



LETTER OF INTENT

Date: May 19, 2016

Company: Roth Sheppard Architects, LLP

Project: City of Grand Junction Fire Department & Grand Junction Regional Airport Authority – Fire Station Partnership Feasibility Study SOQ-4214-16-DH

Based upon review of the proposals received for Statement of Qualifications SOQ-4214-16-DH City of Grand Junction Fire Department & Grand Junction Regional Airport Authority – Fire Station Partnership Feasibility Study, your company has been selected as the preferred proposer. It is the intent of the City of Grand Junction to award the aforementioned contract to your company as listed in the SOQ document(s), your qualifications response, and your submitted pricing rates for the total contract “not to exceed” price of \$50,000.

This project must be approved by the City of Grand Junction, City Council and the Grand Junction Regional Airport Authority, prior to contract award. The projected City Council meeting date for approval is June 15, 2016. The projected Grand Junction Regional Airport Authority meeting date is TBD.

Once approved, by both entities, in addition to a signed contract, you will need to provide your Certificate of Insurance as per the solicitation documents.

Please feel free to contact me with any questions at 970-244-1545.

Thank you and Best Regards

A handwritten signature in black ink, appearing to read "Duane Hoff Jr.", is written over a horizontal line.

Duane Hoff Jr., Senior Buyer



CITY OF GRAND JUNCTION, COLORADO

CONTRACT

This CONTRACT made and entered into this 1st day of July, 2016 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 **Roth Sheppard Architects, LLP** hereinafter in the Contract Documents referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Owner advertised that sealed Responses would be received for furnishing all labor, services, supplies, equipment, materials, and everything necessary and required for the Project described by the Contract Documents and known as **City of Grand Junction Fire Department & Grand Junction Regional Airport Authority – Fire Station Partnership Feasibility Study SOQ-4214-16-DH**.

WHEREAS, the Contract has been awarded to the above named Contractor by the Owner, and said Contractor is now ready, willing and able to perform the Services specified in the Notice of Award, in accordance with the Contract Documents;

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, 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. Solicitation Documents for the Project; **City of Grand Junction Fire Department & Grand Junction Regional Airport Authority – Fire Station Partnership Feasibility Study;**

- c. Intent to Award
- d. Contractors Response to the Solicitation
- e. Services Change Requests (directing that changed services be performed);
- f. Field Orders
- 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 Contractor agrees to furnish all labor, services, supplies, equipment, materials, and all that is necessary and required to complete the tasks associated with the Work described, set forth, shown, and included in the Contract Documents as indicated in the Solicitation Document.

ARTICLE 4

Contract Time: Time is of the essence with respect to this Contract. The Contractor hereby agrees to commence Services under the Contract on or before the date specified in the Solicitation from the Owner, and to achieve Substantial Completion and Final Completion of the Services within the time or times specified in the Solicitation.

ARTICLE 5

Contract Price and Payment Procedures: The Contractor shall accept as full and complete compensation for the performance and completion of all of the Services specified in the Contract Documents, the not to exceed amount of **Fifty Thousand and 00/100 Dollars (\$50,000)**. If this Contract contains unit price pay items, the Contract Price shall be adjusted in accordance with 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 other written directive of the Owner. The Owner shall not issue a Change Order or other written directive which requires additional work to be performed, which services causes the aggregate amount payable under this Contract to exceed the amount appropriated for this Project, unless and until the Owner provides Contractor 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 progress. Applications for partial and Final Payment shall be prepared by the Contractor and approved by the Owner in accordance with the Solicitation.

ARTICLE 6

Contract Binding: The Owner and the Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants,

agreements and obligations contained in the Contract Documents. The Contract Documents constitute the entire agreement between the Owner and Contractor and may only be altered, amended or repealed by a duly executed written instrument. Neither the Owner nor the Contractor 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 Contractor shall not assign any moneys 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 effected 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 in its behalf; and the Contractor 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:
Duane Hoff
By: _____
9F799E7D56F14BC...
Duane Hoff Jr., Senior Buyer

7/5/2016 | 11:33 MDT

Date

Roth Sheppard Architects, LLP

DocuSigned by:
Herb Roth, FAIA - Roth Sheppard Architects, LLP
By: _____
F9D5D045A9F9459...
Herb Roth, FAIA - Roth Sheppard Architects, LLP

7/5/2016 | 11:00 MDT

Date



**Statement of Qualifications
SOQ-4214-16-DH**

**City of Grand Junction Fire Department
& Grand Junction Regional Airport Authority -
Fire Station Partnership Feasibility Study**

RESPONSES DUE:

April 27, 2016 Prior to 3:30 p.m.

Accepting Electronic Responses Only

Responses Only Submitted Through the Rocky Mountain E-Purchasing System

<https://www.rockymountainbidsystem.com/default.asp>

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

PURCHASING REPRESENTATIVE:

Duane Hoff Jr.

Senior Buyer

duaneh@gjcity.org

970-244-1545

This solicitation has been developed specifically for a Statement of Qualifications intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **HARD COPY, FAX, OR E-MAIL IS NOT ACCEPTABLE** for this solicitation.

ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL

Issuing Office: This Statement of Qualifications (SOQ) is issued by the City of Grand Junction in conjunction with the Grand Junction Regional Airport Authority. All contact regarding this SOQ is directed to:

SOQ Questions:

Duane Hoff Jr.

duaneh@gjcity.org

Purpose: The City of Grand Junction, in conjunction with the Grand Junction Regional Airport Authority, is requesting qualifications from interested firms to provide a feasibility study for a potential partnership between the two entities for the location and operation of a new fire station.

The Owner: The Owner is the City of Grand Junction and/or the Grand Junction Regional Airport Authority and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.

Compliance: All participating Offerors shall agree to comply with all conditions, requirements, and instructions of this SOQ as stated or implied herein. Should the Owner omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the Offerors shall secure instructions from the Purchasing Division prior to the date and time of the submittal deadline shown in this SOQ.

Submission: Please refer to section titled "Administrative Requirements and Instructions" for what is to be included. **Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidsystem.com/default.asp>).** *This site offers both "free" and "paying" registration options that allow for full access of the Owner's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.)* Please view our "Electronic Vendor Registration Guide" at <http://www.gjcity.org/BidOpenings.aspx> for details. For proper comparison and evaluation, the City requests that proposals be formatted as directed in section titled "Administrative Requirements and Instructions". Submittals received that fail to follow this format may be ruled non-responsive. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**).

Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion: The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

Altering Submittals: Any alterations made prior to opening date and time must be initialed by the signer of the submittal, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

Withdrawal of Submittal: A submittal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61st) day following the submittal deadline date and only prior to award. The Offeror so agrees upon their submittal. After award this statement is not applicable.

Acceptance of Submittal Content: The contents of the submittal of the successful Offeror shall become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract shall result in cancellation of the award and such vendor shall be removed from future solicitations.

Exclusion: No oral, telegraphic, or telephonic submittals shall be considered.

Addenda: All Questions shall be submitted in writing to the appropriate person as shown in Section 1.1. Any interpretations, corrections and changes to this SOQ or extensions to the opening/receipt date shall be made by a written Addendum to the SOQ by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through the City's website at www.gjcity.org by selecting the Bids link. Offerors shall acknowledge receipt of all addenda in their submittal.

Exceptions and Substitutions: All submittals meeting the intent of this SOQ shall be considered for award. Offerors taking exception to the specifications/scope of work/scope of services shall do so at their own risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, Offeror must state these exceptions in the section pertaining to that area. Exception/substitution, if accepted, must meet or exceed the stated intent and/or specifications/scope of work/scope of services. The absence of such a list shall indicate that the Offeror has not taken exceptions, and if awarded a contract, shall hold the Offeror responsible to perform in strict accordance with the specifications/scope of work/scope of services contained herein.

Confidential Material: All materials submitted in response to this SOQ shall ultimately become public record and shall be subject to inspection after 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 clearly identified with the words "**Confidential Disclosure**" shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Purchasing Manager. If denied, the proposer shall have the opportunity to withdraw its entire submittal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

Response Material Ownership: All submittals become the property of the Owner upon receipt and shall only be returned to the Offeror at the Owner's option. Selection or rejection of the submittal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any submittal received in response to this SOQ, subject to limitations outlined in the section 1.9 entitled "Confidential Material". Disqualification of a submittal does not eliminate this right.

Minimal Standards for Responsible Prospective Offerors: A prospective Offeror must affirmably demonstrate their responsibility. A prospective Offeror must meet the following requirements:

- Have adequate financial resources, or the ability to obtain such resources as required.
- Be able to comply with the required or proposed completion schedule.
- Have a satisfactory record of performance.
- 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.

Open Records: Submittals shall be received and publicly acknowledged at the location, date, and time stated herein. Offerors, their representatives and interested persons may be present. Submittals shall be received and acknowledged only so as to avoid disclosure of process. However, all submittals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the submittal so identified by Offeror as such shall be treated as confidential by the Owner to the extent allowable in the Open Records Act.

SOLICITATION TERMS AND CONDITIONS

Acceptance of SOQ Terms: An Offeror's submittal in response to this SOQ shall constitute a binding offer. Acknowledgment of this condition shall be indicated on the Letter of Interest or Cover Letter by the autographic signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to the SOQ acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its submittal and the Owner's SOQ requirements. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the SOQ.

Execution, Correlation, Intent, and Interpretations: Owner will provide the contract. By executing the contract, the Offeror represents that he/she has familiarized himself/herself with the local conditions under which the Work/Services is to be performed, and correlated his/her observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by any one, shall be as binding as if required by all. The intention of the documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the scope of work/scope of services as defined in the technical specifications and/or drawings contained herein. All drawings, specifications, and scopes copies furnished by the Owner are, and shall remain, Owner property. They are not to be used on any other project, and with the exception of one contract set for each party to the contract, are to be returned to the owner on request at the completion of the work/services.

Permits, Fees, & Notices: The Offeror shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the services. The Offeror shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the services. If the Offeror observes that any of the Contract Documents are at variance in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be adjusted by approximate modification. If the

Offeror performs any services knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he shall assume full responsibility and shall bear all costs attributable.

Responsibility for those Performing the Services: The Offeror shall be responsible to the Owner for the acts and omissions of all his employees and all other persons performing any of the work/services under a contract with the Offeror.

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 documents. A Change Order/Amendment is a written order to the Offeror signed by the Owner issued after the execution of the contract, authorizing a change in the services or an adjustment in the contract sum or the contract time.

Minor Changes in the Services: The Owner shall have 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 documents.

Uncovering & Correction of Services: The Offeror shall promptly correct all services found by the Owner as defective or as failing to conform to the contract documents. The Offeror 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 discover of non-conforming services. All such non-conforming services under the above paragraphs shall be corrected to comply with the contract documents without cost to the Owner.

Amendment: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All amendments to the contract shall be made in writing by the Owner Purchasing Division.

Assignment: The Offeror shall not sell, assign, transfer or convey any contract resulting from this SOQ, in whole or in part, without the prior written approval from the Owner.

Compliance with Laws: Submittals must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

Confidentiality: All information disclosed by the Owner to the Offeror for the purpose of the services to be done or information that comes to the attention of the Offeror during the course of performing such services is to be kept strictly confidential.

Conflict of Interest: No public official and/or Owner employee shall have interest in any contract resulting from this SOQ.

Contract: This Statement of Qualifications, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute a contract equally binding between the Owner and Offeror. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral, including the submittal documents. The contract may be amended or modified with Change Orders, Field Orders, or Addendums.

Project Manager/Administrator: The Project Manager, on behalf of the Owner, shall render decisions in a timely manner pertaining to the services proposed or performed by the Offeror. The Project Manager shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.

Contract Termination: This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) 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.

Employment Discrimination: During the performance of any services per agreement with the Owner, the Offeror, by submitting a Proposal, agrees to the following conditions:

- The Offeror shall 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 Offeror. The Offeror agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an Equal Opportunity Employer.
- Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Immigration Reform and Control Act of 1986 and Immigration Compliance: The Offeror certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et seq.* (House Bill 06-1343).

Expenses: Expenses incurred by prospective proposers in preparation, submission and presentation of this SOQ are the responsibility of the Offeror and cannot be charged to the Owner.

Ethics: The Offeror shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the Owner.

Failure to Deliver: In the event of failure of the Offeror to deliver services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure the services from other sources and hold the Offeror responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the Owner may have.

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 at any time in accordance with its terms.

Force Majeure: The Offeror 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 Offeror, unless otherwise specified in the contract.

Indemnification: Offeror shall defend, indemnify and save harmless the Owner, State of Colorado, 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 Offeror, or of any Offeror's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Offeror shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.

Independent Firm: The Offeror shall be legally considered an Independent 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 Tax or any other amounts for benefits 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 for its employees.

Nonconforming Terms and Conditions: A submittal that includes terms and conditions that do not conform to the terms and conditions of this Statement of Qualifications 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 prior to a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.

Ownership: All plans, prints, designs, concepts, etc., shall become the property of the Owner.

Oral Statements: No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this document and/or resulting agreement. All modifications to this request and any agreement must be made in writing by the Owner.

Patents/Copyrights: The Offeror agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to the Offeror for any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this SOQ.

Venue: Any agreement as a result of responding to this SOQ shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.

Sovereign Immunity: The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.

Public Funds/Non-Appropriation of Funds: Funds for payment have been provided through the Mesa County budget, approved by the Board of County Commissioners for the stated fiscal year only. State of Colorado statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the stated Mesa County fiscal year shall be

subject to budget approval. Any contract will be subject to and must contain a governmental non-appropriation of funds clause.

Collusion Clause: Each Offeror by submitting a proposal certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all proposals shall be rejected if there is evidence or reason for believing that collusion exists among the proposers. The Owner may or may not, at the discretion of the Owner Purchasing Representative, accept future proposals for the same service or commodities for participants in such collusion.

Gratuities: The proposer certifies and agrees that no gratuities, kickbacks or contingency fees 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 proposer breaches or violates this warranty, the Owner may, at their discretion, terminate this contract without liability to the Owner.

Safety Warranty: Offeror also warrants that the services performed shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970.

OSHA Standards: All Offerors agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA Standards, the Owner may require the services to be redone at no additional expense to the Owner.

Performance of the Contract: The Owner reserves the right to enforce the performance of the contract in any manner prescribed by law or deemed to be in the best interest of the Owner in the event of breach or default of resulting contract award.

Benefit Claims: The Owner shall not provide to the Offeror any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Owner for its employees.

Default: The Owner reserves the right to terminate the contract immediately in the event the Offeror fails to meet delivery or completion schedules, or otherwise perform in accordance with the accepted proposal. Breach of contract or default authorizes the Owner to purchase like services elsewhere and charge the full increase in cost to the defaulting Offeror.

Multiple Offers: Offerors must determine for themselves which services to offer. If said Offeror chooses to submit more than one offer, THE ALTERNATE OFFER must be clearly marked "Alternate Submittal". The Owner reserves the right to make award in the best interest of the Owner.

Cooperative Purchasing: Purchases as a result of this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities will be required to abide by the specifications, terms, conditions and pricings established in this Submittal. The quantities furnished in this submittal document are for only the Owner. It does not include quantities for any other jurisdiction. The Owner will be responsible only for the award for our jurisdiction. Other participating entities will place their own awards on their respective Purchase Orders through their purchasing office or use their

purchasing card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate their specific delivery and invoicing instructions.

Public Disclosure Record: If the Offeror has knowledge of their employee(s) or sub-Offerors having an immediate family relationship with a Owner employee or elected official, the Offeror must provide the Purchasing Representative with the name(s) of these individuals. These individuals are required to file an acceptable "Public Disclosure Record", a statement of financial interest, before conducting business with the Owner.

DEFINITIONS

"Consultant" or "Firm" refers to the person, partnership, firm or corporation entering into an Agreement with the Owner for the services required and the legal representatives of said party or the agent appointed to act for said party in the performance of the service(s) contracted for.

"Offeror" refers to the person or persons legally authorized by the Consultant to make an offer and/or submit a bid (fee) proposal in response to the Owner's SOQ.

The term "Services" includes all labor necessary to produce the requirements by the Contract Documents, and all materials and equipment incorporated or to be incorporated in such services.

"Owner" is The City of Grand Junction and/or The Grand Junction Airport Authority and is referred to throughout the Contract Documents. The term Owner means the Owner or his authorized representative. The Owner shall, at all times, have access to the services wherever it is in preparation and progress. The Offeror shall provide facilities for such access. The Owner will make periodic visits to the site to familiarize himself generally with the progress and quality of services and to determine, in general, if the services are proceeding in accordance with the contract documents. Based on such observations and the Offeror's Application for Payment, the Owner will determine the amounts owing to the Offeror and will issue Certificates for Payment in such amounts, as provided in the contract. The Owner will have authority to reject services which does not conform to the Contract documents. Whenever, in his reasonable opinion, he considers it necessary or advisable to insure the proper implementation of the intent of the Contract Documents, he will have authority to require the Offeror to stop the services or any portion, whether or not such services can be then be completed. The Owner will not be responsible for the acts or omissions of the Offeror, and sub-Contractor, or any of their agents or employees, or any other persons performing any of the services.

"Offeror" is the person or organization identified as such in the Agreement and is referred to throughout the Contract Documents. The term Offeror means the Offeror or his authorized representative. The Offeror shall carefully study and compare the General Contract Conditions of the Contract, Scope of Services, Addenda and Modifications and shall at once report to the Owner any error, inconsistency or omission he may discover. Offeror shall not be liable to the Owner for any damage resulting from such errors, inconsistencies or omissions. The Offeror shall not commence services without clarifying such.

INSURANCE REQUIREMENTS

Insurance Requirements: The selected Firm agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Firm shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

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 this Section. 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 insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each accident,
ONE MILLION DOLLARS (\$1,000,000) disease - policy limit, and
ONE MILLION DOLLARS (\$1,000,000) disease - each employee

(b) General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

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

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

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

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

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

With respect to each of Consultant's owned, hired, or non-owned vehicles assigned to be used in performance of the Services. The policy shall contain a severability of interests provision. The policies required by paragraphs (b), (c), and (d) above shall be endorsed to include the Owner and the Owner's officers and employees as additional insureds. Every policy required 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 Consultant. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under any policy required above.

OVERVIEW AND INFORMATION

Through this Statement of Qualifications (SOQ) process, it is the intent of the City of Grand Junction, in conjunction with the Grand Junction Regional Airport Authority (GJRAA) to hire a professional consulting firm to provide a feasibility study for determining the viability of establishing a fully functional and operational fire station to be located on GJRAA property, to not only provide services to the airport, but to the surrounding area for citizens as well. **NOTE: The budgeted amount for this project is \$50,000, half of which is funded through a DOLA administrative grant and the other half being split equally between the two entities.**

SOQ GOALS

It is the intent of this SOQ to provide interested firms with sufficient information to enable them to prepare and submit statements of qualifications for the project. Based on a rating of the qualified submittals by the evaluation team, a "short list" of the most qualified firms will be developed. Only the top "short list" firms will be invited for interviews and pricing proposals.

Pricing is not to be included with this SOQ submittal.

SCOPE OF SERVICES

Background: The Grand Junction Fire Department (GJFD) has five fire stations located throughout the City limits and Rural Fire Protection District. Much of the 77 square miles the fire department is tasked with protecting is well covered with the exception of the northern boundaries. There are no GJFD fire stations located north of Patterson Ave. The Grand Junction Regional Airport (GJRA), in addition to the numerous surrounding hotels and the high dollar commercial industry, is located in the extreme north-northwest portion of the City and response time to this area exceeds the national response standards set forth by National Fire Protection Association (NFPA) 1710.

Regarding aircraft-related responses, both GJFD and GJRA currently respond to aircraft emergencies based on alert type in accordance with the Letter of Agreement:

Alert I – indicating an aircraft approaching the airport is in minor difficulty. Alert I response consists of one airport Aircraft Rescue Fire Fighting (ARFF) unit. (Option to respond second ARFF vehicle)

Alert II – indicating an aircraft approaching the airport is in major difficulty. Alert II response consists of ARFF vehicle, one GJFD engine, one GJFD ambulance and a battalion chief.

Alert III – indicating an aircraft involved in an accident on or near the airport. Alert III Response consists of one ARFF vehicle, minimum of two GJFD engines, two ambulances, a water tender and a battalion chief.

GJRA staffs ARFF apparatus with one firefighter from 6:00 AM to 12:00 AM. The sole firefighter on ARFF does meet the Federal Aviation Authority requirements for GJRA. The ARFF unit typically arrives first and the balance of responding units arrive 8-12 minutes after. The ARFF apparatus is unstaffed from 12:00 AM to 6:00 AM. Between the hours of 12:00 AM to 6:00 AM there is no on site ARFF coverage, but GJFD's response is still available.

Special Conditions/Provisions:

Oral Interviews: Should the Owner determine interviews are necessary, only respondents who demonstrate the required qualifications and experience for this project will be considered for participation in oral presentations. It is the intent of the Owner to invite those firms that are determined to be qualified to be a participant in the creation of a qualified pool of firms, to prepare a detailed pricing proposal and participate in oral interviews for the required services.

Fees: **DO NOT INCLUDE ANY PRICING OR FEE SCHEDULES WITH YOUR SUBMITTAL TO THIS SOQ.** If your firm is selected as one of the finalists, you may be invited for an oral interview. At that time, you will be required to provide a complete list of standard fees and payment schedule requirements in a separate sealed envelope. Any additional consultant fees must also be included. All fees will be considered by the Owner to be negotiable based on the final scope of services and deliverables. The fee proposals will not be opened by the Owner until a prospective awarded firm has been determined. Then, only the fee proposal of the successful preferred proposer will be opened. However, the Owner reserves the right to open competing fee proposals and consider their contents if a contract agreement cannot be negotiated with the number one selected firm or if it is considered in the best interest of the Owner to do so.

Short Listed Firms: Finalist, short listed firms, may be provided detailed questions developed by the evaluation committee during the review process that finalists will be required to respond. Firms will be limited to a previously determined amount of time for their presentations. It is the intent of the Owner to participate in oral interviews with a maximum of no more than five (5) firms. Presentations should be made by principals and key personnel who can respond to any additional questions the evaluation team may pose during the oral interviews. Presentations are to be professional in nature, but concise and to the point with illustrations relevant to the firm's abilities with regard to the prospective project. Visual aids to include Power Point or other objective information that will assist the evaluation team are recommended, but not required.

Should the Owner not be able to agree on the details of the contract with the top rated firm through good-faith negotiations, they will proceed to the next highest ranked firm and enter into negotiations.

Scope of Services:

The overall goal of this process is to identify ways to enhance the capability and efficiency of fire, emergency medical services, and Aircraft Rescue Firefighting (ARFF) at the Regional Airport and incident response area.

Some of the feasibility criteria that need to be taken into account are following but not limited to:

- Joint use facility (municipal and airport)
- Fire Station location (on airport property)
- ARFF partnership/options for city personnel and Airport Authority personnel.
- Proposed new runway location may affect station location
- Any Federal Aviation Regulations (FAR) that may pertain to this study need to be taken into account but specifically FAR 139, and any applicable FAA advisory circulars.
- Any National Fire Protection Association (NFPA) standards and/or recommendations should be considered or included.
- Staffing and response standards to address ARFF and municipal requirements.
- Study needs to include capital expenditures, operating expenditures, maintenance expenditures, etc.
- Research needs to be done for state and federal grants to include Federal Aviation Administration (FAA), Colorado Department of Local Affairs (DOLA), Colorado Department of Transportation (CDOT) and other funding sources for potential future design and construction.

Questions Regarding Scope of Services:

Duane Hoff Jr., Senior Buyer
duaneh@gjcity.org

ANTICIPATED SCHEDULE OF ACTIVITIES

- | | |
|---|-------------------------|
| • Statement of Qualifications Available | March 18, 2016 |
| • Inquiry Deadline (no questions after this date) | April 8, 2016 |
| • Addendum Posted | April 14, 2016 |
| • Due Date for Submittals | April 27, 2016 |
| • Owner Evaluations and Review | April 28 – May 9, 2016 |
| • Interviews (if required) | May 12, 2016 |
| • Negotiations (if required) | May 13-17, 2016 |
| • City Council/Airport Authority Approval | June 15 & 21, 2016 |
| • Contract Execution | June 22, 2016 |
| • Contract Services Begin | Upon Contract Execution |

ADMINISTRATIVE REQUIREMENTS AND INSTRUCTIONS

Submission: Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidsystem.com/default.asp>). This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) Please view our “**Electronic Vendor Registration Guide**” at <http://www.gjcity.org/BidOpenings.aspx> for details. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline **800-835-4603**). For proper comparison and evaluation, the City requests that proposals be formatted as directed in the section titled “Administrative Requirements and Instructions”. Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the Owner requires that proposals be formatted **A to H**:

- A. Cover Letter:** Cover letter shall be provided which explains the Firm’s interest in the project. The letter shall contain the name/address/phone number/email of the person who will serve as the firm’s principal contact person with Owner’s Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Firm agrees to all requirements herein.
- B. Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a contract provider to the Owner and include prior experience in similar projects, specifically development of feasibility studies for airports and fire stations.
- C. Strategy and Implementation Plan:** Describe your (the firm’s) interpretation of the Owner’s objectives with regard to this SOQ. Describe the proposed strategy and/or plan for achieving the objectives of this SOQ. The Firm may utilize a written narrative or any other printed technique to demonstrate their ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the SOQ objectives are accomplished. Include a **time schedule** for completion of your firm’s implementation plan and an estimate of time commitments from Owner staff.
- D. References:** A minimum of three (3) **references** with name, address, telephone number, and email address that can attest to your experience in projects of similar scope and size.
- E. Fees:** See Item titled “Fees” under the Special Conditions/Provisions section.
- F. Financial Statements:** Proposer shall provide a financial statement, as prepared by a certified public accountant, for their prior fiscal year, consisting of a balance sheet, profit and loss statement and such other financial statements as may be appropriate, which shall demonstrate that the proposer possesses adequate financial ability and stability to enable the Proposer to fulfill their obligations under the terms of this SOQ. If requested

by the Proposer, such information shall be treated as confidential by the Owner and shall not be subject to public disclosure. These documents must depict the financial status of that entity, subsidiary, division, or subdivision thereof, which will actually provide services. If the Proposer is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. Consolidated balance sheets and profit/loss statements depicting the financial status of a Parent Corporation or joint venture shall not be considered an acceptable response.

G. Solicitation Response Form: Proposers shall complete and submit the attached Solicitation Response Form with their proposal response.

H. Additional Data (optional): Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

EVALUATION CRITERIA AND FACTORS

Evaluation: An evaluation team shall review all responses and select proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.

Intent: Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The Owner reserves the right to reject any and all Statements. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Responsiveness of submittal to the SOQ
- Understanding of the project and the objectives
- Experience & Required Skills developing feasibility studies, specifically pertaining to airports and fire stations
- Necessary resources
- Strategy & Implementation Plan
- References
- Financial Stability

The Owner will undertake negotiations with the top rated firm and will not negotiate with lower rated firms unless negotiations with higher rated firms have been unsuccessful and terminated. Should the Owner not be able to agree on the details of the contract with the top rated firm through good-faith negotiations, they will proceed to the next highest ranked firm and enter into negotiations.

Oral Interviews (if required): It is the Owner's intent to invite (if required) up to five of the most qualified rated Offerors to participate in oral interviews.

Award: Firms shall be ranked or disqualified based on the criteria listed herein. The Owner reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Offeror.

SOLICITATION RESPONSE FORM
SOQ-4214-16-DH "City of Grand Junction Fire Department
& Grand Junction Regional Airport Authority -
Fire Station Partnership Feasibility Study"

Offeror must submit entire Form completed, dated and signed.

The Owner reserves the right to accept any portion of the services to be performed at its discretion

The undersigned has thoroughly examined the entire Statement of Qualifications and therefore submits the proposal and schedule of fees and services attached hereto.

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

The undersigned Offeror agrees to provide services in accordance with the terms and conditions contained in this Statement of Qualifications and as described in the Offeror's proposal attached hereto; as accepted by the Owner.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices, when submitted, have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies they are a legal agent of the offeror, authorized to represent the offeror 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.
- 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. Payment Terms _____.

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

State number of Addenda received: _____.

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

Company Name – (Typed or Printed)

Authorized Agent – (Typed or Printed)

Authorized Agent Signature

Phone Number

Address of Offeror

E-mail Address of Agent

City, State, and Zip Code

Date



Purchasing Division

ADDENDUM NO. 1

DATE: April 20, 2016
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: City of Grand Junction Fire Department & Grand Junction Regional Airport Authority – Fire Station Partnership Feasibility Study SOQ-4214-16-DH

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

Please make note of the following clarifications:

1. Q. Do engineers who work on this project need to be licensed in the State of Colorado?
A. Yes.

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

All other conditions of subject remain the same.

Respectfully,

A handwritten signature in black ink, appearing to read "Duane Hoff Jr.", is written over a faint, illegible background.

Duane Hoff Jr., Senior Buyer
City of Grand Junction, Colorado

**CITY OF GRAND JUNCTION FIRE DEPARTMENT
& GRAND JUNCTION REGIONAL AIRPORT AUTHORITY**

**STATEMENT OF QUALIFICATIONS (SOQ)
FIRE STATION PARTNERSHIP
FEASIBILITY STUDY**



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A COVER LETTER



27 April 2016

Dear Mr. Duane Hoff and Members of the Selection Committee,

Thank you for considering the Roth Sheppard team for the City of Grand Junction Fire Department and Grand Junction Regional Airport Authority Fire Station Partnership Feasibility Study.

We are excited to bring insight to your project through our collective expertise. Our guiding principles for each task of your feasibility study will include a process which will be transparent and open. We will share incremental progress which will allow for milestone decision points, guided by our project scope and identified task approach, in addition to your on-going client feedback throughout the process. As we move through each of the projects tasks, from operational programming, predesign concepts and funding strategies, we will provide deliverables which will allow for decisions based on objective analysis for maximizing effectiveness and efficiencies of service.

Our Team

Our core team, consisting of Roth Sheppard Architects and TCA Architecture Planning, includes uniquely qualified individuals with unsurpassed national experience in the planning and design of both joint use facilities and fire facilities. Our expertise encompasses strategic planning, feasibility studies, response planning, partnering analysis and operational programming and design for facilities like yours.

Joint Facility Experience

Our team has worked with public safety agencies across the country. We have extensive experience planning joint facilities which are shared use and/or are owned by one entity and staffed by another. Careful business planning will consider the cost benefit and justification for entering into such an agreement. Considerations may include: operational savings, staffing, annual costs to operate and maintain a facility as well as the ramifications of the partnerships dissolution.

Unparalleled Fire Station Experience

Roth Sheppard has teamed with one of the nation's foremost authorities on fire station design, TCA. Since 1960, TCA has been involved in the planning and design of over 250+ fire facilities including ARFF Stations, fire stations and joint use facilities, and continues to be at the forefront of the on-going trend and desire of agencies to explore potential efficiencies in how they do business.

ROTH SHEPPARD ARCHITECTS

1900 WAZEE STREET, SUITE 100 | DENVER, COLORADO 80202

T: 303.534.7007 F: 303.534.7722 | www.rothsheppard.com



FAA Experience

We have recent experience with the current FAA Circular, ARFF Vehicle Circular, Best Practices for Airfield Safety and other associated documents used to site, program and procure funding for the design and construction of ARFF Stations. TCA's most recently planned and constructed facility is at the Spokane International Airport, an Index B facility.

A Unified Committed Team

Our team has extensive experience working together on joint use projects of multiple scales. This familiarity eliminates any learning curve on methods of client communication affording greater efficiencies and a streamlined feasibility process. Jointly we give you our commitment to bring all of our resources and collective experience to your project from start to finish.

Through our past work, we have witnessed how partnered agencies can work together to achieve stronger relationships with operational efficiencies, careful planning and thoughtful exploration. We look forward to working through this process with you.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Herb Roth".

Herb Roth, FAIA
Principal
Roth Sheppard Architects

A handwritten signature in black ink, appearing to read "Brian Harris".

Brian Harris, AIA, LEED AP BD+C, NCARB
Principal
TCA Architecture Planning

**B QUALIFICATIONS/
EXPERIENCE/
CREDENTIALS**

B. QUALIFICATIONS/EXPERIENCE/CREDENTIALS



FIRM DESCRIPTION

Roth Sheppard Architects

Founded in 1983, **Roth Sheppard Architects** is nationally recognized for its elegant, yet functional architecture for police, fire and other public safety agencies. With over 50 public safety projects completed across North America, Roth Sheppard has established itself as an industry leader in public safety planning and design, having received over 100 local and national awards for design.

Our success is attributed to a collaborative, user-focused process that engages participants throughout all phases of the project. Each project is unique, responding to the goals and values established during work sessions and interviews with key personnel, supervisors and staff.

We begin each project with an in-depth analysis of existing conditions, operations, and organization. These opportunities provide the framework for transforming conventional problems into inventive and cost effective solutions - two fundamental elements of a successful project. Creativity and budget are with operational functionality and community presence to insure you that our solutions will satisfy your program goals and long-term objectives.

In the case of your project, Roth Sheppard and TCA have formed seamless partnerships on previous projects to bring forth expertise in planning, design, and delivery.

Roth Sheppard Architects' national expertise and experience in the planning, programming and design of public safety facilities includes:

Major City Headquarters:

- Atlanta Public Safety HQ, GA
- City & County of Fresno Joint Facility Headquarters, CA
- LAPD Police Administration Building, CA
- Long Beach Police Headquarters, CA
- RCMP 'E' Division Consolidation, BC
- Salt Lake City Public Safety Headquarters, UT
- Santa Ana Police Administration Building & Holding Facility, CA

Town, County and City Facilities:

- Arapahoe County Sheriff's Administration & Coroner's Facility, CO
- Atlanta Public Safety Annex, GA
- Boulder Public Safety Facility, CO
- Broomfield Police Department & Combined Courts, CO
- City of Lancaster Public Safety Headquarters Facility, TX
- Dickinson Public Safety Center, ND
- Erie Police Services, CO
- Fayetteville Police Department and Municipal Court, AR
- Fort Collins Police Services, Needs Assessment & Site Master Planning, CO
- Frederick Police Department & Municipal Court, CO
- Golden Police Department & Municipal Center, CO
- Grand Junction Public Safety Facility Program, CO
- Gunnison County Courthouse & County Administration. Gunnison, CO
- Kauai Main Police Facility & Emergency Operations Center, HI
- Lubbock Police Department, Lubbock, TX
- Oxnard Police Headquarters, CA
- RCMP Kelowna Detachment, BC
- San Jose Police Department, South Bureau Headquarters, CA
- Sonoma County Sheriff's Department, CA
- Springdale Police Department & City Administration Headquarters, AR
- Thornton Police Department & Municipal Courts, CO
- Town of Vail Municipal Complex and Police Department, CO
- Town of Windsor Police Department, CO
- Westminster Police Department Headquarters, CA
- Westminster Public Safety Headquarters, CO

Area Stations and Precincts:

- Dallas Police Department, South Central Substation, TX
- Denver District 4 Police Station, CO
- District 7 Police Station, Prince George's County, MD
- Fort Worth Police Department Technology Area Substation, TX
- Houston Police Department, Midwest Station, TX
- Houston Police Department, South Gessner Division, TX
- Houston Police Department, SW Station, TX
- LAPD Harbor Area Police Station & Jail, CA
- LAPD Rampart Area Police Station, CA
- Long Beach Police Department Youth Services Division, CA
- Salt Lake City East Side Public Safety Complex, UT
- Seattle Police Department West Precinct & Communication Center, WA

Support Facilities:

- Colorado Bureau of Investigations, Arvada, CO
- Colorado Bureau of Investigations, DNA Laboratory Remodel, CO
- Colorado Bureau of Investigations, IT Renovations, CO
- Colorado Bureau of Investigations, Pueblo, CO
- Colorado Bureau of Investigations, West Slope Justice Facility, CO
- RCMP 'E' Division Forensic Labs, BC

EOC / Emergency:

- Adams County Communication Center, CO
- South Metro Emergency 911 Center, CO
- State of Colorado Emergency Operations Center, CO

Public Safety Training:

- Adams County Regional Public Safety Training Center, CO
- Boulder Fire Training Center, CO
- Broomfield Detention & Police Training Center, CO
- Colorado Regional Public Safety Training Academy, CO

HERB ROTH, FAIA



ROLE ON THE PROJECT - **Principal in Charge**

Recognized internationally for planning, needs assessments and design expertise, Herb Roth has set new standards for the next generation of public safety facilities. His work on over 50 public safety projects has provided insight and understanding of the varied operational and organizational structures of public safety, municipal and government agencies. Herb's aptitude for appropriate planning and design strategies is utilized to create optimum working environments.

PROJECT EXPERIENCE

Montezuma County Combined Courts, Cortez, CO
Gunnison County Courthouse & County Administration, Gunnison, CO
Dickinson Public Safety Center, Dickinson, ND
Houston Police Department, SW Station, Houston, TX
Houston Police Department, South Gessner Division, Houston, TX
Lancaster Public Safety Headquarters Facility, Lancaster, TX
Westminster Public Safety Headquarters, Westminster, CO
Adams County Regional Public Safety Training Center, Brighton, CO
Arapahoe County Sheriff's Administration & Coroner's Facility,
Aurora, CO
Royal Canadian Mounted Police "E" Division Headquarters Consolidation,
Surrey, BC
Atlanta Public Safety Headquarters, Atlanta, GA
LAPD Police Administration Building, Los Angeles, CA
LAPD Harbor Area Station and Jail, Los Angeles, CA

B. QUALIFICATIONS/EXPERIENCE/CREDENTIALS



FIRM DESCRIPTION

TCA Architects

Comprehensive fire service planning and design has been **TCA Architecture** Planning's primary business for over fifty years. TCA has been involved in fire facility planning and design since 1960. Their nationally recognized firm understands the fire service culture, and how this influences facility design. Based on the experience TCA has gained through the planning of well over 250 facilities they recognize that there is a civic, community, operational, and programmatic design thread common to facilities of this nature. With this understanding, they believe the design of fire facilities begins with a clear understanding of the users, project goals, and unique operational needs based on interdepartmental culture and community needs. Being mindful of national trends, NFPA standards, FFA criteria security, technology, gender issues, accessibility, high performance building technologies and more, they are leaders in their field.

Why is this relevant to your project?

Over the past seven years alone TCA has been involved in the planning and design of over fifty fire stations. TCA understands that balancing cost, operations, community impacts, sustainability, and security are only a handful of the issues that inform the decision-making process. Having a process for analyzing this information in a clear and meaningful way is vital. Using unique planning methodology, they will work with you and your constituents to make sure the design of your facility has a unique response to your local circumstances. Having completed work on a multitude of similar fire facilities throughout the country, TCA already understands many of the questions that will need to be explored as they work together to develop a feasibility study for your new ARFF station to support you now, and into the future.

TCA's feasibility expertise and experience includes:

- Bureau of Reclamation, Grand Coulee Dam Fire Station Siting Study and Concept Design
- Central Pierce Fire and Rescue, Long Range Plan and Fire Facilities
- Cheyenne Fire and Rescue, Emergency Response Facility Feasibility Study and Concept Design
- City of Boise, Fire Stations 4 & 8 Facility planning study and concept Design
- City of Dillingham, Public Safety & Fire Department Joint Facility Feasibility Study & Needs Assessment
- Grant County Fire Protection District Master Plan and HQ Fire Station
- City of Arlington, Long Range Fire Facility Plan
- City of Grand Junction, Public Safety Facility Space Needs Assessment
- City of Kennewick, Needs Assessment, Facility Evaluations & Prototype Fire Station Design Manual
- City of Kirkland, Feasibility & Consolidated Fire Station Study
- City of Lynnwood Fire Station 14 Expansion Feasibility and Concept Design
- City of McCleary, Fire Department Needs Assessment
- City of Mercer Island, Fire Station 92 Feasibility and Needs Assessment Study
- City of Mercer Island, Mercerdale Park Fire Station 1 Feasibility Study
- City of Olympia, Fire Station Feasibility Study
- City of Pasco Road 48 Fire Station 32 Expansion and Remodel Feasibility study
- City of Seattle, Long Range Fire Facility Plan
- City of Skagway, Public Safety Facility Feasibility Study and Conceptual Design
- Lake Stevens Fire Department, Fire Station 81 Remodel Feasibility Study
- Salt Lake City Public Safety Shared Facility Feasibility & Long Range Plan
- Snohomish County Fire District 1, Master Plan Study (2000) & Capital Facilities Plan (2015)
- Snohomish County Fire District 4, Master Plan Study
- South Whatcom Fire Authority Needs Assessment and Facility Improvements
- Whatcom County Fire District 1, Master Plan Study

Aircraft Rescue and Fire Fighting (ARFF) Station Experience:

- Snohomish County International Airport, Paine Field ARFF Station
- Spokane International Airport, ARFF Station

Aircraft Rescue and Fire Fighting (ARFF) Station Experience

(while with another firm):

- Flagstaff Pulliam Airport Operations & ARFF Station
- San Luis Obispo Airport ARFF Station
- Memphis International Airport Emergency Response Center and ARFF Station
- Phoenix-Mesa Gateway Airport Operations and ARFF Station

Additional expertise and experience includes:

- Anacortes Fire Department
- Anchorage AK Fire Department
- Arlington Fire Department
- Bellevue Fire Department
- Bureau of Reclamation, US Govt.
- Boise ID Fire Department
- Boulder CO Fire Department
- Bozeman MT Fire Department
- Cathlamet Fire Department
- Central Pierce Fire & Rescue
- Coeur d'Alene ID Fire Department
- Eastside Fire and Rescue
- Edmonds Fire Department
- Fairbanks AK Fire Department
- Fremont CA Fire Department
- Grand Junction CO Fire Department
- Grant County Fire District 10
- Honolulu Fire Department
- Island County Fire District 3
- Issaquah Fire Department
- Jefferson County Fire District
- Ketchikan AK Fire Department
- Kennewick Fire Department
- King County Fire District 4, 11, 16, 20, 37, 38, 40, 41, 43, 45, 47
- Kirkland Fire Department
- Kitsap County Fire District 2, 3
- Kittitas County Fire & Rescue
- Kittitas Fire District 2, 7

BRIAN HARRIS, AIA, LEED AP BD+C



ROLE ON THE PROJECT - **Fire Station Specialist**

Brian Harris has developed a unique insight into the design of municipal projects through the planning of over 150 facilities. Recently, Brian authored articles for the **International Fire Chief Association Foundation on Station Planning** and **Firehouse** and **Fire Chief Magazines** on high performance facility design, and has received multiple design awards. He has participated in a National Symposium on Design, Construction, and Maintenance; **Building Design and Construction Symposiums**; and has lectured on **Fire Station and Multi-Use Facility Design**, **Emerging Trends in Fire Service Design**, and **Security for Public Facilities**. Brian recently designed the 1st LEED Platinum Fire Station in the country which meets the 2030 challenge and is currently working on Net Zero Energy Fire Station Projects for Salt Lake City.

PROJECT EXPERIENCE

Portland Fire Station 21 & Boathouse, Portland, OR
Eastside Fire & Rescue, Maple Street Fire Station 72, Issaquah, WA
Northshore Headquarters Fire Stations & Training Tower, Kenmore, WA
Grand Junction Fire Station 1 Remodel, Grand Junction, TX
Grand Junction Fire Station 2, Grand Junction, TX
Grand Junction First Responder Training Campus Concept Design, Grand Junction, TX
Dallas Fire Stations 27 & 50, Dallas, TX
Salt Lake City Fire Stations 3 & 14, Salt Lake City, UT
Houston Marine Emergency Response Facility, Houston, TX
Seattle Fire Stations 2, 10, 26, 32, & 40, Seattle, WA
Bozeman Fire Station 3 / Gallatin County 911 Communications Center, Bozeman, MT
Lancaster Public Safety Facility, Lancaster, TX
Dillingham Public Safety Building & Fire Hall Needs Assessment & Feasibility Study, Dillingham, AK
Proto-type Fire Stations, Cheyenne, WY



SNOHOMISH COUNTY AIRPORT ARFF

EVERETT, WA

Fire Chief Jeff Bohnet
Public Safety Manager
jeff.bohnet@co.snohomish
425.353.1606

15,232 SF

Building Gross SF including
a 15,232 SF fire station.

2010

TCA Architecture provided
full architecture design
services.

\$5.3 M

Construction cost

AWARDS

2010 National Station Style
Award, Fire Chief Magazine -
Notable Career Station Award
Winner

Using programmatic design guidelines from the FAA circular along with TCA's extensive and recent fire facility design experience, the three bay drive through design focuses on the internal needs of the emergency responders and supporting administrative staff. This includes an integrated fire rescue training wall, public meeting room, offices and sleeping/living quarters for the crew. The external design was developed in close collaboration with the Fire Department and Paine Field Staff.



SKAGWAY PUBLIC SAFETY FACILITY

SKAGWAY, AK

Fire Chief Jeremy Simmons
 Skagway Volunteer Fire
 Department
 907-983-2450
sgyfire@skagway.com

28,100 SF

Building Gross SF including
 Fire Station, EOC, and
 Police Station.

2016

TCA Architecture provided
 full Fire facility design
 consulting design services.

\$12.9 M

Construction cost

With a population of 900, Skagway is one of three Southeast Alaskan communities that is connected to the road system. As a historic gold rush town and a popular stop for cruise ships in the summer, Skagway experiences a fluctuation of residents and activity throughout the year. TCA worked with a team of specialists to develop a "Needs Assessment and Concept Design Report" for the funding of a new Public Safety Facility for the town. The team began with a conditions analysis of the existing standalone fire and police stations and a needs assessment to baseline the current facility conditions for two remote facilities. With this understanding the team held programming and design workshops to develop a facility program, conceptual plans, cost estimates and renderings to obtain state funding for the project. This project combined two distinct agencies into a single facility. The 28,100 SF facility includes fire administration and response functions, an emergency operations center, police administration, police intake and holding areas and evidence and support spaces. Issues such as clientele, security, facility management, shared use space, and response efficiency were discussed tested and incorporated into the design of the facility. The building is funded and has commenced construction.



Maple Street Fire Station 72

ISSAQUAH, WA

Fire Chief Wes Collins
 Eastside Fire & Rescue
 425-313-3235
 WCollins@esf-r.org

11,400 SF

Building Gross SF including
 a 11,400 SF fire station.

2011

TCA Architecture provided
 full Fire facility design
 consulting design services.

\$4.2 M

Construction cost

AWARDS

ASHRAE National Technology
 Award.

2012 Fire Chief Magazine, Station
 Style Awards, Notable Satellite
 Station

Using programmatic design guidelines Fire Station 72, located in downtown Issaquah, provides a pedestrian friendly street frontage that further defines an urban edge along Maple Street. Beyond providing an operationally sound facility, this LEED Platinum project is designed with the particular goal of creating a Zero Net Energy operationally carbon neutral fire station by incorporating sustainable building strategies and focusing on highly energy efficient electrical and HVAC systems. The station, designed to use less than 70% energy than a typical station, incorporates a geothermal heat pump system for heating and cooling, natural ventilation, solar hot water, a rainwater catchment system (for irrigation, toilet flushing, washing apparatus and hose bibs), and photovoltaics for generating a significant portion of the power for the facility. The two-story fire station includes six sleeping rooms, three drive-thru Apparatus Bays, and parking spaces for visitors and crew. The project was awarded LEED Platinum certification and received a ASHRAE National Technology Award.

Project was completed on time and under budget.



SPOKANE INTERNATIONAL AIRPORT ARFF

SPOKANE, WA

Teresa Foster Eckard, PE
 Project Manager,
 Spokane International
 Airport 509-455-6433 /
 tfeckard@spokaneairports.net

16,500 SF

Building Gross SF including
 a 16,500 SF fire station.

2015

TCA Architecture provided
 fire facility consulting
 design services.

\$7.7 M

Construction cost

TCA provided the programming and design for the 16,500 SF Spokane International Airport Fire Station (ARFF). Working closely with Spokane International Airport (SIA) staff, Fire Chief and Emergency Responders through a series of design meetings, TCA developed a programmatic space needs in accordance with FAA Advisory Circular 150/5210-15A and the FAR part 139.317. Site location was reviewed in accordance with the Airports master plan as well as future plans for a third runway and to allow future expansion of the facility on both the apparatus and crew sides of the ARFF. Major spaces in the station include: four drive through bays, five sleeping rooms, kitchen, dining, dayroom, physical fitness room, restrooms, showers and lockers for the crew as well as offices and other apparatus bay support areas. The station also contains a large meeting room to be used by both the ARFF staff and the SIA staff. Second floor spaces were provided for mechanical, electrical and foam storage with access to the apparatus bay. A third level watch office tower is also designed into the station to allow full view of the airport runway areas and allow future opportunities to use the space as an alternate tower for the airport.

Project was completed on time and under budget.18



FIRE STATION 1 & PUBLIC SAFETY FACILITY

GRAND JUNCTION, CO

Fire Chief Ken Watkins
Grand Junction Fire
Department
970-549-5801
kenw@ci.grandjct.co.us

13,800 SF

Building Gross SF including
a 13,800 SF fire station.

2012

TCA Architecture provided
fire facility consulting
design services.

\$2.1 M

Construction cost

AWARDS

2013 National Station Style
Award, Fire Chief Magazine -
Renovation Silver Award, Fire
Station 1 Remodel

After evaluating the costs for all new facilities, the City determined that the design of a new public safety building and the renovation and repurposing of the existing police station and main fire station would provide better value for the community. The main fire station originally constructed in 1962 was too small to accommodate both the administrative and operational needs of the fire department. By phasing a newly envisioned three building campus to include rebuilding a new public safety building and EOC, moving fire administrative functions into an adjacent remodeled police station and the remodeling the existing fire station, the design team was able to transform the existing fire station into a functional modern day facility. Through the design process, the remodeled station was expanded, strengthened, reorganized internally and received full system upgrades. With a two-story addition to the bays, apparatus support areas were added and additional bay space was incorporated. While the majority of the work was internal, the facility also received a face-lift and now visually fits in with the historical character of the downtown context. TCA provided Fire Facility Design Specialist consulting services for these projects.

Project was completed on time and under budget.

C STRATEGY AND IMPLEMENTATION PLAN

UNDERSTANDING THE PROJECT

We are Civic Architects. **Our expertise encompasses strategic planning, feasibility studies, response planning, partnering analysis and operational programming and design for facilities like yours.**

UNDERSTANDING OF THE PROJECT:

The goal of this study is to explore and provide alternative strategies to enhance the capability and efficiency of fire, emergency medical services and ARFF at the regional Airport and incident response area. Per Advisory Circular 150/5210-15A, it is paramount to operational efficiency that the fire station is properly sited. As we explore the ramifications of a Joint Use Facility or Single Use ARFF Station location we will analyze various alternatives with tiered decision points and vetted recommendations for moving forward. In addition to the project scope identified, operational programming, site planning, siteline studies, utility impacts, and access points will be explored and reviewed with the stakeholders. Security is also paramount within any airport project and we are familiar with working within those guidelines and restrictions. Any proposed new access for employees, emergency personnel and eventually construction operations will be defined in the study to further understand the influence of each potential opportunity.

While we will be exploring alternative funding sources, based on past experience, if the project is financed through the FAA Airport Improvement Program (AIP) funds, the circular is no longer considered a recommendation but must be used as the basis for the design. Appendix A of the circular provides various design characteristics for sample ARFF vehicles. Appendix B provides typical items purchased and installed in the construction and furnishing of the ARFF station. Appendix C even provides a comprehensive checklist matrix and questions to ask regarding design and the equipment purchases. We also know that with AIP funding, it is mandatory to use the recommendations and guidelines of the Advisory Circular 150/5300-9B for conducting pre-design work. These considerations will be part of the initial operational programming and planning discussions as we develop feasibility study. While we know the FAA Circular will take priority, we are also very familiar with the International Codes, NFPA standards as well as the ADA as they pertain to fire station design.

PROJECT APPROACH

TASK 1: KICK-OFF: PROJECT PLANNING / VISIONING WORKSHOP

We will begin your project by discussing how we will work as a team, manage your project and identify communication goals amongst the partners. During the kick-off meeting we will review the preliminary project schedule with you and prepare refinements to best align with your availability and overall project schedule. Following the kick-off meeting, we will hold a Visioning Workshop to discuss the project goals, governance, agency cultures, core values, opportunities, challenges and risks and broader forces influencing the project. The goal of this effort is to further refine project goals, prioritize those goals for each agency both independently and jointly, explore operational commonalities and concerns and establish a foundation for moving forward.

Anticipated Deliverables:

- Refined work plan
- Finalized project schedule
- Communication plan
- Updated meeting / workshop schedule
- Project visioning workshop

TASK 2- DATA COLLECTION

As we gain insight, we will begin the data collection and review process:

- Verification of Part 139 Certification Status, Part 131 Classification (I) and ARFF Index B
- Grand Junction Regional Airport Design Intent Guidelines
- Maps and criteria for potential station siting per FAR Part 139.319
- Off-site access
- Call loads and run data
- Proposed staffing levels
- Existing and future apparatus identification

PROJECT APPROACH

TASK 3: OPERATIONAL NEEDS DEVELOPMENT

The operational needs assessment will be developed through a series of interviews, questionnaires and joint discussions to understand the specific functions of each agency and/or stand-alone facility implications. We will evaluate both current and future operations in the development of needs and align them with operations and maintenance goals. Energy efficiency, durability, and high performance facility goals will ultimately impact operating and maintenance expenditures and will impact both short and long-term capital expenditures.

Anticipated Deliverables:

- Key objectives for each agency
- Operational space and site needs summary for each agency
- Circular alignment of operational needs to identify gap analysis
- Joint facility analysis to understand use compatibility, incompatibility and potential savings in planning of a Joint Use Facility.
- Staffing and apparatus requirements based on response standards/ requirements influenced by an ARFF Index B facility
- Prepared component diagrams to demonstrate space layouts
- Visual or physical tour of like facilities to validate the operational programs
- High performance facility goals summary- sustainability, long-term maintenance reduction and energy savings

TASK 4: SITE IDENTIFICATION/ANALYSIS

After the careful review of the collected data, we will begin a site identification and analysis process. This analysis will include: Circular reviews, design standard reviews, code and zoning issues, property size evaluation, interface with proposed new runway, topography review, site access, environmental impacts, utility availability, soil characteristics, and review of cost differences between proposed options.

Site accommodation diagrams will be developed to identify preferred site configurations, size, amenities, and optimal programmatic configurations. These concept diagrams will consider vehicular flow, response, site security and safety, parking and optimal orientations to maximize energy efficiency.

PROJECT APPROACH

Anticipated Deliverables:

- Building and site accommodation diagrams
- Conceptual site layout & plan concepts
- High performance facility design accommodation

TASK 5: PRE-DESIGN CONCEPT

Based on the identified site(s), we will develop pre-design massing diagram concepts considering long-term expansion if required for each alternative.

Anticipated Deliverables:

- Site accommodation concepts
- Massing diagrams

TASK 6: ESTIMATE OF PROJECT COSTS

Based on identified alternatives, we will develop cost alternatives based on an analysis of options, priorities and funding goals. The budget will consider all components of the project, both hard and soft costs.

A partial list of elements to be included:

- Construction budgets
- Site improvements
- Demolition
- Specialty equipment
- Furnishings
- Fees (arch, planning and entitlement, environmental review, CM, etc)
- Administrative, permit and bidding costs
- Project contingencies
- Escalation (adjusted to final phasing schedule)
- Operating and maintenance expenditures

Anticipated Deliverables:

- Comprehensive budget options

PROJECT APPROACH

TASK 7- FUNDING

Concurrent to the feasibility analysis, funding and grant options will be explored and identified relative to their potential viability, schedule influence and impact to the operational program.

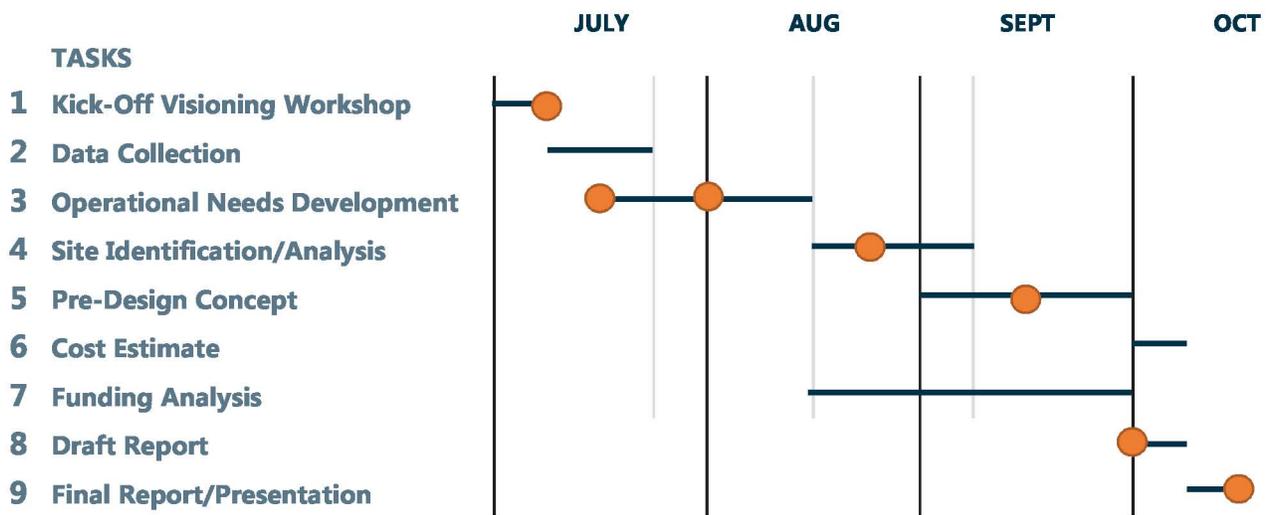
TASK 8- DRAFT REPORT

Upon completion of the analysis and planning process a draft report will be developed and submitted to the stakeholders for review and comment.

TASK 9- FINAL REPORT

After receiving comments, a final report will be prepared incorporating and addressing identified issues, with recommended action.

SCHEDULE



● Bi-monthly meetings are anticipated for the duration of the project.
Note: Timeline can be adjusted to meet client expectations.

D REFERENCES

REFERENCES

Roth Sheppard Architects

Deputy Chief (retired) Jody Sansing
Cherry Hills Village
2450 E. Quincy Ave, Cherry Hills Village, CO 80113
jodysansing@gmail.com
303.378.8494

Glenn Magee - Boulder Regional Fire Training Facility
City of Boulder Public Works
1739 Broadway, Boulder, CO 80302
mageeg@bouldercolorado.gov
303.441.4202

Gregory Stevens, Chief of Police
Lubbock Police Department
1625 13th Street Lubbock, TX 79457
gstevens@mylubbock.us
806.317.5451

TCA Architects

Fire Chief Ken Watkins
Fire Station 1 & Public Safety Facility
330 S. 6th St, Grand Junction, CO 81501
kenw@ci.grandjct.co.us
970.244.1400

Fire Chief Jeff Bohnet
Snohomish County Airport ARFF
10630 36th Pl. W, Everett, WA 98204
jeff.bohnet@co.snohomish 425.353.1606
425.353.1606

Fire Chief Jeremy Simmons, Skagway Volunteer Fire Department
Skagway Public Safety Facility
401 State Street, PO Box 421
sgyfire@skagway.com
907.983.2450

**E FINANCIAL
STATEMENT**

1:07 PM

04/22/16

Accrual Basis

ROTH SHEPPARD ARCHITECTS, LLP
Profit & Loss
 January through December 2015

	Jan - Dec 15
Ordinary Income/Expense	
Income	
Income / Revenue	2,769,952.98
Returns & Allowances	-16,395.50
Total Income	2,753,557.48
Gross Profit	2,753,557.48
Expense	
401K/Profit Sharing Expense	128,483.04
Auto Expense	8,551.95
Bad Debt	12,286.88
Bank Service Charge	403.00
Computer Expense	20,510.35
Contract Labor	4,500.00
Contributions/Donations	500.00
Direct Expenses	14,663.47
Dues & Subscriptions	7,357.24
Finance Charges	2,515.72
Insurance	141,196.97
Interest	2,531.28
License & Permits	1,009.26
Marketing Expense	19,170.24
Office Expense	11,670.94
Office Supplies	10,423.76
Postage & Delivery	626.11
Printing & Reproduction	6,523.31
Professional Seminars	1,334.09
Professional Services	37,818.98
Property Tax Expense	1,978.68
Reconciliation Discrepancies	-54.13
Reimbursable Expense	781,744.67
Rent	122,983.51
Repairs & Maintenance	661.00
Salaries & Wages	965,594.65
Taxes	751.44
Taxes - Payroll	89,598.01
Telephone	3,354.34
Travel & Entertainment	13,629.85
Total Expense	2,412,318.61
Net Ordinary Income	341,238.87
Other Income/Expense	
Other Income	
Interest Earned	457.64
Total Other Income	457.64
Other Expense	
Dues-NonDeductible	3,468.00
Total Other Expense	3,468.00
Net Other Income	-3,010.36
Net Income	338,228.51

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04/22/16

Accrual Basis

ROTH SHEPPARD ARCHITECTS, LLP

Balance Sheet

As of December 31, 2015

	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - Compass Bank- #6717	-192.71
Compass Money Market 6700017220	110,237.22
Compass Money Market 6700017735	25,284.55
Petty Cash	73.40
Total Checking/Savings	<u>135,402.46</u>
Accounts Receivable	
A/R Clients	442,811.83
Total Accounts Receivable	<u>442,811.83</u>
Other Current Assets	
Prepaid Expenses	9,000.00
Total Other Current Assets	<u>9,000.00</u>
Total Current Assets	<u>587,214.29</u>
Fixed Assets	
Accum Depreciation	-383,637.43
Fixed Assets	462,250.12
Total Fixed Assets	<u>78,612.69</u>
Other Assets	
Deposits	10,112.76
Investment-DMJM	-429.00
Total Other Assets	<u>9,683.76</u>
TOTAL ASSETS	<u>675,510.74</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A/P - Consultants	98,421.12
A/P - Other	17,529.08
Total Accounts Payable	<u>115,950.20</u>
Credit Cards	
American Express	17,002.22
Total Credit Cards	<u>17,002.22</u>
Other Current Liabilities	
401K/Profit Sharing Payable	104,250.70
N/P - All Copy Products-Current	-5,383.56
Note Payable - Compass LOC	78,901.14
Payroll Liabilities	9,877.94
Sales Tax Payable	-2,872.00
Total Other Current Liabilities	<u>184,774.22</u>
Total Current Liabilities	<u>317,726.64</u>
Long Term Liabilities	
N/P - All Copy Products	12,468.55
Total Long Term Liabilities	<u>12,468.55</u>
Total Liabilities	<u>330,195.19</u>

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04/22/16
Accrual Basis

ROTH SHEPPARD ARCHITECTS, LLP
Balance Sheet
As of December 31, 2015

	<u>Dec 31, 15</u>
Equity	
Capital, Roth	-25,031.98
Capital, Sheppard	117,305.91
Draw, Roth	-265,175.76
Draw, Sheppard	-339,273.62
Retained Earnings	519,262.49
Net Income	338,228.51
Total Equity	<u>345,315.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>675,510.74</u></u>

F **SO LIC ITA TIO N**
RESPO NSE FO RM

SOLICITATION RESPONSE FORM
SOQ-4214-16-DH "City of Grand Junction Fire Department
& Grand Junction Regional Airport Authority -
Fire Station Partnership Feasibility Study"

Offeror must submit entire Form completed, dated and signed.

The Owner reserves the right to accept any portion of the services to be performed at its discretion

The undersigned has thoroughly examined the entire Statement of Qualifications and therefore submits the proposal and schedule of fees and services attached hereto.

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

The undersigned Offeror agrees to provide services in accordance with the terms and conditions contained in this Statement of Qualifications and as described in the Offeror's proposal attached hereto; as accepted by the Owner.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices, when submitted, have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies they are a legal agent of the offeror, authorized to represent the offeror 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.
- 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. Payment Terms _____.

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

State number of Addenda received: 1 .

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

Roth Sheppard Architects, LLP
Company Name – (Typed or Printed)


Authorized Agent Signature

1900 Wazee Street, Suite 100
Address of Offeror

Denver, CO 80202
City, State, and Zip Code

Herb Roth, FAIA
Authorized Agent – (Typed or Printed)

303.534.7007
Phone Number

hroth@rothsheppard.com
E-mail Address of Agent

April 27, 2016
Date

G ADDITIONAL DATA

AWARDS

AIA Denver Award of Merit 2013 Houston Police Department | AIA Denver Award of Merit 2012 Roth Sheppard Architects Offices | AIA Denver Award of Merit 2010 Boulder Regional Fire Training Facilities | AIA Denver Peoples Choice Award 2010 | Boulder Regional Fire Training Facilities | AIA Denver Award of Merit 2010 LAPD Police Administration Building | AIA Denver Award of Citation 2010 Barbados | AIA Denver Award of Citation 2010 Modmarket | AIA Denver Award of Citation 2010 CB Grand Junction | AIA Denver Award of Citation 2010 Denver Art Museum | Museum Shop | AIA Denver Award of Merit 2009 Dana Furniture Store | AIA Denver Award of Citation 2008 Scandinavian Designs Furniture Store | AIA Denver Award of Honor 2005 Scandinavian Designs Furniture Store | AIA Denver Award of Citation 2003 Room & Board | Santa Ana | CA | AIA Denver Award of Honor 2003 Adams County Communications Center | AIA Denver Award of Honor 2010 Firm of the Year | AIA Denver Award of Merit 2001 Room & Board | AIA Denver Award of Merit 2000 Colorado State Patrol Prototypes | AIA Denver Award of Citation 2000 Tokyo Joe's Restaurant Prototypes | AIA Denver Award of Merit 1997 Vesta Dipping Grill | AIA Denver Award of Honor 1997 PCF Restaurant Prototypes | AIA Denver Award of Honor 1996 PCF Restaurant Prototypes | AIA Denver Award of Honor 1996 Carell's Café | AIA Denver Award of Merit 1994 Third Avenue Collection | **AIA Colorado Award of Merit 2014 Denver Art Museum Administration Building** | AIA Colorado Award of Honor 2013 Cherry Hills Village/South Metro Fire Rescue Joint Public Safety Facility | AIA Colorado Award of Citation 2013 Houston Police Department | AIA Colorado Award of Citation 2012 Gran Sir D | Barbados | **AIA Colorado Award of Merit 2011 Denver Art Museum | Museum Shop** | AIA Colorado Award of Merit 2011 Windsor Police Department | AIA Colorado Award of Merit 2011 Roth Sheppard Architects Offices | AIA Colorado Award of Merit 2010 Modmarket | **AIA Colorado Award of Merit 2014 Izakaya Den** | AIA Colorado Award of Merit 2010 LAPD Police Administration Building | AIA Colorado Award of Merit 2010 Boulder Regional Fire Training Facilities | AIA Colorado Award of Citation 2008 Scandinavian Designs Furniture Store | AIA Colorado Award of Merit 2008 Colorado Bureau of Investigations | West Slope Facility | AIA Colorado Award of Honor 2007 Hughes / Brody Residence | AIA Colorado Award of Citation 2007 DC10 | AIA Colorado Award of Citation 2005 Scandinavian Designs Furniture Store | AIA Colorado Award of Citation 2005 Skye Boutique | AIA Colorado Award of Honor 2003 Adams County Communications Center | AIA Colorado Award of Citation 2003 Brighton Police and Court Facility | AIA Colorado Award of Honor 2001 Evans Community Complex | AIA Colorado Award of Merit 2001 Room & Board | AIA Colorado Award of Citation 2000 Colorado State Patrol Prototypes | AIA Colorado Award of Honor 1998 Tokyo Joe's Restaurant | AIA Colorado Honorable Mention 1996 Carell's Café | AIA Denver Chapter | Rocky Mountain News and the City and County of Denver | Choice Award 2007 Hughes / Brody Residence | AIA Western Mountain Region Award of Honor 2012 Firm of the Year | AIA Denver Chapter | Rocky Mountain News and the City and County of Denver Choice Award 2006 Warner / Erickson Residence | AIA Western Mountain Region Award of Merit 2011 Boulder Regional Fire Training Facilities | AIA Western Mountain Region Award of Merit 2011 Windsor Police Department | AIA Western Mountain Region Award of Merit 2014 Denver Art Museum Administration Building | AIA Western Mountain Region Award of Citation 2004 Scandinavian Designs Furniture Store | AIA Western Mountain Region Award of Merit 2003 Adams County Communications Center | AIA Western Mountain Region Award of Citation 2014 Izakaya Den | AIA Western Mountain Region Award of Citation 2001 Evans Community Complex | AIA Western Mountain Region Award of Citation 1998 Tokyo Joe's Restaurant | AIA Los Angeles Building Team of the Year 2009 LAPD Police Administration Building | AIA Los Angeles | Cultural Affairs Commission Award of Honor 2010 LAPD Police Administration Building | AIA Los Angeles | Cultural Affairs Commission Award of Merit | 2010 LAPD Police Administration Building | AIA Los Angeles | Cultural Affairs Commission Honorable Mention 2005 LAPD Rampart Area Station | AIA Los Angeles Restaurant Design Awards People's Choice Award 2010 Modmarket Cafe Category | AIA Los Angeles Restaurant Design Awards Design Award 2010 Modmarket Cafe Category | AIA Arkansas Award of Achievement 1995 Springdale Administration Building | AIA Northwest & Pacific Region Award of Merit 2000 Seattle West Police Precinct & Communications Center | AIA Washington Council Award of Merit 1999 Seattle West Police Precinct & Communications Center | AIA San Fernando Valley Award of Merit 2005 LAPD Harbor Police Station | AIA San Fernando Valley Award of Citation 2005 LAPD Rampart Police Station | AIA California Counsel / Concrete Masonry Design Awards Competition Award of Merit Sustainable Category 2009 LAPD Rampart Police Station | AIA Justice Facilities Review Award of Citation 2012 Fort Worth Polytechnic Heights Neighborhood Police Center | AIA Justice Facilities Review Award of Citation 2011 Windsor Police Station | AIA Justice Facilities Review Honorable Mention 2011 Milliken Police Station and Meeting House | AIA Justice Facilities Review Award of Citation 2010 CB Grand Junction Regional Facility | AIA Justice Facilities Review Award of Merit 2010 Adams County Public Safety Training Facility | AIA Justice Facilities Review Award of Merit 2010 LAPD Police Administration Building | AIA Justice Facilities Review Award of Citation 2010 LAPD Harbor Police Station and Jail | AIA Justice Facilities Review Award of Merit 2010 LAPD Rampart Police Station | AIA Justice Facilities Review Certificate of Merit 2008 City of Dallas South Central Police Station | AIA Justice Facilities Review Citation of Merit 2008 Fort Worth Nashville Neighborhood Police & Training Facility | **AIA Colorado Award of Honor 2010 Firm of the Year** | AIA Justice Facilities Review Certificate of Citation 2007 Adams County Communications Center | AIA Justice Facilities Review Colorado State Patrol | Castle Rock Prototype Facility 2007 | AIA Justice Facilities Review Certificate of Merit 2006 Arapahoe County Sheriff's Administration and Coroner's Facility | AIA Justice Facilities Review Certificate of Citation 2006 LAPD Harbor Police Station | AIA Justice Facilities Review Certificate of Merit 2006 LAPD Rampart Police Station | AIA Justice Facilities Review Westminster Police Department 2003 - 2004 | AIA Justice Facilities Review Colorado State Patrol 2000 - 2001 | AIA Justice Facilities Review Santa Ana Police Administration and Holding Facility 1993 - 1994 | IDA 2011 BEST Awards - Modmarket BEST Award in PLAY category | IDA 2011 BEST Awards - Denver Art Museum | Museum Shop - Honorary mention in SHOP category | Los Angeles Business Council Awards Grand Prize 2010 LAPD Police Administration Building | Los Angeles Business Council Awards Green Building Award 2010 LAPD Harbor Replacement Station and Jail | Architectural Record Good Design is Good Business Award 2011 Denver Art Museum - Museum Shop | ASD 1st Place Hospitality Under 10 | 000 SF 2006 Via | ASD 1st Place Residential Urban Residence 2006 Flol / O'Connor Residence | ASD 1st Place Interior Remodel 2005 Skye Boutique | Home Builders Association CARE Awards 1st Place Commercial Interior Remodel 2007 DC10 | Home Builders Association CARE Awards Home of the Year 2005 Ozawa Residence | Home Builders Association CARE Awards 1st Place for Remodel 2005 Ozawa Residence | Home Builders Association CARE Awards Honorable Mention 2005 Hughes/Brody Residence | Home Builders Association CARE Awards 1st Place for Kitchen over \$100K 2004 Vogels Residence | Home Builders Association CARE Awards 1st Place Residential 2004 Warner / Erickson Residence | Home Builders Association CARE Awards 1st Place Commercial 2004 Skye Boutique 2nd Place Commercial 2004 Tokyo Joe's Restaurants

105 AWARDS, 33 YEARS IN BUSINESS

WHAT OUR CLIENTS SAY

"Roth Sheppard brought a unique set of qualifications and perspectives, dedicated to building a state of the art criminal justice facility to meet the challenges of the 21st Century. They provided creative and innovative design solutions, as well as the technical expertise to meet the complex needs we required."

Peter Mang, Deputy Director (retired),
Colorado Bureau of Investigations
CBI Regional Facility, Grand Junction

"Herb acted as Principal-in-Charge, under my supervision, for two Police Headquarters facilities totaling more than \$20 million in construction cost. The projects were delivered on time, on budget, and were completed without the claims and litigation that sometimes are a part of the design and construction process. Herb personally demonstrates a thorough knowledge of the inner workings of law enforcement facilities. His work style is firmly rooted in service to his clients, with special attention to the details that ensure his projects will exceed the expectations of even the most demanding public service agencies."

Thomas C. Deland, Chief of Police (Retired),
Broomfield Police Department

Roth+ Sheppard Architects was retained by the City of Atlanta as part of a planning and design team for the Atlanta Public Safety Complex, two public safety facilities consolidating multiple operational administration and support functions for various disciplines included in the Atlanta Police Department and Atlanta Fire and Rescue. We are very pleased with the services provided by Roth Sheppard Architects. Herb Roth and his staff exhibit a broad experience level in law enforcement and public safety facility planning and design. They continue to be responsive to our needs and challenges with thoughtfulness, professionalism and promptness. We would be happy to recommend Roth Sheppard Architects to any City or Municipality seeking law enforcement and public safety facility planning and design expertise.

Mariama Tyler, Project Manager
City of Atlanta, Office of the Mayor



WHAT OUR CLIENTS SAY

"We could not have successfully completed our projects without the leadership and integrity of your firm"

Fire Chief Mike Ganz
Camano Island Fire & Rescue

"Brian Harris and his staff were enthusiastic, well versed in their craft, and committed to good design, ease of use and maintenance, sustainability and frankly, a delight to work with."

Martha Turnbull
City of Seattle, Fleets & Facilities

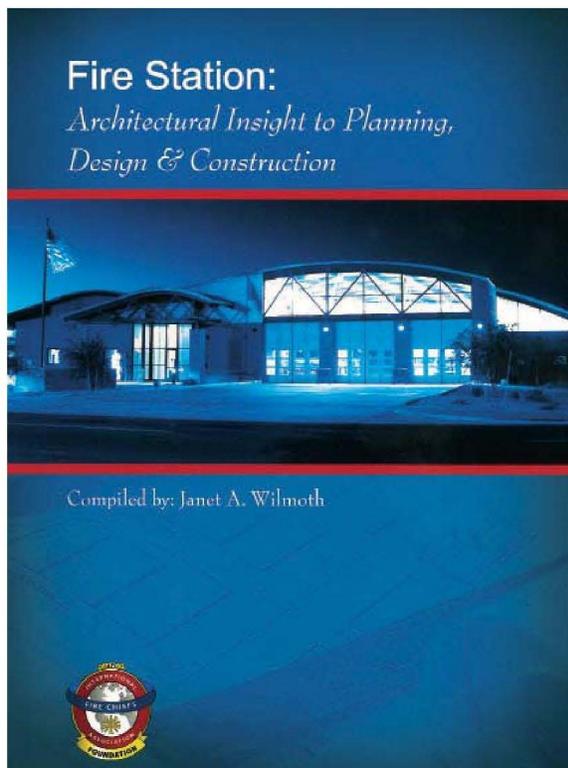
"TCA's superior knowledge of the needs and requirements of a "state of the art" fire station is unquestionable."

Chief Bob Rowe
City of Snoqualmie

"TCA has been more than responsive to the needs and wishes of the community, the City and the fire department. I am continually amazed by their accuracy, attention to detail, the ability to follow through, and resolution of potential conflict."

Chief Dennis Hofstad
Mt. Vernon Fire Department

PUBLICATIONS AND PRESENTATIONS



STATION STYLE FEATURE

Not Easy Being Green

But environmentally friendly, energy-efficient building design may be the way to go for long-standing station projects. By Brian J. Harris

You know it's time to start thinking about constructing a new fire station when the mirrors on the engine scrape the bay door jambs, the mop sink has been converted into a decontamination area, two supplies are stored everywhere except near the bays and turnout gear is being dried in the mechanical room adjacent to the archived personnel records. This is quite typical of a department's transition from the functionally obsolete stations constructed through the mid-1960s.

After planning and more planning, followed by an extensive number-crunching process, a small miracle happens: funding is obtained to construct a new facility. Unfortunately, that's not the end of the story. Overlaying the familiar operational design issues are code and zoning requirements, traffic issues, stormwater management requirements, neighborhood compatibility issues and environmental concerns. How do long-term costs add up? According to the U.S. Department of Energy, roughly 2% of the 30-year cost of a building is spent on its initial construction, 6% is expended on operations and maintenance, and 92% is spent on the people who occupy and work in the building.

Is there a way to address operational issues, reduce long-term costs, improve facilities for the valuable people who will be working there and improve the environ-

mental impact from these facilities? There is an answer: Sustainable design.

Economics & environment

Sustainable design encompasses a "design intent on balancing environmental responsiveness, resource efficiency, and cultural and community sensitivity," according to the U.S. Green Building Council. While some cities are just becoming familiar with the concept of

sustainability, others already have built a substantial portfolio of these new facilities. For example, Seattle mandates that any new publicly funded building with more than 5,000 gross square feet of occupied space achieve a minimum silver rating in Leadership in Energy and Environmental Design.

LEED is a market-driven, consensus-based rating system for "green design" that developed out of a 1994 USGBC pilot project. The system is organized into six categories by which sustainable design can be measured:

- Sustainable sites,
- Water efficiency,
- Energy and atmosphere,
- Indoor environmental quality,
- Materials and resources, and
- Innovation and design.

Pennsylvania, Oregon and Washington have more LEED-certified projects per capita per construction gross state product than any other states across the country. According to *The Cost and Financial Benefits of Green Building Design*, an October 2003 report to California's Sustainable Building Taskforce prepared by Capital E Group, Lawrence Berkeley Laboratory and 40 California state governmental agencies, "the cost and financial benefits of Green Buildings demonstrates that the financial benefits exceed the cost by a factor of 30 to one."

It is suggested that this report is the most definitive cost-benefit analysis of green



- Author, Seattle Daily Journal of Commerce, Fire Station Construction Regional Fire Station Development Special Feature, "How to Keep Fire Crews Moving as the City Grows," November 2015
- Author, Fire Chief Magazine, "A Fitting Task"
- Author, Fire Chief Magazine, "Not Easy Being Green"
- Author, Fire Chief Magazine, "Training Facility Design"
- Co-Author, Fire Station- Architectural Insight to Planning, Design and Construction, "Chapter 5: Site Location and Selection," International Fire Chiefs Association Foundation, 2010
- Speaker, WFCFA Conference: "Building Fire Service Facilities"
- Speaker, Station Style Conference, "Incident Command Approach to Fire Station Design"
- Speaker, Station Style Conference: "Multi-Purpose Training Facility Design"

AWARDS



STATION OF MERIT AWARD
Fire Chief Station Style Awards
King Co. Fire District 40 (Renton) HQ



STATION OF MERIT AWARD
Fire Chief Station Style Awards
Paine Field ARFF Station



STATION OF MERIT AWARD
Fire Chief Station Style Awards
Edmonds Fire Department Station 16



STATION OF MERIT AWARD
Fire Chief Station Style Awards
King Co. Fire District 45 HQ Fire Station



STATION OF MERIT AWARD
Fire Chief Station Style Awards
Snohomish Martha Lake Station 21



NOTABLE CAREER STATION AWARD
Fire Chief Station Style Awards
Woodinville Fire & Life Safety Station 31



BRONZE AWARD
Fire Chief Station Style Awards
Northshore Headquarters Fire Station 51



ASHRAE TECHNOLOGY AWARD
NOTABLE SATELLITE STATION
Fire Chief Station Style Awards
Issaquah Fire Station 72



COMMUNITY BEAUTIFICATION AWARD
City of Edmonds
Edmonds Fire Station 16



COMMUNITY IMPROVEMENT AWARD
City of Mount Vernon
City of Mount Vernon Fire Station 3



LETTER OF COMMENDATION, CITATION
OF OUTSTANDING DESIGN, Seattle
Design Commission, Seattle Joint
Training Facility



AIA COLORADO AWARD OF MERIT
AIA DENVER CHAPTER AWARD OF MERIT
PEOPLE'S CHOICE AWARD
2010 AIA DENVER AWARDS
Boulder Fire Training Facility



STATION OF MERIT
Fire Chief Station Style Awards
KCFD 37, Covington Fire Station 78



SILVER AWARD
Fire Chief Station Style Awards
Snoqualmie Headquarters Fire Station



SILVER AWARD
Fire Chief Station Style Awards
Bozeman, MT Fire Station 3 & 911
Dispatch



SILVER AWARD
Fire Chief Station Style Awards
Seattle Fire Station 10, EOC & Fire Alarm
Center



SILVER AWARD
Fire Chief Station Style Awards
Grand Junction Fire Station 1
Remodel



NOTABLE DESIGN
Fire Chief Station Style Awards
Warm Beach Fire Station 97



NOTABLE DESIGN AWARD
Fire Chief Station Style Awards
Brier Fire Station 18



SILVER AWARD
Fire House Station Design Awards
Portland Fire Station 21



AIA DALLAS CHAPTER AWARD
BRONZE AWARD JOINT FACILITY
Fire Chief Magazine Station Style Awards
Lancaster TX Public Safety Building



NOTABLE DESIGN AWARD
Fire Chief Station Style Awards
Walla Walla Fire Station 11-2



NOTABLE DESIGN AWARD
Fire House Station Design Awards
Camano Island Fire Station 1-4

ROTH
SHEPPARD