheppard has a unique ability to balance these issues while providing overall design direction and building consensus.

Education
Georgia Institute of Technology
Bachelor of Science - 1976
Masters of Architecture - 1978

Registration
Architect | Colorado Lic# 1921

Kyle Yardley, AIA, LEED AP
Project Manager / CA

Kyle Yardley has a great deal of public and municipal facility experience over his 23 year career. He is extremely meticulous in his Quality Control and Quality Assurance of project deliverables. His many years working in design, assessment, and planning make him an expert in the field.

Kyle will assure that all material produced by Roth Sheppard for this project will meet and exceed the quality expectations of the client

Education
Texas A & M University
BS of Environmental Design - 1986
Master of Architecture - 1988

Registration
Architect | Colorado Lic# 306281
U.S.G.B.C. Leadership in Energy & Environmental Design Accredited Professional (LEED®AP)

2. Architect's Team & Project Approach - a. Resumes

Architect of Record

Roth Sheppard Architects, LLP

Herbert B. Roth, FAIA
Principal in Charge / Justice Design

References

Tom Deland, Chief of Police
Broomfield Police Department & Combined Courts
One Descombes Dr.,
Broomfield, CO 80020
303.438.6440
tdeland@ci.broomfiled.co.us

Pete Mang, Retired Deputy Director
CBI Criminal Justice Facility;
DNA Lab Remodel, IT Renovation
2797 Al Dr.
Grand Junction, CO 81506
303.807.7499
pete.mang@gmail.com

Jim Burack, City Manager
Milliken Police Dept. & Meeting House
1101 Broad St.
Milliken, CO 80543
970.660.5047
jim.burack@town.milliken.co.us

Jeffrey Sheppard, AIA
Design Principal / Architect

References

Jim Burack, City Manager
Milliken Police Dept. & Meeting House
1101 Broad St.
Milliken, CO 80543
970.660.5047
jim.burack@town.milliken.co.us

Andy McRoberts
City of Greeley Culture, Parks, and Recreation Director
651 10th Ave
Greeley, CO 80631
970 350 9425
andy.mcroberts@greeleygov.com

Bob Dirnberger
15203 West 12th Avenue
Golden, CO 80401
303.273.1667

Kyle Yardley, AIA, LEED AP
Project Manager / CA

References

Tom Hartmann, Commander
Broomfield Detention & Police Training - Expansion & Remodel
11600 Ridge Parkway
Broomfield, CO 80020
720-887-2020
thartmann@ci.broomfield.co.us

Sergeant Chris Terry
Broomfield Detention & Police Training - Expansion & Remodel
11600 Ridge Parkway
Broomfield, CO 80020
720-887-2011
cterry@ci.broomfield.co.us

Chief Tom Deland
Broomfield Police Department & Court - Sally Port Expansion
One Descombes Dr
Broomfield, CO 80020
303.438.6440
tdeland@ci.broomfield.co.us

2. Architect's Team & Project Approach - a. Resumes

Ryan Wallace, AIA, LEED AP
Project Architect / Job Captain

Ryan Wallace has championed the role of project manager for many of HPA's civic portfolio projects. Ryan was the project manager for the critically acclaimed Fort Collins Police Services Facility, HPA's first USGBC LEED Gold certified civic building. He has a great ability to unify the needs of all stakeholders, including administrators, civilians, and law enforcement. Ryan contributes a passion for innovative design solutions and a critical eye for detail to our design teams.

Education
Masters of Architecture, University of Colorado at Denver, 2004 (Dean's List)

Registration
Architect | Colorado Lic# 401655

Jenna Mersy
Interior Designer

Jenna brings a passion for creating unique, dynamic and functional Interior spaces. Jenna attended Design Institute of San Diego, where her studies focused on sustainable design, color theory, and environmental psychology.

Jenna possesses a deep understanding of the way in which people live, work, and play. Utilizing this knowledge, combined with her appreciation for a variety of architectural and design styles, Jenna is able to offer viable Interior solutions which reflect the client's preferences while addressing the needs of the project.

Education
Bachelor in Interior Design, Design Institute of San Diego

Associate Architect

Humphries Poli

Jane Crisler, AIA, LEED AP
Historic Preservation Specialist

Jane Crisler has lead all of the firm's preservation efforts for the past eight years. With a background of over 10 years at the Advisory Council on Historic Preservation, she knows the ins and outs of preservation, from funding to rehabilitation.

Jane has worked on over twenty projects that were funded through the State Historic Fund. She is currently working on the nearby Delta County Carnegie Library, leading restoration efforts for the exterior of the building.

Education
Master of Architecture, University of Colorado at Denver

Registration
Architect | Colorado Lic# 402502

2. Architect's Team & Project Approach - a. Resumes

Associate Architect

Humphries Poli

Ryan Wallace, AIA, LEED AP
Project Architect / Job Captain

References

Sid Stanfill, Director
Sublette County Library System
155 South Tyler Ave.
Pinedale, WY 82941
307.367.4115

Elaine Harkins, Facility Director
Denver Museum of Nature and Science
2001 Colorado Blvd
Denver, CO 80205
303.370.6340
Elaine.Harkins@dmns.org

Jon Walker, Director
Pueblo City-County Library District
100 E. Abriendo Avenue
Pueblo, CO 81004
303.562.5600

Jenna Mersy
Interior Designer

References

Brent Snyder
Century Real Estate Services
2330 Broadway, Suite 103
Denver, CO 80205
(303) 629-1221
bsnyder@centuryrealestate.com

Angela Cummins
Church Administrator
Trinity United Methodist Church
1820 Broadway
Denver, CO 80202
(303) 839-1493
acummins@trinityumc.org

Jo Ellen Davidson
Executive Director
Community Housing Development Association, Inc.
325 Inverness Drive South
Englewood, CO 80112
(303) 799-4341
jodavidson@housinglady.net

Jane Crisler, AIA, LEED AP
Historic Preservation Specialist

References

Gary Beutler
Senior Project Manager
Denver Public Schools
1350 East 33rd Ave.
Denver, CO 80205
(720) 424-5487
gary_beutler@dpsk12.org

Keith Bentzen - Project Manager
Aurora Public Schools
Construction Management & Support Dept.
1369 Airport Blvd
Aurora, CO 80011
(303) 367-3000
klbentzen@aps.k12.co.us

Jack Hockersmith - Chairman
Eastern Laramie County Joint Powers Board
1009 CR 162
Pine Bluffs, WY 82082
(307) 630-4019
hockerjock@aol.com

ROTH SHEPPARD

30 May 2013

Dear Members of the Selection Comittee:

Perceived Role and Responsibility
I will be the "Architect of Record" for the Gunnison County Courthouse. My role comes with significant responsibility. It is a challenge and an opportunity to guide the efforts to complete final programming, design and construction. I am determined to provide the level of involvement necessary to manage the personalities, objectives and talents of the members of my design team, the Owner's team and the CMGC.
My involvement includes an objective analysis, updating and adding detail information to the previously documented study at the initial stage of the project. The tasks involved include developing a "Room by Room" matrix of appropriate furniture, finishes lighting and technology as well as updating space needs, detailing adjacencies and addressing any locational concerns within the building.

How this relates and coincides with other obligations
Over its nearly 30-year history Roth Sheppard has been recognized for achieving design excellence as architects and consultants on civic buildings ranging from municipal courthouses to large city public safety facilities. It is often that project schedules overlap and personnel are required to "Juggle" their time and assure that each client and project receives proper attention. The Gunnison Courthouse project receives the benefit of being a stellar opportunity at a time when principals can really concentrate on all project issues.
It's clear that as a management partner at Roth Sheppard I will have other obligations that coincide with this project. My belief is that a clearly defined schedule with enough 'start' time will allow me to provide the necessary undivided attention.

How I will work within a Team environment
My participation will be vigorous. Managing a multi-disciplinary of practitioners, stakeholders, users, architects and engineers requires patience and objectivity. I will manage respectfully and allow every participant to have a voice. I will enforce schedule and identify expectations of the process so that it stays on-course and on-point.

Personal approach to the project
An assurance that every participant is aware of the intricacies of the process is my approach. Having completed the initial portions of the pre-design phase we know the issues and opportunities to look forward to. We understand the operational aspects of the County and the 7th Judicial district and I look forward to developing the detail program and directing the design.

Why the project is important
There is a quest at Roth Sheppard that started in 1983 when we set our sights on developing an architectural office that far exceeded the typical expectations. We based our practice on the willingness to listen and to provide what exceeded the expectations of our clients. The pre-design phase of practice is where the foundation is conceived for architecture that goes beyond the ordinary practical solution to create unique experiences, strive for excellence and emote the spirit of place. It all starts with the program and the opportunity to follow through with the pre-design, design and delivery presents an enviable, appealing and desirable position.

Herb Roth, FAIA
Roth Sheppard Architects

ROTH SHEPPARD ARCHITECTS, LLP
1900 WAZEE STREET, SUITE 100 | DENVER, COLORADO 80202
T:303.534.7007 F:303.534.7722 | www.rothsheppard.com

ROTH SHEPPARD

30 May 2013

Dear Members of the Selection Committee:

I believe that the success of our past projects is attributed to our collaborative, user-focused process that engages participants throughout all phases of the project. With a well-qualified and seasoned leadership team of architects, engineers, and expert consultants, I am certain the close collaboration between Gunnison County, The State of Colorado 7th Judicial District, and the design team will result in a process that stimulates exploration of the known and unknown to uncover value opportunities. Through rigorous analysis, I will assure these opportunities provide the framework for transforming conventional problems into inventive and cost effective solutions—the two fundamental principles for a successful project.

Our responsibility as architects in the public realm is to passionately design spaces that are relevant and legible to a diverse culture. To be relevant, architecture must simultaneously demonstrate the rationale of the place (the reasoned exposition of its principles), accept the reality of change, and carry a powerful identity. The design process I will lead at Roth Sheppard will be highly collaborative, synergized by the interaction of strong interdisciplinary teams. I believe that successful design and successful project outcomes in budget and schedule are the result of our holistic approach to each project. The project team always includes our Client, and in the case of public spaces, it demands that we be aware of the needs of the user groups and the community.

Our design philosophy is that public buildings must maintain a strong community presence in a developed context. The built environment must be both a good neighbor, respecting existing community patterns, and provide effective guidance for future development. The highly public nature of the new Gunnison County Courthouse and its adjoining open space should confer meaning and value on the surrounding area. The function of the space must respect and facilitate the County, and neighborhood needs and also provide a safe, enjoyable, and accessible environment for the public that will utilize the facility. As the lead designer for this project, it will be my duty to make sure the design of the new courthouse accomplishes these goals.

Jeff Sheppard, AIA
Roth Sheppard Architects

ROTH SHEPPARD ARCHITECTS, LLP
1900 WAZEE STREET, SUITE 100 | DENVER, COLORADO 80202
T:303.534.7007 F:303.534.7722 | www.rothsheppard.com

ROTH SHEPPARD

30 May 2013

Dear Members of the Selection Committee,

As project manager, I will have the responsibility for the overall success of the project through all of the phases. This responsibility will include organizing the design team, defining project deliverables, communications with the client, communications with the design team, developing a work plan to meet the project objectives, monitoring the progress of the work and the overall team performance, and providing quality control that includes technical reviews, schedule control, and cost control. As a project manager, I will work to build consensus among the team, and I will have a proactive involvement to expedite the necessary decisions.

My personal approach to the project is a collaborative one that would bring together the project team consisting of the Client, the CM/GC, builders, design disciplines, and local governmental authorities to make the necessary design decisions and approvals to ensure a successful project. Once there is a clear understanding of the project goals and program based on a mutually agreeable scope/quality/ budget, I would develop a detailed work plan with schedule, deliverables, and expectations for each phase of the work, along with checks and balances for monitoring the progress of the work.

I believe it is important to select a CM/GC that will integrate well into the team. Key to meeting the construction start in March 2014 will be how we strategize as a team to identify construction costs for the design in real time rather than having cost input weeks following design decisions. The success of the project meeting the schedule with a CM/GC delivery can be correlated to the length of time it takes for the CM/GC to provide cost input on design decisions. The shorter the time, the less backtracking and redesign is required, to the benefit of the entire team and Project.

I am excited to have the opportunity to work on such an important project for the community of Gunnison. This project is interesting on so many different levels. As a civic project, it has the potential to impact the community more positively than just about any other project type, from the development of it historical site in the heart of downtown, to its function as the district and county court and city center. As a historical project, it allows us the opportunity to recognize and preserve the history of the original landmark structure. From a building science perspective, we can design a structure using best engineering practices to withstand one the harshest climates in the country. And finally, the CM/GC delivery method is both fascinating and challenging, and the high degree of collaboration required can make the project very rewarding.

Best Regards,

Kyle Yardley, AIA, LEED AP
Roth Sheppard Architects

ROTH SHEPPARD ARCHITECTS
1900 WAZEE STREET, SUITE 100 | DENVER, COLORADO 80202
T: 303.534.7007 F: 303.534.7722 | www.rothsheppard.com

HUMPHRIES | POLI
ARCHITECTS

May 31, 2013

RE: Letter to Gunnison County

Dear Citizens of Gunnison County,

I am very excited to submit to you a letter with regards to my personal involvement for the Gunnison County Courthouse. My role with Roth Sheppard / Humphries Poli Architects, P.C. will be that of Project Architect. As Project Architect, I will have day to day involvement with the design team and consultants and will be instrumental in coordination both internally and externally, from programming through construction administration. As shown by my involvement in the Needs Assessment phase, working within the Roth Sheppard / Humphries Poli Architects team will be seamless and allow for the upmost collaboration between our respective firms.

My personal approach to the project will be to bring my experience with Sustainability and Building Information Modeling and work with everyone involved to communicate and implement strategies that complement the design approach taken by the Principal in Charge. Looking beyond initial costs and needs will allow for planning on maintenance items which will allow our resources to create an energy efficient building that is both visibly pleasing and financially successful.

I am excited to see this project progress to the next stages of development. Being involved with the needs assessment allowed me a firsthand view of the struggles and the opportunities the County is presented with, and I have developed a keen understanding of the needs of the Gunnison community and administration. My hope is that this knowledge combined with the Roth Sheppard / Humphries Poli Architects team will ultimately produce a first-class facility. I am confident in that my abilities and energy will help to foster a creative and functional process that both design team and ownership will benefit from.

Sincerely,
Humphries **Poli** Architects, P.C.

Ryan Wallace, AIA, LEED BD+C
Associate

2100 DOWNING STREET | DENVER, COLORADO 80205 | P: 303.607.0040 | F: 303.607.0041 | HPARCH.COM

HUMPHRIES | POLI
ARCHITECTS

May 31, 2013

RE: Letter to Gunnison County

Dear Citizens of Gunnison County,

I was extremely excited to hear about the Gunnison County Courthouse project at one of our office staff meetings a few weeks ago. I knew we had been conducting a Needs Analysis and Space Study with Roth Sheppard, but when I heard that the County was now calling for a new building, my interest grew.

This project afford the County an opportunity to create a new and wonderful space, while at the same time honoring the existing buildings on and near the site. I am excited to begin the research on the project that will not only give the inside of this building a historic and honorable feel to it, but to distinguish this building from other civic and municipal buildings in the State.

Also exciting is the possibility of working towards a LEED Standard. Although I have worked on many sustainably designed projects, I have yet to work on a LEED certified building. With professionals like Ryan Wallace and Jane Crisler, who are both LEED APs, leading the charge, I believe we can develop some uniquely creative and sustainable options for the interiors of the Gunnison County Courthouse.

Thanks again for this opportunity, and I am very excited to be joining the project team!

Sincerely,
Humphries **Poli** Architects, P.C.

Jenna Mersy
Interior Designer

2100 DOWNING STREET | DENVER, COLORADO 80205 | P: 303.607.0040 | F: 303.607.0041 | HPARCH.COM

HUMPHRIES | POLI
ARCHITECTS

May 31, 2013

RE: Letter to Gunnison County

Dear Citizens of Gunnison County,

Thank you for once again reaching out to our team with the tremendous opportunity to create a 21st century justice facility, one that both honors the past and embraces the future. I am excited about the prospect of designing and building like one, one that potentially uses the design guidelines set for by our architectural predecessors and one that will honor the culture of the Gunnison community. I have worked in the field of historic preservation for 19 years, the last 7 of which with Humphries Poli Architects, PC. For this commission, I will work closely with Herb, Jeff, and the Roth Sheppard team, Project Architect Ryan Wallace, and our Interior Designer Jenna Mersy, to ensure that the historic fabric of the building is preserved and reflected in the new courthouse facility.

The new Courthouse building has great potential for not only celebrating the history of Gunnison but for teaching its users about its evolving history and architectural design. This kind of public benefit inspires me to research, document and tell the story of how this County has evolved over time and how this new building will become a piece of that treasured history. Although my focus is often in the preservation of older buildings, bringing honor to new buildings by focusing on historic precedents is just as exciting and challenging. I would be honored to assist the community in creating unique piece of history that could serve as a model for future civic work in the state.

Sincerely,
Humphries **Poli** Architects, P.C.

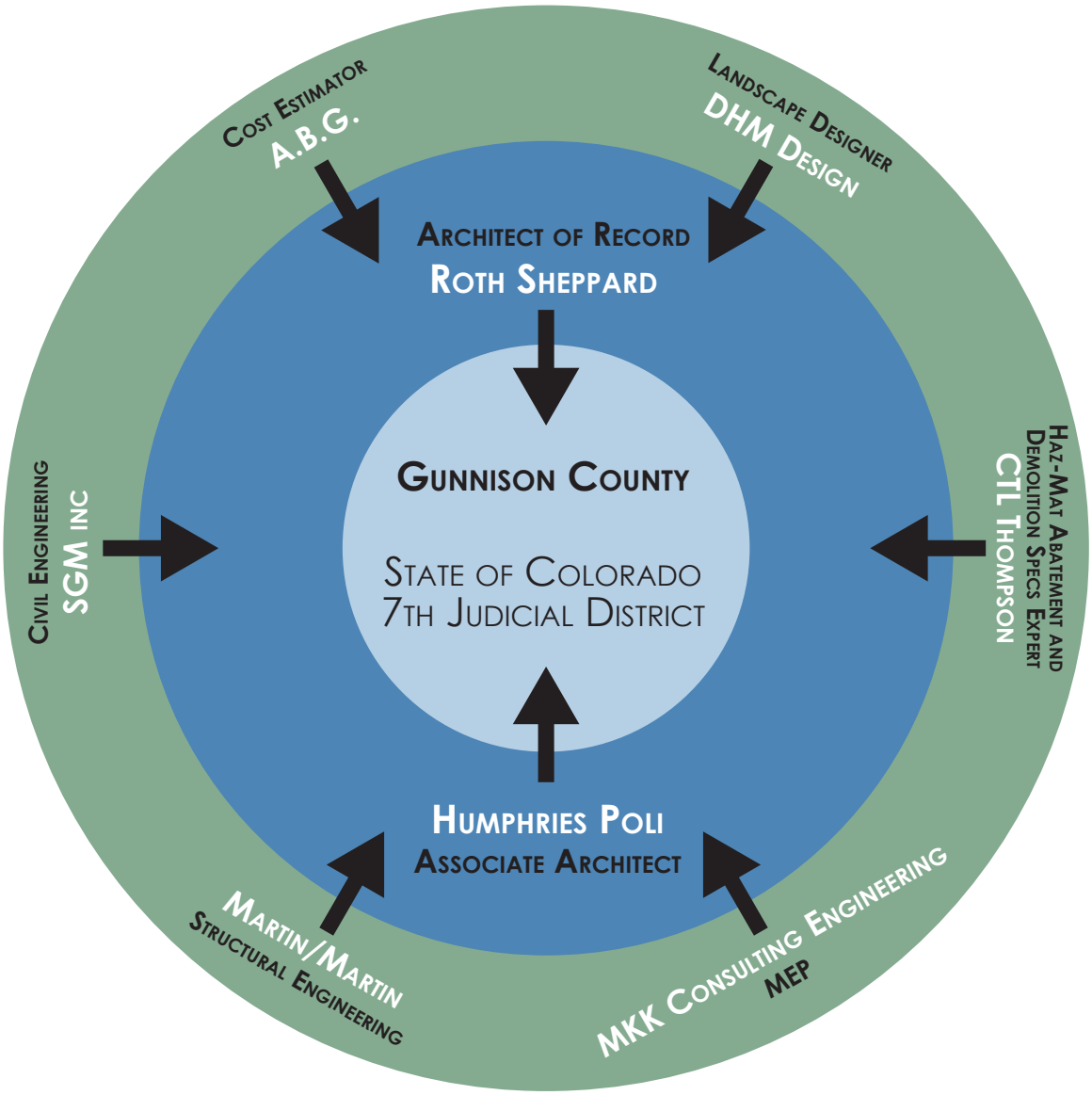
Jane M Crisler

Jane Crisler, AIA
Associate

2100 DOWNING STREET | DENVER, COLORADO 80205 | P: 303.607.0040 | F: 303.607.0041 | HPARCH.COM

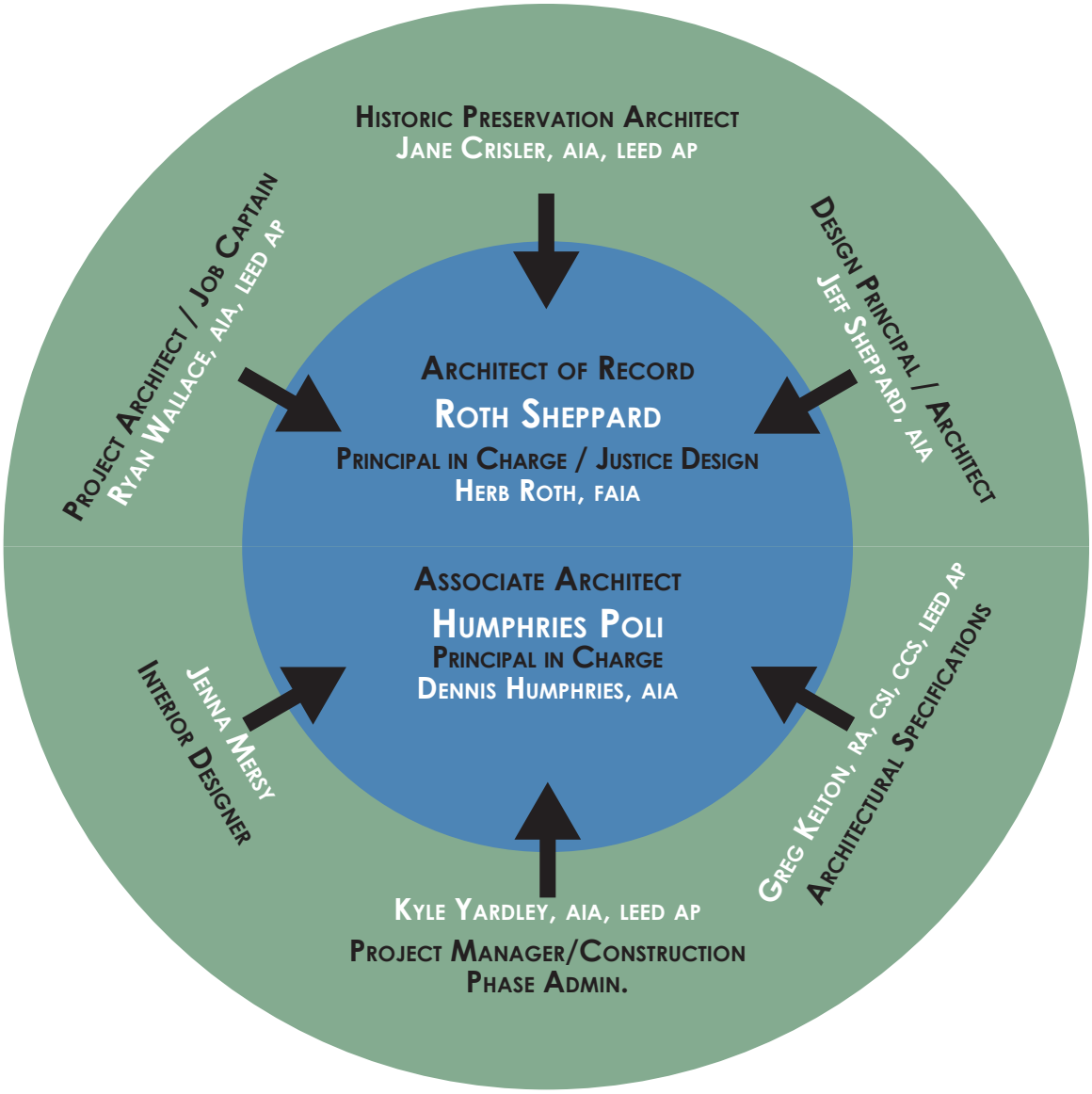
2. Architect's Team & Project Approach - c. Organizational Chart

Our team organization chart is illustrated below and includes our **key consultant team** to bring you a depth of Justice Facility and Public Building, planning, engineering and specialist expertise that can not be matched by any other team.



See 7c page 26 for discussion of process proposed for work in Gunnison County.

2. Architect's Team & Project Approach - c. Organizational Chart



Internal Roles and Responsibilities

Herb Roth, FAIA: principal in charge, architect of record, programming, and justice planning & design
Jeff Sheppard, AIA: overall architectural design, presentation at Gunnison County and public meetings
Kyle Yardley, AIA, LEED AP: project management, managing the consulting team, managing multiple consultant agreements, schedule control, CA, CMGC coordination
Greg Kelton, RA, CSI, CCS, LEED AP: architectural specifications
Ryan Wallace, AIA, LEED AP: project architect, managing the architect team, developing design intent, integrating engineering consultant work into architectural design
Jenna Mersy: interior designer, development of FF&E requirements, design of signage and graphics
Jane Crisler, AIA, LEED AP: historic preservation architect, adaptive re-use of the 1881 courthouse

The combined team of Roth Sheppard and Humphries Poli has been providing architectural design and construction administration services on a varied group of building typologies to government agencies in Colorado and nationwide. Experience and expertise includes all aspects of judicial and civic architecture including courts, jails, administrative and law enforcement facilities. Each project is unique and provides its users and owners with the environment that facilitates excellence in delivery of municipal and government services.

Additionally, many of the projects have been delivered by a CMGC process allowing us the opportunity to increase our skills in assisting clients and CMGCs in their pre-construction and construction phases of project delivery. Specifically, we are currently involved in the design and construction of the Denver Art Museum Administration Building, the Arapahoe County Justice Center Courthouse Lobby Expansion and the Erie Police Services and Municipal Court Building. All are CMGC projects with different CMGCs. The benefit to the owner is the understanding of the CMGC process and the application of technology to assist us in the pre-construction and construction phases.

PLANNING AND PROGRAMMING EXPERIENCE (partial list)

- Adams County Library System Study, CO
- Atlanta Public Safety Complex & Annex, GA
- Broomfield Police Department and Combined Courts, CO **(RS+ HP)**
- Colorado Bureau of Investigations / Colorado State Patrol, CO
- Erie Police Services, CO
- Fayetteville Police Department and Municipal Court, AR
- Fort Collins Police Services, Needs Assessment & Site Master Planning, CO
- Fruita Public Safety Feasibility Study, CO
- Garfield County Library Study, CO
- Grand Junction Public Safety Facility Program, CO **(RS+ HP)**
- Houston Police Department, Midwest Police Station 18, TX
- Kauai Main Police Facility & Emergency Operations Center, HI
- Lancaster Public Safety Headquarters Facility, TX
- LAPD Administration Building, CA
- LAPD Rampart Area Police Station, CA
- RCMP E Division Headquarters Consolidation, BC
- Redlands Public Safety Hall, CA
- Salt Lake City Public Safety Headquarters Needs Assessment, UT
- Salt Lake City East Side Public Safety Complex Concept Design, UT
- San Jose Police Department South Bureau Headquarters Program, CA
- Santa Ana Police Administration Building & Holding Facility, CA
- Sonoma County Sheriff's Department, CA
- Springdale Police Dept., Courts & City Administration Headquarters, AR
- Thornton Police Department & Municipal Courts, CO
- Westminster Public Safety Headquarters, CO **(RS+ HP)**
- Westminster Police Department Headquarters, CA
- Winnipeg Police Services, Peer Review, BC

TOP to BOTTOM Westminster Public Safety Building, Westminster; Broomfield Courts and Police Building, CO

COURTS EXPERIENCE (partial list)

- Aurora Municipal Court Remodel, CO
- City and County of Broomfield Combined Courts, CO **(RS+ HP)**
- Bayfield Town Hall, CO
- Brighton Municipal Court, CO
- Elbert County Justice Center, CO
- Fayetteville Municipal Court, AR
- Frederick Municipal Court, CO
- Garfield County Courts, CO
- Golden Municipal Center, CO
- Lone Tree Municipal, CO
- Pitkin County Courthouse Remodel, CO
- Springdale Administration and Municipal Court, AR
- Thornton Police and Justice Building, CO
- Town of Milliken Municipal Courts Programming, CO
- Town of Windsor Municipal Court Programming, CO

Brighton Municipal Court, CO.

COURTHOUSES / MEANING

Regarding the more specific topic of courthouse design, a number of related issues present themselves. The role of the building within the community – it's meaning and how this meaning is conveyed by its appearance is especially important. In today's world of increasing social and cultural diversity, the visual attributes of public buildings tend to mean different things to different people. A traditional image of stability, a classical portico for instance, might convey a sense of permanence and judicial fairness to some and an impression of remote and uncaring government to others. Likewise, a building that aims to be neutral and devoid of associate meaning can be confusing in its lack of commitment.

ACCESSIBILITY & OPENNESS

Perhaps remembering that the judiciary and the courthouse are integral parts of the community might approach this issue. This role might be conveyed in built form by projecting a condition of accessibility and openness along with a parallel sense of institutional stability and fairness; by making sure that the building does not isolate itself but, in fact, relates directly to the physical and spatial, fabric of the community. Buildings that recognize and converse with their physical surroundings also hold the possibility of establishing communication with their social setting, helping to initiate or maintain a meaningful bond between the institutions they represent and the people they serve.

COURTHOUSES AND THE COMMUNITY

By recognizing its community's larger patterns of activity – commercial, public, etcetera – and by helping to give further definition to these patterns, the courthouse can expand upon its symbolic presence and also become a more integral participant in the general life of the community.

FUNCTIONAL RESILIENCE

In considering functional performance, it is important, that the building be planned to effectively respond to future changes of use. This might mean that a distinction be made between spaces of most stable use patterns- Courtrooms and chambers perhaps – and those, like general office spaces, that are more likely to be subject to incidental change across time. In any case, all spaces of the building should reflect clear planning principles with respect to factors such as access and circulation, scale and dimension of workspace, short-term flexibility, electronic servicing, environmental conditioning and relationships to natural lighting and view.

Good buildings are also durable and resilient buildings. This attribute relates not only to quality of construction, but also to the usefulness of the building. Regardless of size, budget and present use demands, a well-conceived building should have the robustness to respond to inevitable changes of use across time.

	Gunnison County Courthouse Space Needs Assessment	Westminster Public Safety Facility	Grand Junction Public Safety Facility	Broomfield Police Department and Combined Courts	Adams County Flatrock Range Facility	Aurora Municipal Courts Remodel
Architect **Roth Sheppard** Herb Roth, FAIA Jeff Sheppard, AIA Kyle Yardley. AIA, LEED AP	●	●	●	●	●	●
Architect **Humphries Poli** Dennis Humphries, AIA Ryan Wallace, AIA, LEED AP Jane Crisler, AIA, LEED AP Jenna Mersy	●	●	●	●		
Cost Estimator **A.B.G.** Tracy Amick	●				●	
Civil Engineering **SGM inc.**						
Structural Engineering **Martin/Martin**	●	●		●	●	
Mechanical Engineering **MKK**	●					

3. Ability to Accommodate the Programming and Design Schedule

Please refer to the following attached schedule for the description of schedule efforts, milestones and meetings. The schedule is organized in colors; black for overall phases, orange and red denoting activities occurring in Gunnison and green denoting efforts occurring in Denver.

The schedule has been developed such that the milestones are achievable. We will begin each phase identifying required tasks of design team members and all stakeholders. The schedule depends on the orderly execution of tasks.

Specifically our approach is defined by the schedule.

Initial Planning and Programming

- Final interviews in Gunnison and Montrose (if required) for county and courts
- Detailed adjacency requirements
- Listening and response to concerns vocalized on the initial study's concept planning
- Room-by-Room matrix identifying the detail requirements of furniture, lighting, acoustic, technology etc.

Visioning and Precedents

- Develop, present and explore a library/synopsis of county administration and courthouse buildings to establish consensus on planning and design direction.
- Develop and present context images for significant Gunnison buildings

Tours of Existing Facilities (Optional)

- Routt County (Steamboat Springs)
- Eagle County (Eagle)
- Montrose
- Denver

Concept Design Alternatives

Alternatives in building massing requested by the County include; 1. Separating the Court functions and county functions in distinct wings. 2. Wrapping the new construction around the existing 1881 courthouse are valid approaches to solving the problem. These will be documented to the level of concept design of Option 4 in the initial study. The alternatives will be evaluated in terms of Function, Form and Economy. An updated concept design estimate will be completed for Option 4 and comparative estimates will be completed for the two alternative schemes. Our process is collaborative and we are scheduling an interim and final work session to present, review and revise the three schemes with the intent of finalizing concept direction for the subsequent design phase.

3. Ability to Accommodate the Programming and Design Schedule

Schematic Design Focus

Schematic design phases address the issues of plan development, massing/envelope, sectional development and site. Each phase includes 2 on-site work sessions with County and Judicial personnel. There will be a total of 6 on-site meetings and a final presentation to the BoCC and public. This is where the design direction(s) identified in the Visioning and Precedents begins to take form in architectural style and materiality.

A second but as important focus of this phase is the development of adequate detail to provide the necessary base used in the selection process of the CMGC. The design needs certain clarity of form, materials and systems at this schematic level to attain credible construction cost estimates from each of the proposing CMGCs.

Design Development

Design development focuses on more detailed design and identifies material, equipment and finish specifications in out line form to provide adequate information to visibly describe the design and allow a more detailed CMGC estimate. We will participate in the CMGC selection process evaluating their proposals and participating in the necessary interviews. We are proposing a DD effort that includes continuous coordination with the Owner, users and CMGC so that expectations of construction cost, quality and program are met. Our project manager will develop this methodology in conjunction with the selected CMGC jointly defining common goals and aspirations.

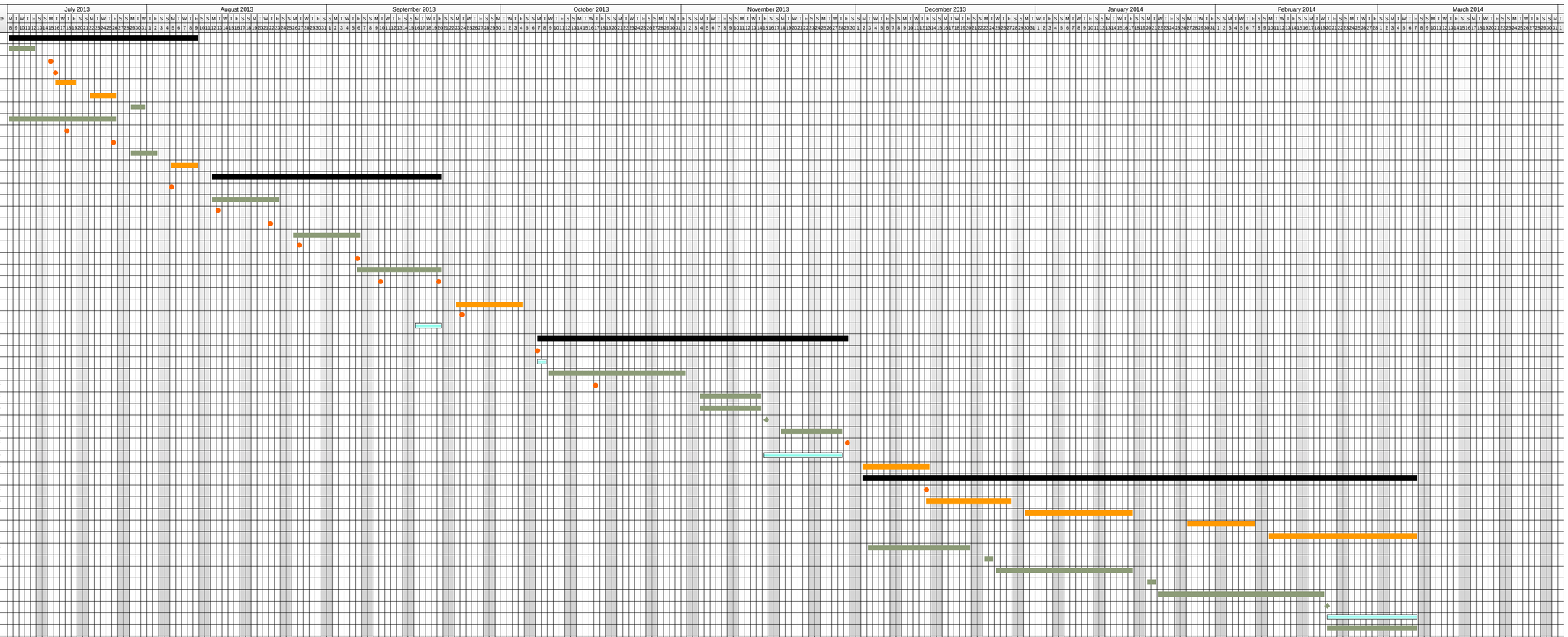
Construction Documents

The final design phase is the production of construction documents. Unique and critical in this phase are the following:

- Vacating the existing building scheduled for end of December 2013
- Consideration of construction phasing that addresses the special needs of the preservation and adaptive re-use of the 1881
- Executing the hazardous material survey and assisting the Owner in the Owner's selection of an abatement contractor
- Assisting the Owner in evaluating and scheduling any necessary hazardous material abatement. The abatement will be completed by a certified abatement contractor familiar with all requirements and statutes of Federal and State agencies (EPA etc.). The abatement contractor will utilize the survey completed by the team's Environmental consultant to determine methods and means. The effort will include a separate bid package which may be followed by another separate bid package for selective demolition of the existing facility as managed by the CMGC.
- Coordination of the pre-construction efforts of the CMGC will continue as defined in the design development phase. A major portion of our proposed project manager's effort will be in continuing the dialogue with the CMGC with the goal of completing an accurate construction cost estimate and final GMP by the time building permit drawings are approved.

3. Ability to Accommodate the Programming and Design Schedule

	Activity Name	Duration (Days)	Start Date	Finish Date
1	Planning / Final Programming	25.00	7/8/13	8/9/13
2	Mobilization / Administration	5.00	7/8/13	7/12/13
3	Kick-Off Meeting	0.00	7/15/13	7/15/13
4	Visioning / Precedence	0.00	7/16/13	7/16/13
5	Public Participation	4.00	7/16/13	7/19/13
6	Interviews	5.00	7/22/13	7/26/13
7	Production	3.00	7/29/13	7/31/13
8	Develop Alternatives	15.00	7/8/13	7/26/13
9	Alternative Concept Review	0.00	7/18/13	7/18/13
10	Alternative Concept Final	0.00	7/26/13	7/26/13
11	Program Cost Estimate update	5.00	7/29/13	8/2/13
12	County / 7th Review	5.00	8/5/13	8/9/13
13	Schematic Design	30.00	8/12/13	9/20/13
14	SD Notice to Proceed	0.00	8/5/13	8/5/13
15	Plan Development	10.00	8/12/13	8/23/13
16	SD Work Session 1	0.00	8/13/13	8/13/13
17	SD Work Session 2	0.00	8/22/13	8/22/13
18	Massing / Enclosure	10.00	8/26/13	9/6/13
19	SD Work Session 3	0.00	8/27/13	8/27/13
20	SD Work Session 4	0.00	9/6/13	9/6/13
21	Sectional Development / Site	11.00	9/6/13	9/20/13
22	SD Work Session 5	0.00	9/10/13	9/10/13
23	SD Work Session 6	0.00	9/20/13	9/20/13
24	County / 7th Review	10.00	9/23/13	10/4/13
25	SD Presentation	0.00	9/24/13	9/24/13
26	CMGC IGMP Costing	5.00	9/16/13	9/20/13
27	Design Development	40.00	10/7/13	11/29/13
28	DD Notice to Proceed	0.00	10/7/13	10/7/13
29	CMGC Selection	2.00	10/7/13	10/8/13
30	Plan Refinement	18.00	10/9/13	11/1/13
31	DD Work Session 1	0.00	10/17/13	10/17/13
32	Massing / Elevations	9.00	11/4/13	11/14/13
33	Outline Specifications	9.00	11/4/13	11/14/13
34	DD Work Session 2	0.00	11/15/13	11/15/13
35	Materials / Site Development	9.00	11/18/13	11/28/13
36	DD Work Session 3 Presentation	0.00	11/29/13	11/29/13
37	CMGC DD Cost Estimate	10.00	11/15/13	11/28/13
38	County / 7th Review	10.00	12/2/13	12/13/13
39	Construction Documents	70.00	12/2/13	3/7/14
40	CD Authorization	0.00	12/13/13	12/13/13
41	Move - Out	11.00	12/13/13	12/27/13
42	Hazmat Survey	15.00	12/30/13	1/17/14
43	Hazmat Abatement	10.00	1/27/14	2/7/14
44	Demolition	20.00	2/10/14	3/7/14
45	CD Production	14.00	12/3/13	12/20/13
46	CMGC Work Session 1	2.00	12/23/13	12/24/13
47	CD Production	18.00	12/25/13	1/17/14
48	CMGC Work Session 2	2.00	1/20/14	1/21/14
49	CD Production	21.00	1/22/14	2/19/14
50	95% CD Permit Set	0.00	2/20/14	2/20/14
51	FGMP Update	12.00	2/20/14	3/7/14
52	CD Production	12.00	2/20/14	3/7/14



ROTH SHEPPARD HUMPHRIES POLI ARCHITECTS

4. Owner Participation

We promote an interactive process with the participation of decision makers, members of the community and those who will use the facilities. The Roth Sheppard Humphries Poli Team believes that successful projects are only possible with good communication among all project team members.

PROJECT STRATEGIES

Our proposed methodology offers a distinctly intense and collaborative series of work sessions and meetings. We will assist the owner and stakeholders in their preparation, ask that they be prepared, be able to schedule the necessary time at the appropriate stages of the process and be able to convey their concerns openly.

PARTICIPATION

Our experience with public entities indicates that our role is to both disseminate information and to create an inclusive process that invites participation. In the past we have utilized several methods to assure that staff and stakeholders are engaged in all phases of the design process:

- General visioning sessions provide enlightenment as to what is possible. These sessions promote 'thinking outside the box.'
- Focus group work sessions have been utilized to define specific group needs and expectations.
- Work sessions are utilized to explore alternatives versus present a 'biased solution.'
- Large groups occasional stagnate into a non decision making role thus establishing smaller sub groups, decision making approval guidelines and discussion protocol can greatly aid in managing the participation process.
- A project specific web site is an opportunity to disseminate information and project updates. Additionally, web sites are an opportunity to receive comments from either a broader base or a specific stakeholder entity.
- An information kiosk, placed in a public lobby can be a great way to engage stakeholder groups. This type of public outreach can go a long way in promoting community ideas.
- Physical models and 3-D computer modeling are important tools for in¬creasing user group participation. Through our experience, we have determined that physical models (rather than computer models) are extremely beneficial at the initial concept phase of design. These mass models provide a tactile opportunity for engagement and typically elect more appropriate input than computer models. Once the design concept has been established 3-D computer modeling is an excellent tool to quickly explore alternatives relative to massing, color, materials, daylighting and contextual fit.

TOP to BOTTOM Springdale Police Department, Municipal Court & City Administration Headquarters Remodel and Addition, AR. Golden Municipal Center & Courts Renovation and Addition, CO.

5. Quality of Documents and Administrative Service

a.) Quality Control for every project begins with the Project Team, led by Herb Roth. Each team member has assigned areas of responsibility throughout the life of the project. Kyle Yardley, as the assigned Project Manager and Licensed Architect, will regularly review work and direct the team's efforts. By comparing documents to a long list of municipal facilities designed by Roth Sheppard Architects (RSA) and Humphries Poli Architects (HPA), the project manager has the ability to take lessons that have been learned during the design and construction process and apply them to your project. This process, which is based on the team's depth of experience in civic buildings ensures that all potential design and technical issues are reviewed and resolved prior to the bidding and construction phase.

Prior to the close of the Construction Document production phase, a senior team member not associated with your project, will review the documents. This step in the quality control process ensures that your project will be scrutinized by a highly experienced project manager from a fresh perspective. Drawings and designs will be analyzed for their ability to be constructed, ensure maintainability, and for overall drawing accuracy.

This intensive review process will make certain that each design and program related requirement is included and buildings are both constructible and durable. Additionally these attributes enable us to meet and possibly improve on project schedules during construction.

b. Our team has extensive experience in working with Owners and users such as the Courts to coordinate the FF&E requirements will be fully organized and coordinated in the final design of both the renovated original circa 1881 Courthouse feature and the new building. The FF&E work will be coordinated beginning during the programming phase and continue to expand through all subsequent phases of the project. We also understand the FF&E of the Courts must be anticipated but the project budget does not include funding for this aspect of the project as it would normally be provided by the State Courts. This effort will require appropriate coordination of technology and electrical in addition to sizing. It should be noted the "bench" and related millwork is included in the project budget. At the conclusion of each phase of the design process our team will produce drawings illustrating the scope of the work and layouts for approval. As we work into the Design Development phase we would coordinate with the interior finishes to ensure a well thought out proposal. Our work is not completed until the last piece of furniture has been installed and accepted by the Owner.

TOP to BOTTOM Arapahoe County Justice Center Remodel and Expansion, CO. Arapahoe County Sheriff's Administration and Coroner's Facility, Centennial

5. Quality of Documents and Administrative Service

The 1881 Courthouse feature will be coordinated with a local firm at the selection of the Owner as discussed during the pre-proposal meeting. We understand the need to coordinate this local history effort with someone in the community and look forward to that collaboration.

We typically would not include the FF&E as part of the scope of the CM/GC since their mark-up and oversight is generally redundant with the work of the successful furniture vendor and installer. Again, our work during this phase is not complete until the last chair has been installed.

We have provided these services on numerous public buildings and understand the unique aspects of furniture in public places. We stand ready to provide the oversight and coordination required for this project.

c.) During construction we will monitor the work of the General Contractor such that the level of quality required by the contract documents is actually built. All of our activities, including review of shop drawings, review of samples, approval of pay applications, analysis of change order proposals and observation of work in progress will be centered on the success of the project.

Throughout construction, Roth Sheppard and HPA will resolve construction quality and administrative issues, visiting the construction site as necessary.

We will insist on adherence to contract requirements for pre-installation meetings for every major system and finish trade, prior to beginning that phase of work. These meetings are essential to individually impress upon subcontractors the importance of quality, schedule and coordination, and to flush out any potential conflicts or misunderstandings about the project scope. We regard timely resolution of field questions as a high priority in order to prevent or minimize schedule impact of unforeseen circumstances. A field observation report will be provided to the Owner and Contractor following every site visit by both Roth Sheppard and HPA. This report not only records the status of the work, but identifies and sets deadlines for resolution of issues by Contractor, Owner or Architect.

This program has been instrumental in the success for our projects at all levels including schedule and budget conformance. The quality of our work is a direct result of the efforts associated with this program, as evidenced by the high percentage of repeated clients.

TOP to BOTTOM Springdale Police Department, Municipal Court & City Administration Headquarters Remodel and Addition, AR. Town of Milliken Police Department & Meeting Hall Facility, CO.

5. Quality of Documents and Administrative Service

d.) Our team is thoroughly experienced in generating, evaluating, and projecting operating and construction costs for new construction. Our expertise in assessing and costing reinforces the team's ability to make informed evaluations of all concepts proposed, ensuring library patrons receive the benefit of the best possible solution to meet their needs.

Cost control is not simply a passive method of projecting operating costs but a management tool for controlling them and assuring their appropriateness to the client's objective. We have developed positive management techniques to evaluate the major cost determinants: utilities, maintenance, insurance and staffing. These cost determinants and resulting projections are established and reviewed with the Owner on an on-going basis through the decision-making process.

We understand that realistic cost estimates at all stages of design are critical to the success of a project. Our estimates are refined at several points during the planning process (theoretical, schematic design, design development, and final) to insure their validity, and strengthen our capacity for cost control during the actual construction phase. We advocate that these major cost determinants and resulting estimates be established and reviewed with the owner on an ongoing basis throughout the decision making process. Our approach includes the following:

Preliminary Cost Advice - Using historical cost data, a range is established for the project at the conceptual level. It should be noted that one of the most common causes of rising project costs stems from a failure to adequately define project scope.

Estimates - Following the production of preliminary drawings, a cost estimate is prepared from conception through the final working drawing stage. Design decisions are made with full knowledge of their financial implications. Experience has taught us that small changes and enhancements in the early design phases require fewer work hours and less effort than last minute brick and mortar changes.

It is also important to acknowledge that an adequate budget must be based on a realistic assessment of the potential contingencies inherent in a project. When this happens, the budget must provide for an effective and timely response. The team must soberly evaluate a budget for contingencies, without raising false hopes that everything will go exactly according to plan. One thing is certain: virtually every project uncovers unexpected conditions. On the positive side, these often present opportunities for innovations and improvements that enhance the project's overall value.

TOP to BOTTOM Littleton Town Hall, CO. Westminster Public Safety Building Concept Diagram, Westminster CO.

5. Quality of Documents and Administrative Service

The process for the Gunnison County Courthouse project will involve three phases of research:

1. Investigation of existing operating costs from historical data
2. Research of national databases and contacting similarly-sized facilities
3. Performing a preliminary engineering analysis of the building's energy requirements

The design team will research the existing operating costs for the courthouse from the past fiscal year for gas, electrical, telephone, water, sewer, storm sewer, maintenance (cleaning) and insurance. These costs will be converted to a square foot cost basis. Initial conversations will be held with the local utility providers to determine whether cost increases are anticipated for the next several years. This information will then be used to adjust the square foot costs from the previous fiscal year. Simultaneous with this effort, the mechanical and electrical engineering team will provide a preliminary analysis of the projected energy requirements through modeling the conceptual design. It should be noted this work is highly preliminary in nature due to basic assumptions on the form and orientation of the building which has not been finalized.

TOP to BOTTOM Aurora Municipal Court Remodel & Renovation, CO. Bayfield town Hall.

An additional step will be researching and contacting similar sized municipal facilities around the US to get a true sense of whether the local costs when applied to a larger facility are still appropriate. A final step will include an evaluation of the specific equipment needs inherent in a larger library facility, equipment not currently used in the existing building, will also be conducted. The agreed upon operating costs will be multiplied by the projected square footage to establish a benchmark for operating. These costs will require adjustment on an annual basis in response to increases/decreases in the consumer price index to more accurately reflect yearly budget costs.

Projections for capital costs will be developed through the use of historical cost data for the courthouse construction and operations, in addition to local costs, including equipment, building construction and site demolition, site preparation and fees normally associated with projects of this nature. Operational costs will include personnel requirements (salaries and work benefits), building operations, collection development and automation, and communications based on information available from County staff. Cost data will be projected forward to the anticipated year of construction. Comparative data for capital and operating costs will be developed for each facility.

5. Quality of Documents and Administrative Service

Our success in meeting established project development schedules is based on a comprehensive approach to project management and an understanding of key issues that affect the schedule, especially where the development of a project involves a wide range of user and stakeholder interests. The initial project schedule will reflect the development of an overall plan identifying all phases and key project milestones from design through construction. Completion dates for the project design phases and/or final completion will be established according to the project schedule.

Roth Sheppard and HPA's management approach is to use project planning to expedite and monitor each phase, based on the outline of tasks and deliverables. The detailed planning effort determines necessary staffing levels to meet the quality and schedule requirements of the project. Emphasis is placed on organization and management of known issues to create the necessary time cushion to deal with unforeseen circumstances when they arise. This allows the team to notify the Client as to when critical decisions are required. Staff meetings serve to interface the work of all disciplines to maintain professional, high quality service. Project schedules are monitored weekly against manpower needs and any inconsistencies with the established work plan are immediately rectified.

e.) Our design approach will consider the implications of the design and acquisition of the FF&E packages during every phase of the project. We touched briefly on this matter in our discussion in paragraph "b" above. As previously noted, the process begins with the Programming phase and is not completed until the final chair has been installed. The design and procurement will evolve consistent with the level of intensity of each design phase in order to ensure compatibility and coordination. We look at each piece of the FF&E package with the same passion and consideration as any other component of the design. The FF&E design and procurement process will be lead by Jenna Mersey of the RS-HP team. Our previous experience has included providing FF&E for over 40 public buildings.

TOP to BOTTOM Brighton Municipal Court, CO. Garfield County Courthouse, Rifle. Bayfield Town Hall, Bayfield

6. Contract Agreement

Per our discussion at the pre-proposal meeting, all outstanding issues were resolved fairly and agreeably.

Broomfield Police Department & Combined Courts, CO.

7. Fee and Reimbursable Costs

a. The Roth Sheppard and Humphries Poli Architects team strongly believes that an architect's support for their client ought to extend further than attendance at public meetings. Our team has recent and relevant experience supporting clients and projects in grant applications, fund raising and getting election initiatives passed. Humphries Poli Architects has supported numerous public sector clients on campaign initiatives and fund raising efforts.

For the Mancos Library, we developed a series of donation opportunities that allowed public and private support to "purchase" needed library components. Everything from park benches to the flag pole afforded naming and fund raising opportunities, which were presented in a "Gift Catalogue".

In Granby, Colorado, our team participated in a series of fund raising events that were designed to raise money for the construction of a new library facility after the existing library was destroyed in a nationally publicized rampage by a disgruntled citizen. Taking the notion of community building to a new level, HPA sponsored a picnic for members of the construction team that resulted in the donation of time, effort and materials which significantly reduced the overall construction costs.

b. (Please refer to section 2e)

c. Clearly it is a concern to every one of our West Slope clients. Our offices and most of our consultant's offices are in Denver and yet we are successful in providing West Slope services. Our process, as exhibited in the proposed design schedule, illustrates the meetings and work sessions that are proposed to occur in Gunnison. We can and will continue to improve the way we define and manage the goals to be attained in our on-site meetings. We understand the need to be there, to work there and to have the necessary face-to-face contact with clients, user groups and other stakeholders. The processes we will employ in successfully completing the project are:

- Defining work session goals
- Communicating the need for our consultant team to attend on-site work session when their input and contribution is required
- Providing meeting minutes and action items requiring response from design team members, owners, users and other stakeholders
- Reviewing previous meetings at the initiation of each successive work session
- Holding ALL accountable to complete their specifically defined task
- Updating design scheduling to respond to revisions in workflow
- Maintaining the CMGC in the communications loop and eliciting their response to revisions in design detailing
- Using technology, specifically Bluebeam software and Webex to facilitate virtual studio collaboration
- Production of documents using Revit software (Building Information Modeling)

Regardless of the technology opportunities that arise monthly if not daily, we promise a seamless planning, design and administrative process that will meet and exceed expectations for creative invention, communication, accessibility and work ethics.

TOP to BOTTOM Broomfield Police Department and Combined Courts, Broomfield; Adams County Communications Center, Commerce City; Westminster Public Safety Building, Westminster

ATTACHMENT A - FEE PROPOSAL SUMMARY

ATTACHMENT A

GUNNISON COUNTY COURTHOUSE FACILITY PROJECT
FEE PROPOSAL SUMMARY
Form Created 4/15/2013

1881 BUILDING RENOVATION & NEW COURTHOUSE BUILDING

ITEM NO.	DESIGN DISCIPLINE	CONSULTANT NAME	PROGRAM WITH CLIENT	SCHEMATIC DESIGN PHASE	CONTRACTOR SELECTION/IGMP	DESIGN DEVELOPMENT PHASE	CONSTRUCTION DOCUMENTS PHASE/FGMP	CONTRACT ADMINISTRATION PHASE	TOTAL
1	Planning & Programming	RS HP	$ 49,740	$ -	$ -	$ -	$ -	$ -	$ 49,740
2	Programming Estimate	ABG	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ 5,000
3	Architectural Design	RS HP	$ -	$ 54,480	$ 4,800	$ 67,250	$ 184,800	$ 141,440	$ 452,770
4	Interior Design	RS HP	$ 2,500	$ 10,800	$ -	$ 14,400	$ 28,800	$ 15,500	$ 72,000
5	Civil Design	SGM	$ 2,500	$ 6,000	$ -	$ 8,000	$ 16,000	$ 10,000	$ 42,500
6	Structural Design	Martin Martin	$ -	$ 12,600	$ -	$ 16,800	$ 33,600	$ 21,000	$ 84,000
7	Mechanical & Plumbing Design	MKK	$ -	$ 14,550	$ -	$ 19,400	$ 38,800	$ 24,250	$ 97,000
8	Electrical Design	MKK	$ -	$ 11,400	$ -	$ 15,200	$ 30,400	$ 19,000	$ 76,000
9	Landscape Consultant	DHM	$ 2,500	$ 7,640	$ -	$ 8,700	$ 7,960	$ 7,440	$ 34,240
10	Acoustical Engineering	SMW	$ -	$ -	$ -	$ 4,700	$ 8,000	$ 2,000	$ 14,700
11	Signage and Graphics	RS HP	$ -	$ 2,700	$ -	$ 3,640	$ 7,280	$ 3,600	$ 17,220
12	Low Voltage - voice, data & security	MKK	$ -	$ 1,875	$ -	$ 2,500	$ 5,000	$ 3,125	$ 12,500
13	Construction Specifications + Detention/Security	ARCHISPEX	$ -	$ 2,000	$ -	$ 2,000	$ 7,000	$ 1,000	$ 12,000
14	Electronic Security System & Control	MKK	$ -	$ 1,875	$ -	$ 2,500	$ 5,000	$ 3,125	$ 12,500
15	A/V	SMW	$ 2,000	$ -	$ -	$ 8,000	$ 21,700	$ 4,000	$ 35,700
16	Hazmat Consulting + Phase 1 Environmental	CTL Thompson	$ 2,800						
17	**SUBTOTAL DESIGN**		**$ 67,040**	**$ 125,920**	**$ 4,800**	**$ 173,090**	**$ 394,340**	**$ 255,480**	**$ 1,020,670**
18	Reimbursable Expenses	Detail included in Attachment "C"	$ 5,700	$ 11,400	$ 637	$ 22,423	$ 31,000	$ 37,000	$ 108,160
19	**TOTAL DESIGN COSTS**		**$ 72,740**	**$ 137,320**	**$ 5,437**	**$ 195,513**	**$ 425,340**	**$ 292,480**	**$ 1,128,830**

EXISTING COURTHOUSE BUILDING DEMOLITION

ITEM NO.	DESIGN DISCIPLINE	CONSULTANT NAME	PROGRAM WITH CLIENT	SCHEMATIC DESIGN PHASE	CONTRACTOR SELECTION/IGMP	DESIGN DEVELOPMENT PHASE	CONSTRUCTION DOCUMENTS PHASE/FGMP	CONTRACT ADMINISTRATION PHASE	TOTAL
1	Planning & Programming	RS HP	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
2	Programming Estimate	ABG	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
3	Architectural Design	RS HP	$ -	$ 4,200	$ -	$ 4,200	$ 6,500	$ 3,250	**$ 18,150**
4	Interior Design	RS HP	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
5	Civil Design	SGM	$ -	$ 2,750	$ -	$ 1,500	$ 2,400	$ 1,200	**$ 7,850**
6	Structural Design	Martin Martin	$ -	$ 2,000	$ -	$ 3,000	$ 4,000	$ 2,000	**$ 11,000**
7	Mechanical & Plumbing Design	MKK	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
8	Electrical Design	MKK	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
9	Landscape Consultant	DHM	$ -	$ 1,750	$ -	$ 340	$ 290	$ -	**$ 2,380**
10	Acoustical Engineering	SMW	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
11	Signage and Graphics	RS HP	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
12	Low Voltage - voice, data & security	MKK / ShenMilsonWilkie	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
13	Detention/Security	ShenMilsonWilkie	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
14	Electronic Security System & Control	ShenMilsonWilkie	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
15	Hazmat Consulting + Phase 1 Environmental	CTL Thompson	$ -	$ -	$ -	$ -	$ 9,200	$ -	**$ 9,200**
16	**SUBTOTAL DESIGN**		**$ -**	**$ 10,700**	**$ -**	**$ 9,040**	**$ 22,390**	**$ 6,450**	**$ 48,580**
17	Reimbursable Expenses	Detail included in Attachment "C"	included above	$ -	$ -	$ -	$ -	$ -	
18	**TOTAL DESIGN COSTS**		**$ -**	**$ 10,700**	**$ -**	**$ 9,040**	**$ 22,390**	**$ 6,450**	**$ 48,580**

Architect's Mark-up on Subconsultants included above:	0%

NOTES:

1	The Owner is looking for a complete design, therefore include additional consultants that you require for these components of the Project.
2	Based on potential need for design phasing driven by seasonal scheduling challenges, anticipate 2-3 bid packages.
3	Provide a specific separate budget for reimbursable expenses (as Attachment "C").
4	Within Contractor Selection category, include time required to assist the Owner in selecting a contractor through a CM/GC format. Also allow time for assisting with the selection of major subcontractors. It is expected the GC will be the same for both the demolition oversight AND renovation/new building work.
5	This design fee shall be all inclusive as determined to provide complete design services resulting in a GMP within the Owner's Approved Budget.
6	PROVIDE A SEPARATE FEE PROPOSAL FOR ORCHESTRATION AND ADMINISTRATION OF COUNTY-OWNED FF&E ASSOCIATED WITH THE PROJECT. CONSIDERATION OF POTENTIAL EVENTUAL NEED FOR SIMILAR ORCHESTRATION AND ADMINISTRATION OF FF&E PERTAINING TO THE COURT(S) OCCUPYING THE NEW BUILDING FACILITY WILL BE UNDERTAKEN AT A LATER DATE.

ROTH SHEPPARD HUMPHRIES POLI ARCHITECTS

Attachment A - Fee Proposal Summary

We have enclosed Attachment A- Fee Proposal as requested by the RFP. We are hopeful that fee is not the primary consideration of our proposal/selection for this project. We have structured our fee based on our understanding of the scope of work, the terms of the Agreement, and our experience in working on projects of this nature. As discussed during the Pre-Proposal Meeting, we would encourage a thoughtful discussion of the fees prior to the interview phase to ensure we are all on the same page.

We have also included several alternative scope proposals that you may want to consider. We did not include them as part of Attachment A but offer them here:

Alternate	Cost	Consultant
Energy Modeling	$16,000	MKK/RS-HP
Geothermal Design	$15,000*	MKK/RS-HP
Commissioning	$32,000	MKK/RS-HP
Structural**	$16,000	Martin/Martin
Survey	$2,240	SGM

*Note this fee includes only the design of the system and does not include the thermal conductivity testing that would be performed by a geo-exchange contractor. This consists of a well being drilled and an analysis conducted to determine the number of wells required to serve the project and typically completed as part of the construction process.

**Lateral analysis and upgrade of the existing courthouse building if required

ATTACHMENT B - BILLABLE RATES

ATTACHMENT B

GUNNISON COUNTY COURTHOUSE FACILITY PROJECT
BILLABLE RATES
4/15/2013

ITEM NO.	FIRM NAME	TITLE	INDIVIDUAL NAMES	HOURLY / SALARIED?	HOURLY BILLABLE RATE	JAIL/ PUBLIC WORKS/ BOTH
1	Roth Sheppard	Principal	Herb Roth	Salary	$ 195	
2	Roth Sheppard	Lead Designer	Jeff Sheppard	Salary	$ 195	
3	Roth Sheppard	Project Manager	Kyle Yardley	Salary	$ 130	
4	Roth Sheppard	Designer	Jeffrey Leland	Salary	$ 45	
5	Humphries Poli	Principal	Dennis Humphries	Salary	$ 195	
6	Humphries Poli	Project Architect	Ryan Wallace	Salary	$ 110	
7	Humphries Poli	Interior Designer	Jenna Mersy	Salary	$ 85	
8	Humphries Poli	Historic Preservation Architect	Jane Crisler	Salary	$ 110	
9	Martin/Martin	Principal	Paul Doak	Salary	$ 160	
10	Martin/Martin	Project Manager / Lead Designer	Shane McCormick	Salary	$ 135	
11	MKK	Principal	Angie Huber	Salary	$ 137	
12	MKK	Project Manager / Lead Designer	Jeff Geiger	Salary	$ 137	
13	MKK	Mechanical Engineer	Aaron Zimmerman	Salary	$ 137	
14	MKK	Electrical Engineer	Michael Dermyer	Salary	$ 88	
15	MKK	Lighting	Jeff Bentley	Salary	$ 106	
16	DHM	Principal	laura Kirk	Salary	$ 160	
17	DHM	Lead Designer	Dave Carpenter	Salary	$ 160	
18	DHM	Project Manager	Jason Jaynes	Salary	$ 120	
19	DHM	Designer	Jennifer Dicuollo	Salary	$ 85	
20	Hydro Systems (DHM)	Irrigation Consultant	Ken Dipaolo	Salary	$ 90	
21	ABG	Cost Estimator	Tracy Amick	Salary	$ 125	
22	SGM Inc.	Principal	Louis Meyer	Salary	$ 155	
23	SGM Inc.	Lead Designer	Tyler Harpel	Salary	$ 110	
24	SGM Inc.	Production Tech.	Dave Kozlowski	Salary	$ 90	
25	SGM Inc.	Project Manager	Jerry Burgess, PE	Salary	$ 125	
26	SGM Inc.	PLS - Survey	Jeremy Garland	Salary	$ 120	
27	SGM Inc.	Survey	Erik Bjornstad	Salary	$ 150	
28					$ -	

NOTES:

1	Include Architect Staff and all consultants as well as Names of individuals when available.
2	Add additional rows as required.
3	State any possible adjustments to rates that may apply for the duration of this project. I.E. 2014 rates vs. 2013 rates.
4	It is understood that you will plan your work effort in a manner that overtime rates will not apply.
5	We request the right to increase our hourly rates 5% per year for subsequent years

ROTH SHEPPARD HUMPHRIES POLI ARCHITECTS

ATTACHMENT C - REIMBURSABLE EXPENSES

ATTACHMENT C

GUNNISON COUNTY COURTHOUSE FACILITY
REIMBURSABLE EXPENSES
4/15/2013

ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT COST	TOTAL COST
1	***GUNNISON COUNTY COURTHOUSE FACILITY***				
2	A/E Team Trips (Assumes 2 persons per trip)	70	ea.	$ 637.00	$ 44,590.00
3	Photocopies (8 1/2" x 11", 8 1/2" x 14", etc.) not routine to Pr	3300	p/page	$ 0.15	$ 495.00
4	Color Photocopies (8 1/2" x 11", 8 1/2" x 14", etc.)	1200	p/page	$ 1.00	$ 1,200.00
5	Diazo/Blueline and Blackline Prints, not routine to Project		ea.	$ -	$ -
6	Xerographic Copies or Printing (larger format sheets)	6750	p/sheet	$ 3.50	$ 23,625.00
7	Large Format Color Xerographic Copies	125	p/sf	$ 10.00	$ 1,250.00
8	Photographic reproduction on Mylar		p/sf	$ -	$ -
9	Diazo or Zerographic Reproduction on Mylar		p/sf	$ -	$ -
10	Outside Materials/Services/Supplies	1	ls	$ 3,000.00	$ 3,000.00
11	Subconsultant's Reimbursables (w/o mark-ups)	1	ls	$ 18,000.00	$ 18,000.00
12	Misc. color plots		ea.	$ -	$ -
13	Misc. facsimile		p/page	$ -	$ -
14	Owner/GC review drawing sets, 8 at each phase	3600	p/sheet	$ 3.50	$ 12,600.00
15	Photocopies (8 1/2" x 11") Draft Specifications	16000	p/page	$ 0.15	$ 2,400.00
16	Programming Expenses (separate from costs above)	1000	p/page	$ 1.00	$ 1,000.00
17				$ -	$ -
18				$ -	$ -
19				$ -	$ -
20				$ -	$ -
21				$ -	$ -
22				$ -	$ -
23	**PROJECT TOTAL**				**$ 108,160.00**
24	**TOTAL REIMBURSABLE EXPENSES (Not To Exceed)**				$ 216,320.00

	NOTES:
1	Provide all anticipated Reimbursable Expenses at cost without mark up. Receipts to accompany monthly invoices.
2	Add additional rows as required.
3	Assume that you will provide copies of design documents for the Owner and CM/GC at each design evolution. (Assume 4 full-size sets and 4 half-size sets for each phase). Bid documents will not be included within these reimbursable expenses. If required by the Owner, they will be compensated at cost. In addition the Architect is responsible for posting the documents with a Printing Service named by the Owner.
4	Note that these expenses will be contracted at actual costs with a not-to-exceed amount.
5	Phases as they relate to the Architect providing Design Documents shall include: Programming, SD, 50% DD, 100% DD, 50% CD, Permit Set, 100% CD for each component (Demo. & Reno./New) of the Project.
6	Architect to coordinate the design effort to ensure the most efficient use of time and resources in managing reimbursable expenses.

ROTH SHEPPARD HUMPHRIES POLI ARCHITECTS

ATTACHMENT D - ARCHITECT'S CONSULTANT LIST

GUNNISON COUNTY COURTHOUSE FACILITY PROJECT
ATTACHMENT D
ARCHITECT'S CONSULTANT LIST
Form Created 04/15/2013

THE FOLLOWING LIST IS REQUIRED INFORMATION:

1. Lead Architectural Planning, Final Programming & Design Firm or Firms:

Firm Name: Roth Sheppard / Humphries Poli Phone# 303.534.7007

Principal: Herb Roth, FAIA (Roth Sheppard) / Dennis Humphries, AIA (Humphries Poli)

Signature: _____

Date: 5/31/2013

1. Architect's Team Members:

Lead Designer: Jeff Sheppard, AIA / Herb Roth, FAIA (Roth Sheppard)

Project Manager: Kyle Yardley, AIA (Roth Sheppard)

Project Architect: Ryan Wallace, AIA (Humphries Poli)

Others: Jane Crisler – Historic Preservation (Humphries Poli)

Others: Jenna Mersy – Interior Designer / Signage and Graphics (Humphries Poli)

---

2. Programming/Conceptual Estimation Firm:

Firm Name: ABG Group INC. Phone# 720.366.8074

2. Programming/Conceptual Estimation Team Members:

Principal in Charge: Tracy Amick

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

ROTH SHEPPARD HUMPHRIES POLI ARCHITECTS

3. Civil Design Firm:

Firm Name: SGM INC. Phone # Gunnison: 970.641.5355
Glenwood: 970.945.1004

3. Civil Team Members:

Principal in Charge: Louis Meyer, PE

Lead Designer: Tyler Harpel, PE

Project Manager: Jerry Burgess, PE

Others: Dave Kozlowsk – Production Tech.

Others: Jeremy Garland, PLS - Survey

Others: Erik Bjornstad - Survey

---

4. Structural Design Firm:

Firm Name: Martin / Martin Phone# 303.431.6100

4. Structural Team Members:

Principal in Charge: Paul Doak, PE, SE

Lead Designer: Shane McCormick, PE, SE

Project Manager: Shane McCormick, PE, SE

Others: TBD

Others: _____

Others: _____

---

5. Mechanical & Plumbing Design Firm:

Firm Name: MKK Phone # 303.796.6000

5. Mechanical & Plumbing Team Members:

Principal in Charge: Angie Huber, PE, LEED AP, CLEP

Attachment D - Architect's Consultant List

Lead Designer: Jeff Geiger

Project Manager: Jeff Geiger

Others: Aaron Zimmerman - Mechanical

Others: _____

Others: _____

6. Electrical Design Firm:

Firm Name: MKK Phone # 303.796.6000

6. Electrical Team Members:

Principal in Charge: Angie Huber, PE, LEED AP, CLEP

Lead Designer: Jeff Geiger

Project Manager: Jeff Geiger

Others: Michael Dermyer – Power, Security, Low Voltage

Others: Jeff Bentley - Lighting

Others: _____

7. Interior Design Consultant Firm:

Firm Name: Humphries Poli (See Item 1) Phone # _____

7. Interior Design Consultant Team Members:

Principal in Charge: _____

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

---

8. Acoustical Engineering Firm:

Firm Name: Shen Milcom Wilke (SM&W) Phone # 720.482.0770

8. Acoustical Engineering Team Members:

Principal in Charge: Dana Houghland - Acoustics

Lead Designer:

Project Manager:

Others: Chris Evans – Senior Consultant (Audiovisual)

Others: _____

Others: _____

---

9. Signage and Graphics Firm:

Firm Name: Humphries Poli (See Item 1) Phone # _____

9. Signage and Graphics Team Members:

Principal in Charge: _____

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

---

10. Low Voltage Firm (voice, data & security):

Firm Name: MKK (See Item 6) Phone # _____

10. Low Voltage Team Members:

Principal in Charge: _____

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

---

11. Site/Landscaping Design Firm:

Firm Name: DHM Design Phone # 303.892.5566

Team Members:

Principal in Charge: Laura Kirk

Lead Designer: Dave Carpenter

Project Manager: Jason Jaynes

Others: Jennifer Dicyollo - Designer

Others: Ken Dipaolo – Irrigation Consultant

Others: _____

---

12. Detention Security Consultant Firm:

Firm Name: Archispex Phone # 303.927.8362

12. Other_____ **Team Members:**

Principal in Charge: Greg Kelton

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

13. Other Haz-Mat Consulting & Phase 1 Environmental

Firm Name: CTL Thompson Phone # 303.825.0777

13. Other_____ **Team Members:**

Principal in Charge: Ted White

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

OTHER CONSULTANTS:

Other Consultants	Firm	Project Lead	Phone #
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			

ATTACHMENT A

GUNNISON COUNTY COURTHOUSE FACILITY PROJECT
FEE PROPOSAL SUMMARY
Form Created 4/15/2013

1881 BUILDING RENOVATION & NEW COURTHOUSE BUILDING

ITEM NO.	DESIGN DISCIPLINE	CONSULTANT NAME	PROGRAM WITH CLIENT	SCHEMATIC DESIGN PHASE	CONTRACTOR SELECTION/IGMP	DESIGN DEVELOPMENT PHASE	CONSTRUCTION DOCUMENTS PHASE/FGMP	CONTRACT ADMINISTRATION PHASE	TOTAL
1	Planning & Programming	RS HP	$ 49,740	$ -	$ -	$ -	$ -	$ -	$ 49,740
2	Programming Estimate	ABG	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ 5,000
3	Architectural Design	RS HP	$ -	$ 54,480	$ 4,800	$ 67,250	$ 184,800	$ 141,440	$ 452,770
4	Interior Design	RS HP	$ 2,500	$ 10,800	$ -	$ 14,400	$ 28,800	$ 15,500	$ 72,000
5	Civil Design	SGM	$ 2,500	$ 6,000	$ -	$ 8,000	$ 16,000	$ 10,000	$ 42,500
6	Structural Design	Martin Martin	$ -	$ 18,900	$ -	$ 27,300	$ 50,400	$ 29,400	$ 126,000
7	Mechanical & Plumbing Design	MKK	$ -	$ 14,550	$ -	$ 19,400	$ 38,800	$ 24,250	$ 97,000
8	Electrical Design	MKK	$ -	$ 11,400	$ -	$ 15,200	$ 30,400	$ 19,000	$ 76,000
9	Landscape Consultant	DHM	$ 2,500	$ 7,640	$ -	$ 8,700	$ 7,960	$ 7,440	$ 34,240
10	Acoustical Engineering	SMW	$ -	$ -	$ -	$ 4,700	$ 8,000	$ 2,000	$ 14,700
11	Signage and Graphics	RS HP	$ -	$ 2,700	$ -	$ 3,640	$ 7,280	$ 3,600	$ 17,220
12	Low Voltage - voice, data & security	MKK	$ -	$ 1,875	$ -	$ 2,500	$ 5,000	$ 3,125	$ 12,500
13	Construction Specifications + Detention/Security	ARCHISPEX	$ -	$ 2,000	$ -	$ 3,000	$ 8,000	$ 1,500	$ 14,500
14	Electronic Security System & Control	MKK	$ -	$ 1,875	$ -	$ 2,500	$ 5,000	$ 3,125	$ 12,500
15	A/V	SMW	$ 2,000	$ -	$ -	$ 8,000	$ 21,700	$ 4,000	$ 35,700
16	Hazmat Consulting + Phase 1 Environmental	CTL Thompson	$ 2,800						
17	**SUBTOTAL DESIGN**		**$ 67,040**	**$ 132,220**	**$ 4,800**	**$ 184,590**	**$ 412,140**	**$ 264,380**	**$ 1,065,170**
18	Reimbursable Expenses	Detail included in Attachment "C"	$ 5,700	$ 11,400	$ 637	$ 22,423	$ 31,000	$ 37,000	$ 108,160
19	**TOTAL DESIGN COSTS**		**$ 72,740**	**$ 143,620**	**$ 5,437**	**$ 207,013**	**$ 443,140**	**$ 301,380**	**$ 1,173,330**

EXISTING COURTHOUSE BUILDING DEMOLITION

ITEM NO.	DESIGN DISCIPLINE	CONSULTANT NAME	PROGRAM WITH CLIENT	SCHEMATIC DESIGN PHASE	CONTRACTOR SELECTION/IGMP	DESIGN DEVELOPMENT PHASE	CONSTRUCTION DOCUMENTS PHASE/FGMP	CONTRACT ADMINISTRATION PHASE	TOTAL
1	Planning & Programming	RS HP	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
2	Programming Estimate	ABG	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
3	Architectural Design	RS HP	$ -	$ 4,200	$ -	$ 4,200	$ 6,500	$ 3,250	**$ 18,150**
4	Interior Design	RS HP	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
5	Civil Design	SGM	$ -	$ 2,750	$ -	$ 1,500	$ 2,400	$ 1,200	**$ 7,850**
6	Structural Design	Martin Martin	$ -	$ 3,000	$ -	$ 5,000	$ 8,000	$ 3,000	**$ 19,000**
7	Mechanical & Plumbing Design	MKK	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
8	Electrical Design	MKK	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
9	Landscape Consultant	DHM	$ -	$ 1,750	$ -	$ 340	$ 290	$ -	**$ 2,380**
10	Acoustical Engineering	SMW	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
11	Signage and Graphics	RS HP	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
12	Low Voltage - voice, data & security	MKK / ShenMilsonWilkie	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
13	Detention/Security	ShenMilsonWilkie	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
14	Electronic Security System & Control	ShenMilsonWilkie	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
15	Hazmat Consulting + Phase 1 Environmental	CTL Thompson	$ -	$ -	$ -	$ -	$ 9,200	$ -	**$ 9,200**
16	**SUBTOTAL DESIGN**		**$ -**	**$ 11,700**	**$ -**	**$ 11,040**	**$ 26,390**	**$ 7,450**	**$ 56,580**
17	Reimbursable Expenses	Detail included in Attachment "C"	included above	$ -	$ -	$ -	$ -	$ -	
18	**TOTAL DESIGN COSTS**		**$ -**	**$ 11,700**	**$ -**	**$ 11,040**	**$ 26,390**	**$ 7,450**	**$ 56,580**

Architect's Mark-up on Subconsultants included above:	0%

NOTES:

1	The Owner is looking for a complete design, therefore include additional consultants that you require for these components of the Project.
2	Based on potential need for design phasing driven by seasonal scheduling challenges, anticipate 2-3 bid packages.
3	Provide a specific separate budget for reimbursable expenses (as Attachment "C").
4	Within Contractor Selection category, include time required to assist the Owner in selecting a contractor through a CM/GC format. Also allow time for assisting with the selection of major subcontractors. It is expected the GC will be the same for both the demolition oversight AND renovation/new building work.
5	This design fee shall be all inclusive as determined to provide complete design services resulting in a GMP within the Owner's Approved Budget.
6	PROVIDE A SEPARATE FEE PROPOSAL FOR ORCHESTRATION AND ADMINISTRATION OF COUNTY-OWNED FF&E ASSOCIATED WITH THE PROJECT. CONSIDERATION OF POTENTIAL EVENTUAL NEED FOR SIMILAR ORCHESTRATION AND ADMINISTRATION OF FF&E PERTAINING TO THE COURT(S) OCCUPYING THE NEW BUILDING FACILITY WILL BE UNDERTAKEN AT A LATER DATE.

ATTACHMENT B

GUNNISON COUNTY COURTHOUSE FACILITY PROJECT
BILLABLE RATES
4/15/2013

ITEM NO.	FIRM NAME	TITLE	INDIVIDUAL NAMES	HOURLY / SALARIED?	HOURLY BILLABLE RATE	JAIL/ PUBLIC WORKS/ BOTH
1	Roth Sheppard	Principal	Herb Roth	Salary	$ 195	
2	Roth Sheppard	Lead Designer	Jeff Sheppard	Salary	$ 195	
3	Roth Sheppard	Project Manager	Kyle Yardley	Salary	$ 130	
4	Roth Sheppard	Designer	Jeffrey Leland	Salary	$ 45	
5	Humphries Poli	Principal	Dennis Humphries	Salary	$ 195	
6	Humphries Poli	Project Architect	Ryan Wallace	Salary	$ 110	
7	Humphries Poli	Interior Designer	Jenna Mersy	Salary	$ 85	
8	Humphries Poli	Historic Preservation Architect	Jane Crisler	Salary	$ 110	
9	Martin/Martin	Principal	Paul Doak	Salary	$ 160	
10	Martin/Martin	Project Manager / Lead Designer	Shane McCormick	Salary	$ 135	
11	MKK	Principal	Angie Huber	Salary	$ 137	
12	MKK	Project Manager / Lead Designer	Jeff Geiger	Salary	$ 137	
13	MKK	Mechanical Engineer	Aaron Zimmerman	Salary	$ 137	
14	MKK	Electrical Engineer	Michael Dermyer	Salary	$ 88	
15	MKK	Lighting	Jeff Bentley	Salary	$ 106	
16	DHM	Principal	laura Kirk	Salary	$ 160	
17	DHM	Lead Designer	Dave Carpenter	Salary	$ 160	
18	DHM	Project Manager	Jason Jaynes	Salary	$ 120	
19	DHM	Designer	Jennifer Dicuollo	Salary	$ 85	
20	Hydro Systems (DHM)	Irrigation Consultant	Ken Dipaolo	Salary	$ 90	
21	ABG	Cost Estimator	Tracy Amick	Salary	$ 125	
22	SGM Inc.	Principal	Louis Meyer	Salary	$ 155	
23	SGM Inc.	Lead Designer	Tyler Harpel	Salary	$ 110	
24	SGM Inc.	Production Tech.	Dave Kozlowski	Salary	$ 90	
25	SGM Inc.	Project Manager	Jerry Burgess, PE	Salary	$ 125	
26	SGM Inc.	PLS - Survey	Jeremy Garland	Salary	$ 120	
27	SGM Inc.	Survey	Erik Bjornstad	Salary	$ 150	
28					$ -	

NOTES:

1	Include Architect Staff and all consultants as well as Names of individuals when available.
2	Add additional rows as required.
3	State any possible adjustments to rates that may apply for the duration of this project. I.E. 2014 rates vs. 2013 rates.
4	It is understood that you will plan your work effort in a manner that overtime rates will not apply.
5	**We request the right to increase our hourly rates 5% per year for subsequent years**

ATTACHMENT C

GUNNISON COUNTY COURTHOUSE FACILITY
REIMBURSABLE EXPENSES
4/15/2013

ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT COST	TOTAL COST
1	***GUNNISON COUNTY COURTHOUSE FACILITY***				
2	A/E Team Trips (Assumes 2 persons per trip)	70	ea.	$ 637.00	$ 44,590.00
3	Photocopies (8 1/2" x 11", 8 1/2" x 14", etc.) not routine to Pr	3300	p/page	$ 0.15	$ 495.00
4	Color Photocopies (8 1/2" x 11", 8 1/2" x 14", etc.)	1200	p/page	$ 1.00	$ 1,200.00
5	Diazo/Blueline and Blackline Prints, not routine to Project		ea.	$ -	$ -
6	Xerographic Copies or Printing (larger format sheets)	6750	p/sheet	$ 3.50	$ 23,625.00
7	Large Format Color Xerographic Copies	125	p/sf	$ 10.00	$ 1,250.00
8	Photographic reproduction on Mylar		p/sf	$ -	$ -
9	Diazo or Zerographic Reproduction on Mylar		p/sf	$ -	$ -
10	Outside Materials/Services/Supplies	1	ls	$ 3,000.00	$ 3,000.00
11	Subconsultant's Reimbursables (w/o mark-ups)	1	ls	$ 18,000.00	$ 18,000.00
12	Misc. color plots		ea.	$ -	$ -
13	Misc. facsimile		p/page	$ -	$ -
14	Owner/GC review drawing sets, 8 at each phase	3600	p/sheet	$ 3.50	$ 12,600.00
15	Photocopies (8 1/2" x 11") Draft Specifications	16000	p/page	$ 0.15	$ 2,400.00
16	Programming Expenses (separate from costs above)	1000	p/page	$ 1.00	$ 1,000.00
17				$ -	$ -
18				$ -	$ -
19				$ -	$ -
20				$ -	$ -
21				$ -	$ -
22				$ -	$ -
23	**PROJECT TOTAL**				**$ 108,160.00**
24	**TOTAL REIMBURSABLE EXPENSES (Not To Exceed)**				$ 216,320.00

	NOTES:
1	Provide all anticipated Reimbursable Expenses at cost without mark up. Receipts to accompany monthly invoices.
2	Add additional rows as required.
3	Assume that you will provide copies of design documents for the Owner and CM/GC at each design evolution. (Assume 4 full-size sets and 4 half-size sets for each phase). Bid documents will not be included within these reimbursable expenses. If required by the Owner, they will be compensated at cost. In addition the Architect is responsible for posting the documents with a Printing Service named by the Owner.
4	Note that these expenses will be contracted at actual costs with a not-to-exceed amount.

ATTACHMENT C

GUNNISON COUNTY COURTHOUSE FACILITY
REIMBURSABLE EXPENSES
4/15/2013

ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT COST	TOTAL COST
5	Phases as they relate to the Architect providing Design Documents shall include: Programming, SD, 50% DD, 100% DD, 50% CD, Permit Set, 100% CD for each component (Demo. & Reno./New) of the Project.				
6	Architect to coordinate the design effort to ensure the most efficient use of time and resources in managing reimbursable expenses.				

GUNNISON COUNTY COURTHOUSE FACILITY PROJECT
ATTACHMENT D
ARCHITECT'S CONSULTANT LIST
Form Created 04/15/2013

THE FOLLOWING LIST IS REQUIRED INFORMATION:

1. Lead Architectural Planning, Final Programming & Design Firm or Firms:

Firm Name: Roth Sheppard / Humphries Poli Phone# 303.534.7007

Principal: Herb Roth, FAIA (Roth Sheppard) / Dennis Humphries, AIA (Humphries Poli)

Signature: _____

Date: 5/31/2013

1. Architect's Team Members:

Lead Designer: Jeff Sheppard, AIA / Herb Roth, FAIA (Roth Sheppard)

Project Manager: Kyle Yardley, AIA (Roth Sheppard)

Project Architect: Ryan Wallace, AIA (Humphries Poli)

Others: Jane Crisler – Historic Preservation (Humphries Poli)

Others: Jenna Mersy – Interior Designer / Signage and Graphics (Humphries Poli)

---

2. Programming/Conceptual Estimation Firm:

Firm Name: ABG Group INC. Phone# 720.366.8074

2. Programming/Conceptual Estimation Team Members:

Principal in Charge: Tracy Amick

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

---

3. Civil Design Firm:

Firm Name:	SGM INC.	Phone #	Gunnison:	970.641.5355
			Glenwood:	970.945.1004

3. Civil Team Members:

Principal in Charge:	Louis Meyer, PE
Lead Designer:	Tyler Harpel, PE
Project Manager:	Jerry Burgess, PE
Others:	Dave Kozlowsk – Production Tech.
Others:	Jeremy Garland, PLS - Survey
Others:	Erik Bjornstad - Survey

---

4. Structural Design Firm:

Firm Name:	Martin / Martin	Phone#	303.431.6100

4. Structural Team Members:

Principal in Charge:	Paul Doak, PE, SE
Lead Designer:	Shane McCormick, PE, SE
Project Manager:	Shane McCormick, PE, SE
Others:	TBD
Others:	_____
Others:	_____

---

5. Mechanical & Plumbing Design Firm:

Firm Name:	MKK	Phone # 303.796.6000

5. Mechanical & Plumbing Team Members:

Principal in Charge:	Angie Huber, PE, LEED AP, CLEP

Lead Designer: Jeff Geiger

Project Manager: Jeff Geiger

Others: Aaron Zimmerman - Mechanical

Others: _____

Others: _____

---

6. Electrical Design Firm:

Firm Name: MKK Phone # 303.796.6000

6. Electrical Team Members:

Principal in Charge: Angie Huber, PE, LEED AP, CLEP

Lead Designer: Jeff Geiger

Project Manager: Jeff Geiger

Others: Michael Dermyer – Power, Security, Low Voltage

Others: Jeff Bentley - Lighting

Others: _____

---

7. Interior Design Consultant Firm:

Firm Name: Humphries Poli (See Item 1) Phone # _____

7. Interior Design Consultant Team Members:

Principal in Charge: _____

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

---

8. Acoustical Engineering Firm:

Firm Name: Shen Milcom Wilke (SM&W) Phone # 720.482.0770

8. Acoustical Engineering Team Members:

Principal in Charge: Dana Houghland - Acoustics

Lead Designer:

Project Manager:

Others: Chris Evans – Senior Consultant (Audiovisual)

Others: _____

Others: _____

---

9. Signage and Graphics Firm:

Firm Name: Humphries Poli (See Item 1) Phone # _____

9. Signage and Graphics Team Members:

Principal in Charge: _____

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

---

10. Low Voltage Firm (voice, data & security):

Firm Name: MKK (See Item 6) Phone # _____

10. Low Voltage Team Members:

Principal in Charge: _____

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

---

11. Site/Landscaping Design Firm:

Firm Name: DHM Design Phone # 303.892.5566

Team Members:

Principal in Charge: Laura Kirk

Lead Designer: Dave Carpenter

Project Manager: Jason Jaynes

Others: Jennifer Dicyollo - Designer

Others: Ken Dipaolo – Irrigation Consultant

Others: _____

---

12. Detention Security Consultant Firm:

Firm Name: Archispex Phone # 303.927.8362

12. Other_____ Team Members:

Principal in Charge: Greg Kelton

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

---

13. Other Haz-Mat Consulting & Phase 1 Environmental

Firm Name: CTL Thompson Phone # 303.825.0777

13. Other_____ **Team Members:**

Principal in Charge: Ted White

Lead Designer: _____

Project Manager: _____

Others: _____

Others: _____

Others: _____

OTHER CONSULTANTS:

Other Consultants	Firm	Project Lead	Phone #
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			