



**Purchase Order**  
**No. 2024-00000094**

**DATE 02/16/2024**

**Ph. (970) 244-1513**

**Fax**

**Ship To**  
City of Grand Junction  
Parks & Recreation - Admin  
1340 Gunnison Ave  
GRAND JUNCTION, CO 81501

**Bill To**  
City of Grand Junction  
Parks & Recreation - Admin  
1340 Gunnison Ave  
GRAND JUNCTION, CO 81501

**Vendor**  
**VENDOR NO. 10495**  
DTJ Design, Inc.  
ACH  
3101 Iris Avenue, Suite 130  
Boulder, CO 80301  
Phone: (303) 443-7533

**PAGE 1 of 1**  
**SHIP VIA Best Way**  
**DELIVER BY**  
**FREIGHT TERMS**  
**Payment Terms: Net 30 Days**  
**Buyer Name: Kathleen Franklin**  
**Buyer Email: kathleenf@gjcity.org**

Award for Contract RFP-5341-24-KF

| QUANTITY             | UNIT     | DESCRIPTION                                                                                                    | UNIT COST    | TOTAL COST   |
|----------------------|----------|----------------------------------------------------------------------------------------------------------------|--------------|--------------|
| 1.0000               | Lump Sum | CONTRACT SERVICES - Whitman Park Design<br>201-710-385-380.8520 - Special Projects 131,925.00<br>G2404-G240401 | 131,925.0000 | \$131,925.00 |
| PURCHASE ORDER TOTAL |          |                                                                                                                |              | \$131,925.00 |

**Special Instructions:** PURCHASE ORDER No. MUST APPEAR ON ALL INVOICES, SHIPPERS, PACKAGES, CORRESPONDENCE  
**Tax Exempt No. 98-03544**

By: 

For Purchase Order Terms and Conditions, please visit [www.gjcity.org](http://www.gjcity.org), and select the Purchasing Department information page.



CITY OF GRAND JUNCTION, COLORADO

**CONTRACT**

This CONTRACT was made and entered into this 16<sup>th</sup> day of February 2024, by and between the **City of Grand Junction, Colorado**, a government entity in the County of Mesa, State of Colorado, hereinafter in the Contract Documents referred to as the "Owner" and **DTJ DESIGN, Inc.** hereinafter in the Contract Documents referred to as the "Firm."

WITNESSETH:

WHEREAS the Owner advertised that sealed Proposals would be received for furnishing all labor, tools, supplies, equipment, materials, and everything necessary and required for the Project described by the Contract Documents and known as **Concept Design Services for Whitman Park RFP-5341-24-KF**.

WHEREAS, the Contract has been awarded to the above-named Firm by the Owner and said Firm is now ready, willing, and able to perform the Services specified in the Notice of Award, following the Contract Documents.

NOW, THEREFORE, in consideration of the compensation to be paid to the Firm, the mutual covenants hereinafter set forth and subject to the terms hereinafter stated, it is mutually covenanted and agreed as follows:

**ARTICLE 1**

**Contract Documents:** It is agreed by the parties hereto that the following list of instruments, drawings, and documents which are attached hereto, bound herewith, or incorporated herein by reference constitute and shall be referred to either as the "Contract Documents" or the "Contract," and all of said instruments, drawings, and documents taken together as a whole constitute the Contract between the parties hereto, and they are fully a part of this agreement as if they were set out verbatim and in full herein:

The order of contract document governance shall be as follows:

- a. The body of this Contract Agreement;
- b. Negotiated Scope of Work, and Pricing;
- c. Solicitation Documents for the Project including all Addenda: **Concept Design Services for Whitman Park RFP-5341-24-KF**;
- d. Notice of Award'
- e. Firm's Response to the Solicitation;
- f. Work Change Requests (directing that changed work to be performed ;
- g. Change Orders.

## ARTICLE 2

Definitions: The clauses provided in the Solicitation apply to the terms used in the Contract and all the Contract Documents.

## ARTICLE 3

Contract Services: The Firm agrees to furnish all labor, tools, supplies, equipment, materials, and all that is necessary and required to complete the tasks associated with the Services described, set forth, shown, and included in the Contract Documents as indicated in the Solicitation Documents.

## ARTICLE 4

Contract Time: Time is of the essence for this Contract. The Firm hereby agrees to commence Work under this Contract on the date this Contract is fully executed and to achieve completion of the Work within the time or times specified in the Firm's negotiated project schedule.

## ARTICLE 5

Contract Price and Payment Procedures: The Firm shall accept as full and complete compensation for the performance and completion of all of the Work specified in the Contract Documents, the Lump Sum amount of **One Hundred Thirty-One Thousand Nine Hundred Twenty-Five and 00/100 Dollars \$131,925.00**). If this Contract contains unit price pay items, the Contract price shall be adjusted by the actual quantities of items completed and accepted by the Owner at the unit prices quoted in the Solicitation Response. The amount of the Contract Price is and has heretofore been appropriated by the Grand Junction City Council for the use and benefit of this Project. The Contract Price shall not be modified except by Change Order or another written directive of the Owner. The Owner shall not issue a Change Order or other written directive that requires additional Work to be performed, which work cause the aggregate amount payable under this Contract to exceed the amount appropriated for this Project, unless and until the Owner provides the Firm written assurance that lawful appropriations to cover the costs of the additional work have been made.

Unless otherwise provided in the Solicitation, monthly partial payments shall be made as the Services progresses. Applications for partial and Final Payment shall be prepared by the Firm and approved by the Owner following the Solicitation.

## ARTICLE 6

Contract Binding: The Owner and the Firm each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto in respect of all covenants, agreements, and obligations contained in the Contract Documents. The Contract Documents constitute

the entire agreement between the Owner and Firm and may only be altered, amended, or repealed by a duly executed written instrument. Neither the Owner nor the Firm shall, without the prior written consent of the other, assign or sublet in whole or in part its interest under any of the Contract Documents, and specifically, the Firm shall not assign any money due or to become due without the prior written consent of the Owner.

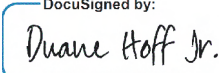
ARTICLE 7

Severability: If any part, portion, or provision of the Contract shall be found or declared null, void, or unenforceable for any reason whatsoever by any court of competent jurisdiction or any governmental agency having the authority thereover, only such part, portion, or provision shall be affected thereby and all other parts, portions, and provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, City of Grand Junction, Colorado, has caused this Contract to be subscribed and sealed and attested on its behalf; and the Firm has signed this Contract the day and the year first mentioned herein.

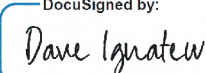
The Contract is executed in two counterparts.

CITY OF GRAND JUNCTION, COLORADO

DocuSigned by:  
By:   
9F789E7D50F14BC...  
Duane Hoff Jr., Contract Administrator

\_\_\_\_\_  
Date

DTJ DESIGN, Inc.

DocuSigned by:  
By:   
916BD5C3188941A...  
Dave Ignatew, Vice President

2/16/2024  
\_\_\_\_\_  
Date



## Request for Proposal RFP-5341-24-KF

### Concept Design Services for Whitman Park

#### **RESPONSES DUE:**

January 10, 2024, before 2:00 p.m. (Mountain Time)

#### **Accepting Electronic Responses Only**

#### **Submitted Through the**

#### **Rocky Mountain E-Purchasing System (RMEPS)**

<https://www.bidnetdirect.com/colorado/city-of-grand-junction>

Purchasing Agent does not have access or control of the Vendor side of RMEPS. If the website or other problems arise during response submission, the Offeror MUST contact RMEPS to resolve the issue before the response deadline 800-835-4603)

**NOTE: All City solicitation openings will be held virtually,  
information is in Section 1.9.**

#### **Purchasing Agent:**

Kathleen Franklin, Senior Buyer

[kathleenf@gjcity.org](mailto:kathleenf@gjcity.org)

970-244-1513

# **REQUEST FOR PROPOSAL**

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## REQUEST FOR PROPOSAL

### Section 1.0: Administrative Information & Conditions For Submittal

- 1.1. Americans with Disability Act (ADA) Compliance Mandate:** Following HB21-1110, all documents produced and submitted in response to this solicitation must adhere to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability, as established by the Office of Information Technology under section §24-85-103 2.5 , C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.
- 1.2. Required Review:** The Offeror is responsible for thoroughly reviewing all solicitation documentation to gain a comprehensive understanding of the scope, specifications, project requirements, and all associated rules, regulations, laws, conditions, instructions, and procurement policies related to the solicitation process and the Project or Work outlined in this Request for Proposal.
- 1.3. Issuing Office:** The Request for Proposal (RFP) is issued by the City of Grand Junction City). The Purchasing Agent responsible for the conduct of this procurement is:
- Kathleen Franklin  
[kathleenf@gjcity.org](mailto:kathleenf@gjcity.org)
- Except for pre-bid or site visit meeting s) all inquiries, concerns, clarifications, or communication about this solicitation, including process, specifications, and project scope, must be in writing to the Purchasing Agent. Other communication may result in disqualification.
- 1.4. Purpose:** The City of Grand Junction, Colorado, by and through the Parks and Recreation Department invites proposals from qualified professional Firms specializing in the redesign and revitalization of community parks. The City is seeking innovative landscape plans and creative concept designs for Whitman Park. The firm selected by the City will be responsible for providing comprehensive services, including additional utility investigation and survey before the final design, as well as landscape, irrigation, and design plans, specifications, and construction cost estimates. Services shall be provided following the terms and conditions provided in this RFP.
- 1.5. Non-Mandatory Site Visit Meeting:** Prospective Offerors are strongly encouraged to attend a site visit meeting on **December 14, 2023, at 1:00 p.m.** The location will be **Whitman Park, 300 S 4<sup>th</sup> Street, Grand Junction, CO 81501**. The purpose of this meeting will be to inspect and clarify the contents of this Request for Proposal. *Nothing stated during the site visit meeting will modify the solicitation. Only information provided in an addendum will modify the RFP.*



- 1.6. The Owner:** The City is the “Owner” which will act by and through its authorized representative(s ; “Owner” or “City” may be used interchangeably throughout this Solicitation.
- 1.7. Compliance:** All Offerors, by submitting a proposal, commit to adhere to all conditions, requirements, and instructions in this RFP as stated or implied herein or modified by addenda. Should the Owner omit anything necessary to the clear understanding of the requirements, or should it appear that various instructions conflict, the Offeror s shall secure instructions from the Purchasing Agent before the submittal deadline.
- 1.8. Procurement Process:** The 2023 version of the City [Procurement Policy](#) applies to this Solicitation.
- 1.9. Submission:** [See section 5.0 of this Solicitation for Preparation and Submittal Terms.](#) Proposals shall be formatted as directed, in Section 5. Proposals that fail to follow the format may be found non-responsive. To participate in the [solicitation opening](#), please utilize the following information and link:

**Concept Design Services for Whitman Park, RFP-5341-24-KF**  
**January 10, 2024, 2:00 – 2:30 p.m. (America/Denver)**

**Please join the meeting from a computer, tablet, or smartphone.**  
<https://meet.goto.com/503805189>

**Dial in using a phone.**  
Access Code: 503-805-189  
United States: +1 (408 650-3123

**Join from a video-conferencing room or system.**  
Meeting ID: 503-805-189  
Dial in or type: 67.217.95.2 or inroomlink.goto.com  
Or dial directly: 503805189@67.217.95.2 or 67.217.95.2##503805189

*Get the app now and be ready when your first meeting starts:*  
<https://meet.goto.com/install>

- 1.10. Public Disclosure:** Under the Colorado Open Records Act (CORA), all information within any bid or proposal is subject to public disclosure. Upon the issuance of an award, both the solicitation file and the proposal s contained therein are subject to a [CORA request](#). In instances of Solicitation or Project cancellation, public disclosure is contingent upon adherence to pertinent laws.
- 1.11. Altering Proposals:** Any alterations made before the opening date and time, must be initiated by the Offeror. Proposals may not be altered or amended after the submission deadline.
- 1.12. Withdraw of Proposals:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror for sixty (60) days following the submittal deadline date, and only before award.



- 1.13. Acceptance of Proposal Content:** The Proposal selected by the Owner shall become a part of the Contract Documents. Failure of the successful Offeror to accept the obligations in the Contract shall result in cancellation of the award and such Offeror shall be removed from future solicitations. When a Contract is executed by and between the Offeror and the City, the Offeror may be referred to as the "Consultant" or "Firm."
- 1.14. Addenda:** Official response to questions, interpretations, corrections, and changes to this solicitation or extensions to the opening/receipt date will be made by the Purchasing Agent by a written Addendum to the solicitation. The sole authority to authorize addenda shall be vested in the Purchasing Division. Addenda will be issued electronically through BidNet Direct Rocky Mountain E-Purchasing website at <https://www.bidnetdirect.com/colorado/city-of-grand-junction>. An Offeror(s) must acknowledge receipt of all addenda in the proposal s .
- 1.15. Exceptions and Substitutions:** All proposals meeting the intent of this RFP will be considered for award. An Offeror taking exception to the specifications does so at the Offeror's risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, the Offeror must state any exception(s) in the section to which the exception(s) pertain s). Exception/substitution, if accepted, must meet, or exceed the stated intent and/or specification(s). The absence of stated exception(s) indicates that the Offeror has not taken exception(s), and if awarded a Contract, shall hold the Offeror responsible for performing in strict accordance with the Contract Documents.
- 1.16. Confidential Material:** All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after the Contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information identified with the words "**Confidential Disclosure**" and uploaded as a separate document may establish the information as confidential or proprietary. Any material the Offeror s intends to be treated as confidential or proprietary must include a written explanation for the request. Consistent with the Colorado Open Records Act (CORA), the request shall be reviewed and decided by the Owner. If denied, the Offeror will have the opportunity to withdraw its proposal or to remove the confidential or proprietary information. Neither cost nor pricing information nor the entire proposal may be claimed as confidential or proprietary.
- 1.17. Response Material Ownership:** All proposals become the property of the Owner upon receipt and may only be returned to the Offeror at the Owner's option. Selection or rejection of the proposal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations in the materials marked as "Confidential Material." Disqualification of a proposal does not eliminate the City's right.
- 1.18. Minimal Standards for Responsible Prospective Offerors:** The Offeror must affirmatively demonstrate its responsibility. A prospective Offeror must meet the following minimum requirements:

- Be able to comply with the required or proposed schedule.
- Have a satisfactory record of performance of projects of similar scope and size.
- Have a satisfactory record of integrity and ethics.
- Be otherwise qualified and eligible to receive an award and enter into a Contract with the Owner.

**1.19. Sales Tax:** The Owner is exempt from State, County, and Municipal Taxes and Federal Excise Tax; therefore, all fees shall not include taxes.

**1.20. Public Opening:** Proposal s) shall be opened publicly in a virtual meeting following the proposal deadline. Offerors, representatives, and interested persons may be present. Proposals shall be received and acknowledged only so as to avoid disclosure of process. Only the company name(s) and business location of the proposing Offeror s will be disclosed.

## Section 2.0: General Contract Terms and Conditions

**2.1. Acceptance of RFP Terms:** A proposal submitted in response to this RFP shall **constitute** a binding offer which shall be acknowledged by the Offeror on the Letter of Interest or Cover Letter. The Offeror must be legally authorized to execute a Letter of Interest or Cover Letter together with contractual obligations. By submitting a proposal, the Offeror accepts all terms and conditions including compensation, as set forth herein/the Contract Documents. An Offeror shall identify clearly and thoroughly any variations between its proposal and the Owner's requirements. Failure to do so may be deemed a waiver of any right(s) to subsequently modify the term s of performance, except as specified in the RFP. A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. The Owner reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its proposal before a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.

**2.2. Execution, Correlation, Intent, and Interpretations:** The Contract Documents shall be signed by the Owner and the Firm. By executing the Contract, the Firm represents that it has familiarized itself with the conditions under which the Service is to be performed and correlated its observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by anyone, shall be as binding as if required by all. The Contract Documents intend to include all labor, materials, equipment, services, and other items necessary for the proper execution and completion of the Scope of Services as defined in the technical specifications contained herein.

**2.3. Permits, Fees, Notices:** The Firm shall secure and pay for all permits, governmental fees, and licenses necessary for the proper execution and completion of the Services. The Firm shall give all notices and comply with all laws, ordinances, rules, regulations, and orders of any public authority, including the City, bearing on the performance of the Service(s). If the Firm observes that any of the Contract Documents are at variance in any respect, it shall promptly notify the Purchasing Agent in writing, and necessary

changes will be made to reconcile the variation as determined to be in the best interest of the City. If the Firm performs any Services knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Owner, it shall assume full responsibility and shall bear all costs attributable to the non-conforming Services.

- 2.4. Responsibility for those Performing the Services:** The Firm shall be responsible to the Owner for the acts and omissions of all its employees and all other persons performing any of the Services under the Contract.
- 2.5. Payment & Completion:** The Contract Sum is stated in the Contract and is the total amount payable by the Owner to the Firm for the performance of the Service(s) under the Contract. Upon receipt of written notice that the deliverable(s) is ready for final inspection and acceptance and upon receipt of the invoice for payment, the Owner's Project Manager will promptly make such inspection and, when the Owner finds the Service(s) acceptable under the Contract and the Contract fully completed, the Owner shall make payment in the manner provided in the Contract Documents. Partial payments will be based upon estimates prepared by the Firm, of the value of Service(s) performed in accordance with the Contract Documents. The Service(s) performed by the Firm shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional Firms in the same or similar type of Service(s) in the community. The Service(s) to be performed by the Firm hereunder shall be done in compliance with applicable laws, ordinances, rules, and regulations.
- 2.6. Protection of Persons and Property:** The Firm shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public authority having jurisdiction for the safety of persons or property or to protect it from damage, injury, or loss.
- 2.7. Changes in the Services:** The Owner, without invalidating the Contract, may order changes in the Services within the general scope of the Contract consisting of additions, deletions, or other revisions. All such changes in the Services shall be authorized by Change Order/Amendment and shall be executed under the applicable conditions of the Contract. A Change Order/Amendment is a written order to the Firm signed by the Contract Administrator issued after the execution of the Contract, authorizing a change in the Services or an adjustment in the Contract sum or the Contract time.
- 2.8. Minor Changes in the Services:** The Owner shall have the authority to order minor changes in the Services not involving an adjustment in the Contract Sum or an extension of the Contract Time and not inconsistent with the intent of the Contract.
- 2.9. Correction of Services:** The Firm shall promptly correct all Services found by the Owner as defective or as failing to conform to the Contract. The Firm shall bear all costs of correcting such rejected Services, including the cost of the Owner's additional Services thereby made necessary. The Owner shall give such notice promptly after discovery of the condition. All such defective or non-conforming Services under the above paragraphs shall be removed from the site where necessary and the Services shall be corrected to comply with the Contract without cost to the Owner.

- 2.10. Acceptance Not Waiver:** The Owner's acceptance or approval of Service(s) furnished hereunder shall not in any way relieve the Firm of its responsibility to maintain the high quality, integrity, and timeliness of its Services. The Owner's approval or acceptance of, or payment for, any Services shall not be construed as a future waiver of any right s under the Contract, or of any cause of action arising out of performance under this Contract.
- 2.11. Change Order/Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the Contract. All amendments to the Contract shall be made in writing by the City Contract Administrator.
- 2.12. Assignment:** The Firm shall not sell, assign, transfer, or convey the Contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.
- 2.13. Compliance with Laws:** Proposals must comply with all Federal, State, County, and local laws governing the Service and the fulfillment of the Service(s) for and on behalf of the public. The Firm hereby warrants that it is qualified to assume the responsibilities and render the Services described herein and has all requisite corporate authority and professional licenses in good standing as required by law.
- 2.14. Debarment/Suspension:** The Firm hereby certifies that the Firm is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental department or agency.
- 2.15. Conflict of Interest:** No public official and/or Owner employee shall have interest in the Contract resulting from this RFP.
- 2.16. Project Manager/Administrator:** The Project Manager, on behalf of the Owner, shall render decisions promptly regarding the Services proposed and/or performed by the Firm. The Project Manager shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.
- 2.17. Cancellation of Solicitation:** Any solicitation may be canceled by the Owner or any solicitation response by a Firm may be rejected in whole or in part when it is in the best interest of the City.
- 2.18. Contract:** This solicitation, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute an enforceable agreement equally binding between the Owner and the Firm. The Contract represents the entire and integrated agreement between the City and the Firm, collectively the Parties, and supersedes all prior negotiations, representations, or agreements, either written or oral, including the solicitation documents. The Contract may be amended or modified only with Amendment.
- 2.19. Contract Termination:** The Contract shall remain in effect until any of the following occurs: 1) Contract expires; 2) completion of Services; 3) final acceptance of Services; or 4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.

**2.20. Employment Discrimination:** During the performance of any Services, the Firm agrees to:

**2.20.1.** Not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Firm. The Firm agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

**2.20.2.** In all solicitations or advertisements for employees placed by or on behalf of the Firm, shall state that such Firm is an Equal Opportunity Employer.

**2.20.3.** Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the requirements of this section.

**2.21. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Firm certifies that it does not and will not during the performance of the Contract employ personnel without authorization services or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or law regulating immigration compliance.

**2.22. Ethics:** The Firm shall not accept or offer gifts or anything of value and/or enter into any business arrangement with any employee, official, or agent of the Owner.

**2.23. Failure to Deliver:** In the event of failure of the Firm to perform in accordance with the Contract, the Owner, after due oral or written notice, may procure Services from other sources and hold the Firm responsible for any and all costs resulting in the purchase of additional Services and materials necessary to perform the Service(s). This remedy shall be in addition to any other remedies that the Owner may have.

**2.24. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the Contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the Contract or any part thereof, or the right of the Owner to enforce any provision of the Contract at any time in accordance with the terms thereof.

**2.25. Force Majeure:** The Firm shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Firm unless otherwise specified in the Contract.

**2.26. Indemnification:** The Firm shall defend, indemnify, and save harmless the Owner and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Firm, or of any Firm's agent,



employee, subcontractor or supplier in the execution of, or performance under, the Contract which may result from proposal award. The Firm shall pay any judgment with costs which may be obtained by and/or against the Owner arising out of or under the performance or non-performance.

- 2.27. Independent Firm:** The Firm shall be legally considered an independent of the Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants, or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The Owner shall not withhold from the Contract, payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security, or any other amounts for benefit(s) to the Firm. Further, the Owner shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner to its employees.
- 2.28. Ownership:** All documents, plans, concepts, and work prepared under the Contact, *etc.*, created by the Firm for this Service, shall become the property of the Owner. All information furnished by the Owner is and shall remain the Owner's property.
- 2.29. Oral Statements:** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this document and/or the Contract. All modifications to this request and any agreement must be made in writing by the Owner.
- 2.30. Patents/Copyrights:** The Firm agrees to protect the Owner from any claims involving infringements of a patent(s) and/or copyright(s) and/or other intellectual property protection. In no event shall the Owner be liable to the Firm for any claims, damages, awards, and/or costs of defense arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this Solicitation.
- 2.31. Governing Law:** Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted by, the laws of the City of Grand Junction, Mesa County, Colorado. Any action arising out of or under this Solicitation and/or Contract shall be in District Court 21<sup>st</sup> Judicial District, Mesa County, Colorado.
- 2.32. Expenses:** Expenses incurred in the preparation, submission, and presentation of a proposal in response to this solicitation are the responsibility of the Firm and shall not be charged to the Owner.
- 2.33. Sovereign Immunity:** The Owner specifically reserves and asserts its rights to sovereign immunity pursuant to Colorado Law.
- 2.34. Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the Owner's budget approved by the City Council for the stated fiscal year only. Colorado law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated obligations that may arise past the end of the stated Owner's fiscal year shall be subject to budget approval.

The Contract will be subject to and provide a non-appropriation of funds clause in accordance with Colorado law.

- 2.35. Collusion Clause:** Each Offeror, by submitting a proposal, certifies that it is not involved in any collusive action s) or activity(ies) that may violate applicable federal or state antitrust laws, rules, and/or regulations. Any proposal s) found to have evidence or reasonable belief of collusion among the Offerors will be rejected. The Owner reserves the right, at its discretion, to accept future proposals for the same service(s) or work from participants identified in such collusion.
- 2.36. Gratuities:** The Firm certifies and agrees that no gratuities or kickbacks were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If the Firm breaches or violates this warranty, the Owner may, at its discretion, terminate the Contract without liability to the Owner.
- 2.37. Performance of the Contract:** The Owner reserves the right to enforce the performance of the Contract in any manner prescribed by law or equity as deemed by the Owner to be in the best interest of the Owner in the event of breach or default of resulting Contract award.
- 2.38. Default:** The Owner reserves the right to terminate the Contract in the event the Firm fails to meet delivery or completion schedules, or otherwise perform in accordance with the Contract. Breach of Contract or default authorizes the Owner to purchase like services elsewhere and charge the full cost to the defaulting Firm.
- 2.39. Multiple Offers:** If an Offeror submits more than one proposal, THE ALTERNATE PROPOSAL must be marked "Alternate PROPOSAL." The Owner reserves the right to make the award in the best interest of the Owner.
- 2.40. Definitions:**
- 2.40.1.** "City" or "Owner" is the City of Grand Junction, Colorado, and is referred to throughout the Contract Documents.
- 2.40.2.** "Consultant" or "Firm" is the person, organization, entity, or consultant identified as such in the proposal and throughout the Contract. The term encompasses the Consultant, Firm, or its authorized representative(s).
- 2.40.3.** "Key Personnel" designate the crucial individual s from the Firm essential for the successful execution and completion of the Project. The individual(s) will possess specialized skills, knowledge, or experience required for the Project's specific scope of work.
- 2.40.4.** "Offeror" refers to the person(s) legally authorized by the Firm to make an offer and/or submit a response fee proposal in response to the RFP.
- 2.40.5.** "Project" or "Work" refers to the endeavor outlined in this solicitation to create the product, service, or deliverable.



**2.40.6.** “Services” includes all labor, materials, equipment, and/or professional skills necessary to produce the requirements of the Contract Documents.

**2.40.7.** “Subcontractor is a person(s) or organization that has a direct contract with the Firm to perform any of the service(s). The term subcontractor is referred to throughout the Contract and means the subcontractor or its authorized representative.

**2.41. Public Disclosure Record:** If the Offeror knows its employee s or subcontractors having an immediate family relationship with an Owner employee or elected official, the Offeror must provide the Purchasing Agent with the name(s) of the individuals. The individuals are required to file a “Public Disclosure Record”, and/or a statement of financial interest, before conducting business with the Owner.

### Section 3.0: Insurance Requirements

**3.1. Insurance Requirements:** The selected Firm agrees to procure and maintain, at its own cost, policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Firm pursuant to the Contract. Such insurance shall be in addition to any other insurance requirements imposed by the Contract or by law. The Firm shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the Contract because it failed to procure or maintain insurance in sufficient amounts, durations, or types.

The Firm shall procure and maintain and, if applicable, shall cause any subcontractor of the Firm to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Firm pursuant to the Contract. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation: The Firm shall comply with all State of Colorado Regulations concerning Workers’ Compensation and other statutory insurances as required.

b General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) for each occurrence and

TWO MILLION DOLLARS (\$2,000,000) per job aggregate.

The policy shall apply to all premises, products, and completed operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations , personal injury including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interest provision.

- c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) for each occurrence and  
ONE MILLION DOLLARS (\$1,000,000) aggregate

Concerning each of the Firm's owned, hired, or non-owned vehicles assigned to be used in the performance of the Services/Work.

- d Professional Liability & Errors and Omissions Insurance policy with a minimum of:

FIVE MILLION DOLLARS (\$5,000,000) per claim

This policy shall provide coverage to protect the Firm against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

- e) Technology-related errors and omissions liability and cyber-liability coverage with limits of:

TWO MILLION (\$2,000,000 for each occurrence and  
TWO MILLION (\$2,000,000 aggregate

- f Intellectual Property Infringement Insurance policy with a minimum of:

ONE MILLION (\$1,000,000) for each occurrence and  
ONE MILLION \$1,000,000) aggregate

**3.1.1. Additional Insured Endorsement:** The policies required by paragraphs b), c , and e) above shall be endorsed to include the City of Grand Junction, its elected and appointed Officials, employees, and volunteers as Additional Insureds. Every required policy above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by the Firm. The Firm shall be solely responsible for any deductible losses under any policy required above.

Section 4.0: Specifications/Scope of Services

**4.1. General/Background:** Whitman Park, originally known as Maple Park in the late 1800s and early 1900s is a 2.5-acre historical park in Grand Junction. Whitman Park is located between 4<sup>th</sup> and 5<sup>th</sup> Streets and Ute and Pitkin Avenues. The name was changed to Whitman Park in honor of missionary, Marcus Whitman. Whitman Park was known as the “gem of the City” and was used as a community gathering place to meet friends and neighbors where live music was enjoyed from the bandstand.

The City completed the Parks and Recreation Open Space PROS Master Plan in 2020. The PROS Plan articulated certain community goals such as

*Goal 1: Provide a safe, well-maintained, and accessible network of parks, open space, trails, and recreation services and*

*Goal 2: Ensure parks, recreational, and open space facilities and programs meet community needs and equity of location. The redevelopment of Whitman Park will assist in bringing an underutilized park back to life by reimagining the space. Whitman Park is located in an area that has limited parking and pedestrian access across Pitkin and Ute Avenues. The park has a mature tree canopy. There is an existing small restroom facility that is underused and dated. This park has the potential to substantially enhance the value of the surrounding neighborhoods and contribute positively to the commercial downtown area of Grand Junction.*

#### **4.2. Project Objectives:**

Evaluation of various parking solutions, including utilizing neighboring parking, incorporating additional angle parking along 4th Street, exploring the feasibility of closing 4<sup>th</sup> Street, or implementing an interior parking lot, should all be thoroughly examined with the scope of the concept design process contemplated by this Solicitation.

Many mature legacy trees in the Park contribute significantly to the urban canopy. These trees must be preserved. These trees and the large available center area present an opportunity to design a unique park experience with abundant shade.

It is envisioned that the existing restroom facility will be removed. Reimagining a solution for restroom facilities, such as an enclosure for a Port-a-Potty, is another crucial aspect that requires attention and innovation within the scope of this process.

Given the proximity to Downtown Grand Junction, it is important that the design of Whitman Park enhances community value but seamlessly integrates with and enriches the Downtown environment. Proposed concepts include the incorporation of a food truck court, an events stage, and a designated space for community gatherings.

To ensure a holistic and inclusive approach, the concept design process must actively involve the public and community. The incorporation of opportunities for public engagement is crucial. As part of its proposal, Offerors are required to provide a comprehensive plan detailing how community engagement activities will be conducted. The proactive engagement strategy will be vital in shaping a design that resonates with the needs and preferences of the Community.

The following items have been identified for consideration and resolution as integral components of this process and successful enhancement of the Park:

- Parking and park access.
- The park terrain exhibits noticeable uneven ground, which necessitates leveling to mitigate tripping hazards.
- The asphalt surfaces within the Park are deteriorating, primarily caused by tree roots, requiring repair or removal to ensure the longevity and safety of the Park

infrastructure.

- Situated at the center of the Park is a sizable rock adorned with a historic plaque. Further discussion is necessary to assess the historical significance and determine whether its preservation is warranted.
- Identification of ways the City may establish a meaningful connection between Whitman Park and the neighboring downtown area by incorporating amenities that complement and enhance the existing offerings within the Downtown area will be essential. For example, improvements to the adjacent 4<sup>th</sup> and 5<sup>th</sup> streets going into the downtown area are forthcoming in 2024 and will require consideration.

**4.3. Purpose:** The City by and through the Parks and Recreation Department invites proposals from qualified professional Firms specializing in the redesign and revitalization of community parks. The City is seeking innovative landscape plans and creative concept designs for Whitman Park. The firm selected by the City will be responsible for providing comprehensive services, including additional utility investigation and survey before the final design, as well as landscape, irrigation, and design plans, specifications, and construction cost estimates. Services shall be provided in accordance with the terms and conditions provided in this RFP.

**4.4. Design and Project Specifications:** The comprehensive design for Whitman Park must fully address the entire site and map out all proposed improvements. To ensure a high level of expertise, design teams should ideally include, at a minimum, a Professional Engineer, a Traffic or Transportation Engineer, and a Licensed Landscape Architect licensed in the State of Colorado.

Project completion will be determined by adherence to the proposed timeline, which serves as one of the key evaluation criteria. To gauge the feasibility of the Project, a good faith estimate for the delivery of the final report is expected. The City aims to initiate this Project in the 2024 budget, necessitating completion and delivery of the final report to the City by no later than **May 15, 2024**.

The design plan must be prepared by a qualified engineer or architect licensed in the State of Colorado. The progression from Design development to construction documents is anticipated as part of a separate Design-Build contract, contingent upon securing funding for the construction phase.

#### **4.5. Special Conditions & Provisions:**

**4.5.1. Non-Mandatory Site Visit Meeting:** Prospective Offerors are strongly encouraged to attend a non-mandatory site visit meeting on **December 14, 2023, at 1:00 p.m.** The location will be **Whitman Park, 300 S 4<sup>th</sup> Street, Grand Junction, CO 81501**. The purpose of this meeting will be to inspect and clarify the contents of this Request for Proposal. *Nothing stated during the site visit meeting will modify the solicitation. Only information provided in an addendum will modify the RFP.*

**4.5.2. Price Proposal:** Pricing for the services shall be “**a lump sum**” and shall be inclusive to include, but not be limited to: all design, drawings, work, labor, travel,

meetings, conference calls, fuel, shipping/freight, licenses, permits, fees, set-up and take down cost, and full-time inspection costs, and all other costs, *etc.* related to the successful completion of the Project. The Owner's estimate for the cost of the design services is \$100,000.00.

The Owner shall not pay nor be liable for any other additional costs including but not limited to taxes, insurance, interest, penalties, termination payments, attorneys fees, liquidated damages, etc.

The Firm shall submit its pricing utilizing the attached form in Section 7.0 Solicitation Response Form.

All fees and pricing will be subject to negotiation by the Owner.

**4.5.3. Laws, Codes, Rules, and Regulations:** The Firm shall ensure that all Services provided meet all Federal, State, County, and City laws, codes, rules, regulations, and requirements for providing such Services.

**4.5.4. Project Schedule:** The Offeror shall include a project schedule, delineating the calendar of events proposed to meet the projected deadline of **May 15, 2024**.

**4.5.5. Contract:** A binding Contract shall consist of 1) the RFP and any Addendum s) thereto, 2) the Offeror's response Proposal) to the RFP, 3 any clarification of the Proposal, if applicable, and 4) the City's Purchasing Department's acceptance of the proposal through a "Notice of Award." All Exhibits and Attachments within the RFP are incorporated into the contract by reference.

A. The Contract expresses the complete agreement of the parties and, performance shall be governed solely by the specifications and requirements contained therein and other laws as applicable.

B. Any change to the Contract, whether by modification and/or supplementation, must be accomplished by a formal Contract Amendment signed and approved by and between the duly authorized representative of the Offeror and the Contract Administrator or by a modified Purchase Order/Contract before the effective date of such modification. The Offeror expressly and explicitly understands and agrees that no other method and/or no other document, including acts and oral communications by or from any person, shall be used or construed as an amendment or modification to the Contract.

**4.5.6. City Project Manager/Administrator:** The Project Manager for the Project is Emily Krause, MSOL, CPRP, Recreation Superintendent. The Project Manager will be responsible for approving and accepting all Work within the Scope of Services. During the performance of the Contract, all notices, letters, submittals, and other communications directed to the City shall be delivered to:

Emily Krause, Recreation Superintendent  
City of Grand Junction, Parks & Recreation  
1340 Gunnison Ave  
Grand Junction, CO 81501

**4.5.7. Contract Administrator:** The Contract Administrator for the City is Duane Hoff, Jr., CPPB. Contract-related inquiries, issues, change orders, amendments, and communications related to the Contract during the Project phase will be directed to:

Duane Hoff, Jr., Contract Administrator  
[duaneh@gjcity.org](mailto:duaneh@gjcity.org)  
970) 244-1545

**4.6. Scope of Services:** The general scope of services to be obtained as a result of this RFP encompasses innovative landscape plans, irrigation plans, utility investigation and survey, parking solutions, and creative concept park design to enhance the utilization of Whitman Park. The Firm is tasked with delivering design documents, plans, and cost estimates.

**4.6.1. Critical elements to consider in the Project are as follows, although these points are not all-inclusive:**

- Facilitate a public process to identify the preferred concept design for the design of Whitman Park in a way that is budget conscious and maximizes the ability for the community to be involved and feel an ownership of the design plan.
- Provide the engineer's opinion of probable costs for the construction of a distinctive park design that aligns with local pricing.
- Ensure completion of the project by **May 15, 2024**.
- Enable the completion of the first phase of construction improvements within 2024.
- After selection and an executed contract, work with the City Forester to come up with a creative solution to designing park elements that work with and around the urban canopy.

**4.6.2. Mature/Legacy Tree Canopy:** Due to the nature of the mature tree canopy located within Whitman Park, the City will actively assist the selected Firm in defining protection and preservation standards for existing trees. The City Forester will provide access to a tree survey with an accurate representation of tree locations and an associated boundary area for tree protection zones where excavation or changes to grade should be avoided to protect tree health. The tree survey will identify trees of poor condition not requiring root zone protection and smaller trees that can be considered for transplanting into new locations. It is expected that the Firm will work closely with City staff to create a unique park experience that works with the urban tree canopy.

**4.6.3. Schedule of Project Services Tasks):** Public involvement will be an important element of the successful proposal for this project. The City expects the Firm to provide at a minimum:

- Two public meetings, and



- Three stakeholder meetings, as defined by the City.
- Any additional meetings that the City and the Consultant determine are necessitated following the completion of the public and stakeholder meetings.

An effort extending no more than twelve weeks is envisioned. Individual and unique approaches are welcome. Provide the following as a basic outline:

**Phase 1: Programming and Public Participation:** A public participation process will be required due to the Park's size, location, and significant community interest. As evident from recent media reports, Whitman Park used to serve as a common gathering place for the unhoused community. In September 2023, the City decided to close Whitman, repurposing the park exclusively for special events. The City has allocated \$1 million to establish a resource center at a nearby downtown location, to replace and improve what Whitman previously provided to members of the community experiencing homelessness. The initial phase will focus on programming and actively involving the community to gather insights and preferences.

**Phase 2: Conceptual Design Development:** It has been identified that Whitman Park needs revitalization to improve the Downtown park amenities. The details, elements within the park, and amenities at the park will all be established as part of this design process. Ultimately a final agreed-upon preferred plan with supporting graphics is expected (Final Design Plan).

**Phase 3: Final Design Plan to Include Cost Estimates:** A Final Design Plan will be developed by the Firm after the above processes are complete. The Design-Build phase will be separate from this RFP scope. The Final Design Plan will be drawn to scale and will include at a minimum:

- Accurate dimensional park design documents
- Generalized grading to a one-foot contour level.
- Line diagrams for site utilities.
- Traffic study (if deemed necessary).
- Landscape and irrigation plan.
- Lighting plan.
- Signage plan.
- Other necessary drawing details, design notes, and specifications required for construction.

#### **4.6.4. Minimum Firm Requirements:**

- At least five years in the field of project design, with experience directly related to similar park designs.
- Completed three 3 similar projects of scope and size within the last five (5) years. Please include budgetary information on each of those project references.

- Each Firm must show:
  - a) Complete disclosure of any incidents of default on the project s) where the Firm or related entity acted as the project designer and the status of such incidents;
  - b) Complete disclosure of any liabilities, contingent liabilities, obligations, charges and liens, covenants, off-balance sheet financing arrangements, defaults, legal action pending, or other matters that might prevent the Firm from implementing the Project; and
  - c) the Firm’s latest audited financial statements available as of the date of the RFP Submission.
- Qualified and permitted by law to perform the Services provided for this project. All personnel engaged in this Service for this project shall likewise be qualified and licensed to perform necessary duties.
- Ensure compliance with all applicable environmental regulations related to the project.
- The ability to develop value engineer-appropriate design option s).
- Project management and supervision.
- Preparation of all plans, schematics, drawings, scope, specifications, and all other related documents and requirements associated with the successful completion of this Project.
- The selected Firm may use local, qualified partners in the design.

**4.7. Attached Documents:**

- Appendix 1 – Whitman Park Utilities Schematic Plan with aerial and without based on existing utility and as-built information
- Appendix 2 – Whitman Park Tree Protection Zones
- Appendix 3 – Whitman Park 2015 Concept – Art/Culture Gardens
- Appendix 4 – Whitman Park 2015 Concept – Museum/Downtown
- Appendix 5 – Whitman Park 2015 Concept – Half Park/Half Museum
- Appendix 6 – Whitman Park 2015 Concept – All Museum
- Appendix 7 – Whitman Park 2015 Concept – All Park
- Appendix 8 – Downtown Plaza Concept Between 4<sup>th</sup> and 5<sup>th</sup> on Colorado Ave

**4.8. RFP Tentative Time Schedule:**

- |                                                         |                                |
|---------------------------------------------------------|--------------------------------|
| • Request for Proposal available                        | December 7, 2023               |
| • Non-mandatory site Visit                              | December 14, 2023, 1:00 pm MST |
| • Inquiry deadline, <i>no questions after this date</i> | December 22, 2023, 3:00 pm MST |
| • Final Addendum Posted                                 | January 3, 2024                |
| • Submittal deadline for proposals                      | January 10, 2024, 2:00 pm MST  |

- Owner evaluation of proposals January 10-17, 2024
- Interviews, *if required* January 25-26, 2024
- Final Selection Week of January 29, 2024
- City Council Approval February 21, 2024
- Contact execution February 23, 2024
- Services begin no later than Upon Notice to Proceed
- Completion May 15, 2024

Holidays:

- |                        |                   |
|------------------------|-------------------|
| Christmas Day          | December 25, 2023 |
| New Year’s Day         | January 2, 2024   |
| Martin Luther King Day | January 15, 2024  |
| Presidents’ Day        | February 19, 2024 |
| Memorial Day           | May 27, 2024      |

4.9. Questions Regarding Scope of Services:

Kathleen Franklin, Purchasing Agent  
[kathleenf@gjcity.org](mailto:kathleenf@gjcity.org)

Section 5.0: Preparation and Submittal of Proposals

**Submission:** Each proposal shall be submitted in electronic format only, and only through BidNet Direct Rocky Mountain E-Purchasing System website link: <https://www.bidnetdirect.com/colorado/city-of-grand-junction> . This site offers both “free” and “paying” registration options which allow for full access to the City’s documents and electronic submission of proposals. Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) Please view the “**Electronic Vendor Registration Guide**” at <https://www.gjcity.org/501/Purchasing-Bids> for details. (Purchasing Agent does not have access or control of the Vendor side of RMEPS. If there are website or other problems that arise during response submission, the Offeror **MUST** contact RMEPS to resolve the issue before the response deadline **800-835-4603** .

For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 “Preparation and Submittal of Proposals.” The uploaded response to this RFP shall be a single PDF document with all required information included. Offerors are required to indicate interest in this Project, show specific experience, and address the capability to perform the Scope of Services in the Project Schedule as set forth herein. For proper comparison and evaluation, the Owner requires that proposals be formatted from **A** to **H**:

- A. Cover Letter:** A cover letter shall be provided that explains the Offeror’s interest in the Project. The letter shall contain the name, address, phone number, and email of the person designated as the Firm’s principal contact person. Furthermore, it shall identify individual s authorized to make presentations and commitments on behalf of the Firm. The cover letter shall bear the signature of the person having the proper authority to make formal commitments on behalf of the Firm, stating the individual(s

role and signature authority. By submitting a response to this Solicitation, the Offeror agrees to all requirements herein.

- B. Qualifications/Experience/Credentials:** Offeror(s) must present qualifications and demonstrate relevant experience and credentials for consideration as a contract provider to the City. This should encompass a strong track record in handling projects of a similar nature. In addition to Section 4.6. Scope of Services, Offerors shall also provide the following information with the proposal submittal:

Whitman Park Landscape Site Plan and Park Design

Note: Key Personnel will be committed to this project in the Contract Documents and can only be changed by approval of the City.

Provide a summary of Key Personnel, the office location, and experience information. List the most recent projects first. Include project owner and contact reference, project location, the scope of the project, design cost, construction cost, project duration, and completion date. Additional discussion of Key Personnel experience can be provided as a narrative in the RFP.

Higher ratings will be given to experience in the design of similar projects. The RFP response must include the following information, which will be used to rate the Offeror's proposal.

- a) Discuss the experience of the Key Personnel working together on past similar projects. List previous projects and the roles of the Key Personnel. Provide client references and resumes of Key Personnel.
- b) Discuss goals and challenges on previous projects that the team was involved in, how goals were met, and how challenges were addressed by key personnel.

Discuss projects with change order values over 5% of the original project cost (not including change orders) or time delays over 1 month of the original duration. Describe circumstances that led to the change orders or delays and how the issues were resolved with the Owner.

- C. Strategy and Implementation Plan:** The Offeror is expected to provide a detailed description of its interpretation of the Owner's objectives outlined in this RFP. Describe the proposed strategy or plan for achieving the objectives of this RFP. The Offeror has the flexibility to use a written narrative or any other appropriate format to demonstrate its capability to fulfill the Scope of Services. The narrative should present a logical progression of tasks and efforts, commencing with the initial steps or tasks and extending to a complete description of all proposed tasks, demonstrating how the RFP objectives will be accomplished. Additionally, include a **project schedule** for completion of the Offeror's implementation for **Design** and an estimate of time commitments from the Owner personnel.

- D. References:** Provide a minimum of three (3) government and/or municipal references that can attest to the Firm's experience in projects of similar scope and size outlined in 4.5. Scope of Services. **Include a summary of the project completed with** the client name, address, point of contact person, telephone number, email address,



project dates, project description, original project budget, final project cost, explanation of variation from original budget to final project cost, pictures, etc.

- E. Solicitation Response Form:** The Offeror shall complete and submit the attached Solicitation Response form with its proposal.
- F. Price Proposal:** The Offeror shall provide its fee proposal, as stated in Section 4.5.2. Price Proposal.
- G. Legal Proceedings/Lawsuits:** Provide a comprehensive list of any legal proceedings or lawsuits involving the Firm, employees, or subcontractors of the Firm who may be providing services to the City. The list shall include current litigation and the status, and any matter(s) filed, settled, and/or otherwise adjudicated in the last five years. For each instance describe the underlying reason or cause of action, as well as the outcome or current status.
- H. Additional Data:** Furnish any additional pertinent information that is directly related to the qualifications and capabilities of the Firm. This may include details about specific expertise, innovative technologies, approaches, or any other information that will enhance the evaluation of the Firm's suitability to provide the services outlined in this RFP.

## Section 6.0. Evaluation Criteria and Factors

- 6.1. Overview:** An evaluation committee, appointed by the City, will assess all qualified responses. Proposal(s) will be selected based on the ability to demonstrate the necessary expertise and capability essential for delivering the scope of services. Additionally, the committee will consider the integrity and reliability of the proposals, to ensure the highest degree of confidence in full faith and performance.
- 6.2. Intent:** Only Respondents who meet the qualification criteria will be considered. Therefore, the submitted proposal must indicate the Offeror's ability to provide the services described herein.
- 6.3. Evaluation Summary:** Proposals will be prioritized based on the criteria categories and values described below. The City reserves the right to reject any portions of proposals and take into consideration past performance of previous awards and contracts with the Owner of any Offeror, or service provider in determining a final award(s), if any.

***Evaluation Criteria and Weighted Values will be worth ninety (90) %***



- **Responsiveness of Submittal to the RFP (20) %**  
The Offeror has submitted a proposal that is fully comprehensive, inclusive and conforms in all respects to the RFP and all of its requirements, including all forms and substance.
- **Understanding of the Project and Objectives (20) %**  
The Offeror's ability to demonstrate a thorough understanding of the City's goals for this specific Project.
- **Experience thirty (30) %**  
Offeror's proven proficiency in the successful completion of similar projects. Offeror's ability to demonstrate appropriate skill levels, certifications, and all other skill sets necessary to provide Services.
- **Strategy & Implementation (20) %**  
Offeror has provided a clear interpretation of the City's objectives regarding the required Services, and a fully comprehensive plan to achieve successful completion. See Section 5.0. Item C – Strategy and Implementation Plan for details.

***The following Criteria shall be worth ten (10) %***

- **Fees (10) %**  
All fees associated with the Services are provided and are complete and comprehensive.

**6.4. Shortlisting Offerors:** The City expects to follow the process below to shortlist proposals. The City reserves the right to modify this process if it is in the best interest of the City.

- All proposals will be reviewed for compliance with mandatory requirements as outlined in this RFP. Proposals deemed non-responsive will be eliminated from consideration. The Purchasing Agent may contact Offerors for clarification of its proposal.
- Committee members will independently evaluate and score proposals and submit scores back to the Purchasing Agent. Scores will be entered into an Evaluation Matrix to assist in analyzing and prioritizing the responsive Proposals.

**6.5. Negotiations:** The City may undertake negotiations with the top-rated Offeror(s) and will not negotiate with lower-rated Offeror(s) unless negotiations with higher-rated Offeror(s) have been unsuccessful and terminated.

**6.6. Interview(s):** The Owner reserves the right to invite the most qualified rated Offeror(s) to participate in a virtual, or in-person interview(s) if needed.

**6.7. Award:** Offeror(s) shall be ranked based on the criteria listed in Section 6.3. The City reserves the right to consider all of the information submitted and/or presentations, if required, in selecting the Project Firm.



Section 7.0. Solicitation Response Form

RFP-5341-24-KF “Concept Design Services for Whitman Park”

Offeror must submit the entire Form completed, dated, and signed.

1) Lump Sum Pricing:        \$ \_\_\_\_\_

Lump Sum Written: \_\_\_\_\_ Dollars.

*The City reserves the right to accept any portion of the services to be performed at its discretion.*

The undersigned has thoroughly examined the entire Request for Proposal and therefore submits the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror accepts and agrees, in accordance with the *terms and conditions contained in this Request for Proposal*, that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Offeror acknowledges the right of the City to reject any and all Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City’s sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its own capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Offeror or with any competitor.

Prices in the Proposal have not knowingly been disclosed with another Offeror and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be to induce any other person or Firm to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Firm, authorized to represent the Firm, and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City of Grand Junction are tax-exempt from Colorado Sales or Use Tax. Tax-exempt No. 98-903544. The undersigned certifies that no Federal, State, County, or Municipal tax will be added to the above-quoted prices.

- City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of \_\_\_\_\_ percent of the net dollar will be offered, to the Owner if the invoice is paid within \_\_\_\_\_ days after the receipt of the invoice.

**RECEIPT OF ADDENDA:** The undersigned Firm acknowledges receipt of the Addenda to the Solicitation, Specifications, and other Contract Documents.

**State number of Addenda received:** \_\_\_\_\_

It is the responsibility of the Offeror to ensure all Addenda have been received and acknowledged.

Submit a letter signed by the entity Owner or a Statement of Authority delegating authority to act on behalf of the Offeror. Before executing a Contract, the Offeror is required to furnish a completed W-9 form.

\_\_\_\_\_  
Company Name – (Typed or Printed)

\_\_\_\_\_  
Authorized Agent, Title – (Typed or Printed)

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address of Offeror

\_\_\_\_\_  
E-mail Address of Agent

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Date

The undersigned Offeror proposes to subcontract the following portion of Services:

| <u>Name, address, city, and state of<br/>Subcontractor</u> | <u>Description of Service s)<br/>to be performed</u> | <u>Est. Value of<br/>Service s</u> |
|------------------------------------------------------------|------------------------------------------------------|------------------------------------|
|                                                            |                                                      |                                    |
|                                                            |                                                      |                                    |
|                                                            |                                                      |                                    |
|                                                            |                                                      |                                    |

The undersigned Offeror acknowledges the right of the City to reject any Offers submitted and to waive informalities and irregularities therein in the City’s sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Offeror or with any competitor.



## ADDENDUM NO. 1

**DATE:** December 19, 2023  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Offerors  
**RE:** Concept Design Services for Whitman Park, RFP-5341-24-KF

Offerors responding to the above-referenced solicitation are hereby instructed requirements have been clarified, modified, superseded, and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Question:** Would the City entertain having the surveyor and sub-surface utility investigation as a direct contract with the City? We are happy to work with, coordinate work, and recommend survey extends for the project, however, we have found in our experience that it is better for clients to hire these services directly to own and possess the raw data for other applications such as GIS mapping or DPW and Utilities record keeping.

**Answer:** Yes, the City can hire the surveyor directly. While the City does not have a Geotech investigation for Whitman Park, the Emerson Park site (less than a half mile east) and the Public Safety site (across 5<sup>th</sup> Street from Whitman Park) may be representative of the soils at Whitman. Included in this addendum are the [Geotechnical Investigation Report for Emerson Park from 2023](#) and the [Public Safety Facility from 2008](#). *Please use Firefox or Microsoft Edge to open links.*

2. **Question:** What role will the City and staff members perform in the public participation process?

**Answer:** Staff will be engaged in the public process including project updates through engagegj.org, newsletter blasts, public meeting attendance (supporting facilitators/consultants as needed), and oversight in the preparation of materials providing guidance through comments in meetings and over email.

3. **Question:** Will the City provide a meeting space?

**Answer:** Yes

4. **Question:** Will the City provide advance notification to the community on meeting dates, times, and locations?

**Answer:** Yes

5. **Question:** Will the City provide supporting data/graphics or any prior stakeholder engagements, public surveys, discussions, or concepts relating to Whitman Park?

**Answer:** The City will provide previous content and ideas. The consultant will need to use this information to create the materials needed specific to this project and design. The City will also provide editing of materials as needed.

6. **Question:** Can you provide additional details on what level of documentation the City desires within the Final Design?

- a. Several locations in the RFP state this effort being conceptual design, however, the language in other sections mentions details, specifications, and "Other necessary drawing detail, design notes, and specifications required for construction".
- b. In consideration of the note indicating the Design-Build phase would be a separate effort from this RFP, It sounds like you are seeking a Conceptual Design process in Phase 2 (Conceptual Design Development) and a Schematic level of design as the Final Design Plan.

**Answer:** It is a 30% level schematic design that is needed. To get to this plan, several concept design options need to be presented through the public process. These options need to be defined to a concept level and include rough order of magnitude costs. Through community engagement, a preferred option will need to emerge. This option will then be developed to a schematic level of design and include opinions of probable cost with the appropriate level of specifics including quantities. All references to the final design or construction documents in the RFP may be disregarded. The plan is to take this 30% schematic design set and put it out to bid for design-build in 2025, pending 2025 budget development. Please see question 11's answer below for more details and updated language for the RFP.

7. **Question:** We recognize the May 15<sup>th</sup> date is critical. The level of documentation you seek to obtain in the Final Plan and Report (as well as the public engagement process) will have a significant influence on the design timeline and meeting the May 15<sup>th</sup> date with a high-quality design product.

**Answer:** Understood

8. **Question:** Could you clarify if the final deliverable is a 'Conceptual Master Plan?'

**Answer:** A schematic level of design is a better description. Please see question 11's answer below.

9. **Question:** The insurance limit in Section 3.1. d) Errors and Omissions at five million is high for a concept-level design. Can this be reduced?

10. **Answer:** Revised Section 3.1

d Professional Liability & Errors and Omissions Insurance policy with a minimum of:

ONE MILLION DOLLARS (\$1,000,000) per claim

11. **Question:** Does CDOT possess the right of way on the streets?

**Answer:** The CDOT right of way is back of walk to back of walk for Ute Ave and Pitkin Ave (I-70B).

12. **Question:** What is the timeline for the CDOT sidewalk construction?

**Answer:** According to the CDOT website (<https://codot.gov/projects/i-70-b-south-of-rood>), the construction of I-70B may occur from spring through winter 2025. Included in this addendum is the [CDOT preliminary design of I-70B improvements](#) dated Sept 20, 2022). *Please use Firefox or Microsoft Edge to open links.*

13. **Question:** Can the City furnish details about the sewer line, particularly given its apparent location in the center of the park?



**Answer:** Included in this addendum is the [as-built plan](#) of the 12-inch sewer main running east-west through Whitman Park. This is an active main and cannot be removed. *Please use Firefox or Microsoft Edge to open links.*

14. **Question:** If a modification to the existing bathroom model is made, would the City be open to the possibility of abandoning the sewer line to address easement considerations, potentially converting it to a service line?

**Answer:** This sewer line is a main line and is still active. It must remain in place.

15. **Question:** Can the City clarify the Phase 3 requirement?

**Answer:** Revised Section 4.6.3.

An effort extending no more than twelve weeks is envisioned. Individual and unique approaches are welcome. Provide the following as a basic outline:

**Phase 1: Programming and Public Participation:** A public participation process will be required due to the Park's size, location, and significant community interest. As evident from recent media reports, Whitman Park formerly served as a common gathering place for the unhoused community. In September 2023, the City decided to close Whitman, repurposing the park exclusively for special events. The City has allocated \$1 million to establish a resource center at a nearby downtown location, to replace and improve what Whitman previously provided to members of the community experiencing homelessness. The initial phase will focus on programming and actively involving the community to gather insights and preferences.

**Phase 2: Conceptual Design Development:** It has been identified that Whitman Park needs revitalization to improve the Downtown park amenities. The details, elements within the park, and amenities at the park will all be established as part of this design process. Ultimately a final agreed-upon preferred plan with supporting graphics is expected (Schematic Design Plan).

**Phase 3: Schematic Design Plan to Include Detailed Cost Estimates:** A Schematic Design Plan will be developed by the Firm after the above processes are complete. The Design-Build phase will be separate from this RFP scope. The Schematic Design Plan for this RFP and 2024 effort will be drawn to scale and will include at a minimum:

- Accurate dimensional park design documents.
- Generalized grading.
- Line diagrams for site utilities.
- Traffic study (if deemed necessary).
- Landscape and irrigation plan.
- Lighting plan.
- Signage plan.
- Other necessary drawing details, design notes, and specifications required for design development to progress to final construction documents, to happen in a separate RFP for design-build services.

16. **Question:** Can the City provide the community feedback on the 2015 concepts?

**Answer:** Included in this addendum are the [Whitman Park Questionnaire Results](#). *Please use Firefox or Microsoft Edge to open links.*

17. **Question:** Will the existing irrigation system be removed and replaced?

**Answer:** Yes, the irrigation system will likely need to be replaced. It was installed in 1983.

18. **Question:** What neighboring parcels are owned by the City?

**Answer:** The City owns the parcel at 555 Ute Ave across 5<sup>th</sup> Street from Whitman Park . Please utilize the City GIS map to identify owners of neighboring parcels.

<https://external-gis.gjcity.org/City%20Map%20External/>

19. **Question:** What is the City's vision for the location of the park entrance?

**Answer:** The City would like to explore a grand entrance to downtown, "Welcome to Downtown Grand Junction". The logical place for this monument signage is at the southeast corner of the park and it could also include an archway that lands on the southwest corner of the public safety complex in a currently landscaped area.

20. **Question:** In the context of the tree survey and considering the vitality of a mature tree with a remaining life expectancy of 5 years, is it critical to preserve the tree, or would the City be open to its removal for the design concept?

**Answer:** The tree survey reflects the City's current understanding of the health of trees. Any trees 'in the way' of any improvements will need to be evaluated on a case-by-case basis in consultation with the City Forester and other Parks and Recreation staff.

21. **Question:** What about the unhoused presence, should the design encourage/discourage?

**Answer:** Activation of the park for use for parks and recreation purposes by the broad community is the ultimate goal. In the design, restricted access will need to be explored in the same way as some of the concepts included in the RFP packet described.

22. **Question:** Is the concept proposed in 2015, which recommended the closure of 4<sup>th</sup> Street, still a viable consideration for the City?

**Answer:** Yes, this is a viable option to explore. This space may be needed for parking and may also be a good spot for food truck locations to create a food truck court or food truck park. Included in this addendum are [additional concept ideas](#) from other communities to inform the Whitman design. *Please use Firefox or Microsoft Edge to open links.*

23. **Question:** What are the permissible construction activities under the mature trees and tree canopy in the park? Considering the City's indicated potential limitations to hand tools and work. Tasks such as removing existing asphalt paths may require manual work without the use of traditional construction equipment, potentially impacting the project's cost estimate significantly.

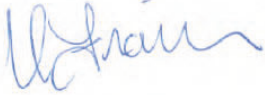
**Answer:** The City Forester will be available to work with the selected contractor to create a construction plan that will fit the needs of the project with tree protection in mind. Using machinery under the dripline of the tree canopy will be discussed and allowed when necessary.

Revised Section 4.5.2. The Owner's estimate for the cost of the design services is ~~\$100,000.00~~  
\$140,000.00.

The original solicitation for the project noted above is amended as noted.

All other conditions of the subject remain the same.

Respectfully,

A handwritten signature in blue ink, appearing to read 'K. Franklin', written in a cursive style.

Kathleen Franklin, Senior Buyer  
City of Grand Junction, Colorado



## **ADDENDUM NO. 2**

**DATE:** December 21, 2023  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Offerors  
**RE:** Concept Design Services for Whitman Park, RFP-5341-24-KF

Offerors responding to the above-referenced solicitation are hereby instructed requirements have been clarified, modified, superseded, and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Question:** Has the City organized a stakeholder committee? Is the consultant expected to identify and organize participants in the stakeholder committee?

**Answer:** The consultant will facilitate public meetings including invite-only focus groups, meetings with the Parks and Recreation Advisory Board, and community forums. The City will invite attendees and handle all organization for the meeting. The consultant will prepare the presentation materials in consultation with City staff, lead/facilitate the discussions, and be responsible for capturing feedback. This feedback needs to be packaged and included in a report to the City. This report will then be included as an attachment with the City submits a design-build proposal, pending budget approval.

2. **Question:** Is phase 3, as described on page 18, included in the scope for this project? The following sentence (middle of pg. 18 "A Final Design Plan will be developed by the Firm after the above processes are complete." leads me to believe that the chosen consultant will be expected to continue work during the next phase.

**Answer:** Please see the answers in Addendum 1 that describe the level of design needed. The City will issue a separate RFP for design-build services for completion of design including construction documents and construction, pending budget approval. The goal is to complete this in 2025.

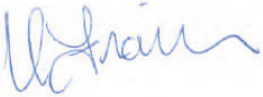
3. **Question:** The RFP indicates the design team should include, at a minimum, a professional engineer, traffic engineer, and a licensed landscape architect. Please clarify. I don't see any deliverables that would be required to be prepared by a civil or traffic engineer. Can you please clarify what your expectations are for civil and traffic engineering?

**Answer:** Given that the level of design needed is schematic, it would be good to include a civil engineer on your team at the appropriate level to ensure the schematic design works from a civil engineering perspective. The traffic engineer is needed to study the traffic impacts of potentially closing off 4<sup>th</sup> Street and making that a part of the park. Also, accessing the park safely given its location with busy three-lane roads on either side is a prime consideration that the traffic engineer could help with.

The original solicitation for the project noted above is amended as noted.

All other conditions of the subject remain the same.

Respectfully,

A handwritten signature in blue ink, appearing to read 'K. Franklin', is positioned above the printed name.

Kathleen Franklin, Senior Buyer  
City of Grand Junction, Colorado



### NOTICE OF AWARD

Date: February 16, 2024

Company: DTJ DESIGN, Inc.

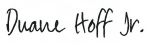
Project: Concept Design Services for Whitman Park RFP-5341-24-KF

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DTJ DESIGN, Inc. has been awarded the Contract by the City of Grand Junction for Concept Design Services for Whitman Park (RFP-5341-24-KF). The Contract has been awarded at a lump sum fee of **\$131,925.00**.

For Project scheduling and coordination, please communicate with Emily Krause, Recreation Superintendent, who can be reached at (970)254-3875 or via email at [emilyk@gjcity.org](mailto:emilyk@gjcity.org).

### **CITY OF GRAND JUNCTION, COLORADO**

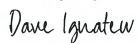
DocuSigned by:  
  
9F789E7D50FT4BC...  
Duane Hoff, Jr. Contracts Administrator

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### **SUPPLIER ACKNOWLEDGEMENT**

Receipt of this Notice to Award is hereby acknowledged:

Firm: TJ Design

By:   
910B5C5100941A...

Name: ave Ignatew dignatew@dtjdesign.com

Title: Vice President

Date: 2/16/2024





GRAND JUNCTION, COLORADO | 01.10.2024

# concept + schematic design services for whitman park

RFP-5341-24-KF



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## CENTER PARK Westminster, CO

At the heart of the 105-acre redevelopment in Westminster sits Center Park, a flexible but programmable park that brings the resort feel to everyday use of the park, and be the grounds for a wide-range of events big and small. Center Park is in the preliminary process of seeking SITES accreditation—the first of the Front Range. Sustainable practices were at the forefront of the design including all native plantings, low water use, an adaptive approach, green roof for the bathroom, and solar panels on shade structures. As an homage to the old Westminster Mall, we interpreted the balloons in whimsical ways by designing sculptures to serve as shade structures, water features, gateway features, and more.



01.10.2024

City of Grand Junction Purchasing Division  
Attn: Kathleen Franklin, Senior Buyer  
kathleenf@gjcity.org

RE: RFP-5341-24-KF Request for Proposal Response for Concept and Schematic Design  
Services for Whitman Park



Dear Kathleen and Selection Committee:

DTJ DESIGN, Inc. (DTJ) is pleased to submit our Proposal for Concept Design Services for Whitman Park, RFP-5341-24-KF, for the City of Grand Junction. We are enthusiastic to continue building on our prior experiences within the City and around the Western Slope, contributing to the region's flourishing legacy.

We recognize the critical role that Whitman Park has served in the community, as well as its immense potential. The thoughtful evaluation and execution of park programming, contextual relationships and access, placemaking, and flexibility to meet various needs will be critical to successfully revitalize and utilize Whitman Park. We understand the City seeks a trusted guide with innovative approaches and values-based solutions to provide project management, public, stakeholder, and client engagement, conceptual and schematic design, and cost estimating services.

In support of this, we have assembled a highly qualified and collaborative team of professionals who have worked together on successful projects including within and/or directly with the City of Grand Junction.

DTJ will serve as the Prime Consultant providing Landscape Architecture, Architecture, and Urban Design, and overall Project Management services. Dave Ignatew, Owner, Partner, and Director of Landscape Architecture is fully authorized to make presentations and contractual commitments on behalf of DTJ. Other key personnel authorized to present on behalf of DTJ include David Poppleton, Owner and Partner; Greg White, Principal; James Palmer, Associate; and Keith Walzak, Senior Associate and Director of Urban Design and Planning.

Together with CivicBrand (Engagement), River City Consultants (Civil), HCL (Structural), Bighorn Consulting Engineers (MEP), Hines (Irrigation), LSC Transportation (Transportation), and FCI Constructors (Cost Estimating), we offer our combined skills to conduct an inclusive and innovative approach to engagement and design assignments.

DTJ thinks differently about the potential of the public realm and what it can be to offer a variety of lifestyle enhancements, supportive of city-wide economic vitality. We maintain a strong focus on the long-term operations and maintenance obligations of a project and seek to establish a collaborative process with clients and staff members to develop the best potential long-term solutions.

As the City of Grand Junction continues to set the bar high for design and quality of life, we look forward to assisting you in the successful conception and implementation of critical community improvements.

Please feel free to contact us with any questions or if you need any additional information. We are honored to be considered as your design consultant and to have the opportunity to serve your needs with creativity and care.

Sincerely,

DTJ DESIGN, Inc.

A handwritten signature in blue ink, appearing to read 'Dave Ignatew', written over a light blue horizontal line.

DAVE IGNATEW, RLA  
Corporate Treasurer | Partner + Director of Landscape Architecture  
dignatew@dtjdesign.com  
P: 303.443.7533

3101 Iris Ave, Ste. 130  
Boulder, CO 80301



## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS

# DTJ DESIGN

DTJ DESIGN, Inc. (DTJ) is an award-winning international design firm based in Boulder with offices in Atlanta and Austin. With over 55 years of experience providing Architecture, Planning, and Landscape Architecture services, our extensive portfolio includes a balance of projects which demonstrate our depth and capabilities with parks, community design,

leisure destinations, urban regeneration, and mixed-use places across a wide range of geographies. We take a holistic approach to create distinguished and successful projects. DTJ is known for its contextual and culturally relevant design, creativity and attention to detail. We are staffed by 85+ talented designers across our three offices.

**3**

Offices

**55+**

Years of Service

**85+**

Employees

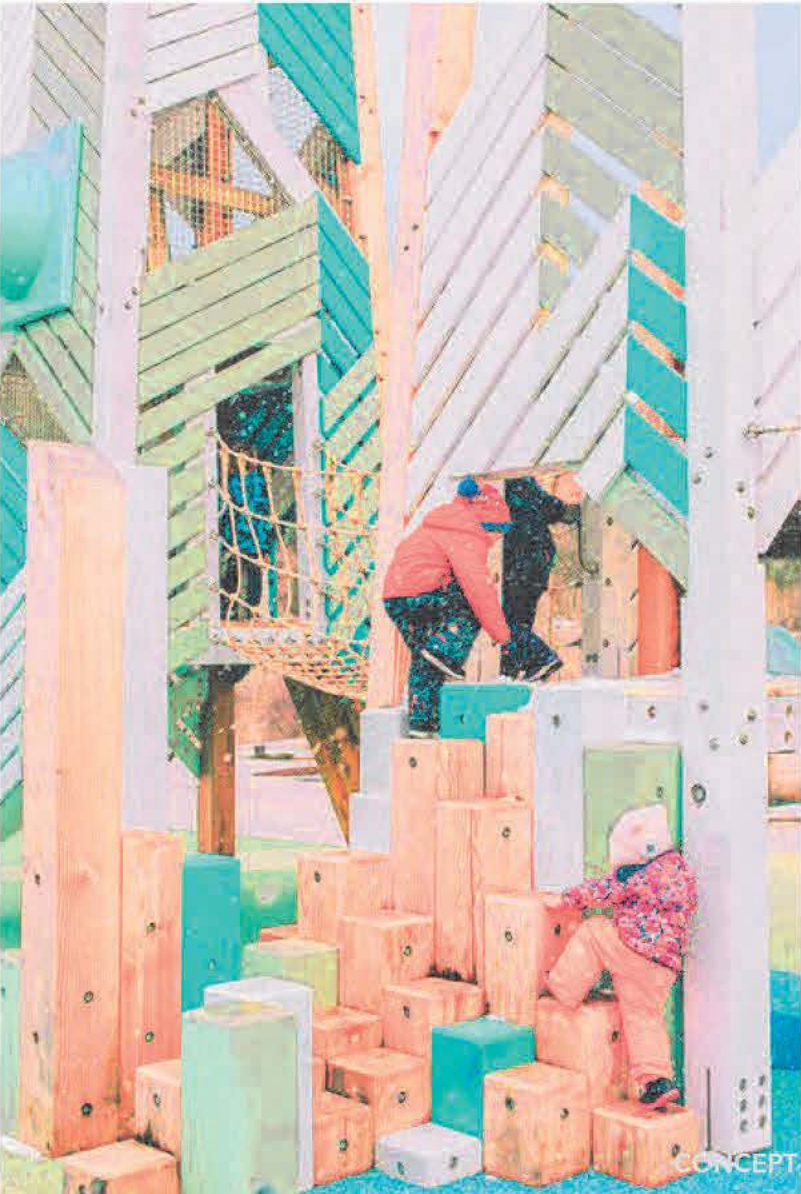
**3**

Sustainable  
Sites Accredited  
Professionals





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# integrated design





## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS

### TEAM OVERVIEW

DTJ has created a collaborative team structure for the Whitman Park initiative. Our team brings the best attributes to provide the City of Grand Junction with highly responsive and thoughtful design, and we are deeply committed to social, ethical, and environmental responsibility in our work. All key DTJ personnel work out of the Boulder office.

Our team's core values align—we think globally, apply a holistic and sustainable ethic, and respond to local cultures and the rich diversity of beliefs and values to meet our clients' goals and intentions. Our team will work harmoniously to address each aspect of the initiative.

We recognize the value the public realm can bring to a community and are excited for the potential to partner with the City of Grand Junction who has established and maintained a long-term vision for the community in its streetscapes, parks, trail systems, and urban core. This long-term vision speaks volumes to the City's commitment in improving its residents' quality of life through equal access to parks and amenities while enhancing safety and connectivity.

Quality of life is paramount in building a strong, enduring community. Thoughtful public realm, park, trail, and placemaking development is an economic catalyst that attracts families and businesses with the intent that desirable jobs will follow. Companies recruiting top candidates must show that their community offers a high quality of life for their employees and families, including affordable housing, civic, cultural, and retail offerings, plus premier parks, open space, and recreation facilities.

The public realm, parks, and greenspaces have evolved over time, and like other public gathering spaces, their purposes have also evolved. The City is making a significant financial commitment to the community in the creation of parks, streetscapes, open space, trails, wayfinding, and unique amenities. These investments are strategic expenditures to improve communities physically, socially, environmentally, and now more than ever, economically.

### WHY DTJ DESIGN?

Our firm brings national recognition combined with regional knowledge and expertise. Guided by a unique design ethos and creative vision, our approach will reach beyond what is acceptable and focus on excellence. The key differentiators that set us apart from others include:

**Authenticity.** Our process is straightforward. Through defensible data, proven methods, and meaningful engagement strategies, we help extract the essence of the place in which we work. DTJ's multidisciplinary history of over 55 years gives us a deep appreciation for and understanding of each client and their needs.

**Local, National, and International Expertise.** Our team applies lessons learned based on successful, built work. Our experience in forming vibrant spaces throughout the United States and in communities of all sizes informs our work.

**Full Resource Design Capabilities.** We provide timely access to a deep bench of innovative and highly skilled planning and design resources. Each team member brings an informed understanding of park systems, the public realm, and best practices as we explore possibilities and customizable outcomes for each client and project.

**Rapid Prototyping and Compelling Visuals.** We are enthusiastic collaborators and relish the information-gathering process that informs community-targeted approaches. Born from the belief that homogeneity has plagued our landscape for far too long, we help communities recognize that prosperity does not equate to copying what others are doing but is found in generating pride in who they are and who they may become.







## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS

### KEY PERSONNEL

For the Concept Design for Whitman Park, DTJ will serve as the contract lead and primary point of contact and will provide overall project management and coordination with the City of Grand Junction on contract scope, budget, and timelines for deliverables. DTJ will contract with each subconsultant team member and work with the City to deliver high-quality and on-schedule deliverables.

Leading DTJ is Dave Ignatew, Director of Landscape Architecture, and Partner in Charge, and the primary contact for inquiries, notifications, and contract negotiation. Dave is fully authorized to submit proposals and execute contracts on DTJ's behalf. He brings an exceptional resume in public and private sector work, working with city staff, stakeholders, and communities throughout the United States.

Associate James Palmer with 17+ years of professional experience leading numerous projects locally and internationally will provide project management, coordination, and design direction to the team to complete the project based on schedule and budget expectations. He will remain involved throughout the life of the project and be the day-to-day contact. James will provide strong team management and communication both internal and external to the team, the City, and stakeholders.

Our team has worked together on a wide collection of efforts and projects including several parks such as [REDACTED] and more.

|                                           | DTJ DESIGN                                                                         |                                                                                     |                                                                                      |                                                                                      |                                                                                      | CivicBrand                                                                           |                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|                                           |  |  |  |  |  |  |  |
| Core Team/Task Lead                       | James Palmer<br>Project Manager                                                    | Dave Ignatew<br>Principal in Charge                                                 | Greg White<br>Project Lead Design                                                    | Keith Walzak<br>Urban Design +<br>Planning                                           | David Poppleton<br>Architecture                                                      | Ryan Short<br>Public Engagement                                                      | Brisa Byford<br>Engagement<br>Strategist                                             |
| Anticipated Participation                 | 70%                                                                                | 15%                                                                                 | 45%                                                                                  | 20%                                                                                  | 15%                                                                                  | 30%                                                                                  | 15%                                                                                  |
| Step 1.1 Kick-off Meeting + Site Walk     | ●                                                                                  |                                                                                     | ●                                                                                    |                                                                                      |                                                                                      |                                                                                      |                                                                                      |
| Step 1.2 Public Engagement Sessions       | ●                                                                                  |                                                                                     | ●                                                                                    |                                                                                      |                                                                                      | ●                                                                                    | ●                                                                                    |
| Step 1.3 Stakeholder Engagement Sessions  | ●                                                                                  |                                                                                     | ●                                                                                    |                                                                                      |                                                                                      | ●                                                                                    | ●                                                                                    |
| Step 2.1 Conceptual Design                | ●                                                                                  | ●                                                                                   | ●                                                                                    | ●                                                                                    | ●                                                                                    |                                                                                      |                                                                                      |
| Step 2.2 Review Meeting with City Staff   | ●                                                                                  |                                                                                     | ●                                                                                    |                                                                                      |                                                                                      |                                                                                      |                                                                                      |
| Step 2.3 Conceptual Refinement            | ●                                                                                  | ●                                                                                   | ●                                                                                    | ●                                                                                    | ●                                                                                    |                                                                                      |                                                                                      |
| Step 3.1 Schematic Design + Cost Estimate | ●                                                                                  |                                                                                     | ●                                                                                    | ●                                                                                    | ●                                                                                    |                                                                                      |                                                                                      |
| Step 3.2 Final Presentation               | ●                                                                                  |                                                                                     | ●                                                                                    |                                                                                      |                                                                                      |                                                                                      |                                                                                      |

SUBCONSULTANTS

DTJ has partnered with the following subconsultants to create a multi-disciplinary team for the City of Grand Junction. In communication with the team, they have confirmed the availability and commitment of project managers and staff necessary to provide high-quality design and engineering services as outlined in this proposal. Our collaborative approach to design is the foundation for establishing a compelling vision that meets the needs of the community.

Key responsibilities of each firm are as follows:

- **Civicbrand** - Engagement
  - **River City Consultants** - Civil Engineering
  - **HCL** - Structural
  - **Bighorn Consulting** - MEP
- **Hines** - Irrigation
  - **LSC** - Transportation
  - **FCI Constructors** - Cost Estimating

Our team has a variety of project teaming experience over the past 20+ years. Some of those local to Grand Junction include Redlands Mesa with River City Consultants and Gateway Canyons Resort with FCI Constructors.

We are currently in design and documentation on a few projects including the 100-acre Richardson Park project around the Front Range with Hines, LSC Transportation, and FCI Constructors.

| River City Consultants                                                          |                                                                                    | HCL                                                                                | Bighorn Consulting                                                                 |                                                                                    | Hines                                                                              |                                                                                    | LSC                                                                                |                                                                                    | FCI Constructors                                                                     |                                                                                      |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |  |  |  |  |
| Jeffrey Mace<br>Professional Engineer                                           | Ivan Geer<br>Professional Engineer                                                 | Neal Bohnen<br>Structural Engineering                                              | Mark Harrington<br>Lead Mechanical Engineer                                        | Drew Brown<br>Lead Mechanical Engineer                                             | James Hines<br>Principal                                                           | Brent Jeffery<br>Project Manager                                                   | Chris McGranahan<br>Principal                                                      | Kirstin Ferrin<br>Senior Transportation Engineer                                   | Evan Walton<br>VP of Pre-Construction                                                | Bryan Baugman<br>Estimator                                                           |
| 25%                                                                             | 15%                                                                                | 15%                                                                                | 15%                                                                                | 10%                                                                                | 15%                                                                                | 20%                                                                                | 10%                                                                                | 15%                                                                                | 10%                                                                                  | 10%                                                                                  |
| ●                                                                               | ●                                                                                  |                                                                                    |                                                                                    |                                                                                    |                                                                                    |                                                                                    |                                                                                    |                                                                                    |                                                                                      |                                                                                      |
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## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS



### DAVE IGNATEW, RLA

PARTNER

DIRECTOR OF LANDSCAPE ARCHITECTURE

DIGNATEW@DTJDESIGN.COM



Dave Ignatew has a diverse portfolio, including Planning and Landscape Architecture for some of the World's coolest destinations. His international and domestic experience over the past 25 years includes lead design on resort destinations, themed attractions and residential communities.

Dave is all about the memorable experience. He has projects across the globe including China, Mexico, Spain, Qatar, Abu Dhabi, Turkey, Russia, Japan, Singapore, and North and South America.

### Bachelor of Science in Landscape Architecture.

THEA Award 2018 - Best New Water Park | *Volcano Bay, Universal Orlando*

Colorado Chapter of the American Society of Landscape Architects - President's Award & Land Stewardship Award | *Xilinx Colorado Campus*

Colorado Chapter of the American Society of Landscape Architects Honor Award (Over \$500,000 Construction Budget) | *Centerra, Loveland, Colorado*

Colorado Chapter of the American Society of Landscape Architects Merit Award | *The Welcome Lodge at Anthem, Broomfield, Colorado*

Colorado Chapter of the American Society of Landscape Architects Merit Award | *Interlocken, Broomfield, Colorado*

- Licensed Landscape Architect Colorado
- Senior Architectural Graphics Instructor | University of Colorado, Boulder





## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS



**JAMES PALMER, PLA**  
ASSOCIATE + LANDSCAPE ARCHITECT  
JPALMER@DTJDESIGN.COM



Inspired by local culture, history, and native ecosystems, James' work expresses a contemporary fusion of the built and natural environments. Drawing on textures, patterns, and a sense of adventure, his projects enhance accessibility, encourage exploration and maintain a deep respect for natural resources. His in-depth experience in detailed construction documentation and creative problem-solving ability allows James to view complex site issues as an opportunity to create value rather than a threat to efficiencies.

**Bachelor of Landscape Architecture,** [REDACTED]

Professional Landscape Architect: Maryland #3564



Chair, ULI Baltimore & Washington TOD Product Council 2016-2019





## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS



**GREG WHITE, PLA, ASLA, SITES AP**  
PRINCIPAL  
GWHITE@DTJDESIGN.COM

Greg offers clients expertise in landscape architecture and urban planning, building a career at DTJ DESIGN around a global practice of place making. He applies his skills in projects ranging from large scale master-planned communities to regeneration and design of public realm urban spaces to intimate resort environments.

His skills provide a combination of leadership, visioning and high design with a strong foundation of sustainable principles. Greg is known for creative design quality, attention to detail and extensive knowledge of plant material for a variety of climates and context. His projects consistently receive prestigious design awards.

### **Bachelor of Landscape Architecture,** [REDACTED]

Colorado License [REDACTED]

SITES AP [REDACTED]

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Colorado Chapter of the American Society of Landscape Architects President's Award of Excellence for Residential Design | *Private Residence, Colorado Springs, Colorado*

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Colorado Chapter of the American Society of Landscape Architects Merit Award | *The Welcome Lodge at Anthem, Broomfield, CO*

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Colorado Chapter of the American Society of Landscape Architects Honor Award | *Palmilla, La Quinta, California*

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Visionary Project of the Year Award from Sustainable Land Development | *Tallyn's Reach, Colorado*

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Builder's Choice Merit Award for Best Community | *Palmilla, La Quinta, California*

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National Arbor Day Award | *Tallyn's Reach, Colorado*

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Colorado Chapter of the American Society of Landscape Architect Merit Award | *Entry and Parkways at Desert Mountain, Scottsdale, Arizona*

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- Instructor, University of Colorado, Environmental School of Design, 2016
- American Society of Landscape Architects
- University of Colorado - Denver; Student Mentor
- Delegation Speaker



## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS



**KEITH WALZAK, AICP, ASLA**  
SENIOR ASSOCIATE  
DIRECTOR OF URBAN DESIGN + PLANNING  
KWALZAK@DTJDESIGN.COM

### □ experience

Keith brings passion and commitment to placemaking design for every project. For over 35 years, Keith has actively engaged with public and private sector clients, agencies, and community stakeholders to help build healthy, resilient, thriving communities. Inspired by people and places, Keith strives to improve the livability of communities, focusing attention on social equity, sustainable urbanism, cultural arts, multi-modal and green infrastructure, and urban redevelopment/regeneration strategies. Keeping design at the forefront of his collaborative approach, Keith engages community members throughout the visioning and implementation process to promote community attributes and placemaking opportunities for neighborhoods, campus environments, business districts, and cities.

CO Registered Landscape Architect [REDACTED]

Master of Urban Design, [REDACTED]

Master of Landscape Architecture, [REDACTED]

Bachelor of Science in Community Planning Policy, Land-Use + Geography, [REDACTED]

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Pilot Fitwell Health Wellness Project | *The Heights District Plan; Vancouver, WA*

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Washington ASLA Award | *The Heights District Plan; Vancouver, WA*

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Washington APA Award | *Wilburton Commercial Area; Bellevue, WA*

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### □ professional activities

- American Institute of Certified Planners (AICP)
- American Planning Association (APA) Colorado Chapter
- American Society of Landscape Architects (ASLA) Washington + Colorado Chapters
- Urban Land Institute (ULI), Full Member
- Congress for New Urbanism (CNU), Past Member





## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS



**DAVID POPPLETON, RA**  
PARTNER  
DPOPPLETON@DTJDESIGN.COM



David has more than 13 years of experience on a wide variety of architecture and planning projects. With a focus on integrated design, he has led teams from project visioning through construction. He is a thoughtful and innovative designer who has the experience and construction knowledge to carry the design through implementation. David's main areas of focus are in community amenity buildings, multi-family residential, resort housing, and single family detached housing, but also has experience in senior living communities and corporate campuses.

**Bachelor of Environmental Design,** [REDACTED]

Registered Architect, Colorado [REDACTED]

Professional Builder 40 Under 40

2021 MAME Award for Best Architectural Design for Urban Infill Design | *Ridge at Ward Station*

2020 NAHB Best in American Living Silver Award for Community Facility | *Harmony Golf Club*

2017 Best in American Living Platinum Award, Best Community Facility | *The Lake Club at Centerra, Loveland, Colorado*

2017 Best in American Living - Best in the Mountain Region | *The Lake Club at Centerra, Loveland, Colorado*

2017 Professional Builder Bronze Award - Single Family Home 2,500-2,999 sf | *Boulevard One at Lowry*

2017 Professional Builder Bronze Award - Single Family Production 2,001-3,100 sf | *Boulevard One at Lowry*

2008 Gold Nugget Award of Merit - Best Attached Housing Project - 18 to 40 du/ac | *Belcourt at Edenglen, Ontario, Canada*

2008 Gold Nugget Award of Merit - Attached Suburban Residential Project of the Year | *Extreme Home Makeover Hawaii (100th episode), Oahu, Hawaii*

2008 Gold Nugget Grand Award - Building Industry Community Spirit Awards | *Vantage Luxury Townhomes, Diamond Bar, California*

2007 Elan Award | *Attached Community of the Year*



## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS



**Ryan Short**

CEO

**CivicBrand**

### EDUCATION

Human Centered Design, Pratt Institute  
BBA Marketing, University of North Texas

### EXPERIENCE

15 Years Experience as CivicBrand founder

### PROFESSIONAL AFFILIATIONS

- IAP2 - International Association of Public Participation
- Main Street America
- Congress for the New Urbanism
- American Planning Association

### AWARDS

2023 - High Commended City Nation Place  
Best Use of Design  
High Point, NC

2021 Finalist - City Nation Place Global  
Best Use of Data  
7th Street Plaza, Waco, TX

2021 1st Place - APA New Mexico  
Long Range Planning  
Las Cruces, NM

2019 Finalist - City Nation Place Global  
Best Use of Design  
Waupaca, WI

2018 Finalist - City Nation Place Global  
Best Citizen Engagement  
Park Rapids, MN

2018 Gold - Hermes Creative Awards  
Brand Identity - Heartland Lakes, MN

Since 2008, Ryan Short has been the CEO and co-founder of CivicBrand, an organization at the forefront of place branding, placemaking, and community engagement. Ryan hosts the "Eyes on The Street" podcast, has been published on Forbes.com, and regularly speaks on topics of equity in engagement, placemaking, place branding, and human-centered design.

Ryan co-founded CivicBrand, dedicating himself to the mission of helping communities become the best version of themselves. Ryan provides strong leadership, guiding the CivicBrand team towards realizing their shared vision of creating more vibrant and meaningful places. His portfolio of work spans diverse communities across the US. This portfolio includes comprehensive city and county-wide branding initiatives, district branding projects, as well as placemaking and activation strategies. In addition, Ryan has been a driving force behind various planning efforts, including comprehensive plans, open space and trails master plans, parks and recreation master plans, and downtown master plans - all aimed at shaping sustainable and thriving communities.

### RELEVANT PROJECTS



project podcast, and running multiple public events.



**Brisa Byford**  
Engagement Strategist

EDUCATION

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BBA/Marketing

EXPERIENCE

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7 Years Experience as CivicBrand

- PROFESSIONAL AFFILIATIONS
- 
- Texas Downtown Board of Directors
  - IAP2 - International Association of Public Participation
  - Main Street America

- AWARDS
- 
- 2023 - High Commended City Nation Place Best Use of Design  
High Point, NC
- 2021 Finalist - City Nation Place Global Best Use of Data  
7th Street Plaza, Waco, TX
- 2021 1st Place - APA New Mexico Long Range Planning  
Las Cruces, NM
- 2019 Finalist - City Nation Place Global Best Use of Design  
Waupaca, WI
- 2018 Finalist - City Nation Place Global Best Citizen Engagement  
Park Rapids, MN
- 2018 Gold - Hermes Creative Awards Brand Identity - Heartland Lakes, MN

Brisa is a strategist that has led numerous community and district branding projects during her time on the CivicBrand team. She hails from New Mexico AKA the Land of Enchantment, and understands firsthand how a strong place identity impacts the way people see themselves and the pride they have in their community. Her role as senior strategist means that she often plans focus groups, facilitates engagement activities, analyzes quantitative and qualitative data, identifies brand problems in the community, and develops the brand strategy — or way forward — for our clients. Brisa also sits on the board of directors of Texas Downtowns.

With expertise in brand architecture, engagement, statistics and messaging, she uses both data and creative to tell the story of the communities we work with. She believes in the importance of innovative and equitable ways of engaging with the public to build project buy-in and define a brand story to which everyone in the community feels connected. As a self-proclaimed "spreadsheet person," she's not afraid to dive into the details in order to make sure we are hitting our engagement targets or really understand how different audience segments view a place.

RELEVANT PROJECTS

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CivicBrand



## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS



### Resumes

**Jeffrey W. Mace, P.E.**  
**Principal/Professional Engineer**



*Mr. Mace is a principal and one of the founders of River City Consultants. He has been project manager and/or lead engineer on a wide variety of projects for Mesa County and throughout Western Colorado as well as the Denver Metro area. Mr. Mace has compiled a multi-discipline engineering history including land development, site design, roadway design, hydrologic and hydraulic analysis/design, and structural design and evaluation. Mr. Mace has provided QA/QC control on most of the projects that RCC has designed. Selected relevant projects include:*

Registrations: Professional Engineer – [REDACTED]

Education: [REDACTED]



Resumes

Ivan D. Geer, P.E.  
Principal/Professional Engineer



Mr. Geer is one of the principals of River City Consultants. Mr. Geer has experience in engineering consulting (wastewater, water, infrastructure, and construction management), design/build, construction materials production, environmental compliance, mining, reclamation, land development, and operations management. In his career he has managed projects for clients and aggregate companies that have required working with numerous the governmental agencies in Western Colorado, including Mesa County and Colorado Department of Transportation, Grand Valley Rural Power, CenturyLink, and many others. More recently, Mr. Geer has managed several engineering design projects for public improvements for various public agencies including Mesa County, the City of Grand Junction, and Clifton Water. Relevant project experience includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Registrations: Professional Engineer – Colorado [REDACTED]

Education: [REDACTED]

## B. QUALIFICATIONS/ EXPERIENCE/CREDENTIALS



**Neal Bohnen, PE**

*Director of Structural  
Engineering*

### REGISTRATION

- Professional Engineer
  - Colorado
  - Arizona

### EDUCATION

- [REDACTED]
- [REDACTED]

### AFFILIATIONS

- Structural Engineering Association of Colorado (SEAC)
- American Institute of Steel Construction (AISC)
- American Concrete Institute (ACI)
- Post-Tensioning Institute (PTI)

Neal is a seasoned structural engineer and the studio lead for the HCL Grand Junction office. He brings years of technical experience to encompass all phases of a building project. His resume includes a broad range of building types and framing systems. Specific to municipal projects, Neal has experience in over a dozen large-scale projects including police, fire, justice civic, airport and other government facilities. Neal has a passion for supporting municipal projects and loves emphasizing architectural exposed structural elements to provide the perception of safety, stability, and reliability to the occupants of the building. Neal demonstrates advanced knowledge in the gravity and lateral design of steel, concrete, post-tensioned concrete, pre-cast concrete, masonry, and wood-framed structures. He specializes in innovative structural framing techniques to produce efficient, cost-effective buildings. His high attention to detail and ability to collaborate effectively with the design team make him well suited to develop high-quality projects. Neal believes that a thorough understanding of a building structural system is paramount for a successful project.

### RELEVANT EXPERIENCE

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



TEAM RESUMES | BIGHORN CONSULTING ENGINEERS



B.S. in Mechanical Engineering, [REDACTED]

Registrations

- Colorado
- Arizona
- California
- Nevada
- Oklahoma
- Oregon
- Pennsylvania
- South Dakota
- Utah
- Wisconsin

Affiliations

- ◆ ASHRAE
- ◆ Secretary – Board of Directors, Community Hospital

## Mark Harrington, P.E., LEED AP

### Lead Mechanical Engineer

Mark is a mechanical consulting engineer, LEED Accredited Professional, and Vice-President of Bighorn Consulting Engineers. He has 25 years of experience designing HVAC systems for commercial, educational, and institutional buildings. He produces construction drawings and specifications, as well as performs field reviews. Other functions include generating construction cost estimates and performing energy and life-cycle cost analysis.



B.S. in Engineering with Electrical Specialties;  
B.S. in Engineering with Mechanical  
Specialties; [REDACTED]

Registrations

- Colorado
- California
- Nevada
- New Mexico
- Oklahoma
- Oregon
- South Dakota
- Utah
- Wisconsin
- Wyoming

## Drew Brown, P.E.

### Lead Electrical Engineer

Drew is an electrical engineer with two degrees from Colorado School of Mines. Drew spent the beginning of his career using his degree and professional engineering license in the field and practical experience. He worked in the ski industry on ski lifts and other apparatus as a field engineer. This gives Drew the unique skill of taking what he knows from the field and applying it to the design of power systems in buildings. He knows what the electrician needs and how they need to see it as he has installed most of what he is currently designing.







## Christopher S. McGranahan, P.E.

### Principal/President



#### Professional Experience

Mr. McGranahan joined the staff of LSC Transportation Consultants in January 2004 and is now a Principal and President of the firm and manager of the firm's Denver office. He has over 29 years of experience and has managed traffic engineering and transportation planning projects throughout the State of Colorado. Previously, he served as a Transportation and Traffic Operations Engineer with the [REDACTED] transportation section for nearly ten years.

#### Experience



His technical responsibilities include preparation of traffic impact studies, transportation planning studies, parking studies, traffic calming studies, roundabout planning and design including fastest path analysis and design vehicle accommodation studies, travel demand management plans, access management plans, conceptual intersection layouts, signing and striping plans, traffic control plans, and traffic signal plans. Mr. McGranahan has significant experience providing technical representation and presentations at various council, board, neighborhood, planning, and zoning committee meetings. He also has extensive experience with the requirements of the Colorado Department of Transportation (CDOT) *State Highway Access Code* having completed projects and secured state highway access permits in various CDOT regions throughout the State.

#### Education

- Bachelor of Science in Civil Engineering, [REDACTED]

#### Professional Registrations and Memberships

- Professional Engineer, State of Colorado [REDACTED]
- Institute of Transportation Engineers

Traffic studies have included but are not limited to the following land uses: medical office buildings/ hospitals, banks, restaurants, convenience stores, universities/colleges/grade schools/middle schools/ high schools, multipurpose community centers/arenas, casinos, single-family/high-density residential, Walmart and other big box anchored shopping centers, mixed-use new urbanism, transit-oriented design (TOD), park/recreation areas, government buildings, religious institutions, large annexation master plans, oil and gas well operations, corridor/access management studies for municipalities, and assistance with Municipal Transportation Plans.

**FCI**  
Constructors, Inc.























METHODOLOGY + STRATEGY

PLACEMAKING

We specialize in designing memorable places. A common theme across our portfolio is the clearly defined sense of place in our designs, achieved by storytelling. We will explore the City's history, culture, and natural environment to serve as the inspiration for creating a compelling vision—this vision will be expressed in the park's theme with welcoming places that connect people to the site.

PLANNING + DESIGN

Our design methodology seeks to create authentic, beautiful, and fun-to-experience destinations that are easy to access and move about. We achieve this with the following design considerations:

Character Areas

We will walk the area to gain insight into the intrinsic character of the park space and surrounding contextual areas, including connectivity opportunities, views, and unique characteristics.

Spatial Organization

When determining the best locations for specific uses based on suitability, we think in terms of desirable adjacencies for uses. For example, locating family-oriented activities in proximity allows kids to run and play while parents can observe from a shady location or utilize loop trails, or quiet uses that are clustered near each other while louder gathering and game programs are situated away from residential adjacencies.

Axial Relationships

We look for long vistas and axial visual connections such that one can see from one spot in the park across a significant distance to another key landmark. This is a classical, yet effective use of geometry to unify a large site.

Sequence of Spaces

Even on a small site, a rational chain of events for how people will experience the space needs to be considered. We will develop the design to layout program spaces in sequence, so users are led from one space to another, promoting the discovery of all that the park has to offer.

Intuitive Wayfinding

Wayfinding elements provide park users with information on where they are via landmarks and placemaking elements. Our focus is to establish a simple and intuitive wayfinding program that expresses the park theme in an aesthetically pleasing manner.

Every Square Foot Planning

We understand that we will be responsible for planning all the park property, even if it remains natural. We will have an attitude and strategy about how every place in Whitman Park and surrounding connections plays a role in the total project.

Ease of Use

To plan a barrier-free and inclusive park we will consider all users and integrate design elements that will enhance their experience, including accessible path routing where wheelable paving under a 5% slope is laid out so that everyone connects to at least one of each of the park amenities.





## C. STRATEGY AND IMPLEMENTATION PLAN

### INNOVATION

Partnering with our clients for success has brought our firm into many challenges in design, construction, and development. With our diverse experience, we bring educated opinions and help create an informed dialogue. While we are a planning and design-focused firm, we know the importance of fulfilling high design aspirations with built work and construction know-how. Our international work brings exposure to many places, project types, and new thinking, helping influence our work locally.

Situated on a hillside site, finding a way to achieve the program and the drainage, we proposed an underground system that allowed for a large flex lawn area and utilized the adjacent slope for a small adventure area with a custom climbing wall, splash play, embankment slide, and 2-to-5-year-old play area.

A separate project innovation was our strategic use of a community-wide drainage system for adventure recreation. At we teamed with a visionary client to create an entirely above-ground drainage infrastructure. In looking at the dual-use potential, we designed activities within the detention areas including a flow trail, pump track, skills loops, and more. These areas connect directly to the community-wide bike highway and are in the center of the community. These amenities have been wildly successful and popular with residents.

### CONCEPT TO REALITY

We are most invigorated seeing the final built work—seeing people enjoying the spaces and taking pride in the execution of the design and details we created as a collaborative team with our clients.

### SUSTAINABILITY

The underpinnings of our park design will be sustainable principles including land preservation, limited clearing, and grading to reduce erosion, low water use, self-sufficient power generation, native and non-invasive plant species, removal of invasive species from natural areas, interpretive and educational sign programs, dark-sky lighting strategies with full cut-off shields, and locally sourced materials.



## TRENDS

Public spaces that are universally accessible and socially equitable by representing a true cross-section of residents is a significant trend in park design, providing uses to meet the unique needs of the surrounding areas and community at large. The park will meet ADA accessibility standards and seek to provide a safe and secure environment for all. We will utilize Crime Prevention Through Environmental Design (CPTED) design principles as we lay out the built environment to create a safer park that leads to social equity, peace of mind, and quality of life improvements.

Establishing a revenue generation stream that is integral to the park program can be tremendously helpful to parks and open space departments, particularly when parks can be self-sufficient to cover their own annual operating budget. Revenue can be generated through classes, annual festivals, repeating events, user fees for attractions, and reservation fees of facilities for private functions. The combination can comprise a large percentage of a park's annual operating budget.

We frequently incorporate art into parks with both permanent and temporary displays—a positive way for the surrounding community to participate in authorship of making the park their own, as well as highlighting and elevating cultural diversity.

## ATTENTION TO DETAIL

We infuse a distinct quality and project identity through thoughtful and creative design, and artistry with planting palettes, materials, and textures while solidifying the site's authentic character. We focus on the user's needs, a memorable experience, attention to crafted details, and exceptional quality. With topography expertise, our design solutions complement the surrounding built environment. Whether it is a strategically placed pedestrian bridge or the subtle placement of artwork, we know focused attention is what makes projects special.

## GOALS + CHALLENGES

Goals and challenges on park projects can vary greatly depending on the community needs, available funding, and contextual conditions. We commonly see the following patterns, particularly in the Colorado environment:

**Goal 1:** Respectful and sensible application of a planting palette suitable to the local environment, considerate of water resources, habitat, and pollinators. We strive to study the planting design and material selections with a keen eye on how we can reduce water consumption and enhance habitat, particularly those in arid environments.

**Challenge 1:** Educating homebuyers, the public, private developers, and municipal clients that we do not need a water intensive green carpet of non-functional turf to make a space appealing or aesthetically pleasing. While turf grass can be necessary for functional applications such as rec fields, open play, and specific applications, it is important to apply it strategically where it matters most and mitigate excessive water usage in irrigation.

**Goal 2:** Reduce maintenance burden for operations and associated cost. This is a critical factor to most clients who operate a development pace or provide amenities to a community.

**Challenge 2:** While the reduction of maintenance burden is frequently mentioned as a goal, providing a sound solution grounded in reality only be achieved in collaboration with the operations team members. These folks live with the projects well after the ribbon is cut and everything is shiny and new—they know the facilities better than anyone. Their experience and knowledge of what makes parks and facilities run is invaluable and they should be part of early project discussions to help establish attainable goals.



## C. STRATEGY AND IMPLEMENTATION PLAN

### PROJECT APPROACH

We recognize the City of Grand Junction has committed an incredible amount of energy, time, and thoughtfulness to develop a desirable and attractive community for residents to live, work, and play, while also navigating the challenges of economic uncertainty, evolving employment needs, and increasing demands for a variety of services including park spaces, recreation opportunities, and amenities. Our integrated team of Architects, Urban Designers, and Landscape Architects are familiar with the challenges and distinct opportunities around the City and region from our history on prior projects including Redlands Mesa Community, Fountain Greens, Gateway Canyons Resort, and others currently on the boards.

As experienced park and urban designers, we understand the need to study and positively influence the relationship and connectivity of Whitman Park to the pedestrian core along Colorado Avenue and Main Street. We are committed to providing a regionally dialed approach to park design, landscapes, and structures, with a focus on durability, multi-functionality, style, efficiencies, and authentic placemaking.

We have and will continue to study the below noted guiding documents and more to better understand the broad objectives to build upon those efforts to craft a thoughtful placemaking and values-based approach to Whitman Park's design.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### PROJECT UNDERSTANDING

We understand that the Concept Design for Whitman Park includes the need for Project Management, Landscape Architecture, Architecture, Urban Design, Engagement, Civil, Structural, MEP, Irrigation, Transportation, and Costing support services. These services are anticipated to support the City's needs for a professional consultant team who can provide an inclusive and insightful engagement process; integrate the engagement input to an innovative design (conceptual through schematic); and, cost estimating to properly set the Whitman Park project to proceed forward into a Design/Build process in a separate contract.

Whitman Park has served a variety of roles over its lifetime as the needs of the community have evolved. For several years, this park has been used by a small portion of the community and lacks the vitality and energy it once provided to the City and surrounding business district, as well as the further removed residential zones. Whitman Park's location is a critically important contributor to the potential for this park and the challenges it will face. We are deeply focused on the opportunities and constraints and what the strengthening of urban connections, intentional placemaking, iconic identification and signage, and thoughtfully crafted programming can provide to influence the success of Whitman Park.

We assume the City will contract directly with their preferred professional services firms to obtain a Field Run Topographic Survey, Sub Surface Utility Investigation and Locations, and Geotechnical Soil Investigations. DTJ will collaborate with the City and your service providers to help inform on survey limits, informational needs, and timelines.

<sup>1</sup> We understand that Phase 7 is designed to about 30%, and that design will resume this spring with tentative construction slated for spring 2026.



## SCOPE OF SERVICES

### PHASE 1 EXPLORATION + ENGAGEMENT

#### Step 1.1 Kick-off Meeting and Site Walk

This phase will serve as the formal project kick-off. DTJ will coordinate directly with the City to establish a kick-off meeting and site visit. The kick-off meeting will provide both our team and the City the opportunity to discuss the project background, contextual considerations, perceptions, short- and long-term goals, construction budget and methodologies, and the elements that will ultimately make the project successful. During this time, we will also discuss the proposed strategy for the engagement process and fine-tune the strategy to best meet the needs of the project and community.

After the kick-off meeting, we will walk the Whitman Park site and a few of the surrounding blocks. This is a critical site walk and requires the City staff's attendance to help inform the design team on aspects about the park and experiences in and around the park space. This additional depth of understanding through the lens of a highly local perspective is important to future design efforts.

The information gathered from the meeting and site walk will be compiled in meeting minutes with a site analysis map and provided to the City.

- **Participants:** DTJ, River City + City staff
- **Duration:** 1-day Site Visit; 3 days mapping and minutes
- **Meetings:** (1) Site Visit with City staff
- **Deliverables:**
  - (1) Site Analysis Map
  - Meeting minutes
- **City Responsibilities:** Provide meeting location; attend the kick-off meeting and walking tour; provide DTJ with a workable version of the DPW plans in the appendix of the RFP to utilize as initial base plans until the survey is available.
- **DTJ Responsibilities:** Compile information from DPW for initial base map; review and study reports and plans; document meeting notes and site visit; develop Site Analysis Map.





## C. STRATEGY AND IMPLEMENTATION PLAN

### Step 1.2 Public Engagement Sessions

#### Community Meeting #1: Base Information + Visioning

The initial community meeting is part information sharing and gathering, part visioning study. We will first share a background brief on the 2015 Whitman Park conceptual plans and survey, the Site Analysis Mapping, City-provided Tree Survey and Protection Analysis, and a base plan of the project site and key surrounding contextual destinations.

Once we have provided the audience with sufficient background on the site and contextual considerations to develop a base line understanding, we will move into a collaborative visioning process. This discussion is intended to be at a 30,000' view, focusing on the big picture of what Whitman Park could be for the community. What role should Whitman Park serve to the surrounding area and local community? How can Whitman Park compliment other parks within the overall system? How can we strengthen a connection between the park and Main Street? These questions and topics will help craft the community-led vision.

- **Participants:** DTJ, CivicBrand + City staff
- **Duration:** 1 day
- **Meetings:** (1) in-person community meeting
- **City Responsibilities:** Schedule, publicize, host, and participate in the community meeting
- **DTJ + CivicBrand Responsibilities:** Provide base mapping, Site Analysis, and engagement materials; co-lead the engagement session; and compile findings and provide to City staff for review and input.

#### Community Meeting #2: Visioning + Guiding Principles

The second community meeting will recap what was shared and learned in the first meeting. We will review the initial visioning effort and provide an update on feedback received to date from the park and Main Street engagement, as well as the online survey. From this, we will survey the room for new or additional inputs to the previous vision effort and begin the process of working toward a refined and solidified vision for Whitman Park.

Once a general vision is established, we will develop the guiding principles for the park and design. This role is critical to enhancing the vision with clarity and definition, dictating intent to the design team. Topics such as preservation of mature trees, reducing water consumption, utilizing local materials, enhancing wildlife or pollinator habitat, encouraging social gathering nodes, and many more will be in discussion as we work toward clearly defined principles to guide the next phases of engagement and conceptual design.

- **Participants:** DTJ, CivicBrand, City Staff
- **Duration:** 1 day, approximately 2 weeks after Community Meeting #1
- **Meetings:** (1) in-person community meeting
- **City Responsibilities:** Schedule, publicize, host, and participate in community meeting
- **DTJ + CivicBrand Responsibilities:** Provide base mapping, Site Analysis, and engagement materials; co-lead engagement session; and compile findings and provide to City staff for review and input.



## Step 1.3 Stakeholder Engagement Sessions

### Stakeholder (Focus Group) Workshop #1-3: Conceptual Ideation

While the public engagement is focused on the vision, big picture thinking, and guiding principles, the Stakeholder Focus Groups will participate in a series of interactive workshops where we encourage the participants to dream big. This is a critical step in the design process and requires an engaged audience. The community as represented in the focus groups are the authors of the park—we are simply serving as the editor of the story, pulling all the community pieces together.

We will huddle into tables of 4 to 8 members, each with a base map, an assortment of potential program template cutouts, character imagery of potential programs, and drawing tools. We will lead a workshop exercise where each table is encouraged to utilize the potential program cutouts and drawing tools to define the various program elements onto the base maps and jot down ideas and thoughts on items they would like to see incorporated into Whitman Park. The ideas crafted by the community will be digitally recorded, compiled, synthesized, and documented for City staff and future reference.

We recommend hosting all 3 focus group workshops in 1 day to aid the project timeline and reduce associated travel expenses.

- **Participants:** DTJ, CivicBrand + City staff
- **Duration:** 1 day to conduct all 3 focus group workshop sessions, approximately 1 week after Community Meeting #2
- **Deliverables:** Engagement Findings Report at the end of the engagement process
- **City Responsibilities:** Schedule, publicize, host, and participate in Focus Groups.
- **DTJ Responsibilities:** Provide base plans and sketching tools; lead engagement sessions; and compile findings and provide to City staff for review and input.

The participation of families with children, the unhoused community, local business owners, and City staff during the engagement process is imperative to the ultimate success of Whitman Park and bettering relationships between all user groups. We highly encourage the City to promote the involvement of these groups in community meetings.

The public engagement process and evolution of design are intricately linked. We must employ a collection of methods during the engagement process to reach the maximum audience and solicit meaningful feedback from community members and user groups who may not typically participate. Community input is critical for us to be well-informed on the types of spaces and amenities desired, and for the final park result to be one the community is proud of. We will utilize a variety of tools as a wide net broadcast effort to solicit feedback from as many members as possible. These efforts will occur before and concurrent with in-person community engagement meetings and focus group stakeholder meetings.

In the Scope of Services, we have outlined the public engagement process as it is presented in the RFP. However, based on our understanding of the City's desire to thoroughly connect with the community, we have recommended additional outreach outlined on page 52 and 53.



## Step 2.1 Conceptual Design

- **Participants:** DTJ
- **Duration:** 3 weeks
- **Meetings:** 1 meeting with City staff and Forester
- **Deliverables:**
  - (2) initial conceptual sketches with labels and supporting character imagery
  - (1) Diagrammatic Architectural Layout Plan
  - (1) Preliminary Design Narrative

Following the submission of the two conceptual sketches, we will meet remotely with City staff to present the concepts, review, and receive feedback. From the discussion and review, City staff will determine the preferred concept plan to proceed with.

- **Participants:** DTJ + City staff
- **Duration:** 1 day, the meeting will be scheduled promptly following concept submission
- **Meetings:** 1 remote meeting
- **Deliverables:** Meeting minutes

After meeting with City staff, we will take the preferred conceptual plan and feedback received to date to incorporate to a refined conceptual plan and design narrative.

- **Participants:** DTJ
- **Duration:** 2 weeks
- **Deliverables:**
  - (1) Final Conceptual Plan with labels and supporting character imagery
  - (1) Refined Architectural Sketch Layout Plan
  - (1) Refined Design Narrative



Right: Examples of conceptual ideation.

## PHASE 3 SCHEMATIC DEVELOPMENT

### Step 3.1 Schematic Design + Cost Estimate

Pending feedback received from City staff on the Conceptual Design Submission, we will promptly proceed into the production of a Schematic Design Package. With a compressed timeline, the City will need to move in step with us to perform a prompt review of the submission and provide us direction within three days. The Schematic Design Package will be accompanied by the Final Design Narrative inclusive of information from the entire design team along with a Cost Estimate developed by local General Contractor FCI Constructors.

Our team recognizes the importance of the cost estimate in this process to the City and understands the estimate will be a critical tool in the evaluation of the project and appropriation of funding for the construction. As such, we believe it is imperative to have a General Contractor with local presence and experience as a member of the team. An opinion of cost from designers or even professional cost estimators will not provide a sufficient costing perspective on local trades and market factors at this stage in design.

- **Participants:** Overall design team
- **Duration:** 4 weeks (ideally 6-8 weeks)
- **Meetings:** None scheduled, however, check-ins with City staff are anticipated
- **Deliverables:** (1) Schematic Package including:
  - (1) Illustrative Site Plan at scale
  - (3) Perspective renderings
  - (1) Refined Architectural Sketch Layout Plan at scale
  - (1) Preliminary Hardscape Plan at scale, with dimensions, material and program callouts, and cut sheet details as necessary
  - (1) Preliminary Planting Plan at scale, plant schedule, and details
  - (1) Preliminary Signage Plan
  - (1) Architectural Layout Plan at scale, with dimensions, material callouts, and elevations
  - (1) Preliminary Tree Protection Plan at scale
  - (1) Preliminary Utility Plan at scale
  - (1) Preliminary Grading, Drainage, and SWM Plan at scale

- (1) Preliminary Civil Layout Plan at scale
- (1) Preliminary Lighting Plan at scale with lighting fixture(s) cut sheets details
- (1) Preliminary Irrigation Plan at scale with cut sheet details as necessary
- (1) Schematic Design Narrative inclusive of Landscape, Architecture, Urban Design, Structural, Civil, MEP, Irrigation, and Transportation input
- (1) Cost Estimate

### Step 3.2 Final Presentation

DTJ will present the community engagement results, Final Schematic Package, Design Narrative, and Cost Estimate of Whitman Park to City staff and participate in a Q&A discussion. We will provide recommendations on a few critical action items, as well as next steps for consideration to the City to aid the continuance of the Whitman Park project.

- **Participants:** DTJ + City staff
- **Duration:** Scheduling at convenience of City staff
- **Meetings:** (1) presentation of Final Concept to City Council and (1) presentation of Revised Final Concept to City Council
- **City Responsibilities:** Schedule meeting with DTJ
- **DTJ Responsibilities:** Present to City staff



# C. STRATEGY AND IMPLEMENTATION PLAN

## SCHEDULE

**Note:** The 12-week timeline of late-February to May 15th noted in the RFP is a very quick pace with little to no room for delay or hesitation. While it is obtainable, the City should understand this expedited schedule will require tremendous coordination and focus on both the design team and City to be organized, forward thinking, and prepared in advance.

For the betterment of the final product deliverable, DTJ recommends the City consider a expansion of 4-6 weeks in the project timeline to allow more adequate time for the engagement and feedback loop, as well as sufficient time for City staff and stakeholders to be fully participating team members.

| Project Tasks                        | February |  |  |  | March |  |  |  | April |  |  |  | May |  |  |  |
|--------------------------------------|----------|--|--|--|-------|--|--|--|-------|--|--|--|-----|--|--|--|
| Project Management                   |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| Phase 1 Exploration + Engagement     |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| 1.1 Kick-off Meeting and Site Walk   |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| 1.2 Public Engagement Sessions       |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| 1.3 Stakeholder Engagement Sessions  |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| Phase 2 Conceptual Ideation          |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| 2.1 Conceptual Design                |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| 2.2 Review Meeting with City Staff   |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| 2.3 Concept Refinement               |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| Phase 3 Schematic Development        |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| 3.1 Schematic Design + Cost Estimate |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |
| 3.2 Final Presentation               |          |  |  |  |       |  |  |  |       |  |  |  |     |  |  |  |



# E + F. SOLICITATION RESPONSE FORM + PRICING

## Section 7.0. Solicitation Response Form

### RFP-5341-24-KF "Concept Design Services for Whitman Park"

*Offeror must submit the entire Form completed, dated, and signed.*

1) **Lump Sum Pricing:**      \$ 149,725

**Lump Sum Written:** One hundred and forty-nine thousand  
seven hundred and twenty-five **Dollars.**

*The City reserves the right to accept any portion of the services to be performed at its discretion.*

The undersigned has thoroughly examined the entire Request for Proposal and therefore submits the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror accepts and agrees, in accordance with the *terms and conditions contained in this Request for Proposal*, that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Offeror acknowledges the right of the City to reject any and all Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City's sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its own capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Offeror or with any competitor.

Prices in the Proposal have not knowingly been disclosed with another Offeror and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be to induce any other person or Firm to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Firm, authorized to represent the Firm, and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City of Grand Junction are tax-exempt from Colorado Sales or Use Tax. Tax-exempt No. 98-903544. The undersigned certifies that no Federal, State, County, or Municipal tax will be added to the above-quoted prices.

- City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of \_\_\_\_\_ percent of the net dollar will be offered, to the Owner if the invoice is paid within \_\_\_\_\_ days after the receipt of the invoice.

**RECEIPT OF ADDENDA:** The undersigned Firm acknowledges receipt of the Addenda to the Solicitation, Specifications, and other Contract Documents.

**State number of Addenda received:** 2

It is the responsibility of the Offeror to ensure all Addenda have been received and acknowledged.

Submit a letter signed by the entity Owner or a Statement of Authority delegating authority to act on behalf of the Offeror. Before executing a Contract, the Offeror is required to furnish a completed W-9 form.

DTJ DESIGN, Inc.  
Company Name (Typed or Printed)

  
Authorized Agent Signature

3101 Iris Ave, Ste. 130  
Address of Offeror

Boulder, CO 80301  
City, State, and Zip Code

Dave Ignatew, Vice President  
Authorized Agent, Title – (Typed or Printed)

303.443.7533  
Telephone Number

dignatew@dtjdesign.com  
E-mail Address of Agent

January 10, 2023  
Date



# E + F. SOLICITATION RESPONSE FORM + PRICING

The undersigned Offeror proposes to subcontract the following portion of Services:

| <u>Name, address, city, and state of<br/>Subcontractor</u> | <u>Description of Service(s)<br/>to be performed</u> | <u>Est. Value of<br/>Service(s)</u> |
|------------------------------------------------------------|------------------------------------------------------|-------------------------------------|
| See below                                                  |                                                      |                                     |
|                                                            |                                                      |                                     |
|                                                            |                                                      |                                     |
|                                                            |                                                      |                                     |

The undersigned Offeror acknowledges the right of the City to reject any Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Offeror or with any competitor.

|                                                                                |                   |          |
|--------------------------------------------------------------------------------|-------------------|----------|
| <b>CivicBrand</b><br>224 W. Rainbow Blvd #122, Salida, CO 81201                | Engagement        | \$15,000 |
| <b>River City Consultants</b><br>215 Pitkin Ave #201, Grand Junction, CO 81501 | Civil Engineering | \$14,965 |
| <b>HCL</b><br>5975 S. Quebec St #200, Centennial, CO 80111                     | Structural        | \$4,150  |
| <b>Bighorn Consulting Engineers</b><br>386 Indian Rd, Grand Junction, CO 81501 | MEP               | \$5,350  |
| <b>Hines</b><br>323 W Drake Rd, Fort Collins, CO 80526                         | Irrigation        | \$5,500  |
| <b>LSC Transportation</b><br>1889 York St, Denver, CO 80206                    | Transportation    | \$6,000  |
| <b>FCI Constructors</b><br>4015 Coriolis Way, Frederick, CO 80504              | Cost Estimating   | \$2,760  |



DTJ DESIGN, Inc., CivicBrand, River City Consultants, Hines, LSC Transportation, and FCI Constructors have no lawsuits, legal claims, or demands against the company or any respective principals or officers.

Bighorn Consulting Engineers had one legal proceeding in the past 5 years, initiated by the contractor on Grand Colorado Lodge in Breckenridge. The architect settled with the owner for perceived shortcomings in the architectural design.

HCL was involved in litigation on Central 70 with WSP. Their work was not under scrutiny—the litigation was settled.

We love giving back. Whether it's through means like our Experience Compassion initiative or decades-long relationship with Habitat for Humanity, we are always looking for ways to be involved in our local community. Most recently, our Boulder team took to the surrounding neighborhood and spent the afternoon picking up bags of trash from Four Mile Creek, freeing the grass to flourish to provide a clean greenspace for all to enjoy.



## H. ADDITIONAL DATA

### ENGAGEMENT STRATEGY + FRAMEWORK

The following provides an initial framework for how we envision the engagement process to unfold:

#### ADDRESS SPECIAL EVENTS PERMIT + UNHOUSED COMMUNITY IMPACT

While our team is focused on the engagement of and design of Whitman Park, we believe it is imperative and a high priority for the City to address the Special Events Permit access condition before beginning the public engagement sessions. It is critical for the City to begin work to shift the narrative surrounding Whitman Park to help influence positive and meaningful engagement. To aid in this process, we have respectfully provided a few recommendations below. Should our team be selected, we would welcome the opportunity to discuss further options and learn more about the City's strategies.

In known locations where the unhoused gather, post informational posters detailing where the community can obtain critical services.

Provide updates on the City website regarding the progress of the Resource Center, short- and long-term objectives for the unhoused community, and locations for support services.

Before the first engagement session, use 30 to 60 minutes at the meeting location to speak to the public on the status of the Resource Center progress, services currently available and associated locations, and strategies to aid the unhoused community, and be supportive of those groups who seek to support the unhoused population.

Move the barricade back into the park space (internal lawn) to allow usage of the sidewalk on the park perimeter. This is a subtle move but one which can help to start shifting perception.

### PROJECT WEBSITE

We recommend that the City provide and maintain a project website for the project's duration. The intent for this website is to serve as the project's 24/7 communications hub, providing details and insights, goals and objectives, and survey and engagement opportunities.

If the City prefers our team to provide the project website, we can do so at an additional cost of \$7,500. This service is not included in the Lump Sum Fee.

#### PARK + MAIN STREET ENGAGEMENT (ONGOING THROUGH ENGAGEMENT)

We will develop engagement materials (posters, graphics, and banners) to be used on the current barricade at Whitman Park and around Main Street where pedestrians are likely to encounter the materials. Through QR codes within the engagement materials, we will begin to educate and solicit input and feedback from the community about what they would like to see in Whitman Park. This will initiate conversation, ease tensions about the closure of the park, and shift the focus toward collaboratively developing the plan for the new park that considers all users. We will develop digital engagement materials to be shared with the City. We recommend that the City obtain printed versions of those materials (suitable for outdoor display) and post those engagement materials around the park barricade and Main Street.

### COMMUNITY SURVEY

Based on the input gathered from the park barricade and Main Street engagement efforts, we will identify the main issues, themes, wants, and needs for Whitman Park. Subsequently, we will develop a community-wide survey that will be distributed on the project website and accessible via the QR code on engagement collateral. We will develop the survey—the City would be responsible for posting on the project website and monitoring results.

## AT THE PARK ENGAGEMENT (ADDITIONAL SERVICES)

We propose reopening for a day and running a public engagement event at the park, providing a fun, engaging, and interactive opportunity for direct engagement with the discussed space. We suggest using placemaking activities to test, validate, and gather feedback on specific concepts and ideas for the new park that have been collected during the park and Main Street engagement phase, the public survey, and the community and stakeholder focus groups.

If the City would like to pursue this option, we can do so at an additional fee of \$15,000 plus the cost of materials (an estimated \$15,000-\$25,000) depending on the level of placemaking and engagement at the event. This service is not included in the Lump Sum Fee.

## CONSIDERATIONS

The below notes are considerations and recommendations for the City to provide efficiencies and cost-effective processes:

### TIMELINE

The currently proposed 12-week timeline is a very quick pace for the effort needed to produce high-quality deliverables. As noted earlier, while we can obtain the May 15th date, an expansion of 4 to 6 weeks would allow better engagement and feedback opportunities, design study, and time for City staff to review and be full participants in the process.

### DESIRED ENGAGEMENT PROCESS

Upon shortlisting, we recommend the City begin an internal review and discussion on the proposed engagement process and what the staff seeks to achieve. High-quality engagement processes rarely occur quickly. The engagement schedule will be the fundamental driving force to the overall timeline of the final deliverables. Once a team is selected (before a contract is even signed), the City and consultant team should start discussing the engagement strategy and identify key meeting dates to begin scheduling and publication. Additionally, the City should consider how to construct the focus groups for stakeholder meetings and begin to identify who and how many folks will be involved.

## SPECIAL PERMIT ACCESS

The Special Permit Access and impacts to the unhoused community will influence the engagement process. We highly recommend the City work to strengthen the current relationship with the community and get out in front of this topic by sharing progress, short- and long-term plans, and support services.

### STAFF

The City should identify their staff who will be involved in the engagement, design, and general coordination processes. With a fast-paced timeline, City staff participants will need to understand the urgency of the process—review and response/input to inquiries, reports, and design will be a high priority.

## PROFESSIONAL SURVEYORS

The City should begin contacting Professional Surveyors (field run topography, surface expressions, and SUP investigation) to understand current scheduling and timelines. By the time a design team is selected, the City ideally would have a surveyor selected and scheduled for fieldwork to begin mid to late February. Also, consider the potential for weather delays in surveying at this point in the year.

## GEOTECHNICAL INVESTIGATION

Similar to the Professional Surveyors but not quite as urgent is a geotechnical investigation of the site and report. During the pre-proposal meeting, the consideration to utilize the Geotechnical Report from Emerson Park was noted. While it could be somewhat helpful for initial assumptions in Concept and Schematic levels of design, soil types, plasticity, bearing capacity, groundwater, and a host of other important factors can vary greatly in a small area. Accordingly, and due to the liability associated, most professional engineers will not accept an off-site soils investigation as the basis for their on-site design. The City would be best served with a Geotechnical Investigation of the Whitman Park site to obtain the most well-informed engineering solutions for pavements and structures. This service will become important once the project moves from Schematic into Design Development and Construction Documentation.



## H. ADDITIONAL DATA

## GRAND JUNCTION + CDOT

Upon the completion of conceptual design, we recommend a remote meeting between the City and the CDOT local Permit Manager to share the intention of the park design and talk through the necessary permits and their current review timelines. Their work on I70B Phase 7 design is scheduled to resume this spring and should be considered in the advanced phases of Whitman Park design and consideration for enhanced pedestrian and wheeled device access from Main Street.

## GRAND JUNCTION + DTJ

We would like to build a mutually beneficial, long-term relationship with the City of Grand Junction and serve as your trusted guide. We are open to right sizing the fee and scope to meet the needs of the City. Please let us know of any informational needs or questions to support this proposal. Thank you.

# THE DTJ DIFFERENCE

## INTEGRATED PRACTICE



DTJ is an integrated practice of planners, architects, and landscape architects. We know what it takes to work together collaboratively so that the outcome of our efforts is always more than merely the sum of the parts. Rather than being considered merely multidisciplinary, the DTJ team's focus is to be intradisciplinary.

## PRIVATE + PUBLIC EXPERIENCE



Private sector involvement is vital in informing public sector community development strategies. Public sector clients appreciate that DTJ's extensive private sector developer experience brings specific knowledge of what will appeal to the development community when positioning a site for an RFP. To create a true public-private partnership, the public sector's vision for a site must meet the expectations of the community they serve, and the development community must embrace that vision for the project's viability.

## EXPERIENCE CREATIVITY



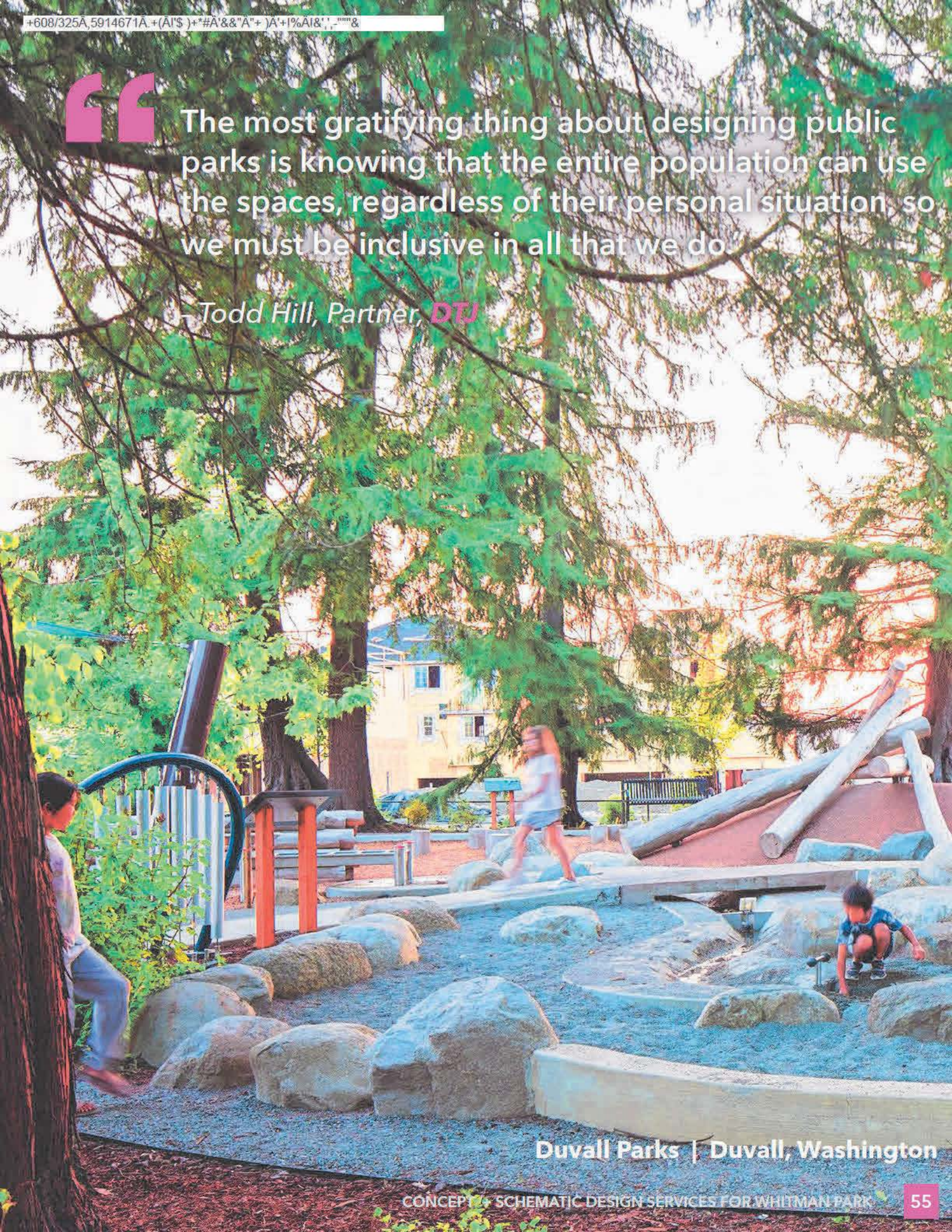
DTJ's slogan is "Experience Creativity." Not only are we creative as a firm, but we also take our clients on journeys where they participate in our creative design process while exploring new ideas and innovative, executable solutions. Original ideas require practical strategies and that is exactly what we achieve in the plans we create and the places we design.





The most gratifying thing about designing public parks is knowing that the entire population can use the spaces, regardless of their personal situation, so we must be inclusive in all that we do.

— Todd Hill, Partner, **DTU**



Duvall Parks | Duvall, Washington





dtj  
DESIGN



dtjdesign.com



boulder  
atlanta  
austin



303.443.7533

**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

1/31/2024

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

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

| <b>PRODUCER</b><br><b>USI Insurance Services, LLC</b><br><b>P.O. Box 7050</b><br><b>Englewood, CO 80155</b><br><b>800 873-8500</b> |        | <b>CONTACT NAME:</b><br><b>PHONE A/C, No, Ext): 800 873-8500</b><br><b>FAX A/C, No):</b><br><b>E-MAIL ADDRESS: den.certificate@usi.com</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                               |        |                                                    |       |                                                |       |                                            |       |                                                |       |             |  |             |  |
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| <b>INSURED</b><br><b>DTJ Design, Inc.</b><br><b>3101 Iris Avenue, Suite 130</b><br><b>Boulder, CO 80301</b>                        |        | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Property Cas. Co. of America</td> <td>25674</td> </tr> <tr> <td>INSURER B : Hartford - WC Multiple Issuing Cos</td> <td>00914</td> </tr> <tr> <td>INSURER C : XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER D : Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table> |  | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Travelers Property Cas. Co. of America | 25674 | INSURER B : Hartford - WC Multiple Issuing Cos | 00914 | INSURER C : XL Specialty Insurance Company | 37885 | INSURER D : Charter Oak Fire Insurance Company | 25615 | INSURER E : |  | INSURER F : |  |
| INSURER(S) AFFORDING COVERAGE                                                                                                      | NAIC # |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                               |        |                                                    |       |                                                |       |                                            |       |                                                |       |             |  |             |  |
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| INSURER B : Hartford - WC Multiple Issuing Cos                                                                                     | 00914  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                               |        |                                                    |       |                                                |       |                                            |       |                                                |       |             |  |             |  |
| INSURER C : XL Specialty Insurance Company                                                                                         | 37885  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                               |        |                                                    |       |                                                |       |                                            |       |                                                |       |             |  |             |  |
| INSURER D : Charter Oak Fire Insurance Company                                                                                     | 25615  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                               |        |                                                    |       |                                                |       |                                            |       |                                                |       |             |  |             |  |
| INSURER E :                                                                                                                        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                               |        |                                                    |       |                                                |       |                                            |       |                                                |       |             |  |             |  |
| INSURER F :                                                                                                                        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                               |        |                                                    |       |                                                |       |                                            |       |                                                |       |             |  |             |  |

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

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                   | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF MM/DD/YYYY | POLICY EXP MM/DD/YYYY | LIMITS                                                                                                                                                                                                                                      |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | X         | X        | 6807H558109   | 03/01/2023            | 03/01/2024            | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000<br>MED EXP (Any one person) \$10,000<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$4,000,000<br>PRODUCTS - COMP/OP AGG \$4,000,000<br>\$ |
| D        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY                                                                                                                 | X         | X        | BA4R469609    | 03/01/2023            | 03/01/2024            | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                              |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br><input checked="" type="checkbox"/> RETENTION \$10000                                                                                                                                                                  | X         | X        | CUP8632Y145   | 03/01/2023            | 03/01/2024            | EACH OCCURRENCE \$3,000,000<br>AGGREGATE \$3,000,000<br>\$                                                                                                                                                                                  |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y / N<br>Mandatory in NH<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                   |           | X        | 34WEGNE8283   | 03/01/2023            | 03/01/2024            | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$1,000,000<br>E.L. DISEASE - POLICY LIMIT \$1,000,000                                      |
| C        | Professional Liability<br>Claims Made                                                                                                                                                                                                                                                                               |           | X        | DPR5009735    | 03/01/2023            | 03/01/2024            | \$2,000,000 per claim<br>\$4,000,000 annl aggr.                                                                                                                                                                                             |

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

As required by written contract or written agreement, the following provisions apply subject to the policy terms, conditions, limitations and exclusions: The Certificate Holder and owner are included as Automatic Additional Insureds for ongoing and completed operations under General Liability; Designated Insured under Automobile Liability; and Additional Insureds under Umbrella / Excess Liability but only with respect to liability arising out of the Named Insured work performed on behalf of the certificate holder and owner. See Attached Descriptions)

**CERTIFICATE HOLDER****CANCELLATION**

City of Grand Junction  
 910 Main St  
 Grand Junction, CO 81501

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

AUTHORIZED REPRESENTATIVE



## DESCRIPTIONS (Continued from Page 1)

The General Liability, Automobile Liability, Umbrella/Excess insurance applies on a primary and non contributory basis. A Blanket Waiver of Subrogation applies for General Liability, Automobile Liability, Umbrella/Excess Liability and Workers Compensation. The Umbrella / Excess Liability policy provides excess coverage over the General Liability, Automobile Liability and Employers Liability.

Please note that Additional Insured status does not apply to Professional Liability or Workers' Compensation.

Additional Insured: The City of Grand Junction, its elected and appointed officials, employees, and volunteers