



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**  
[purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

**REQUEST FOR PROPOSAL**  
**COVER PAGE**

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**RFP Number:** **7100-20**

**RFP Title:** **Architectural Design Services:  
Programming, Space Planning, Interior  
Design Services**

**Non-Mandatory Pre-Proposal  
Video Conference Meeting:** **May 20, 2020 – 11:00 a.m.**  
[Join Microsoft Teams Meeting](#)  
[+1 720-400-7859](tel:+17204007859) United States, Denver (Toll)  
Conference ID: 248 363 012#

**RFP Questions Due:** **May 26, 2020 – 2:00 p.m.**

**Proposal Due Date:** **June 10, 2020 – 2:00 p.m.**

**Email Address:** [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

**Documents included in this package:**

- Proposal Instructions
- Terms and Conditions
- Specifications
- Insurance and W-9 Requirements
- Submittal Checklist
- Evaluation Criteria
- Sustainability Questionnaire
- Signature Page
- Sample Contract
- Appendix A - C



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## PROPOSAL INSTRUCTIONS

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### 1. Proposed Schedule:

Issue RFP:	May 4, 2020
Non-Mandatory Pre-Proposal Video Conference Meeting (through Microsoft Teams):	May 20, 2020
RFP Questions Due:	May 26, 2020
RFP Addendum Due:	June 3, 2020
Proposal Due Date:	June 10, 2020
Consultant Video Conference Interviews (through Microsoft Teams):	June 24, 2020
Estimated Start Date:	August 3, 2020

*The above dates are subject to change by BCBS at their discretion.*

Boulder County Building Services (BCBS), a division of Boulder County Public Works, is seeking proposals from qualified vendors for Architectural Design Services to provide programming, interior space planning and interior design for three separate projects: **1.) Lafayette “Mini Hub” Tenant Improvement; 2.) County Re-Org Programming, Space Planning and Parking Analysis; and 3.) Boulder County Design Standards.** A prioritization list has been created for phasing of these projects dependent on approved funding. This RFP outlines the services, any questions with this RFP must be directed to: [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org). Please put this title in your email to help us get the right question to the corresponding **RFP# 7100-20.**

### 2. **Non-Mandatory Meeting**

A Non-Mandatory Pre-Proposal Video Conference Meeting through Microsoft Teams will be held on May 20, 2020 at 11:00 a.m. Please click on the link on the cover page, or call +1 720-400-7859 Conference ID: 248 363 012#

### 3. Written Inquiries

All inquiries regarding this RFP will be submitted via email to the Boulder County Purchasing Office at [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) on or before 2:00 p.m. **May 26, 2020**. A response from the county to all inquiries will be posted and sent via email no later than **June 3, 2020**.

**Please do not contact any other county department or personnel with questions or for information regarding this solicitation.**

### 4. Submittal Instructions

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on June 10, 2020**.

**Please note that email responses to this solicitation are limited to a maximum of 50MB capacity. NO ZIP FILES ALLOWED. Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

Email [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 7100-20** in the subject line.

All RFPs must be received, and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the proposer to see that their RFP response is received on time at the stated location(s). Any responses received after due date and time will be returned to the proposer.

The Board of County Commissioners reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

**Americans with Disabilities Act (ADA):** If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.



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## **TERMS AND CONDITIONS**

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1. Proposers are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer will furnish the information required in the Request for Proposals.
3. The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the Request for Proposals, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. No submittal will be withdrawn for a period of thirty (30) days subsequent to the opening of proposals without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the successful proposer results in a binding contract without further action by either party.
7. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposers to ensure that the proposal arrives at the Office of County Administrator Information Desk prior to the time indicated in the "Request for Proposals."
8. The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
9. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and proposer will not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
10. Confidential/Proprietary Information: Proposals submitted in response to this "Request for

Proposals” and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract will be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**

**The Boulder County Attorney’s Office retains sole authority for determining whether the Colorado Open Records Act requires or permits Boulder County to disclose proposal or bid documents, or any information contained therein, pursuant to an open records request.**

11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Proposers are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Proposers are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage will be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel’s website: <http://www.colorado.gov/dpa/>.



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## SPECIFICATIONS

**Phasing Summary:**

Phase	Square Feet	Description
<b>A. Phase I – Tenant Improvement, Lafayette, CO</b> <b>Re: Appendix A</b>	40,169 SF	<ul style="list-style-type: none"> <li>• Programming, Space Planning, Interior Architecture and Design, Schematic Design – Construction Administration, Record Documents, Optional Service LEED Gold Standard.</li> </ul>
<b>B. Phase II – Programming and Space Planning for County Re-Org, Boulder, Colorado</b> <b>Re: Appendix B (drawings), Appendix C (program numbers)</b>	40,704 SF	<p>Re-Org Programming and Space Planning for <b>(3)</b> Boulder County office buildings and <b>(6)</b> Departments: <i>Public Works; Community Planning and Permitting; Human Resources / Risk; Office of Sustainability, Climate, and Resiliency (OSCAR), Assessor’s (first floor of Courthouse only), and the County Administrator’s Office</i></p> <ul style="list-style-type: none"> <li>• Assume (3) three Space Plan Scenarios for each building and (1) one revision for each:               <ol style="list-style-type: none"> <li>1. Utilizing existing conditions;</li> <li>2. Partial remodel;</li> <li>3. Complete interior demolition and remodel.</li> </ol> </li> </ul>
<b>C. Phase III - Boulder County Workplace Design Guidelines</b>		<ul style="list-style-type: none"> <li>• Develop an evolving document to equip Boulder County with guidelines to support the county’s sustainability goals, brand and physical working space.</li> <li>• Document to include County Values, Design Philosophy, Planning Concepts, Technical Requirements, Furniture Standards, LEED / Sustainability Guidelines, Branding &amp; Graphics.</li> </ul>

## **A. PHASE I – TENANT IMPROVEMENT - Boulder County Lafayette “Mini HUB”**

### **TENANT IMPROVEMENT SCOPE OF WORK:**

Boulder County is seeking an architectural consultant to provide programming, interior space planning and interior design services for our new 40,169 square foot Boulder County “Lafayette Mini Hub” office building located at 1755 S. Public Road, Lafayette, Colorado. This county administrative building will be a ‘one stop shop’ for multiple public facing departments, including: Health and Human Services, Public Health, Community Service, Motor Vehicle, Assessor, Treasurer, and Sheriff’s Office services. We envision a large, secure entry reception and a right-sized service-orientated building to support the residents of SE Boulder County.

Additionally, we are seeking an architectural consultant to create an innovative, open office plan with quality and sustainable finishes that communicate Boulder County’s core values and adhere to County design standards. We anticipate planning for approximately 200 employees with the intent of creating an interior office space that fosters the Boulder County workplace culture through intentional planning to promote communication and collaboration amongst staff. Technology and excellent audio-visual planning will be integrated into the plans for greater productivity and flexibility.

The Architect’s Proposal shall include, at a minimum, the following Scope of Services. The following scope items are intended to clarify, but not limit, the services proposed in response to this Request for Proposal:

- 1. Office Space Programming**
- 2. Office Space Planning Needs**
- 3. Schematic Design**
- 4. Design Development**
- 5. Furniture Specifications and Interior Design**
- 6. Construction and Permit Documents**
- 7. Construction Administration and Record Documents**
- 8. LEED – CI Documentation and Certification Consulting Services (Optional Additional Service)**

#### **1. Office Space Programming:**

- Administration of program questionnaire with Boulder County’s key personnel and a structured interview process to determine:
  - Staff headcount projections and flexibility for a future 10% growth.
  - Departmental functions, work process and traffic flows
  - Organizational lines of communication
  - Best practices for security and Shelter In Place (SIP) rooms
  - Inter and intra-departmental relationships
  - Storage, parking and special area requirements
  - Lighting, security, acoustical and environmental requirements
  - Data or Server Room requirements
  - Furniture / Workstation requirements
  - Office and special area equipment requirements

- Other important programming information as may be necessary to accurately reflect Boulder County's design program
- Interviews with Boulder County leadership to determine organizational structure development strategy, anticipated staff growth, and other needs of Boulder County:
  - Survey of Boulder County staff to gather data on workplace requirements and preferences;
  - Review of Boulder County policies that impact workplace design.
  - Inspection of the Boulder County's current facility to evaluate the existing layout efficiency and the standards of quality.
- Development of a space occupancy program report including, but not limited to, the following:
  - Conversion of all personnel, furniture and equipment space needs into usable square foot requirements.
  - Calculations and projections of the usable area requirement as it relates to the staff headcount forecasted for the current staffing and a 10% future growth.
  - Organizational bubble diagrams, or block diagrams, establishing adjacency and business process requirements.
  - Ideal floor size and ratio of interior windowed rooms to floor size and interior functions.
  - Specialty area design considerations (lighting, acoustics, security, etc.).
  - In conjunction with Herman Miller systems furniture, Knoll and Haworth, provide recommendations for alternate space or furniture systems that could increase the client's efficiency and/or space utilization.
  - Other information as may be necessary.
- **Programming Meeting Summary:**
  - (1) one in-person meeting with Boulder County to kick off and prepare for Executive Advisory Board (EAB) and Subject Matter Experts (SME) meeting;
  - (2) two in-person meetings with Boulder County Executive Advisory Board (EAB) and Subject Matter Experts (SME's) for project kick off, goals and expectations (assume all day meeting);
  - (2) two in-person programming meetings with Boulder County leadership (assume all day meetings);
  - (1) charrette / in-person meeting with Boulder County to review bubble / blocking diagrams;

*(in-person meetings could change to virtual meetings)*

## **2. Office Space Planning Needs**

- Development of preliminary space plan alternatives to Boulder County's satisfaction using the information gathered during programming including the following:
  - Assume (3) Three Space Plan Scenarios for each building and (1) one revision for each.



- A layout of Boulder County’s proposed premises showing interior walls, open areas, door swings, demising walls, corridor partitions and exterior window walls in relationship to the building core and entire floor plan.
  - The location and accurate size of columns, stairways, elevators and other building features shall also be shown on the space plan.
  - Names and sizes of all rooms contained on the space plan.
  - Applicable desk and/or workstation layouts in open areas.
- Development and documentation of specific work area standards and functional requirements (i.e. including electrical, cabling, lighting, structural, etc.) for all applicable areas including, but not limited to, the following:
    - Client Facing Meeting Rooms / ‘Face-to-Face’ rooms (hard-walled rooms)
    - Workstations and Systems Furniture
    - Conference Rooms, Areas and Meeting Rooms
    - Reception and Seating Areas
    - Print Areas
    - Ancillary Support Functions (pantry, coffee, copy, closets, etc.)
    - File Areas
    - Storage Areas
    - Special Purpose Facilities (break room, focus rooms, wellness rooms)
- Develop summary information for each preliminary space plan indicating:
    - Total usable square footage requirements.
    - Allocation of total square feet by use and percentage of circulation.
- **Space Planning Meeting Summary:**
    - (3) video conference calls with Boulder County to review space plan scenarios for each building;
    - (1) one in-person meeting with Boulder County to review and sign off final space plans;

*(in-person meetings could change to virtual meetings)*

### **3. Schematic Design (SD)**

- Development, documentation and presentation of a design concept to Boulder County’s satisfaction based upon Boulder County’s values, desired image, budget, and schedule and consistent with Phase III (Boulder County Workplace Design Guidelines) that will be developed in parallel with the Lafayette Mini Hub SD phase.
  - Conduct a VISIONING session with Boulder County stakeholders to procure feedback on the desired look/feel of the space.
  - Lead appropriate tours of other tenant spaces to allow Boulder County to glean from other’s and learn what is available in the current workplace.
  - Provide a Schematic Design Presentation to Boulder County and all stakeholders for feedback/comment.

- Provide Schematic Design Budget Pricing Set to Boulder County to solicit budget estimates from General Contractors. Pricing set to include but not be limited to the following:
  - Space Plan with key notes as required
  - Demolition Plan
  - Partition Plan
  - Reflected Ceiling Plan
  - AV and Security Plan
  - MEP Pricing Notes
  - Elevations and Details in key areas where required
  - Pricing Notes including allowance for finishes
  
- Necessary follow-up as required to complete Schematic Design phase.
  
- **Schematic Design Meeting Summary:**
  - (1) one in-person meeting with Boulder County for Visioning Work Session;
  - (1) one in-person building tours with Boulder County;
  - (1) one in-person meeting with Boulder County to tour the “St. Vrain Community Hub” in Longmont;
  - (1) one in-person Schematic Design presentation meeting with Boulder County;
  - (1) one in-person meeting between Boulder County, architect and consulting engineers to coordinate and review drawings and specifications;
  - (1) one in-person pricing meeting between Boulder County, architect, consulting engineers, and general contractor to review pricing;
  - (N/A) in-person architect and consulting engineering coordination meetings  
*(in-person meetings could change to virtual meetings)*

#### **4. Design Development (DD)**

- Development, documentation and presentation of a complete design and color palette for the project premises to Boulder County’s satisfaction. Including but not limited to the selection of paint, furniture, window treatments, fabrics, wall coverings and floor coverings.
  
- Meet with appropriate municipal authorities (including building department, zoning, etc.) and verify the design intent and permitting process are aligned with the schedule.
  
- Incorporate Boulder County’s Technology, Security, AV, IT, Furniture and MEP Design Development details into a full specification package that includes a Design Development level of detail for pricing and Boulder County review/comment.
  
- Boulder County facilities are to be designed to a LEED Gold standard with energy and water saving technologies, energy efficient HVAC, daylight harvesting, energy efficient light fixtures, low flow toilets and water faucets, and use of local, sustainable materials.
  
- Provide revised 3D images of key areas (minimum of 5 interior views).

- Develop Design Development Pricing Set providing notations, specifications and details to describe the improvements for accurate preliminary pricing and Boulder County approval. Pricing set to include but not be limited to the following:
  - Pricing Notes including detailed Finish Plans and Specifications
  - Space Plan with key notes as required
  - Detailed Reflected Ceiling Plans
- Architect to review general contractor pricing and provide pricing feedback and summary to Boulder County.
- If necessary, attend (1) one value engineering (VE) meeting and incorporate cost savings recommendations into Construction Documents.
- **Design Development Meeting Summary:**
  - (1) one in-person Design Development presentation meeting with Boulder County;
  - (1) one in-person meeting with Boulder County to review updated 3D images;
  - (N/A) meetings with building department, zoning, etc. on behalf of Boulder County;
  - (1) one in-person meeting between Boulder County, architect and consulting engineers to coordinate and review drawings and specifications;
  - (1) one in-person Value Engineering meeting between Boulder County, architect, consulting engineers, and general contractor to review pricing;
  - (N/A) in-person architect and consulting engineering coordination meetings *(in-person meetings could change to virtual meetings)*

## **5. Furniture Specifications and Interior Design**

- Develop initial scope drawings for each workstation(s), face-to-face room(s) (hard walled office) and ancillary furniture requirement. Coordinate furniture specifications with Herman Miller systems furniture, Knoll and Haworth.
- Develop a generic “typical” for each work setting, included but not limited to interior elevations and 3D isometric drawing with notations.
  - Develop complete finish palette option for each work setting.
- Obtain budget pricing from furniture dealer for each work setting.
- Coordinate furniture locations with Power & Communication Plans.
- Coordinate installation of the furniture, manage any change order requests (review/provide guidance to Boulder County), ensure quality control during all phases of the furniture procurement and installation phases.
- Conduct and publish furniture “Punch List” with Boulder County and furniture dealer, to ensure compliance with order. Ensure punch list completion on behalf of Boulder County.
- **Furniture Meeting Summary:**
  - (3) three furniture in-person meetings with Boulder County;

- (1) one furniture and finishes review in-person meeting with Boulder County;
- (1) one furniture budget review in-person meeting with Boulder County;
- (1) one punch walk  
(*in-person meetings could change to virtual meetings*)

## **6. Construction and Permit Documents (CD)**

- The Architect will prepare a set of Construction / Permit Documents addressing all previously approved aspects of programming, planning, design and VE.
- The architect will provide the appropriate number of wet stamped permit drawings and coordinate permitting activities with the contractor and consultants.
- Provide final 3D Images of key areas (minimum of 5 interior views).
- Deliverables – Final Permit Documents set will consist of, but not be limited to, the following:
  - Project Team
  - Building Summary
  - Sheet Index
  - Building Department Notes
  - Abbreviations (Construction Industry Standard)
  - Disabled Access Requirements per Title 24 CAC, ADA Federal Regulations
  - Legends
  - Specifications
  - Door and Hardware Schedule
  - Demolition Plan (as necessary)
  - New Construction Plan (Partition Plan)
  - Furniture Plan
  - Systems Furniture Electrical Plan
  - Power and Signal Plan (Telephone and Data Plan)
  - Reflected Ceiling and Lighting Plan
  - Finish Plan
  - Associated Plans, Elevations, Detail Drawings, Specifications, etc.
  - Details: Partitions, Soffits, Suspended Ceilings, Architectural Millwork, etc.
  - MEP Engineering Plans including HVAC, Plumbing, and Electrical Plans, Lighting Plans
  - Structural Engineering Plans and Specifications
- The Architect will coordinate with all consulting engineers necessary for the completion of a full set of construction permit documents.
- The Architect will coordinate with structural consulting engineer for mechanical roof top units and pads, mechanical pad and enclosure on grade level and generator pad and enclosure on grade level for the completion of a full set of construction permit documents.

- Deliverables – The Architect will provide (under their contract) cost estimates, mechanical, electrical and plumbing engineering documents. All coordination and associated reimbursable expenses to be included. All consultants must be approved by Boulder County.
- Coordination of Telephone/Data, Security, AV, Signage and Furniture Plans: The Architect will coordinate with all consulting engineers necessary for the completion of a full set of construction documents. Boulder County will manage the Telephone/Data, Security, AV, Signage planning, but architect to coordinate with Boulder County on these deliverables.
- **Construction Document Meeting Summary:**
  - (1) one in-person meeting with Boulder County to review updated 3D images;
  - (1) one in-person meeting between Boulder County, architect and consulting engineers to coordinate and review drawings and specifications;
  - (N/A) in-person architect and consulting engineering coordination meetings  
*(in-person meetings could change to virtual meetings)*

## **7. Construction Administration and Record Documents (CA)**

- Attend pre-construction in-person meeting with Boulder County, consultants and the general contractor to mutually agree upon the administration process and to further review critical areas of interface and the impact of long-lead products. Attend general contractor bid review meetings as requested.
- Be made available to provide interpretation and clarification to contract documents and respond to field construction issues in a timely manner and as necessary.
- Review and approve required shop drawings, submittals, samples, product information as required to facilitate completion of the project. No review period shall take more than two (2) weeks for any single submission.
- Attend weekly construction meetings at the job site. Provide design meeting minutes for all aspects of design on a weekly basis during construction administration. Upon request, provide architect report on construction as required.
- Visit and tour the project premises during construction to monitor the progress of the work. Architect to be onsite at least once per week during construction phase. Verify locations of work as requested by Boulder County or general contractor. Generally, verify that the work is proceeding in accordance with the contract documents. Prepare periodic field reports as necessary.
- Prepare and issue addenda requests for pricing, etc., as requested.
- Conduct Chalk Walk and Box Walk with sub consultants for each floor/phase of the project.
- Conduct (2) two project reviews in order to prepare and issue to the general contractor, an appropriate "punch-list" of items to be corrected before final payment by the client.

- Prepare and issue Certificate(s) for Payment of Boulder County certifying that, to the best of Architect's knowledge and information, the quality of the suppliers or vendors' work is in accordance with contract documents, and that such entities are entitled to payment by the client in the amounts certified.
- Record Drawings – Architect and consultants to prepare final set of drawings from General Contractor's As-Built construction set.
- **Construction Administration Meeting Summary:**
  - (1) one pre-construction in-person meeting with Boulder County;
  - (1) one bid-review in-person meeting with Boulder County;
  - (24) twenty-four weekly Owner, Architect Contractor (OAC) meetings;
  - (1) one chalk walk
  - (1) one box walk
  - (2) two punch walks

*(in-person meetings could change to virtual meetings)*

**8.LEED v4 Corporate Interiors (CI) Documentation and Certification Consulting Services (Optional Additional Service)**

- Boulder County facilities are to be designed to a certified LEED Gold standard with energy and water saving technologies, energy efficient HVAC, daylight harvesting, energy efficient light fixtures, low flow toilets and water faucets, and use of local, sustainable materials, access to public transportation and alternative transportation modes, green cleaning methods and materials and finally on-site composting and recycling programs
- Architect and/or Consultant to manage the entire LEED process by coordinating meetings, analyzing the most cost and time effective credits to pursue, researching permitting municipality energy requirements, creating and uploading all documentation to USGBC LEED Online. LEED Consulting to include but not be limited to the following:
  - Schematic Design Action List and LEED Scorecard, updated at Design Development and Construction Documents phases
  - Register project on USGBC LEED Online
  - Research appropriate LEED credits for USGBC
  - Assist MEP design team by evaluating design to maximize LEED points
  - Review architect's LEED-related specifications OR provide a Division 1 specification for LEED Requirements, LEED Submittal Requirements, and LEED Construction & Demolition Waste Management Requirements
  - Perform calculations to determine design's compliance with credits
  - Advise and guide the implementation of design changes, as necessary, to comply with all credits and prerequisites in credit pursuit
  - Develop a list of potential Pilot Credits and up to four Innovation in Design Credits to pursue
  - Coordinate and prepare the USGBC documentation templates, including assembly of the necessary reference materials needed for each credit

- Participate in regularly-scheduled project design meetings as necessary to address LEED project items
  - Confirm all necessary LEED items are included in the contract documents
  - Work with the appropriate project team members to obtain the required documentation for the selected Innovation and Design Credits
  - Coordinate the Design Credit LEED documentation with the design team members
  - Manage the LEED Online credit form submission process
  - Review 100% Design Development, 50% Construction Documents, and 90% Construction Document drawing sets to ensure LEED requirements are adequately incorporated into the drawings
  - Attend team drawing review meetings at 100% Design Development, 50% Construction Documents, 90% Construction Documents
  - As needed in CD phase, review LEED-related submittals to ensure compliance with LEED requirements
- **LEED Meeting Summary:**
    - Assume (5) five total in-person meetings for 100% Design Development, 50% Construction Documents, 90% Construction Documents and (2) two additional meetings (*in-person meetings could change to virtual meetings*).

**END OF PHASE I SCOPE**

## **B. PHASE II – PROGRAMMING AND SPACE PLANNING – Boulder County Re-Org**

### **PROGRAMMING AND SPACE PLANNING SCOPE OF WORK:**

Boulder County is seeking a vendor to provide programming and interior space planning architectural services relating to Boulder County’s 2020 Departmental Re-Organization. The re-org re-distribution of departments will shift our county government structure in a direction that allows for more efficient management and continuity of day-to-day operations. The goal is to connect services that had been de-coupled to better align with county values and the county mission: ‘As stewards of Boulder County Future, we provided the best in Public Service’.

The goal for this programming and space planning effort is to utilize Boulder County’s existing buildings and analyze public facing departments with buildings that offer parking for Boulder County clients and employees.

Boulder County Departments included in the Re-Org Programming:

Public Works (9,057 SF) **56 FTE**; Community Planning and Permitting (25,872SF) **84 FTE**; Human Resources / Risk (3,665 SF) **24 FTE**; Office of Sustainability, Climate, and Resiliency (OSCAR) (1186 SF) **19 FTE**, Assessor’s (first floor of Courthouse only) (991 SF) **7 FTE**, and Information Technology and the County Administrator’s Office (2,921 SF) **16 FTE**. Total Programming = 40,704 square feet and 206 FTE

The Architect’s Proposal shall include, at a minimum, the following Scope of Services. The following scope items are intended to clarify, but not limit, the services proposed in response to this Request for Proposal:

- 1. Office Space Programming**
- 2. Office Space Planning Needs**
- 3. Office and Public Facing Parking Assessment**

#### **1. Office Space Programming:**

- Administration of program questionnaire with Boulder County’s key personnel and a structured interview process to determine:
  - Staff headcount projections for current staffing, and flexibility for a 10% future increase
  - Departmental functions, work process and traffic flows
  - Organizational lines of communication
  - Best practices for security and Shelter In Place (SIP) rooms
  - Inter and intra-departmental relationships
  - Storage, parking and special area requirements
  - Lighting, security, acoustical and environmental requirements
  - Data or Server Room requirements
  - Furniture / Workstation requirements
  - Office and special area equipment requirements



- Other important programming information as may be necessary to accurately reflect Boulder County's design program
- Interviews with Boulder County leadership to determine organizational structure development strategy, anticipated staff growth, and other needs of Boulder County;
  - Survey of Boulder County staff to gather data on workplace requirements and preferences;
  - Review of Boulder County policies that impact workplace design.
  - Inspection of the Boulder County's current facility to evaluate the existing layout efficiency and the standards of quality.
- Development of a space occupancy program report including, but not limited to, the following:
  - Conversion of all personnel, furniture and equipment space needs into usable square foot requirements.
  - Calculations and projections of the usable area requirement as it relates to the staff headcount forecasted for the current, and a 10% staff growth built in to plan
  - Organizational bubble diagrams, or block diagrams, establishing adjacency and business process requirements.
  - Ideal floor size and ratio of windowed rooms to floor size and interior functions.
  - Specialty area design considerations (lighting, acoustics, security, etc.).
  - In conjunction with Herman Miller systems furniture, Knoll and Haworth, provide recommendations for alternate space or furniture systems that could increase the client's efficiency and/or space utilization.
  - Other information as may be necessary.

## **2. Office Space Planning Needs**

- Development of preliminary space plans for each of the building alternatives to Boulder County's satisfaction using the information gathered during programming including the following:
  - Assume (3) Three Space Plan Scenarios for each building and (1) one revision for each:
    - Utilize existing conditions;
    - Partial remodel;
    - Complete demolition and remodel
  - A layout of Boulder County's proposed premises showing interior walls, open areas, door swings, demising walls, corridor partitions and exterior window walls in relationship to the building core and entire floor plan.
  - The location and accurate size of columns, stairways, elevators and other building features shall also be shown on the space plan.
  - Names and sizes of all rooms contained on the space plan.
  - Applicable desk and/or workstation layouts in open areas.

- Development and documentation of specific work area standards and functional requirements (i.e. including electrical, cabling, lighting, structural, etc.) for all applicable areas including, but not limited to, the following:
  - Client Facing Meeting Rooms / ‘Face-to-Face’ rooms (hard-walled rooms)
  - Workstations and Systems Furniture
  - Conference Rooms, Areas and Meeting Rooms
  - Reception and Seating Areas
  - Print Areas
  - Ancillary Support Functions (pantry, coffee, copy, closets, etc.)
  - File Areas
  - Storage Areas
  - Special Purpose Facilities (break room, focus rooms, wellness rooms)
  
- Develop summary information for each preliminary space plan indicating:
  - Total usable square footage requirements.
  - Allocation of total square feet by use and percentage of circulation.

### **3. Office and Public Facing Parking Assessment**

- Parking assessment to accompany space plans for public facing, fleet and employee spaces for each of the associated parking lots, including:
  - Parking Garage at 2525 13<sup>th</sup> Street (61 parking spaces);
  - Downtown Boulder Complex (67 parking spaces);
  - Pine Street (36 parking spaces)

**END OF PHASE II SCOPE**

## C. PHASE III – BOULDER COUNTY WORKPLACE DESIGN GUIDELINES

### WORKPLACE DESIGN GUIDELINES SCOPE OF WORK:

Architect to develop an evolving playbook document to equip the Boulder County Building Services team with guidelines to better support the construction of the Boulder County workplace. The document will present a consistent vision and approach toward design and how Boulder County will brand their physical space. The design guidelines playbook will include, but not be limited to, the following sections:

- **Boulder County Guiding Values**
  - Inclusion
  - Stewardship
  - Service
  - Engagement
  - Sustainability
  - Innovation
  - Resilience
- **Design Philosophy**
  - Boulder County Personality
  - Designs to Include and Designs to Avoid
  - Workplace Strategy Vision
  - User / Public Experience
  - Accessibility
  - Inclusiveness
  - Acoustics
  - AV and IT
  - Life Safety
  - Sustainability
  - Wellness
  - Building Certifications: County's LEED Gold Guidelines
- **Planning Concepts**
  - Adjacencies: Entry, Community Spaces, Amenity Spaces, Support Spaces, Meeting Rooms and Neighborhoods
  - Example of ideal Boulder County Workplace Space Plan (Space Plan and Bubble Diagram)
  - Office Planning Standards / Typicals – Workstations, Face-to-face rooms, Conference Rooms, Wellness Rooms, Collaboration Neighborhoods, Phone Rooms, Break Rooms, Secure Reception Desks, Shelter in place rooms (SIPs) and Lobbies.
- **Technical Requirements**
  - Specifications and images for all acoustics, lighting, materials.
  - Quality Specifications, Typical Partition Types, Typical Ceiling Details, Doors and Frames, Floor Finish Transitions, Typical Millwork Details, Typical Window Film
  - Technology

- **Furniture**
  - Boulder County standards from Herman Miller, Knoll and Haworth (*60% already completed by Boulder County*)
- **Branding & Graphics**
  - Brand – Logo Wall and Evacuation Maps at Reception.
  - Signage – Room Signs (template already completed by Boulder County), Wayfinding and Conference Room locations maps.

**END OF PHASE III SCOPE**

**PROJECT TIMELINE AND SCHEDULE – PHASES I - III:**

The consultant or consultant team must specify a finite length of time needed to complete the above outlined tasks. Work must be completed no later than January 1, 2022.

<b>PHASE I – Tenant Improvement, Lafayette, CO</b>	<b>DATES</b>
Programming	August 3 – August 28, 2020
Office Space Planning / Test Fits	August 31 – September 11, 2020
Schematic Design (includes SD pricing)	September 14 – November 20, 2020
Design Development (includes DD pricing)	November 23 – January 15, 2021
Furniture Specification and Interior Design	N/A
Construction / Permit Documents (includes GMP pricing)	January 18 – April 23, 2021
Permit	April 26 – July 2, 2021
Construction Administration and Record Documents (24 weeks)	July 5 – December 17, 2021
LEED – CI (Optional Add Service)	N/A

<b>PHASE II – Programming and Space Planning – Boulder County Re-Org</b>	<b>DATES</b>
Programming	August 3 – August 28, 2020
Office Space Planning / Test Fits / Parking Assessment	August 31 – September 11, 2020

<b>PHASE III – Workplace Design Guidelines</b>	<b>DATES</b>
Workplace Design Guidelines	September 1 – December 31, 2020

## **PROPOSAL CONTENT:**

The proposal must contain all the following information, in the same sequence as presented below. Each proposal should be straightforward and concise to satisfy the requirements of this RFP. Please limit the length of proposal sections to the maximum pages noted.

- **COVER LETTER:**

Provide a cover letter that summarizes the relevant background experience of principal individuals who will work on this project. Provide a list of the sub-consultants intended to be hired for the project and relevant background experience. Provide a statement of staff time commitment to adhere to the targeted project schedule.

- **PROJECT APPROACH:**

Provide a concise explanation of the consulting team's approach to the project in this section. Please include the following:

1. Description of the consultant team approach (four-page maximum);
2. Project timeline of milestones (two-page maximum);
3. Description of each major task that is anticipated for the project – purpose of task, number of hours required per staff member, and expected product (Limit pages to the extent possible);
4. Description of the team's approach to staff engagement (Limit pages to the extent possible);
5. Success working with diverse clients to achieve strategic vision and established goals;
6. Experience in tenant improvement-based field, or related field of endeavor;
7. Description of the proposed work products and deliverables. Specifically, what materials will the county receive to review and provide feedback throughout the project? (two-page maximum);
8. Provide examples of relevant and similar project experience completed by the consultant or consulting team that exhibit the consultant's work style, depth of expertise, and work quality;
9. Provide a list of three public sector agencies for which you provided similar services to those contained within this scope of work within the past 10 years. Include the names, titles, and phone numbers of appropriate contacts at these organizations that can discuss the details of the services your firm provided; and
10. Provide the fees for all the services described in the preceding pages, fees for additional services if applicable, total not-to-exceed fees, and current year rate sheet (Limit pages to the extent possible).

- **ADDITIONAL ITEMS:**

- a) Willingness to abide by the terms and conditions as outlined and provided for in the sample contract included within this RFP.
- b) Firm selection will not be based solely on the lowest cost, but on the proposal that provides the best project value to the County.

- FEE PROPOSAL BREAKDOWN**

<b>PHASE I – TENANT IMPROVEMENT BOULDER COUNTY “MINI HUB” LAFAYETTE</b>			
<b>PHASE</b>	<b>PROPOSED HOURS</b>	<b>FEE</b>	<b>COST PER SF</b>
Programming		\$	\$
Office Space Planning / Test Fits		\$	\$
Schematic Design		\$	\$
Design Development		\$	\$
Furniture Specifications and Interior Design		\$	\$
Construction and Permit Drawings		\$	\$
Construction Permit		\$	\$
Construction Administration and Record Drawings		\$	\$
<b>TOTAL SUM:</b>		\$	\$
<b>BIDDER CLARIFICATIONS:</b> Consultant shall include any clarification or assumption qualifying their proposal.			

<b>PHASE II – PROGRAMMING AND SPACE PLANNING – BOULDER COUNTY RE-ORG</b>			
<b>PHASE</b>	<b>PROPOSED HOURS</b>	<b>FEE</b>	<b>COST PER SF</b>
Programming		\$	\$
Office Space Planning / Test Fits		\$	\$
Parking Assessment		\$	\$
<b>TOTAL SUM:</b>		\$	\$
<b>BIDDER CLARIFICATIONS:</b> Consultant shall include any clarification or assumption qualifying their proposal.			

<b>PHASE III – WORKPLACE DESIGN GUIDELINES</b>			
<b>PHASE</b>	<b>PROPOSED HOURS</b>	<b>FEE</b>	<b>COST PER SF</b>
Workplace Design Guidelines		\$	\$
<b>TOTAL SUM:</b>		\$	\$
<b>BIDDER CLARIFICATIONS:</b> Consultant shall include any clarification or assumption qualifying their proposal.			



- **ESTIMATED COST OF REIMBURSABLES**

<b>REIMBURSABLE EXPENSES</b>	
<b>List and estimate typical expense items</b>	
<b>EXPENSE</b>	<b>AMOUNT</b>
<b>PHASE I</b>	
	\$
	\$
	\$
<b>PHASE I TOTAL:</b>	\$
<b>PHASE II</b>	
	\$
	\$
	\$
<b>PHASE II TOTAL:</b>	\$
<b>PHASE III</b>	
	\$
	\$
	\$
<b>PHASE III TOTAL:</b>	\$
<b>REIMBURSABLE EXPENSE ESTIMATE:</b>	\$

- **ADDITIONAL SERVICES DETAIL**

<b>ADDITIONAL SERVICES</b>		
<b>List and estimate typical additional services</b>		
<b>ADD SERVICE</b>	<b>PROPOSED AMOUNT</b>	<b>REMARKS</b>
<b>PHASE I: LEED CI DOCUMENTATION AND CERTIFICATION</b>	\$	
	\$	
<b>ADD SERVICES</b>	\$	

**END OF SCOPE OF WORK SECTION**



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**  
[purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

## **INSURANCE AND W-9 REQUIREMENTS**

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### **INSURANCE REQUIREMENTS**

**General Liability**                      \$1,000,000 Each Occurrence  
   \$2,000,000 General Aggregate  
   \$2,000,000 Products Completed Operations Aggregate  
   3 years Products/Completed Operations

**Automobile Liability**                \$1,000,000 Each Accident  
   \*Including Hired & Non-Owned Auto

### **Worker's Compensation and Employer's Liability**

Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease- Policy Limit/\$100,000 Disease- Each Employee.

### **Professional Liability (Errors and Omissions)**

Professional liability coverage with minimum limits of \$1,000,000 Per Loss and \$1,000,000 Aggregate. Professional Liability provisions indemnifying for loss and expense resulting from errors, omission, mistakes or malpractice is acceptable and may be written on a claims-made basis. The contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

### **In regards to General Liability, Umbrella/Excess Liability, and Pollution Liability:**

**If any or all of these coverages are required above, additional insured status will be required at the time a contract is executed.**

THE ADDITIONAL INSURED WORDING SHOULD BE AS FOLLOWS: County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insureds.

Note that the above insurance amounts are the minimum required for this project. **Proof of current insurance must be provided with your proposal in the form of a sample certificate or your**

**proposal will be deemed non-responsive.** If you require a waiver of insurance requirements (e.g. Workers' Compensation and sole proprietorships) you may request one in your response with an explanation.

#### **W-9 REQUIREMENT**

Provide a copy of your business's W-9 with your proposal.



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## SUBMITTAL SECTION

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the PROPOSAL. Failure to submit any of the documents listed below as a part of your PROPOSAL, or failure to acknowledge any addendum in writing with your PROPOSAL, or submitting a proposal on any condition, limitation or provision not officially invited in this Request for Proposal (RFP) may be cause for rejection of the PROPOSAL.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE:** Proposer will check each box indicating compliance:

INCLUDED	ITEM
	Name and Address of the Partners and Subcontractors if applicable
	A detailed project schedule with an all-inclusive total cost
	Information on the relevant experience of key personnel
	State your compliance with the Terms and Conditions in the Sample Contract contained in this RFP. Specifically list any deviations and provide justification for each deviation.
	Submit three references for similar projects your company has completed within the last three years and contact information
	Insurance Certificate
	W-9
	Signature Page
	Sustainability Questionnaire
	Addendum Acknowledgement(s) (If Applicable)



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## **EVALUATION CRITERIA**

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The proposals will be reviewed by a selection committee. The committee may request additional information from vendors or request interviews with one or more vendors. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- **Technical Knowledge and Staff Experience:** Proposal demonstrates a clear understanding of programming, space planning and interior design requirements, work to be performed, and examples of similar, completed tenant improvement projects.
- **RFP submittal.** Content, organization, completeness.
- **Cost for Professional Services:** Listed above for professional services, hourly rates.

**A scoring matrix with the order and priority of criteria to be used by the county in its evaluation and selection process is shown below:**

### **Review Criteria:**

<b>Item</b>	<b>%</b>	<b>Criteria</b>
1	50%	Technical Knowledge and Staff Experience: Proposal demonstrates a clear understanding of programming, space planning and interior design requirements, work to be performed, and examples of similar, completed tenant improvement projects.
2	30%	RFP submittal. Content, organization, completeness.
3	20%	Cost for Professional Services: Listed above for professional services, hourly rates.
Total	100%	



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## SUSTAINABILITY QUESTIONNAIRE

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

This questionnaire is applicable to firms that provide services as well as those that provide goods. Please answer the questions to the best of your ability.

1. What sustainability certifications does your business have? Please check the items that apply:

- B-Corp
- Green Business Bureau
- Fair Trade USA
- Green C Certification
- None
- Other - describe any other certifications your company has related to sustainability.

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

2. Does your company have a sustainability vision/commitment/values statement or policy? Please check the items that apply:

- Our sustainability statement/policy describes our company's sustainability initiatives.
- We have formed an oversight committee to ensure the success of our sustainability policy.
- Our sustainability statement/policy describes how our company explores opportunities to work with communities, governments and non-governmental and professional organizations to help articulate, teach and advance the principles of sustainability.
- We are currently in the process of developing a sustainability statement/policy consistent with a commitment to promote environmental, economic, and social sustainability.
- None
- Other - Provide (or supply a link) your company's sustainability statement/policy.

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

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3. What policies are in place to monitor and manage your supply chain regarding sustainability issues? Please select all that apply:

- We apply sustainability criteria when making purchasing decisions.
- We partner with suppliers who share in our sustainability commitment and/or work with them to reduce the impact to the environment of our resource needs as well as improve worker conditions.
- We purchase “green” (i.e. recyclable, reusable, non-toxic, compostable, fair trade and made from 100% post-consumer recycled materials) supplies, products, and materials.
- We specify locally manufactured products in procuring goods.
- We specify products that use the Electronic Products Environmental Assessment Tool (EPEAT) standards in procuring goods.
- None.
- Other – describe other ways your company monitors and manages your supply chain concerning environmental issues.

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4. Does your company promote sustainable transportation in its operations? Please select all that apply:

- We own, rent, or lease electric fleet vehicles.
- We own, rent, or lease hybrid or natural gas fueled fleet vehicles.
- We encourage carpooling, public transportation, and using other alternative modes of transportation.
- We subsidize public transportation for employees.
- We have an established Green Transportation Plan
- We are developing a Green Transportation Plan
- We offer flexible hours, telecommuting, or a compressed work week.
- We utilize teleconference, video conference, WebEx or GoTo Meetings (or other similar conferencing services).
- None
- Other – describe other ways your company promotes sustainable transportation. If applicable, use this space to describe your company’s Green Transportation Plan (whether existing or in development).

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5. What does your company do to minimize the environmental impacts associated with shipping? Please check the items that apply:

- We have established company policies and procedures that minimize the need for shipping in the first place
- We combine deliveries with customer visits.
- We consolidate deliveries.
- We use bike couriers for local delivery.
- We utilize electronic communications and electronic transfer of documents, such as e-mail, fax and Portable Document Format (PDF).
- We specify products that can be purchased locally within a 500-mile radius of the delivery location in procuring goods.
- We are currently evaluating what the company can do to minimize the environmental impacts associated with shipping (must describe below; no additional points awarded for providing this description).
- Our packaging/shipping materials are reusable.
- Our packaging/shipping materials are made from 100% post-consumer recycled materials.
- N/A
- Other – describe what your company does to minimize the environmental costs associated with shipping. If applicable, use this space to provide required description(s).

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6. Has your company ever been cited for non-compliance of any law, regulation, ordinance, code, rule, standard, or policy regarding an environmental or safety issue? Please check the item that applies:

- No, my company HAS NOT been cited for non-compliance regarding an environmental or safety issue.
- Yes, my company HAS been cited for non-compliance of an environmental or safety issue.
- N/A State the reason, date and outcome of the citation:

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7. What programs do you have, either in place or currently being planned, to promote resource efficiency? Examples include energy or waste audit programs. Please check the items that apply:

- We have an established zero waste program.
- We utilize a facilities energy management system.
- We have adopted a climate action plan.
- We have a water conservation program.
- We have formed a sustainability committee to identify sustainable solutions for our company.
- We are a member of various sustainability organizations.
- We are recognized by peers and environmental organizations for providing leadership in



Sustainability.

None

Other - what other programs do you have in place or planned for promoting resource. Efficiency?

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8. If your business's proposal involves the provision of a product, does the manufacturer of the product, whether your business or an outside entity, have a sustainability policy statement? Please check the item that applies:

No, the manufacturer of the product that I am proposing DOES NOT have a sustainability policy statement.

Yes, the manufacturer of the product that I am proposing HAS a sustainability policy statement.

Not applicable.

Provide Sustainability Policy Statement:

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9. If your business's proposal involves the provision of a product, has the manufacturer of the product, whether your business or an outside entity, ever been cited for non-compliance of any law, regulation, ordinance, code, rule, standard, or policy regarding an environmental or safety issue? Please check the item that applies:

No, the manufacturer of the product that I am proposing HAS NOT been cited for noncompliance regarding an environmental or safety issue.

Yes, the manufacturer of the product that I am proposing HAS been cited for noncompliance regarding an environmental or safety issue.

Not applicable.

Provide reason, date and outcome of the citation:

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10. If your business's bid/proposal involves the provision of a product, has an environmental life-cycle analysis of the product that you are proposing been conducted by a certified testing organization, such as Green Seal, Energy Star, and Cradle to Cradle? Please check the item that applies.

No, an environmental life-cycle analysis of the product that I am bidding/proposing HAS NOT been conducted by a certified testing organization, such as Green Seal.

- Yes, an environmental life-cycle analysis of the product that I am bidding/proposing HAS been conducted by a certified testing organization, such as Green Seal.
- Not applicable.

Provide certification:

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**SIGNATURE PAGE**

Contact Information	Response	
Company Name including DBA		
List Type of Organization (Corporation, Partnership, etc.)		
Name, Title, and Email Address of Person Authorized to Contract with Boulder County		
Company Address		
Company Phone Number		
Company Website		

**By signing below I certify that:**

I am authorized to bid on my company's behalf.

I am not currently an employee of Boulder County.

None of my employees or agents is currently an employee of Boulder County.

I am not related to any Boulder County employee or Elected Official.

(Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

\_\_\_\_\_  
**Signature of Person Authorized to Bid on  
 Company's Behalf**

\_\_\_\_\_  
**Date**

Note: If you cannot certify the above statements, please explain in a statement of explanation.

## BOULDER COUNTY SAMPLE CONTRACT

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THIS CONTRACT ("Contract") is entered into by and between the County of Boulder, State of Colorado, a body corporate and politic, acting by and through its Board of County Commissioners for the benefit of the [Department] ("County") and [Supplier] ("Contractor"). County and Contractor are each a "Party," and collectively the "Parties."

In consideration of the mutual covenants contained in this Contract, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Incorporation into Contract: The **Details Summary** is incorporated into this Contract. The **Contract Documents** are incorporated into this Contract by reference, except to the extent that the Proposal, if any is incorporated, contains any obligations placed upon County and not otherwise contained in this Contract.
2. Work to be Performed: Contractor will provide all labor and equipment and do all tasks necessary and incidental to performing the work as described in the **Details Summary** and **Contract Documents** (the "Work"). Contractor will perform the Work (a) in a good and workmanlike manner, (b) at its own cost and expense, (c) in accordance with recognized industry standards of care, skill and diligence for the type of work being performed, and (d) in strict accordance with the Contract.
3. Term of Contract: The **Contract Term** begins on the **Start Date** and expires on the **Expiration Date**, unless terminated sooner. All the Work must be performed during the **Contract Term**.
4. Payment for Work Performed: In consideration of the Work performed by Contractor, and subject to conditions contained in this Contract, County will pay an amount not to exceed the **Contract Amount** to Contractor in accordance with the **Contract Documents**.
5. Invoicing: Contractor will promptly provide a copy of its Form W-9 and invoice template to County upon request. Contractor must submit an invoice to the County by the fifteenth (15th) day of the month following completion of the Work. All invoices submitted require the following components: Contractor's name and address (submitted W-9 address must match remit address), detailed description of services, dates of services, itemization of labor and materials costs, "Bill to: Boulder County" language, payment remittance address, payer, name and address, date of invoice, unique invoice number, and total amount due. Contractor must send all completed invoices to the **Invoice Contact** in the **Details Summary**. Email delivery is preferred by the County; County may require delivery of invoices by email. Failure to submit invoices in a timely manner and in accordance with the terms of this Contract may cause a delay in payment. County may recoup any damages incurred because of Contractor's failure to submit invoices pursuant to the terms of this paragraph. County's acceptance or payment of an invoice will not constitute acceptance of any Work performed under this Contract.
6. Extra Time to Complete the Work: If Contractor cannot complete the Work by the **Expiration Date**, Contractor may request extra time to complete the Work. County, in its sole discretion, may grant Contractor additional time to complete the Work and, if so, will provide Contractor with written notice of the amount of extra time granted. County granting extra time to complete the Work will not

entitle Contractor to additional compensation from County. This Contract will remain in full force and effect during any time period that Contractor is permitted to finish completing the Work.

7. Extension of Contract Term (Additional Work): Upon mutual agreement of the Parties, this Contract may be extended until the **Final End Date**. During any extended **Contract Term**, the terms of this Contract will remain in full force and effect, unless otherwise amended in writing by the Parties. Where the Contractor will provide additional services for additional compensation beyond the initial **Contract Amount**, the Parties must execute a written amendment before the then-current **Expiration Date**. If necessary, the written amendment will incorporate an updated Scope of Work and updated Fee Schedule as exhibits. Contractor must provide a current Certificate of Insurance to the County that complies with the **Insurance Requirements** of this Contract, if any, prior to any extended **Contract Term**.

8. Schedule of Work: County may designate the hours (on a daily or weekly basis) during which Contractor can perform the Work, strictly for the purposes of minimizing inconvenience to the County and interference with County operations. Contractor will otherwise set its own work schedule.

9. Indemnity: Contractor will be liable for any damages to persons or property caused by or arising out of the actions, obligations, or omissions of Contractor, its employees, agents, representatives or other persons acting under Contractor's direction or control in performing or failing to perform the Work under this Contract. Contractor will indemnify and hold harmless County, its elected and appointed officials, and its employees, agents and representatives (the "indemnified parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including attorneys' fees, which may be made or brought or which may result against any of the indemnified parties as a result or on account of the actions or omissions of Contractor, its employees, agents or representatives, or other persons acting under Contractor's direction or control. This indemnification obligation will extend to claims based on Contractor's unauthorized use or disclosure of confidential information and intellectual property infringement. County will not be obligated to indemnify or defend Contractor under any circumstances. Contractor's obligations under this provision shall survive expiration or termination of this Contract.

10. Nondiscrimination: Contractor will comply with the letter and spirit of the Colorado Anti-Discrimination Act, C.R.S. § 24-34-401, et seq., as amended, and all applicable local, State and Federal laws concerning discrimination and unfair employment practices. County prohibits unlawful discrimination on the basis of race, color, religion, gender, gender identity, national origin, age 40 and over, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable Federal, State or local law. Contractor must require that its subcontractors, if any, similarly comply with all applicable laws concerning discrimination and unfair employment practices.

11. Information and Reports: Contractor will provide to authorized County, State, and Federal government representatives all information and reports that may be required for any purpose authorized by law. Contractor will permit access to such representatives to Contractor's facilities, books, records, accounts, and any other relevant sources of information. Where information required by a representative is in the exclusive possession of a person or entity other than Contractor, Contractor must so certify to the County and explain what efforts it has made to obtain the information.

12. Independent Contractor: Contractor is an independent contractor for all purposes in performing the Work. Contractor is not an employee of the County for any purpose, including the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the Colorado Workers' Compensation Act, the Colorado Unemployment Insurance Act, and the Public Employees Retirement Association. Accordingly, County will not withhold or pay any income tax, payroll tax, or retirement contribution of any kind on

behalf of Contractor or Contractor's employees. As an independent contractor, Contractor is responsible for employing and directing such personnel and agents as it requires to perform the Work. Contractor will exercise complete authority over its personnel and agents and will be fully responsible for their actions.

13. Termination for Non-Appropriation: The other provisions of this Contract notwithstanding, the County is prohibited by law from making commitments beyond the current fiscal year. Payment to Contractor beyond the current fiscal year is contingent on the appropriation and continuing availability of funding in any subsequent year. County has reason to believe that sufficient funds will be available for the full **Contract Term**. Where, however, funds are not allocated for any fiscal period beyond the current fiscal year, County may terminate this Contract without penalty by providing seven (7) days' written notice to Contractor.

14. Termination for Breach: Either Party's failure to perform any of its material obligations under this Contract, in whole or in part or in a timely or satisfactory manner, will be a breach. The institution of proceedings under any bankruptcy, insolvency, reorganization or similar law, by or against Contractor, or the appointment of a receiver or similar officer for Contractor or any of its property, which is not vacated or fully stayed within thirty (30) days after the institution of such proceeding, will also constitute a breach. In the event of a breach, the non-breaching Party may provide written notice of the breach to the other Party. If the notified Party does not cure the breach, at its sole expense, within thirty (30) days after delivery of notice, the non-breaching Party may exercise any of its remedies provided under this Contract or at law, including immediate termination of this Contract.

15. Termination for Convenience: County may terminate this Contract, in whole or in part, for any reason, upon seven (7) days' advance written notice to Contractor.

16. Remedies for Non-Performance: If Contractor fails to perform any of its obligations under this Contract, County may, at its sole discretion, exercise one or more of the following remedies, which shall survive expiration or termination of this Contract:

a. Suspend Performance: County may require that Contractor suspend performance of all or any portion of the Work pending necessary corrective action specified by the County and without entitling Contractor to an increase in compensation or extension of the performance schedule. Contractor must promptly stop performance and incurring costs upon delivery of a notice of suspension by the County.

b. Withhold Payment Pending Corrections: County may permit Contractor to correct any rejected Work at the County's discretion. Upon County's request, Contractor must correct rejected work at Contractor's sole expense within the time frame established by the County. Upon completion of the corrections satisfactory to the County, County will remit payment to Contractor.

c. Deny Payment: County may deny payment for any Work that does not comply with the requirements of the Contract or that Contractor otherwise fails to provide or complete, as determined by the County in its sole discretion. Upon County request, Contractor will promptly refund any amounts prepaid by the County with respect to such non-compliant Work.

d. Removal: Upon County's request, Contractor will remove any of its employees or agents from performance of the Work, if County, in its sole discretion, deems any such person to be incompetent, careless, unsuitable, or otherwise unacceptable.

17. Binding Arbitration Prohibited: County does not agree to binding arbitration by any extra-judicial body or person.

18. Conflicts of Interest: Contractor must not engage in any business or personal activities or practices or maintain any relationships that conflict in any way with the full performance of Contractor's obligations.

19. Notices: All notices provided under this Contract must be in writing and sent by Certified U.S. Mail (Return Receipt Requested), electronic mail, or hand-delivery to the other Party's **Contact** at the address specified in the **Details Summary**. For certified mailings, notice periods will begin to run on the day after the postmarked date of mailing. For electronic mail or hand-delivery, notice periods will begin to run on the date of delivery.

20. Statutory Requirements: This Contract is subject to all statutory requirements that are or may become applicable to counties or political subdivisions of the State of Colorado generally, including but not limited to: C.R.S. § 38-26-107, which requires withholding funds where the County receives a claim for payment from a supplier or subcontractor of Contractor upon notice of final settlement (required for public works contracts that exceed \$150,000); C.R.S. § 8-17-101 et seq.; C.R.S. § 18-8-301, et seq.; and C.R.S. § 18-8-401, et seq.

21. Public Contracts for Services (C.R.S. §§ 8-17.5-101, et seq.): Contractor hereby certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this Contract and further certifies that it will confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Contract by participating in the E-Verify Program established under Pub. L. 104-28 or the department verification program established under C.R.S. § 8-17.5-102(5)(c). Contractor (i) shall not knowingly employ or contract with an illegal alien to perform work under this Contract; (ii) shall not enter into a contract with a subcontractor that fails to certify to the contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract; (iii) has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Contract through participation in the E-Verify program or department program; (iv) is prohibited from using either the E-Verify program or department program procedures to undertake preemployment screening of job applicants while this Contract is being performed; and (v) shall comply with any reasonable request by the department made in the course of an investigation that the Colorado Department of Labor and Employment is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5). If Contractor obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with an illegal alien, Contractor shall (a) notify the subcontractor and County within three (3) days that Contractor has actual knowledge that subcontractor is employing or contracting with an illegal alien; and (b) terminate the subcontract if, within three (3) days of receiving notice hereunder, subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien. Contractor's violation of this provision will constitute a material breach of this Contract, entitling the County to terminate the contract for breach. If this Contract is so terminated, Contractor shall be liable for actual and consequential damages to the County.

22. Entire Agreement/Binding Effect/Amendments: This Contract represents the complete agreement between the Parties and is fully binding upon them and their successors, heirs, and assigns, if any. This Contract terminates any prior agreements, whether written or oral in whole or in part, between the Parties relating to the Work. This Contract may be amended only by a written agreement signed by both Parties.

23. Assignment/Subcontractors: This Contract may not be assigned or subcontracted by Contractor without the prior written consent of the County. If Contractor subcontracts any of its obligations under this Contract, Contractor will remain liable to the County for those obligations and will also be responsible for subcontractor's performance under, and compliance with, this Contract.

24. Governing Law/Venue: The laws of the State of Colorado govern the construction, interpretation, performance, and enforcement of this Contract. Any claim relating to this Contract or breach thereof may only be brought exclusively in the Courts of the 20<sup>th</sup> Judicial District of the State of Colorado and the applicable Colorado Appellate Courts.

25. Breach: The failure of either Party to exercise any of its rights under this Contract will not be deemed to be a waiver of such rights or a waiver of any breach of the Contract. All remedies available to a Party in this Contract are cumulative and in addition to every other remedy provided by law.

26. Severability: If any provision of this Contract becomes inoperable for any reason but the fundamental terms and conditions continue to be legal and enforceable, then the remainder of the Contract will continue to be operative and binding on the Parties.

27. Third-Party Beneficiary: Enforcement of the terms and conditions and all rights and obligations of this Contract are reserved to the Parties. Any other person receiving services or benefits under this Contract is an incidental beneficiary only and has no rights under this Contract. Notwithstanding, where the beneficiary **Department** is led by an Elected Official, such Elected Official shall be considered a third-party beneficiary.

28. Colorado Open Records Act: County may disclose any records that are subject to public release under the Colorado Open Records Act, C.R.S. § 24-72-101, et seq.

29. Conflict of Provisions: If there is any conflict between the terms of the main body of this Contract and the terms of any of the **Contract Documents**, the terms of the main body of the Contract will control.

30. Governmental Immunity: Nothing in this Contract shall be construed in any way to be a waiver of the County's immunity protection under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as amended.

31. Representations and Warranties: Contractor represents and warrants the following:

- a. Execution of this Contract and performance thereof is within Contractor's duly authorized powers;
- b. The individual executing this Contract is authorized to do so by Contractor;
- c. Contractor is authorized to do business in the State of Colorado and is properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over the Work and the Contractor; and
- d. Contractor and its subcontractors, if any, are financially solvent, able to pay all debts as they mature, and have sufficient working capital to complete the Work and perform all obligations under the Contract.

32. Legal Compliance: Contractor assumes full responsibility for obtaining and maintaining any permits and licenses required to perform the Work. Contractor's performance under this Contract and the Work itself will comply with all Federal, State, and local laws, regulations, ordinances and codes.

33. Litigation Reporting: Contractor is not currently involved in any action before a court or other administrative decision-making body that could affect Contractor's ability to perform the Work. Contractor will promptly notify the County if Contractor is served with a pleading or other document in connection with any such action.

34. Tax Exemption: County is exempt from payment of Federal, State, and local government taxes. Contractor shall collect no tax from the County, and the County shall not be liable to pay any



taxes imposed on Contractor. County shall provide its tax exemption status information to Contractor upon request.

35. Delegation of Authority: The Parties acknowledge that the Board of County Commissioners has delegated authority to the Department Head or Elected Official that leads the beneficiary **Department** and their designees to act on behalf of the County under the terms of this Contract, including but not limited to the authority to terminate this Contract.

36. Ownership of Work Product: All work product, property, data, documentation, information or materials conceived, discovered, developed or created by Contractor pursuant to this Contract ("Work Product") will be owned exclusively by the County. To the extent possible, any Work Product will be deemed to be a work made for hire. Contractor unconditionally and irrevocably transfers and assigns to the County all right, title and interest in and to any Work Product.

37. Publicity Releases: Contractor will not refer to this Contract or the County in commercial advertising without prior written consent of the County. This provision shall survive expiration or termination of this Contract.

38. Execution by Counterparts; Electronic Signatures: This Contract may be executed in multiple counterparts, each of which will be deemed an original, but all of which will constitute one agreement. The Parties approve the use of electronic signatures, governed by the Uniform Electronic Transactions Act, C.R.S. §§ 24 71.3 101 to 121. The Parties will not deny the legal effect or enforceability of this Contract solely because it is in electronic form or because an electronic record was used in its creation. The Parties will not object to the admissibility of this Contract in the form of electronic record, or paper copy of an electronic document, or paper copy of a document bearing an electronic signature, because it is not in its original form or is not an original.

39. Limitation on Public Statements and Lobbying Activity. During the term of this Contract, Contractor may receive from the County its confidential data, work product, or other privileged or confidential information that is protected by law. To maintain the fact and appearance of absolute objectivity, Contractor shall not, without the prior written consent of the County, which shall not be unreasonably withheld, do any of the following: (a) disclose information obtained because of this contractual relationship to any third party; (b) lobby any State or Federal agency on any pending matter while this Contract is effective; or (c) make any public statements or appear at any time to give testimony at any public meeting on the subject matters regarding which Contractor is or was retained by the County. County may set reasonable conditions on any disclosure authorized by the County under this provision. Notwithstanding, Contractor may make disclosures as required by law, and to law enforcement officials in connection with any criminal justice investigation.

40. Sustainability: County encourages Contractor to consider the procurement and use of environmentally preferable products and services while performing services under this Contract. "Environmentally preferable purchasing" means making purchasing choices for products and services that have a lesser or reduced adverse effect on human health and the environment when compared with competing products and services that serve the same purpose. Environmentally preferable purchasing is consistent with the County's commitment to protecting our air, water, soil, and climate for current and future generations. County encourages Contractor to incorporate the following actions into Contractor's performance of the Work: environmentally preferable supplies and services; conservation of water; efficient energy use; waste prevention; reuse and recycle construction and de-construction materials in a manner that maximizes reuse of materials; sustainable transportation choices, including consideration to business communication software such as Skype alternative to air travel and public transit or carpooling for in-person meetings; pollution prevention; low toxicity for public health & safety; and reduced emissions to address climate change.

41. **Insurance Requirements:** Prior to commencing the Work, Contractor will provide a Certificate of Insurance to the County demonstrating adequate insurance coverage as required by this paragraph. All policies evidencing coverage required by the Contract will be issued by insurance companies satisfactory to the County. Contractor will forward Certificates of Insurance directly to the **County Department** and **Contact** listed in the **Details Summary**.

a. For the entire duration of this Contract including any extended or renewed terms, and longer as may be required by this Contract, Contractor shall procure and maintain at its own expense, and without cost to the County, the following kinds and minimum amounts of insurance to insure the liability risks that Contractor has assumed under this Contract:

i. **Commercial General Liability**

***Non-Construction contracts use the following language:***

This coverage should be provided on an Occurrence Form, ISO CG001 or equivalent, with Minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate.

***Construction Contracts only – include the following paragraph:***

Coverage should be provided on an Occurrence form, ISO CG0001 or equivalent. The policy shall be endorsed to include Additional Insured Owners, Lessees or Contractors endorsements CG 2038 (or equivalent), Designated Construction Project(s) General Aggregate Endorsement CG2503 (or equivalent) and Additional Insured Completed Operations for Owners, Lessees or Contractors CG 2037 (or equivalent). Minimum limits required of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products/Completed Operations Aggregate. The County requires the Products/Completed Operations coverage to be provided 3 years after completion of construction. An endorsement must be included with the certificate.

iii. **Workers' Compensation and Employer's Liability**

Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.

***This coverage may not be required if contractor is not mandated under State law to maintain this coverage. A waiver is available on the contracts routing website.***

iv. **Umbrella / Excess Insurance**

Umbrella/Excess Liability insurance in the amount **\$[X],000,000.00**, following form.

***This insurance is a broad, high-limit policy, which acts more than the underlying primary insurance policy. This coverage is designed to provide additional liability limits beyond the primary insurance limits and is triggered upon the underlying limits becoming exhausted. Umbrella / Excess insurance is most commonly required when an exposure to the County could potentially create liabilities in excess of the basic insurance limits. The most common limits for these policies range from \$2,000,000 to \$5,000,000.***

***Please consult with Risk Management if you feel this coverage should be required.***

**IN ADDITION TO THE ABOVE, ONE OR MORE OF THE FOLLOWING FOUR (4) INSURANCE COVERAGES MAY BE REQUIRED. CONTACT RISK MANAGEMENT IF YOU HAVE QUESTIONS ABOUT WHICH INSURANCE COVERAGE TO INCLUDE. DELETE THIS INSTRUCTION (AND ANY INAPPLICABLE INSURANCE PARAGRAPHS) WHEN FINALIZING THE CONTRACT:**

v. **Professional Liability (Errors and Omissions)**

***All contractors required to be professionally certified by the State of Colorado (i.e., architects, engineers, doctors, nurses, etc.) and/or any consultants whose errors in judgment, planning, design, etc. could result in economic loss to the County must provide proof of professional liability coverage. This also applies to anyone managing or overseeing construction.***

Professional liability coverage with minimum limits of \$1,000,000 Per Loss and \$1,000,000 Aggregate. Professional Liability provisions indemnifying for loss and expense resulting from errors, omission, mistakes or malpractice is acceptable and may be written on a claims-made basis. The contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

vi. **Pollution Liability**

***This coverage is required whenever work under the contract involves pollution risk to the environment or losses caused by pollution conditions (including asbestos) that may arise from the operations of the Contractor described in the Contractor's scope of services.***

Coverage pay for those sums the Contractor becomes legally obligated to pay as damages because of Bodily Injury, Property Damage or environmental Damage arising out of a pollution incident caused by the Contractor's work including Completed Operations. Coverage shall include emergency response expenses, pollution liability during transportation (if applicable) and at Non-Owned Waste Disposal Site (if applicable). The Minimum limits required are \$1,000,000 Per Occurrence/Loss and \$1,000,000 Policy Aggregate. If the coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under this contract is completed. County shall be named as an additional insured for ongoing operations and completed operations.

vii. **Third Party Commercial Crime Insurance / Third Party Fidelity Bond**

***Crime / Third Party Fidelity covers the contractor and the contractor's employees when engaged in work for a client on behalf of the County. This coverage is for employee dishonesty, theft, embezzlement, forgery and alteration. Coverage is required when the contractor will be handling money or collecting fees on behalf of the County or when the contractor has access to client's personal property and/or documentation***

The Crime limit shall be \$1,000,000 Per Loss and include an endorsement for "Employee Theft of Client Property". In order to provide coverage to County during the course of this contract, Commercial Crime policies must be endorsed to cover Third Party Fidelity. Third party fidelity covers the vendor's employees when engaged in work for a client. In addition,

the County will be listed as loss payee on the commercial crime coverage. This third-party coverage can also be provided by obtaining a third-party fidelity bond.

viii. **Privacy / Cyber Liability Insurance**

As a provider of a service which *may* require the knowledge and retention of personal identifiable information including but not limited to, names, dates of birth, social security numbers, usernames, and passwords, and/or HIPAA sensitive personal information of clients served, the following minimum insurance limits are required:

Contractors with 10 or fewer County clients:	\$50,000
Contractors with 11 – 15 County clients:	\$500,000
Contractors with more than 25 County clients:	\$1,000,000

***If the scope does not pertain to clients directly, contact Risk Management for appropriate language.***

ix. **Sexual Abuse and Molestation Coverage**

As a provider of a service which has contact with individuals that are part of a sensitive population and are in a position of trust the following minimum insurance limits are required:

Contractors with 5 or fewer County clients:	\$100,000
Contractors with 6-10 County clients:	\$250,000
Contractors with 11-15 County clients:	\$500,000
Contractors with 16 or more County clients:	\$1,000,000

If the number of clients increases during the contract period, the required coverage limit will increase to correspond accordingly.

***If the scope does not pertain to clients directly, contact Risk Management for appropriate language.***

***THE STATED INSURANCE LIMITS FOR ALL COVERAGES ARE MINIMUM AMOUNTS; DEPENDING ON THE CONTRACT, HIGHER LIMITS MAY BE REQUIRED OR ADVISABLE. CONTACT RISK MANAGEMENT IF YOU HAVE ANY QUESTIONS ABOUT MINIMUM LIMITS. DELETE THIS PARAGRAPH WHEN FINALIZING THE CONTRACT.***

b. Boulder County as Additional Insured: Boulder County shall be named as an additional insured for General Liability, Umbrella/Excess Liability, and Pollution Liability, as designated in this Contract. Additional insured shall be endorsed to the policy.

**THE ADDITIONAL INSURED WORDING SHOULD BE AS FOLLOWS**: *County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insured.*

c. Notice of Cancellation: Each insurance policy required by this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days' prior written notice has been given to the County except when cancellation is for non-payment of premium, then ten (10) days' prior notice may be given. If any insurance company refuses to provide the required notice, Contractor or its insurance broker shall notify the County any cancellation, suspension, or nonrenewal of any insurance policy within seven (7) days of receipt of insurers' notification to that effect.

d. Insurance Obligations of County: County is not required to maintain or procure any insurance coverage beyond the coverage maintained by the County in its standard course of business. Any insurance obligations placed on the County in any of the **Contract Documents** shall be null and void.

e. Deductible: Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of Contractor.

f. Primacy of Coverage: Coverage required of Contractor and its subcontractors, if any, shall be primary over any insurance or self-insurance program carried by the County.

g. Subrogation Waiver: All insurance policies in any way related to this Contract secured or maintained by Contractor as required herein shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against County, its organizations, officers, agents, employees, and volunteers.

**[Signature Page to Follow]**

IN WITNESS WHEREOF, the Parties have executed and entered into this Contract as of the latter day and year indicated below.

<b>SIGNED for and on behalf of Boulder County</b>	<b>SIGNED for and on behalf of Contractor</b>
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:
↓↓ <i>For Board-signed documents only</i> ↓↓	
Attest:	<i>Initials</i>
Attestor Name:	
Attestor Title:	

**CONTRACTOR’S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statutes, § 8-17.5-101, et seq., as amended, as a prerequisite to entering into a contract for services with Boulder County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, et seq., in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

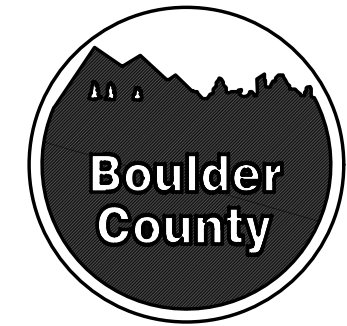
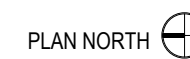
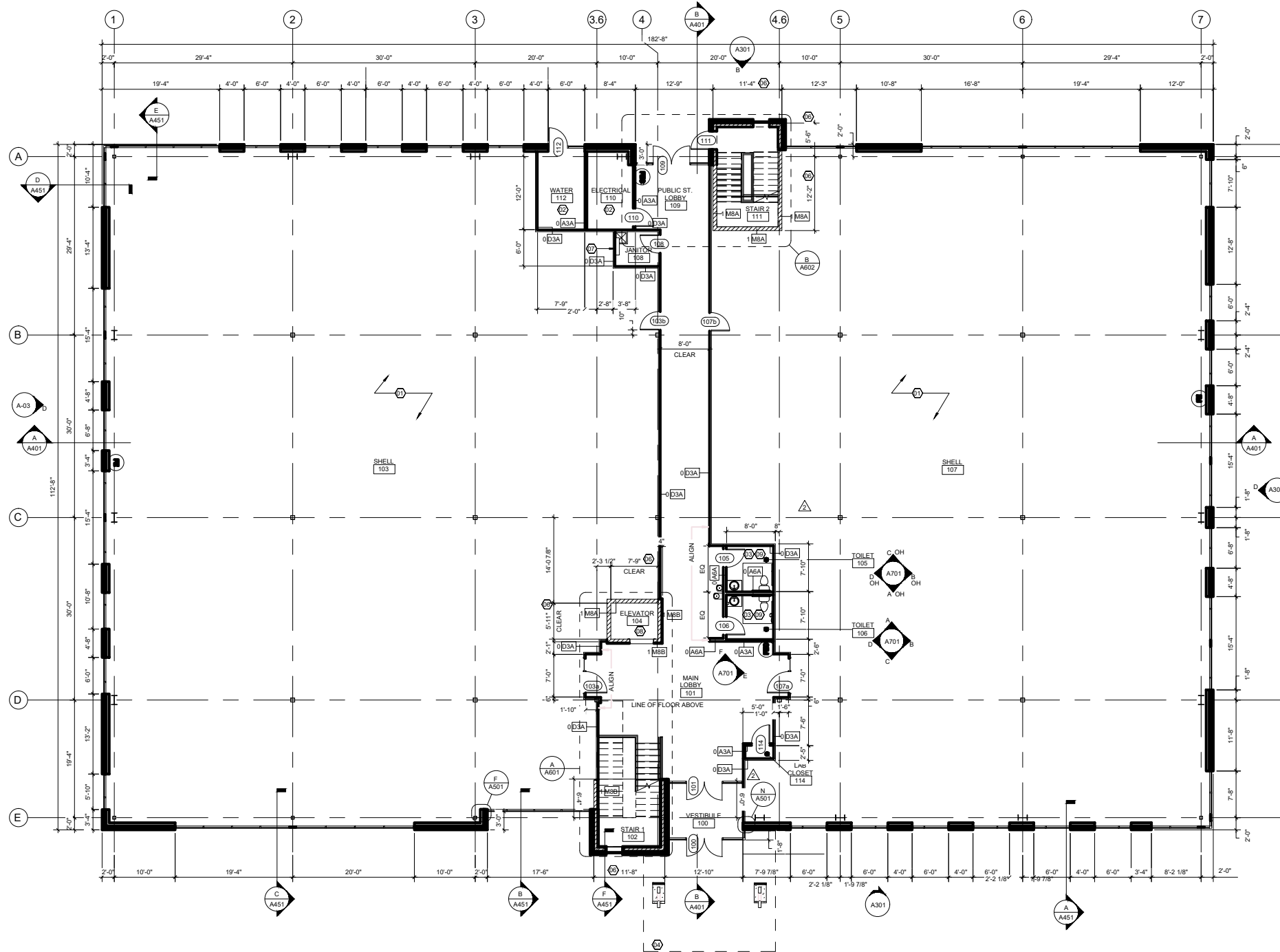
\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Note: Registration for the E-Verify Program can be completed at: <https://e-verify.uscis.gov/enroll/>.

# APPENDIX A



**Boulder  
County**

PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

P.O. BOX 471  
BOULDER, CO 80306

PHONE 303 441 4826  
jbutler@bouldercounty.org

## LEGEND

ORGANIZATION	SF	FTE

PUBLIC LOBBY/ CORRIDOR

**FLOOR GROSS: 40,169 SF**

**BOULDER COUNTY  
FACILITY PLAN  
SCALE: 1" = 20'**

**BOULDER COUNTY  
LAFAYETTE MINI HUB  
1755 S. PUBLIC ROAD, LAFAYETTE, CO.**

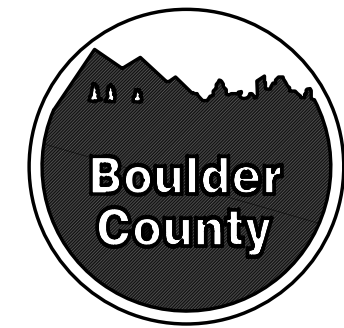
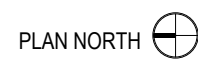
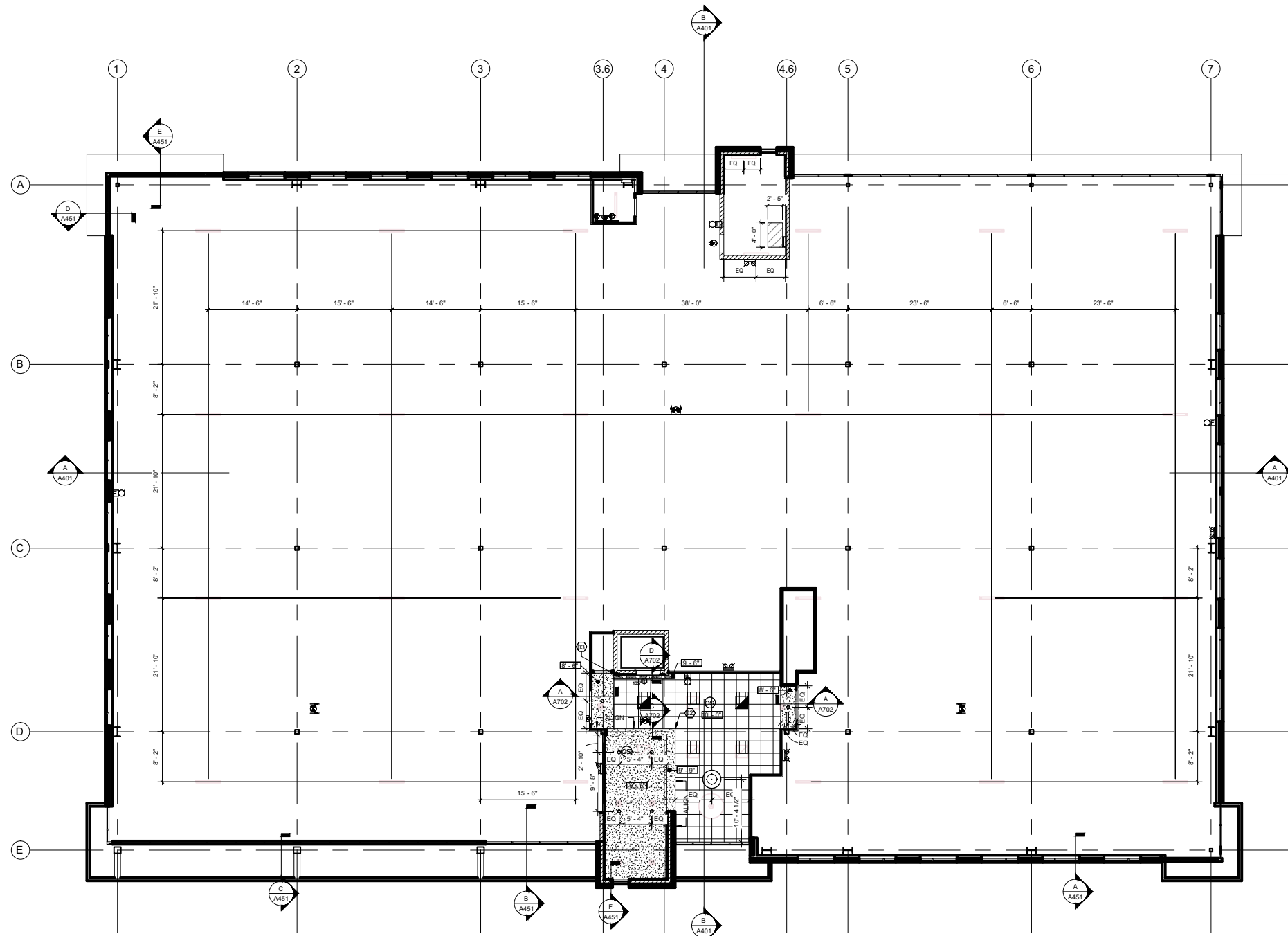
**FIRST FLOOR PLAN**

DATE: 4/ 22 / 2020

SHEET 1 OF 2



APPENDIX A



PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

P.O. BOX 471  
BOULDER, CO 80306

PHONE 303 441 4826  
jbutler@bouldercounty.org

**LEGEND**

ORGANIZATION	SF	FTE

PUBLIC LOBBY/ CORRIDOR

**FLOOR GROSS: 40,169 SF**

**BOULDER COUNTY  
FACILITY PLAN  
SCALE: 1" = 20'**

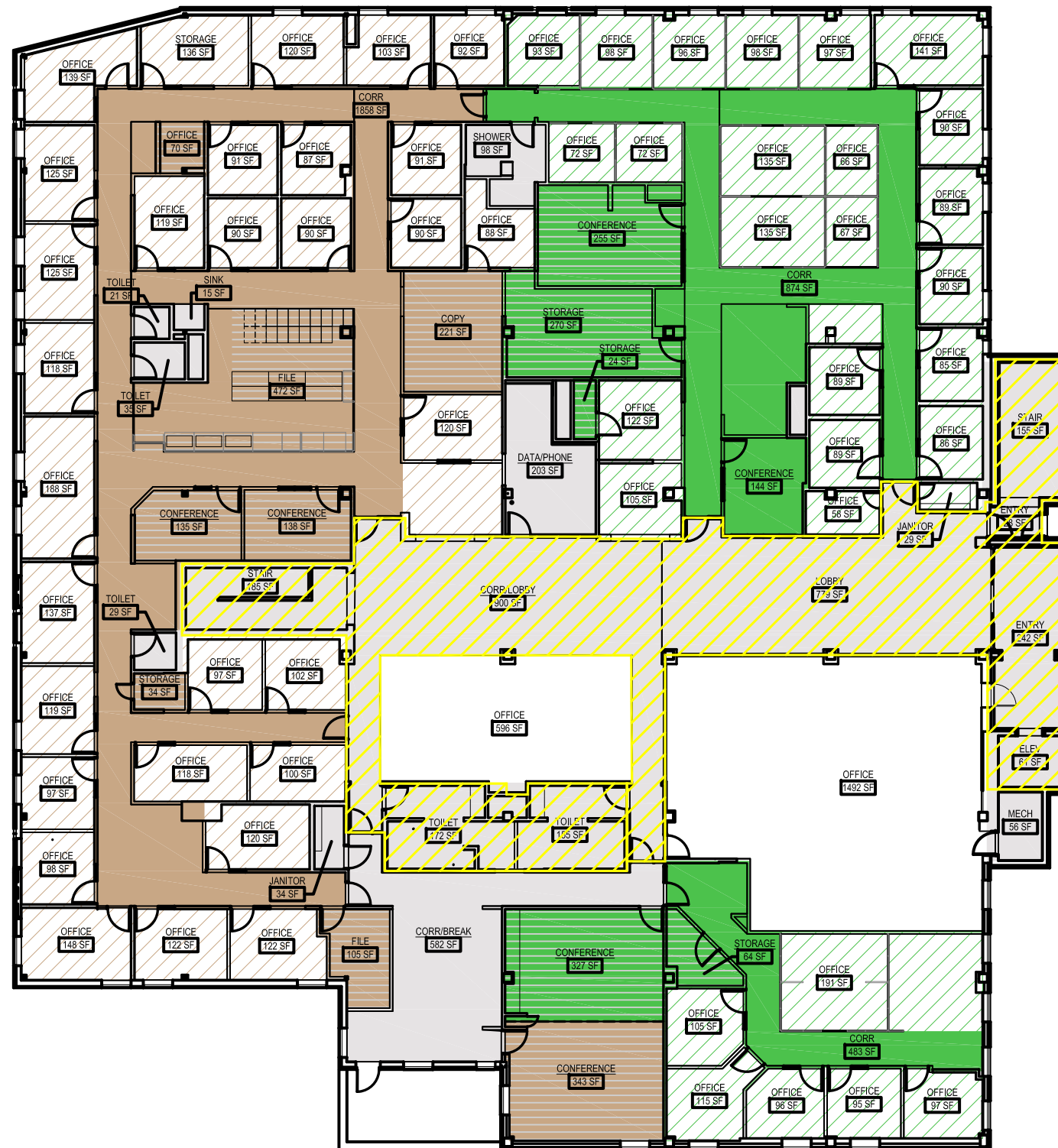
**BOULDER COUNTY  
LAFAYETTE MINI HUB  
1755 S. PUBLIC ROAD, LAFAYETTE, CO.**

**SECOND FLOOR PLAN**

DATE: 4/ 22 / 2020

SHEET 2 OF 2

**APPENDIX B**



PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

P.O. BOX 471  
BOULDER, CO 80306

PHONE 303 441 4826  
jbutler@bouldercounty.org

**LEGEND**

ORGANIZATION	SF	FTE
HOUSING & HUMAN SERVICES	2,965	30
HOUSING & HUMAN SERVICES SUPPORT	1,358	-
HOUSING & HUMAN SERVICES CORRIDOR	1,296	-
PUBLIC WORKS	3,798	53
PUBLIC WORKS SUPPORT	1,391	-
PUBLIC WORKS CORRIDOR	2,064	-
BUILDING SUPPORT	4,218	-
PUBLIC LOBBY/ CORRIDOR		

**FLOOR GROSS: 20,382 SF**

**BOULDER COUNTY  
FACILITY PLAN  
SCALE: 1" = 20'**

**BOULDER COUNTY  
2525 13th Street Building**

**SECOND FLOOR PLAN**

DATE: 4/ 6 / 2020

SHEET 1 OF 1

**APPENDIX B**



PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

P.O. BOX 471  
BOULDER, CO 80306

PHONE 303 441 4826  
jbutler@bouldercounty.org



PLAN NORTH

**LEGEND**

ORGANIZATION	SF	FTE
IT SERVICES	744	4
IT SUPPORT	2,785	-
IT CORRIDOR	507	-
CPP SUPPORT	451	-
BUILDING SUPPORT	1,794	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 24,197 SF**

**FLOOR GROSS: 7,073 SF**

**BOULDER COUNTY  
FACILITY PLAN  
SCALE: 1" = 15'**

**BOULDER COUNTY  
DTC COURTHOUSE (ANNEX)  
2045 13TH STREET**

**BASEMENT FLOOR PLAN**

DATE: 3/23/ 2020

SHEET 1 OF 4

**APPENDIX B**

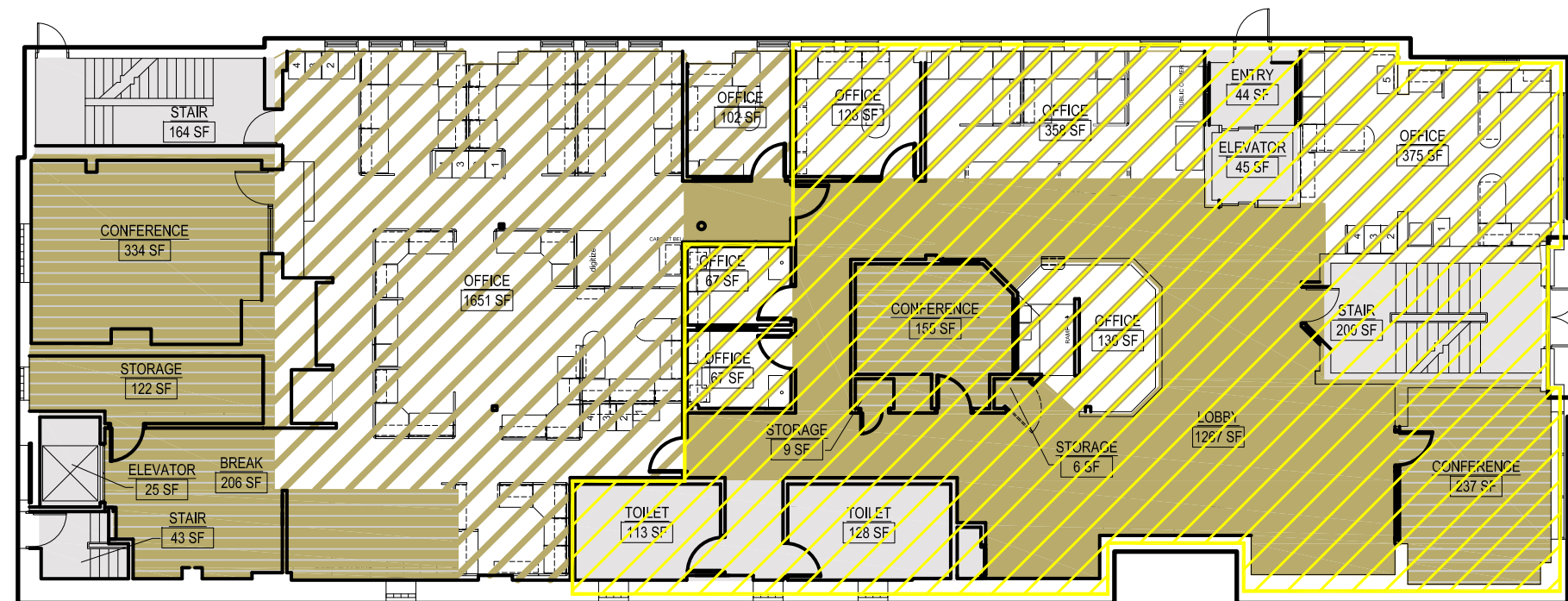


PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

P.O. BOX 471  
BOULDER, CO 80306

PHONE 303 441 4826  
jbutler@bouldercounty.org



PLAN NORTH

**LEGEND**

ORGANIZATION	SF	FTE
CPP	2,802	21
CPP SUPPORT	1,317	-
CPP CORRIDOR	1,407	-
BUILDING SUPPORT	920	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 24,197 SF**  
**FLOOR GROSS: 7,085 SF**

**BOULDER COUNTY  
FACILITY PLAN  
SCALE: 1" = 15'**

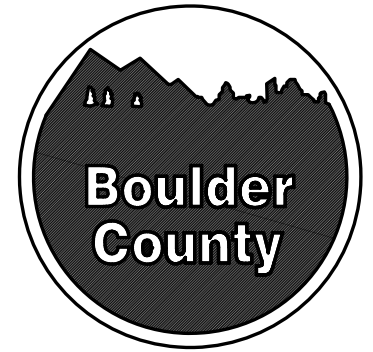
**BOULDER COUNTY  
DTC COURTHOUSE (ANNEX)  
2045 13TH STREET**

**FIRST FLOOR PLAN**

DATE: 3 / 23 / 2020

SHEET 2 OF 4

**APPENDIX B**



PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

P.O. BOX 471  
BOULDER, CO 80306

PHONE 303 441 4826  
jbutler@bouldercounty.org



**LEGEND**

ORGANIZATION	SF	FTE
CPP	2,714	19
CPP SUPPORT	1,245	-
CPP CORRIDOR	761	-
BUILDING SUPPORT	882	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 24,197 SF**  
**FLOOR GROSS: 6,131 SF**

**BOULDER COUNTY  
FACILITY PLAN  
SCALE: 1" = 15'**

**BOULDER COUNTY  
DTC COURTHOUSE (ANNEX)  
2045 13TH STREET**

**SECOND FLOOR PLAN**

DATE: 3/23/ 2020

SHEET 3 OF 4

**APPENDIX B**

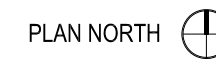
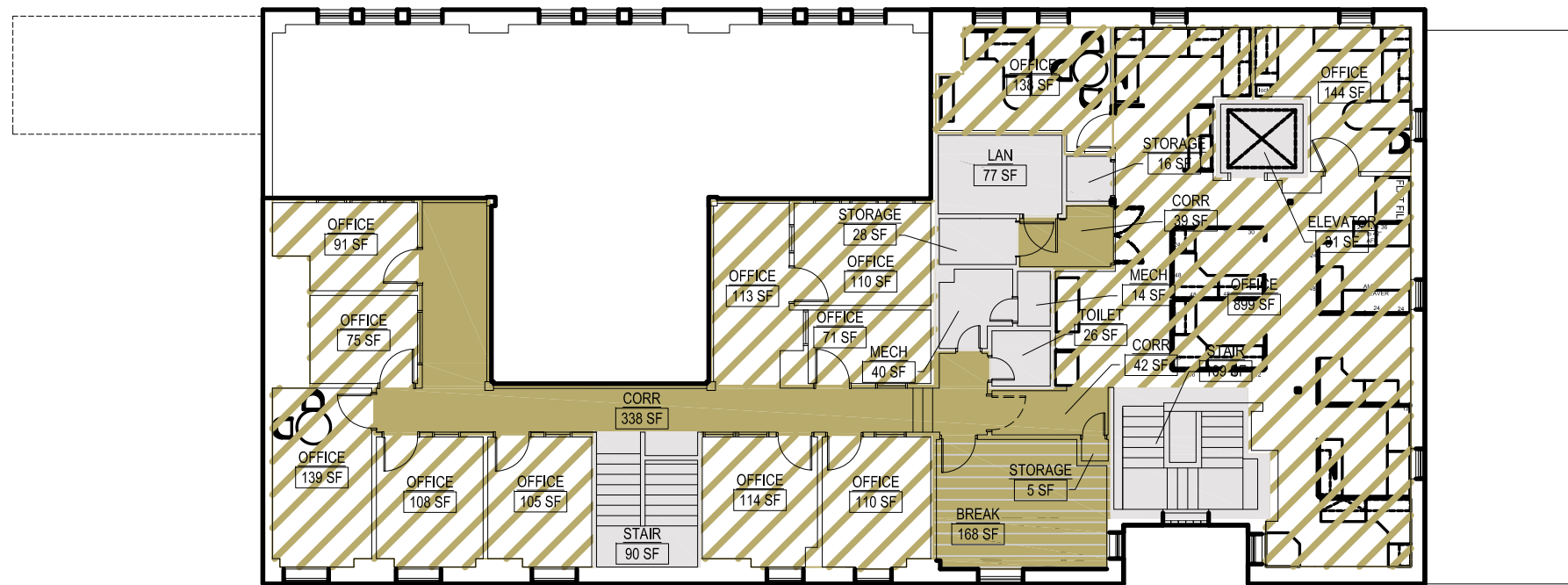


PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

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BOULDER, CO 80306

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**LEGEND**

ORGANIZATION	SF	FTE
CPP	2,327	18
CPP SUPPORT	183	-
CPP CORRIDOR	401	-
BUILDING SUPPORT	551	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 24,197 SF**  
**FLOOR GROSS: 3,908 SF**

**BOULDER COUNTY  
FACILITY PLAN  
SCALE: 1" = 15'**

**BOULDER COUNTY  
DTC COURTHOUSE (ANNEX)  
2045 13TH STREET**

**THIRD FLOOR PLAN**

DATE: 3/ 23 / 2020

SHEET 4 OF 4



**APPENDIX B**

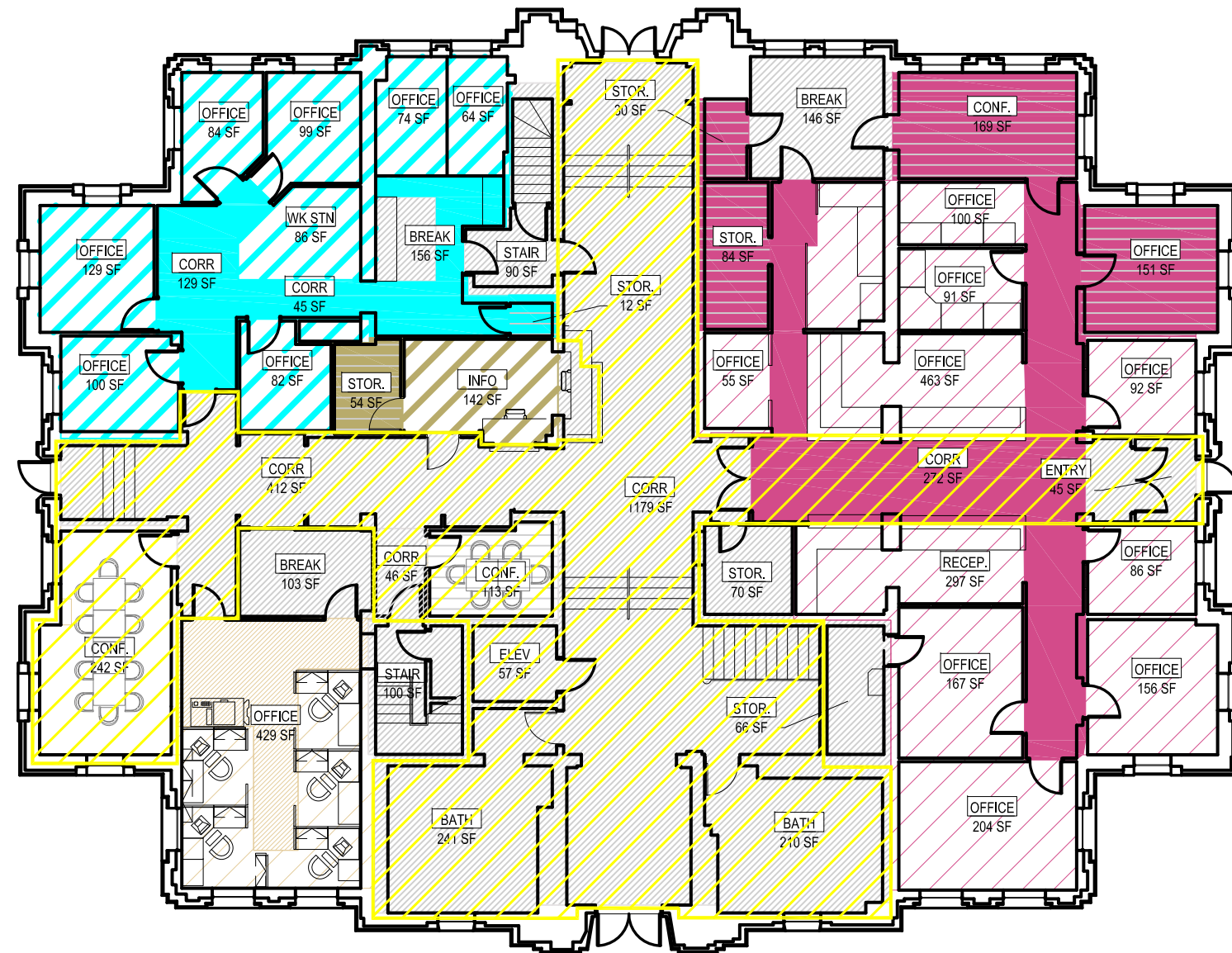


PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

P.O. BOX 471  
BOULDER, CO 80306

PHONE 303 441 4826  
jbutler@bouldercounty.org



PLAN NORTH

**LEGEND**

ORGANIZATION	SF	FTE
ASSESSORS	593	7
ASSESSORS SUPPORT	200	-
ASSESSORS CORRIDOR	198	-
COUNTY ADMIN.	142	3
COUNTY ADMIN. SUPPORT	54	-
OSCAR	759	10
OSCAR SUPPORT	118	-
OSCAR CORRIDOR	309	-
TREASURER	1,496	12
TREASURER SUPPORT	578	-
TREASURER CORRIDOR	612	-
BUILDING SUPPORT	2,966	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 32,368 SF**  
**FLOOR GROSS: 8,749 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 15'**

**BOULDER COUNTY**  
**DTC HISTORIC COURTHOUSE**  
**1325 PEARL STREET**

**FIRST FLOOR PLAN**

DATE: 3/ 24 / 2020

SHEET 1 OF 5

**APPENDIX B**

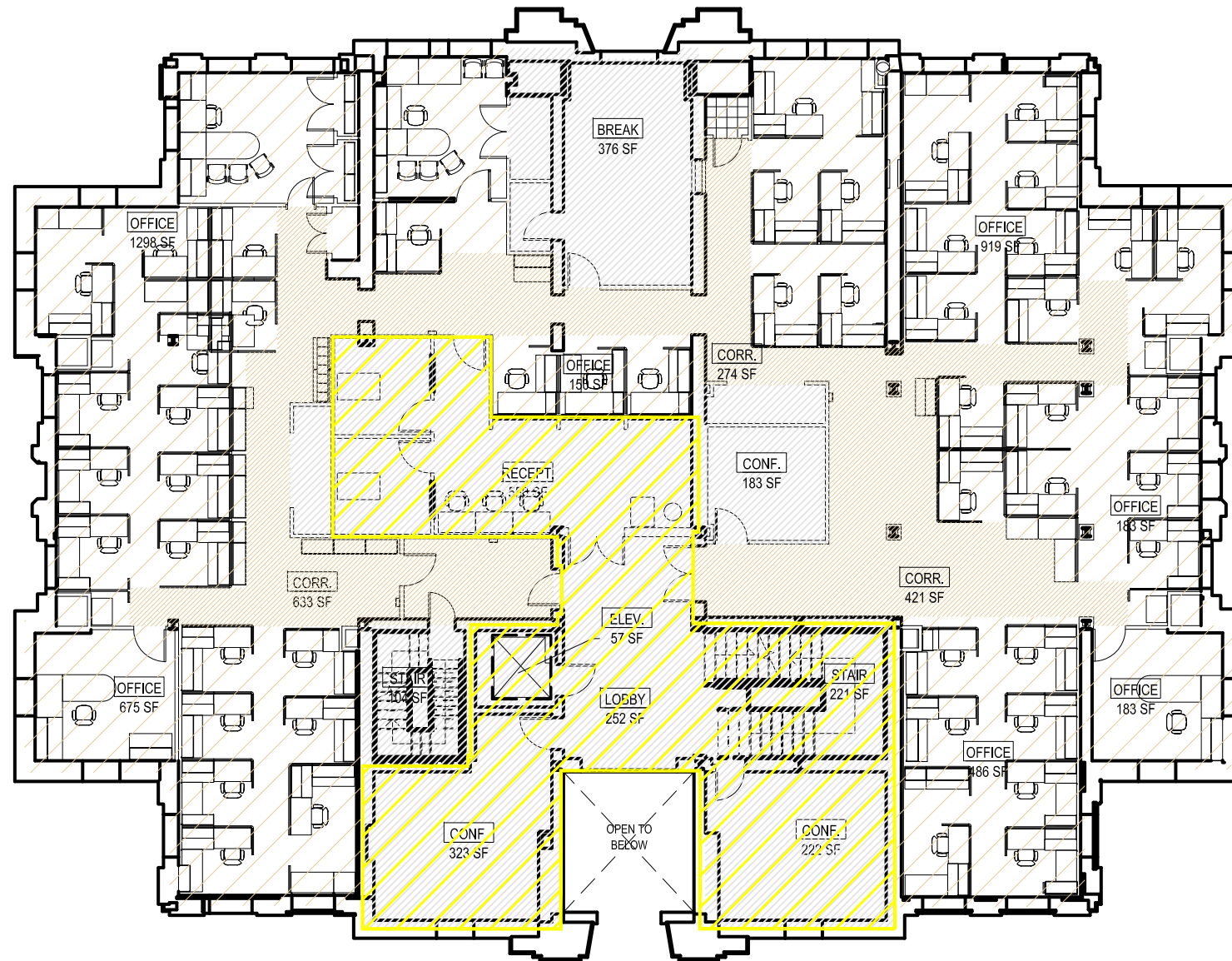


PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

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BOULDER, CO 80302

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**LEGEND**

ORGANIZATION	SF	FTE
ASSESSORS	3,605	45
ASSESSORS SUPPORT	913	-
ASSESSORS CORRIDOR	2,150	-
BUILDING SUPPORT	1,005	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 32,368 SF**  
**FLOOR GROSS: 8,774 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 15'**

**BOULDER COUNTY**  
**DTC HISTORIC COURTHOUSE**  
**1325 PEARL STREET**

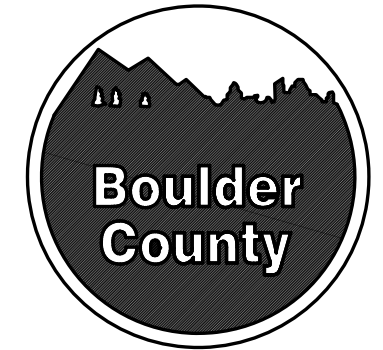
**SECOND FLOOR PLAN**

DATE: 3/ 24 / 2020

SHEET 2 OF 5



**APPENDIX B**

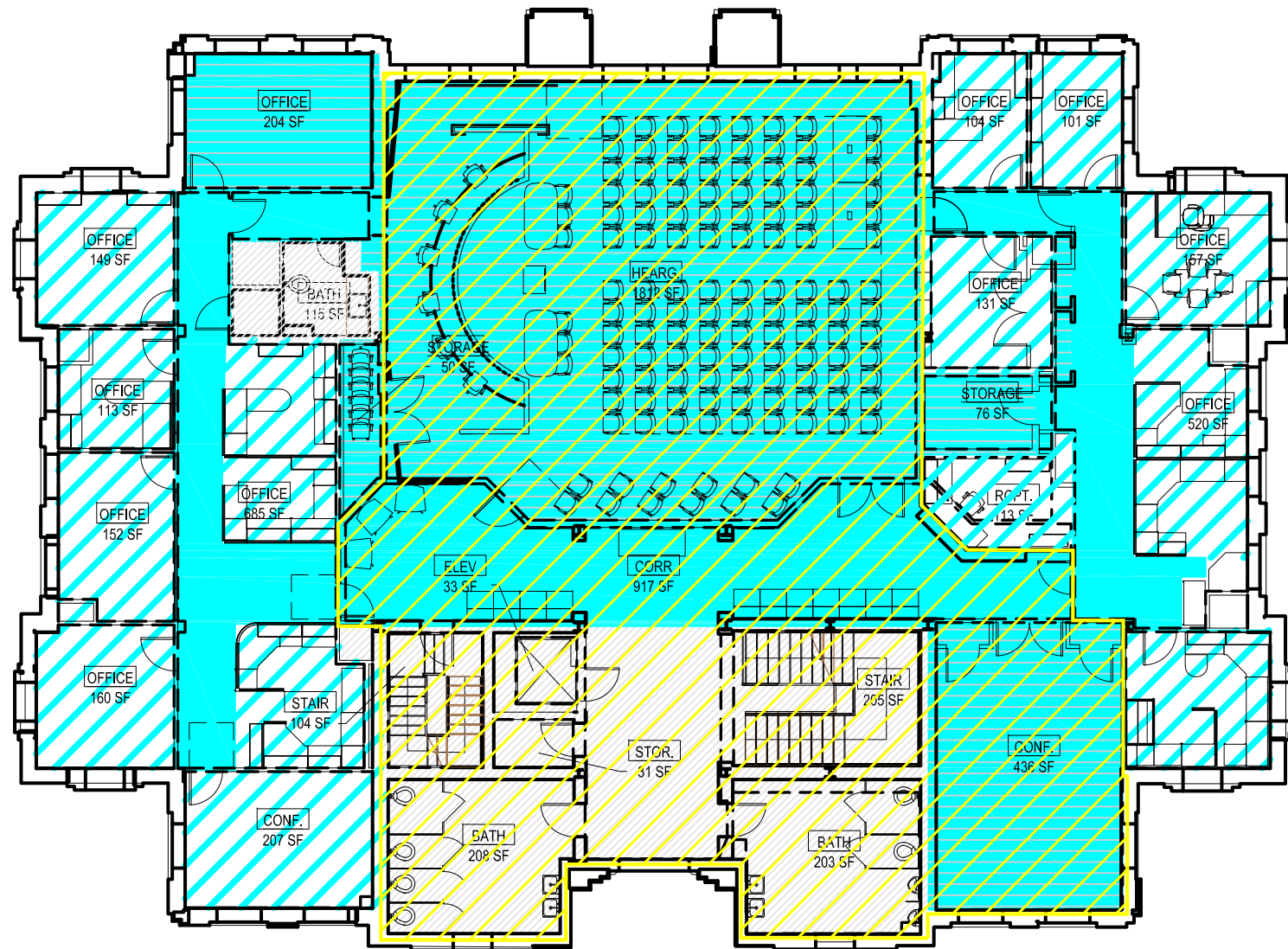


PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

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PLAN NORTH

**LEGEND**

ORGANIZATION	SF	FTE
BOARD OF COUNTY COMMISSIONERS	2,151	20
BOARD OF COUNTY COMMISSIONERS SUPPORT	2,900	-
BOARD OF COUNTY COMMISSIONERS CORRIDOR	1,317	-
BUILDING SUPPORT	1,292	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 32,368 SF**  
**FLOOR GROSS: 8,350 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 15'**

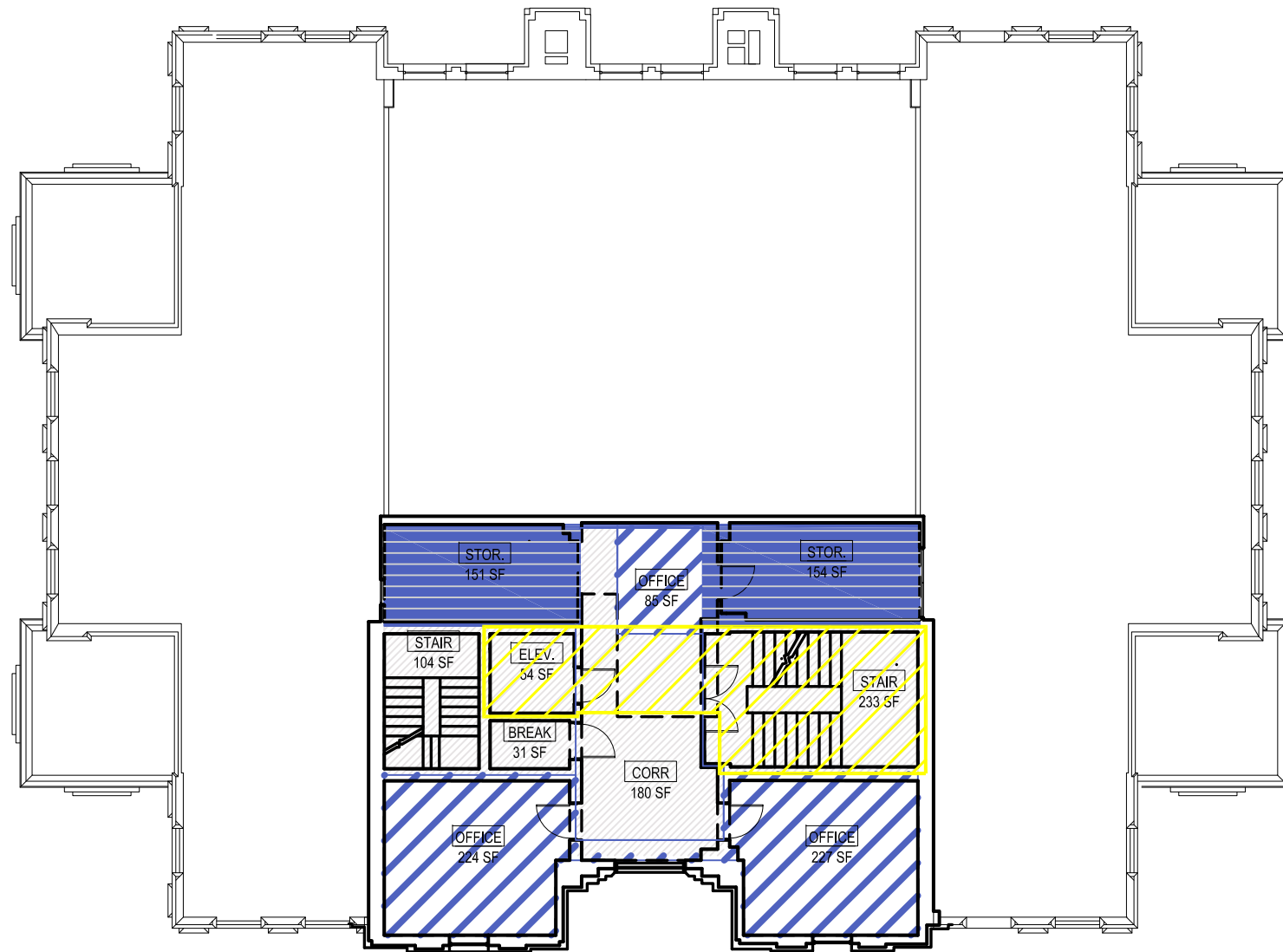
**BOULDER COUNTY**  
**DTC HISTORIC COURTHOUSE**  
**1325 PEARL STREET**

**THIRD FLOOR PLAN**

DATE: 3 / 24 / 2020

SHEET 3 OF 5

**APPENDIX B**



PLAN NORTH 








PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

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**LEGEND**

ORGANIZATION	SF	FTE
 COUNTY ATTORNEY	588	3
 COUNTY ATTORNEY SUPPORT	409	-
 COUNTY ATTORNEY CORRIDOR	180	-
 BUILDING SUPPORT	489	-
 PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 32,368 SF**  
**FLOOR GROSS: 1,875 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 15'**

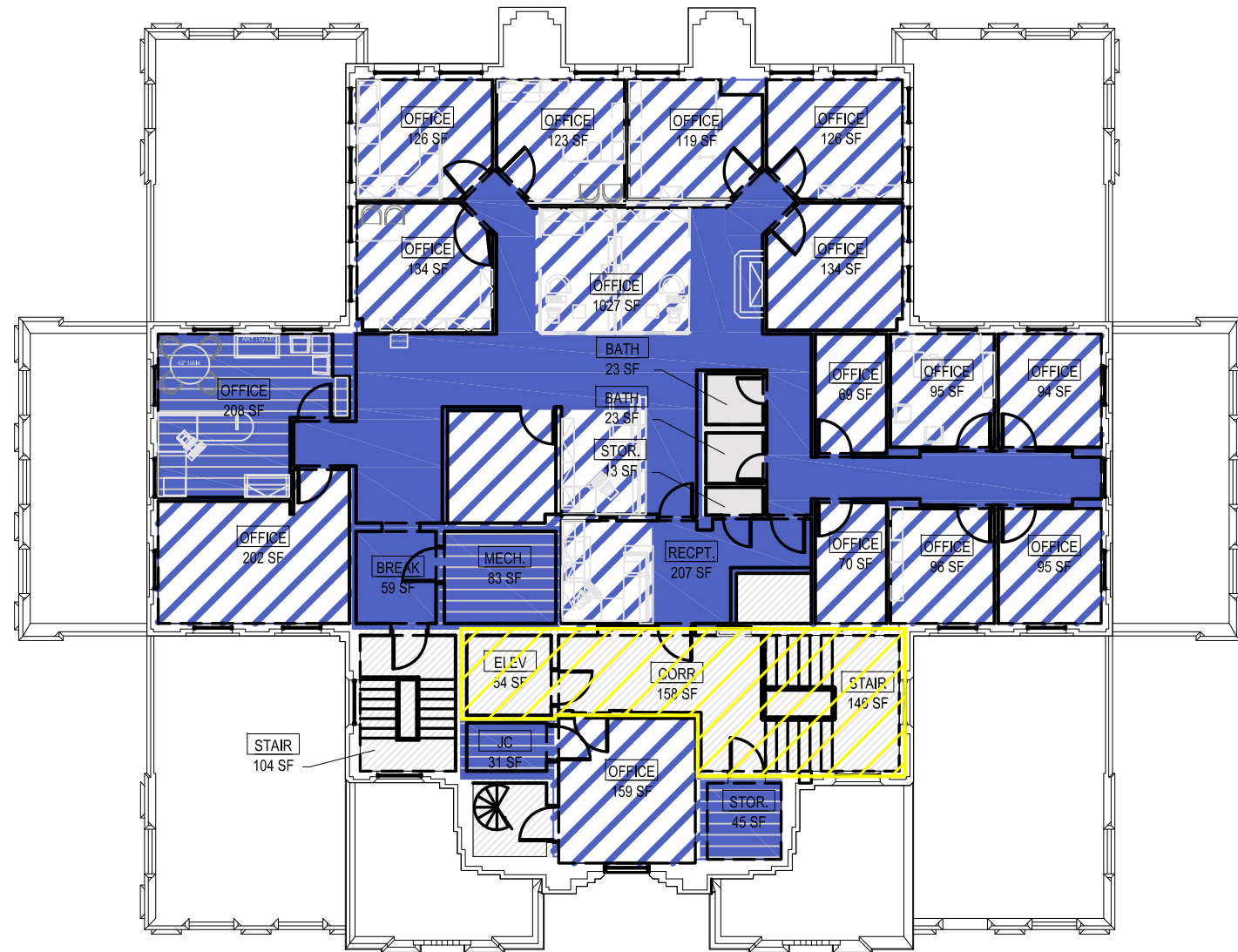
**BOULDER COUNTY**  
**DTC HISTORIC COURTHOUSE**  
**1325 PEARL STREET**

**FOURTH FLOOR PLAN**

DATE: 3/ 24 / 2020

SHEET 4 OF 5

**APPENDIX B**



PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

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jbutler@bouldercounty.org

**LEGEND**

ORGANIZATION	SF	FTE
COUNTY ATTORNEY	2,198	19
COUNTY ATTORNEY SUPPORT	414	-
COUNTY ATTORNEY CORRIDOR	881	-
BUILDING SUPPORT	680	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 32,368 SF**  
**FLOOR GROSS: 4,620 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 15'**

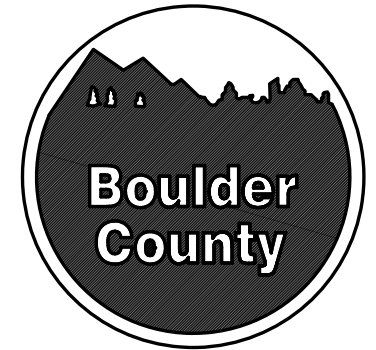
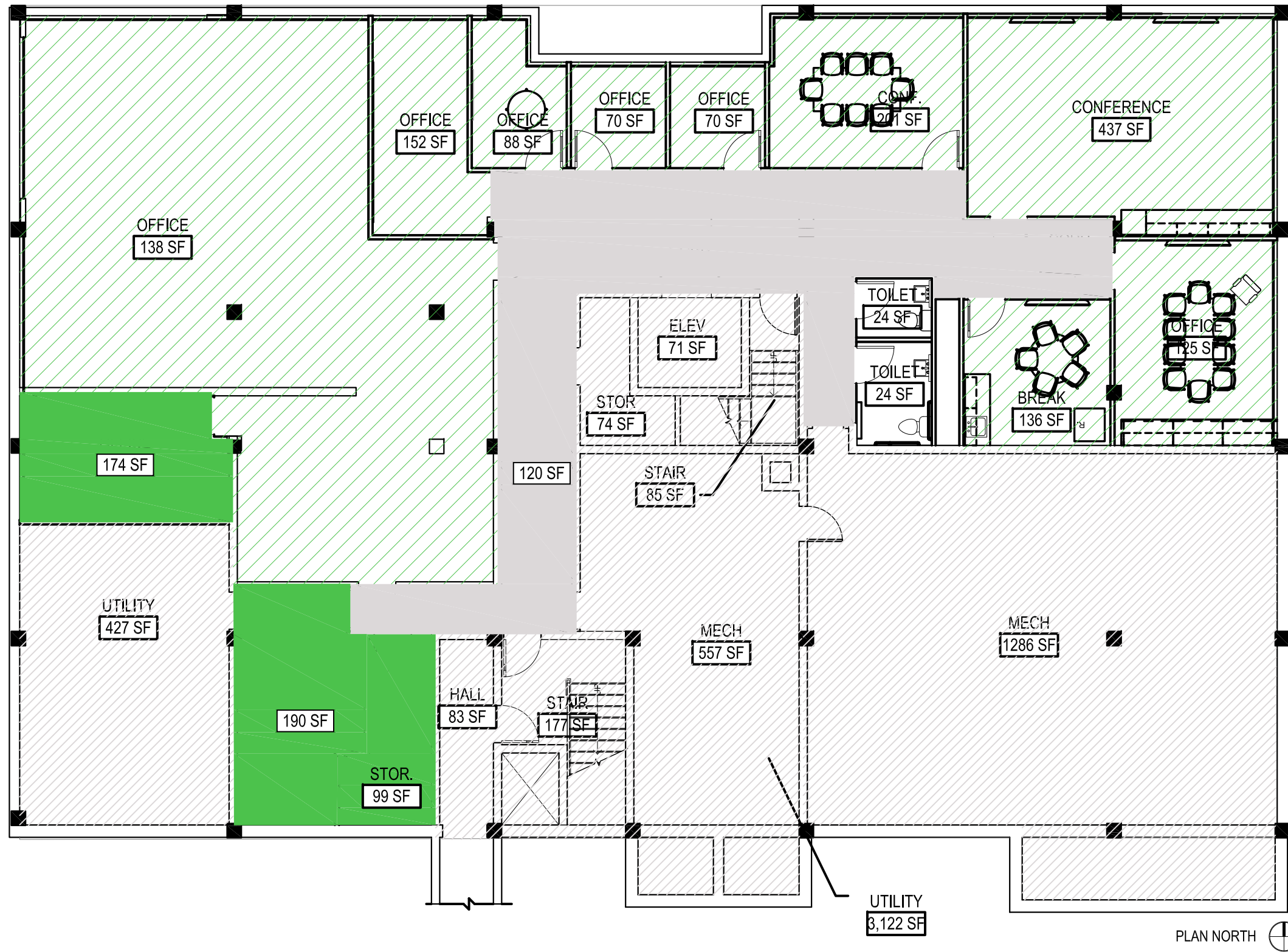
**BOULDER COUNTY**  
**DTC HISTORIC COURTHOUSE**  
**1325 PEARL STREET**

**FIFTH FLOOR PLAN**

DATE: 3/ 24 / 2020

SHEET 5 OF 5

**APPENDIX B**



PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

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**LEGEND**

ORGANIZATION	SF	FTE
INFORMATION TECHNOLOGY	2,029	18
INFORMATION TECHNOLOGY SUPPORT	700	-
INFORMATION TECHNOLOGY CORRIDOR	1,404	-
BUILDING SUPPORT	3,367	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 24,197 SF**  
**FLOOR GROSS: 6,570 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 10'**

**BOULDER COUNTY**  
**DTC EAST WING of COURTHOUSE**  
**2045 14th Street**

**BASEMENT FLOOR PLAN**

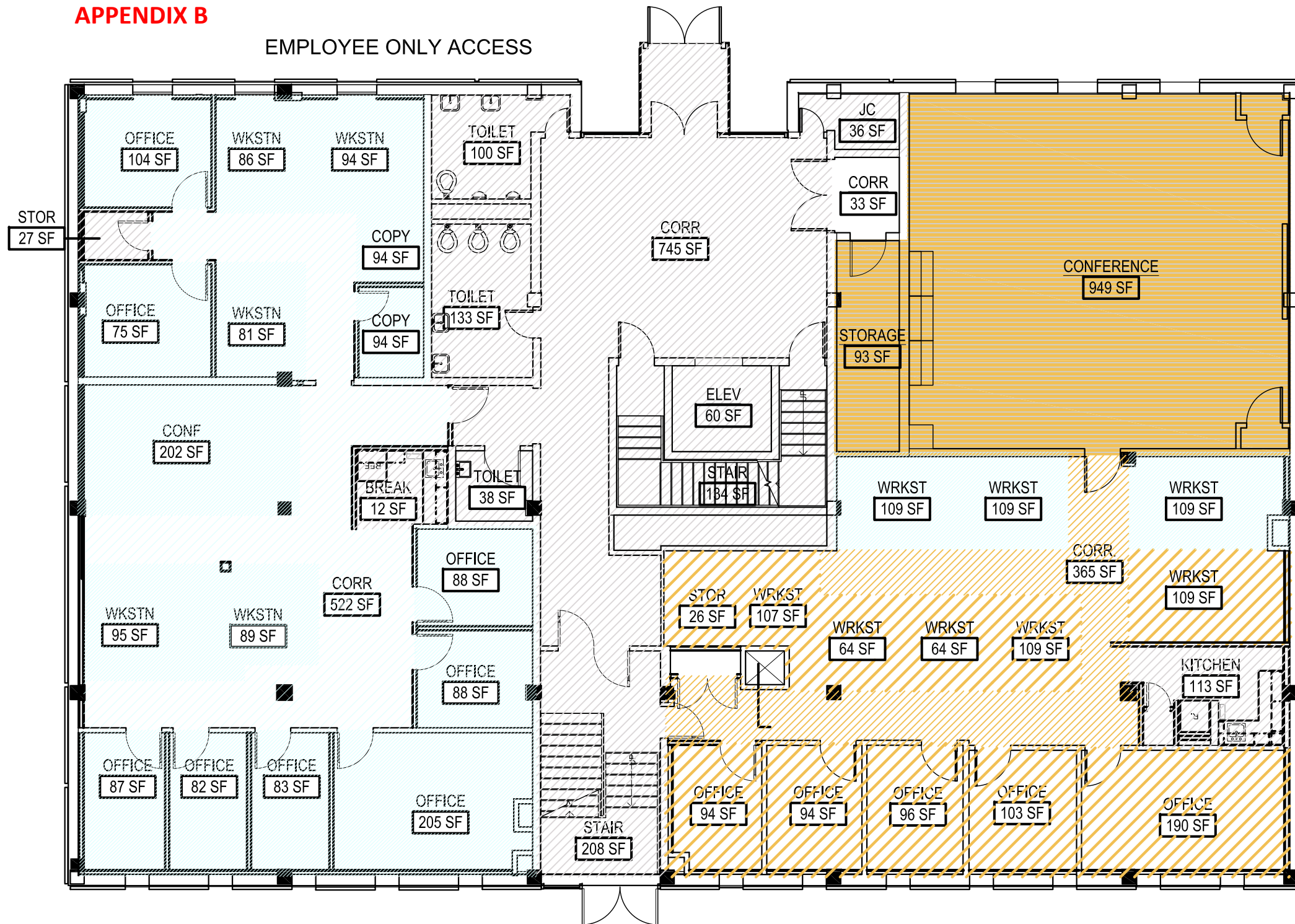
DATE: 4/ 6 / 2020

SHEET 1 OF 4

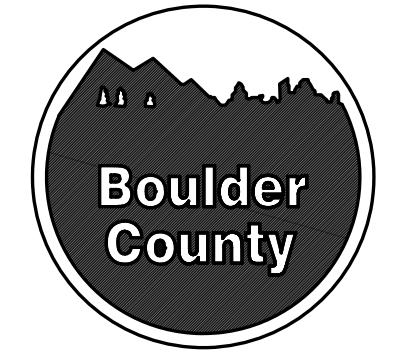


**APPENDIX B**

EMPLOYEE ONLY ACCESS



EMPLOYEE ONLY ACCESS



**Boulder County**  
PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

P.O. BOX 471  
BOULDER, CO 80306

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**LEGEND**

ORGANIZATION	SF	FTE
COUNTY ADMINISTRATOR	1,972	10
COUNTY ADMINISTRATOR CORRIDOR	365	-
HUMAN RESOURCES	1,030	19
HUMAN RESOURCES SUPPORT	1,310	-
HUMAN RESOURCES CORRIDOR	1,010	-
BUILDING SUPPORT	912	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 24,197 SF**  
**FLOOR GROSS: 6,599 SF**

**BOULDER COUNTY FACILITY PLAN**  
**SCALE: 1" = 10'**

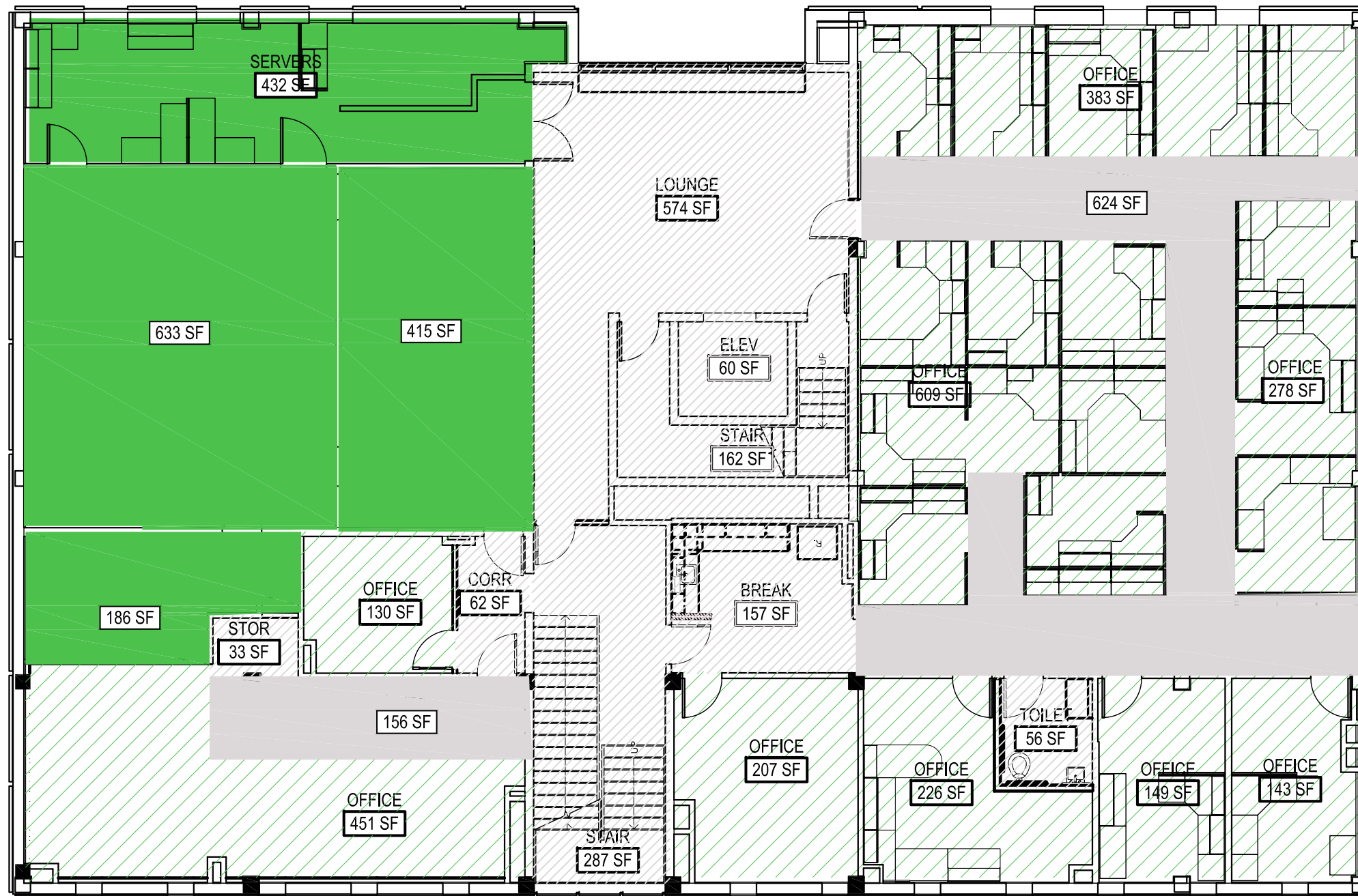
**BOULDER COUNTY DTC EAST WING of COURTHOUSE**  
**2045 14th Street**

**FIRST FLOOR PLAN**

DATE: 4/ 6 / 2020

SHEET 2 OF 4

**APPENDIX B**



PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

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**LEGEND**

ORGANIZATION	SF	FTE
INFORMATION TECHNOLOGY	2,934	25
INFORMATION TECHNOLOGY SUPPORT	1,529	-
INFORMATION TECHNOLOGY CORRIDOR	716	-
BUILDING SUPPORT	1,397	-
PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 24,197 SF**  
**FLOOR GROSS: 6,131 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 10'**

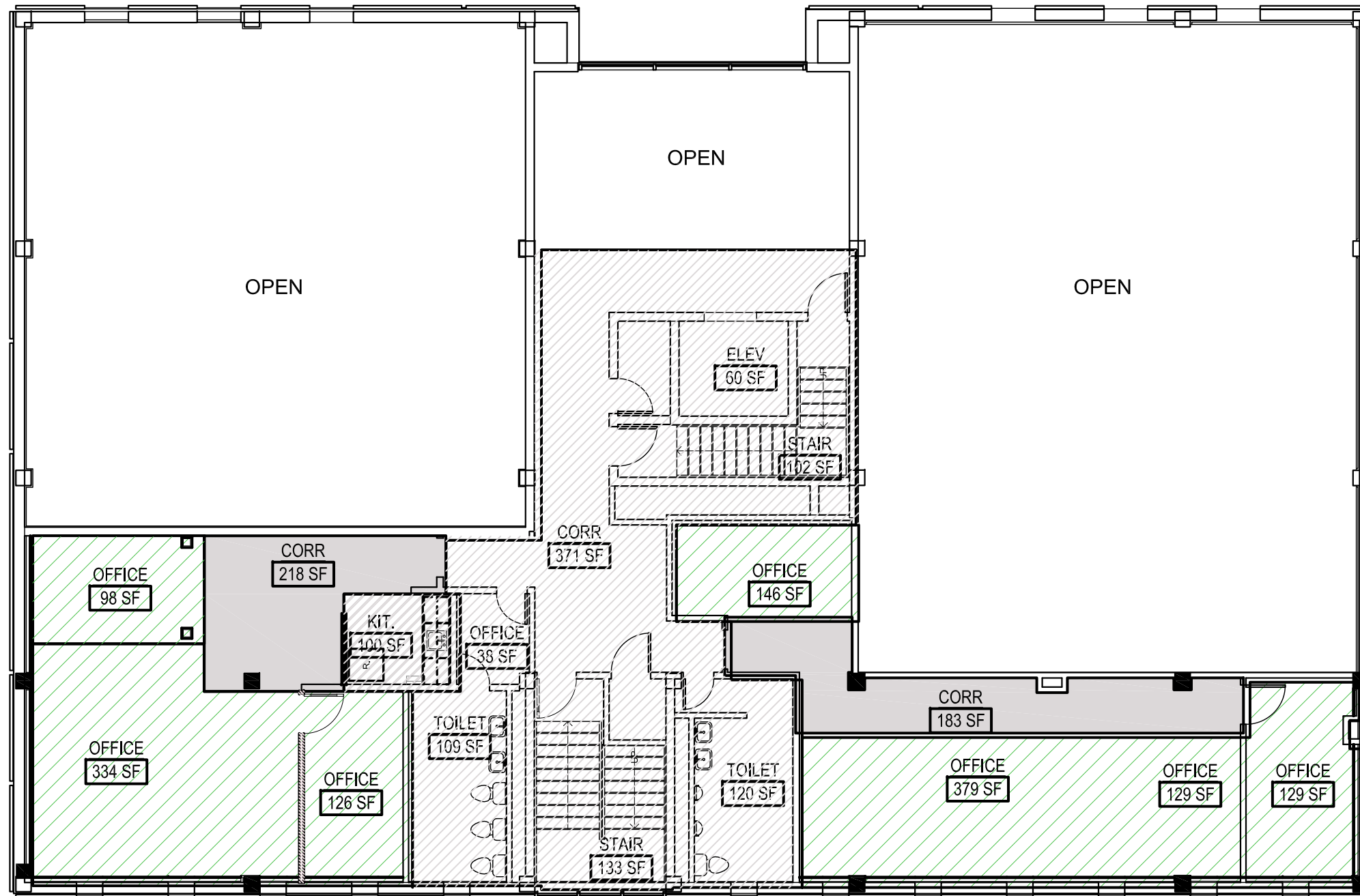
**BOULDER COUNTY**  
**DTC EAST WING of COURTHOUSE**  
**2045 14th Street**

**SECOND FLOOR PLAN**

DATE: 4/ 6 / 2020

SHEET 3 OF 4

**APPENDIX B**



PLAN NORTH 







PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

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**LEGEND**

ORGANIZATION	SF	FTE
 INFORMATION TECHNOLOGY	1,219	9
 INFORMATION TECHNOLOGY CORRIDOR	301	-
 BUILDING SUPPORT	1,033	-
 PUBLIC LOBBY/ CORRIDOR		

**BUILDING GROSS: 24,197 SF**  
**FLOOR GROSS: 2,803 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
SCALE: 1" = 10'

**BOULDER COUNTY**  
**DTC EAST WING of COURTHOUSE**  
2045 14th Street

**FIRST FLOOR PLAN**

DATE: 4/ 6 / 2020

SHEET 4 OF 4

**APPENDIX B**






PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

2525 13TH STREET  
BOULDER, CO 80302

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**LEGEND**

ORGANIZATION	SF	FTE
 PUBLIC WORK SERVICES	356	2
 PUBLIC WORKS SUPPORT	964	-
 BUILDING SUPPORT	4,371	-

**BUILDING GROSS: 17,158 SF**  
**FLOOR GROSS: 5,691 SF**

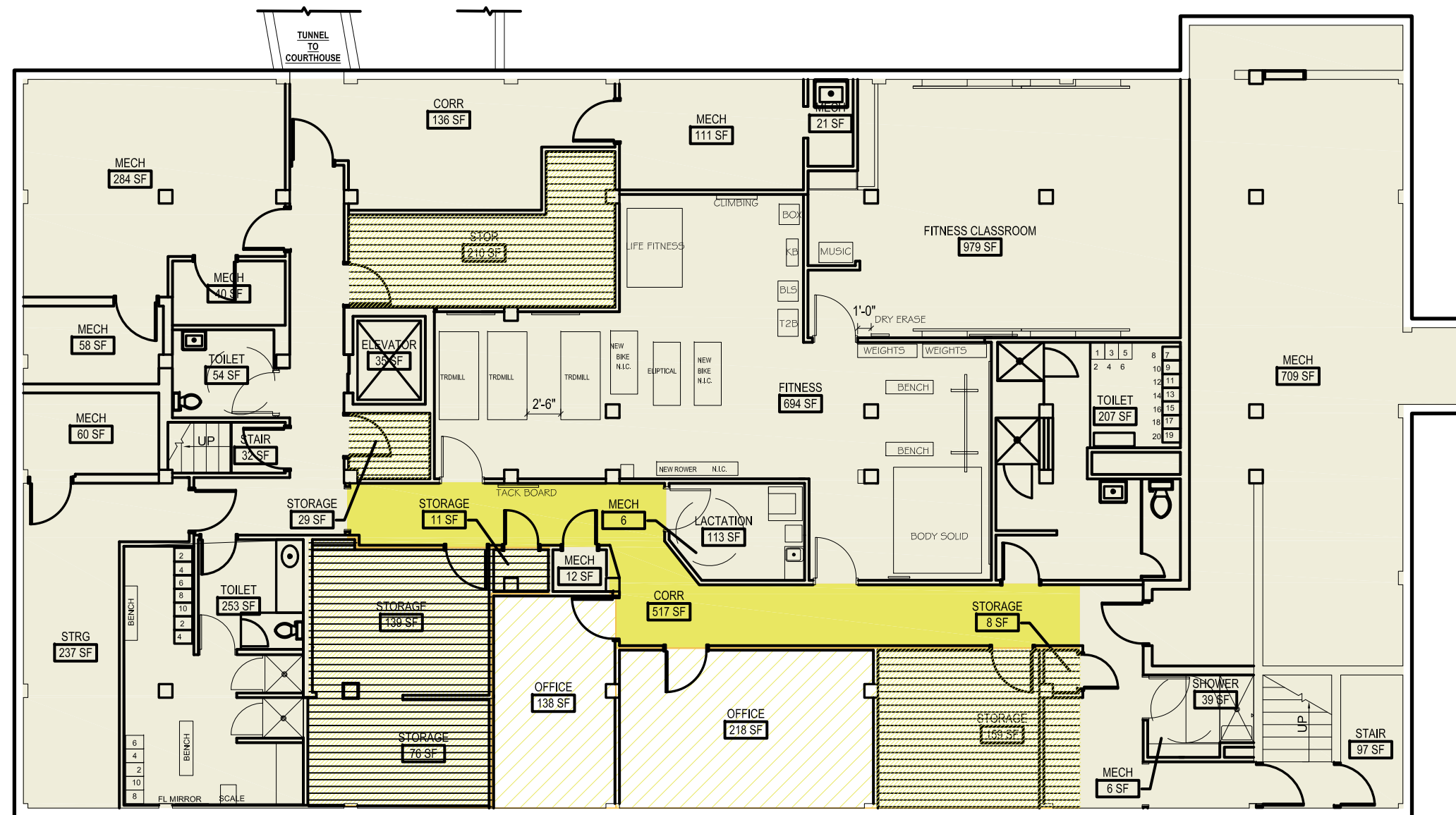
**BOULDER COUNTY  
FACILITY PLAN**  
SCALE: 1" = 10'

**BOULDER COUNTY  
DTC WEST WING of COURTHOUSE**  
2020 13th Street

**BASEMENT FLOOR PLAN**

DATE: 4/6/2020

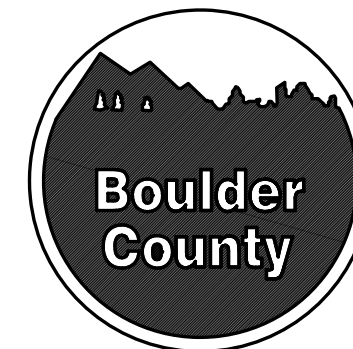
SHEET 1 OF 3



PLAN NORTH 



**APPENDIX B**

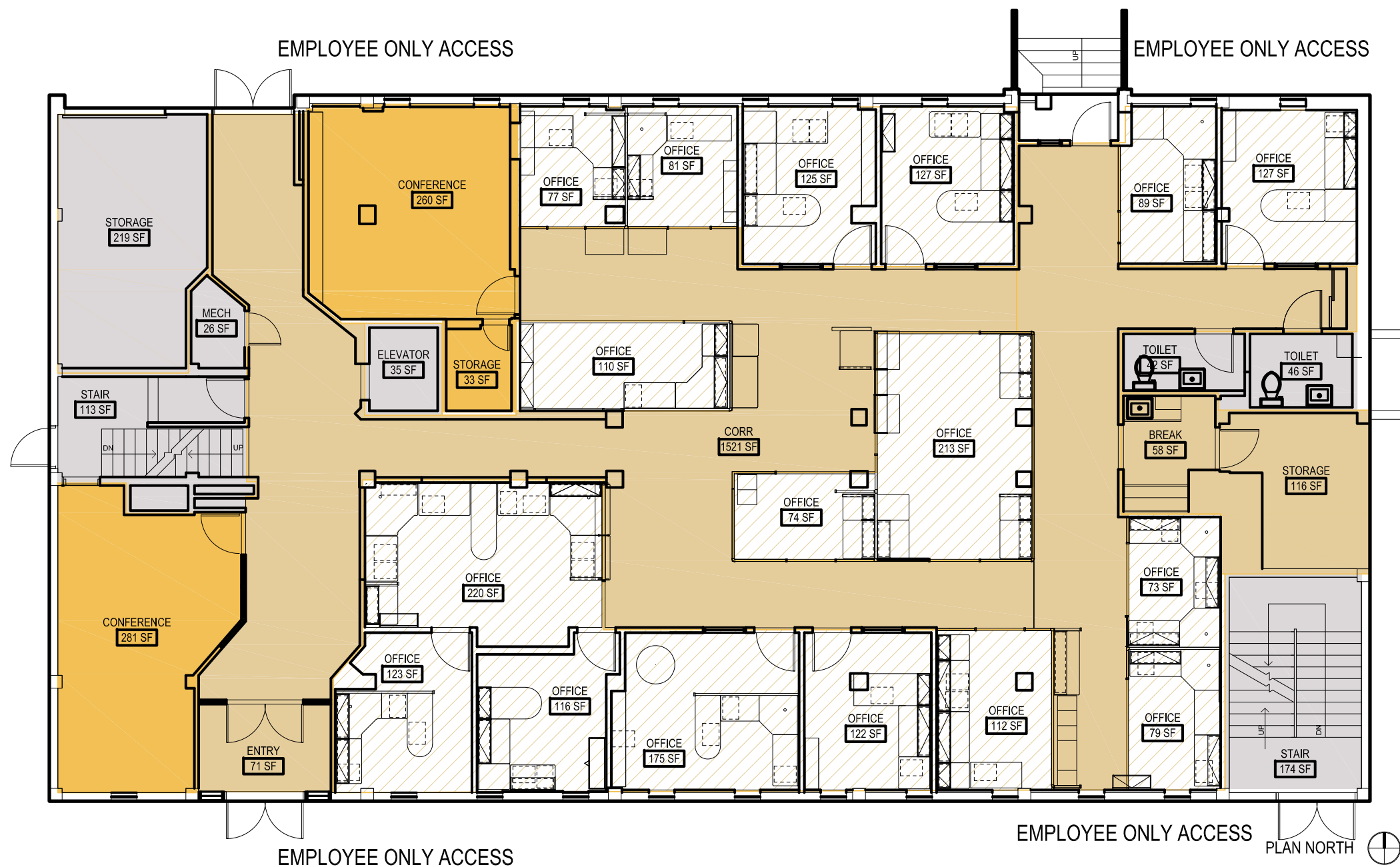


PUBLIC WORKS  
BUILDING SERVICES  
DIVISION





2525 13TH STREET  
BOULDER, CO 80302

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**LEGEND**

ORGANIZATION	SF	FTE
 OFFICE OF FINANCIAL MANAGEMENT	2,160	28
 OFFICE OF FINANCIAL MANAGEMENT SUPPORT	1,058	-
 OFFICE OF FINANCIAL MANAGEMENT CORRIDOR	1,685	-
 BUILDING SUPPORT	503	-

**BUILDING GROSS: 17,158 SF**  
**FLOOR GROSS: 5,679 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 10'**

**BOULDER COUNTY**  
**DTC WEST WING of COURTHOUSE**  
**2020 13th Street**

**FIRST FLOOR PLAN**

DATE: 4/6/2020

SHEET 2 OF 3

**APPENDIX B**

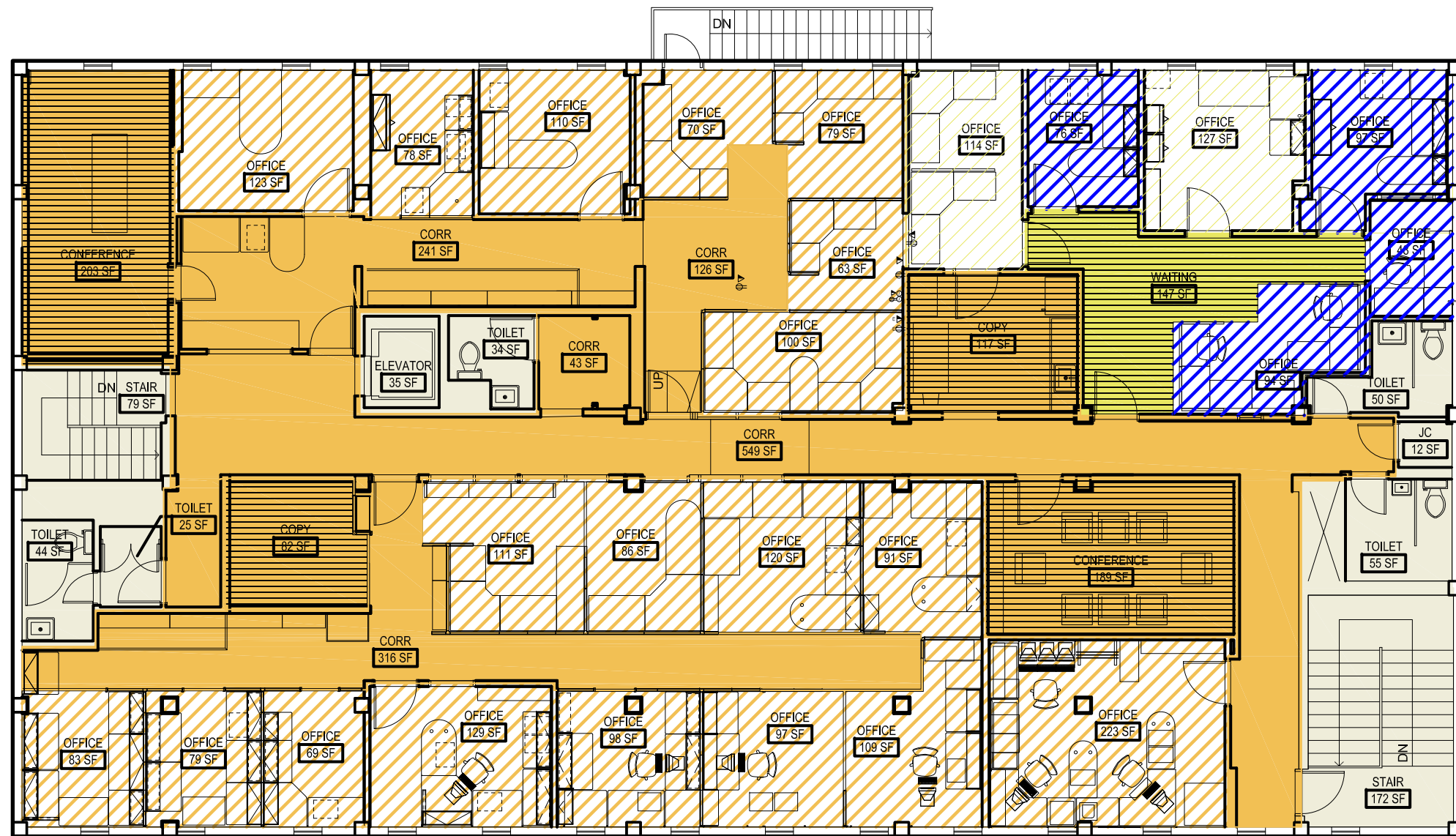


PUBLIC WORKS  
BUILDING SERVICES  
DIVISION

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PLAN NORTH

**LEGEND**

ORGANIZATION	SF	FTE
COMMUNITY PLANNING & PERMITTING	2,029	26
COMMUNITY PLANNING & PERMITTING SUPPORT	648	-
COMMUNITY PLANNING & PERMITTING CORRIDOR	1,404	-
COUNTY ADMINISTRATOR OFFICES	241	3
COUNTY ADMINISTRATOR & HR SUPPORT	147	-
HR (RISK)	315	5
BUILDING SUPPORT	622	-

**BUILDING GROSS: 17,158 SF**  
**FLOOR GROSS: 5,691 SF**

**BOULDER COUNTY**  
**FACILITY PLAN**  
**SCALE: 1" = 10'**


**BOULDER COUNTY**  
**DTC WEST WING of COURTHOUSE**  
**2020 13th Street**

**SECOND FLOOR PLAN**

DATE: 4/ 6 / 2020

SHEET 3 OF 3

**APPENDIX C**

		<b>Boulder County Re-Org Facilities Location and Square Footage Summary</b>					
5/4/2020							
BUILDING & FLOOR	Address	Departments	SERVICE	SUPPORT	FTE	SF per FTE	Notes
<b>2525 13TH STREET</b>	2525 13th Street						
2525 13TH STREET 2ND FLOOR SOUTH		Public Works	5,619		53		2109
2525 13TH STREET 2ND FLOOR NORTH		HHS	7,253		30		HHS Moving out in 2nd quarter 2020
2525 13TH STREET 2ND FLOOR COMBINED		Shared		4,218			Transportation became 'Public Works'
<b>Totals</b>			<b>12,872</b>	<b>4,218</b>			
<b>Useable SF= (Office Area + Meeting Rooms, toilets, lobby's, etc.)</b>			<b>17,090</b>				
<b>Total FTE</b>					<b>83</b>	<b>206</b>	
<b>ANNEX (Courthouse Annex)</b>	2045 13th Street						
ANNEX BASEMENT		IT	4487	1794	4		
ANNEX FIRST FLOOR		CPP	5526	920	21		1st Floor Lobby is public facing
ANNEX SECOND FLOOR		CPP	4720	882	19		2nd Floor Conf. Room used by public (card access)
ANNEX THIRD FLOOR		CPP	2911	551	18		
<b>Totals</b>			<b>17,644</b>	<b>4,147</b>			
CPP Supplemental				2,353			
<b>CPP Total in Annex:</b>			<b>15,510</b>		<b>58</b>		
<b>Useable SF= (Office Area + Meeting Rooms, toilets, lobby's, etc.)</b>			<b>21,791</b>				
<b>Total FTE</b>					<b>62</b>	<b>351</b>	
<b>COURTHOUSE</b>	1325 Pearl Street						2nd flr Assessors, County Attorneys and BOCC unlikely to move
DTC COURTHOUSE MAIN 1st Floor County Admin.		County Admin	196		3		
DTC COURTHOUSE MAIN 1st Floor Assessor		Assessor	991		7		
DTC COURTHOUSE MAIN 1st Floor OSCAR		OSCAR	1186		10		
DTC COURTHOUSE MAIN Support		Shared		2,966			
<b>Totals</b>			<b>2,373</b>	<b>2,966</b>			
<b>Useable SF= (Office Area + Meeting Rooms, toilets, lobby's, etc.)</b>			<b>5,339</b>				
<b>Total FTE</b>					<b>20</b>	<b>267</b>	
<b>EAST WING</b>	2025 14th Street						
DTC COURTHOUSE EAST WING 1ST FLOOR HR		HR	3,350		19		

**APPENDIX C**

DTC COURTHOUSE EAST WING 1ST FLOOR		County Admin.	2,337		10		
DTC COURTHOUSE EAST WG 1ST FLOOR GEN.				912			
<b>Totals</b>			<b>5,687</b>	<b>912</b>			
<b>Useable SF= (Office Area + Meeting Rooms, toilets, lobby's, etc.).</b>			<b>6,599</b>				
<b>Total FTE</b>					<b>29</b>	<b>228</b>	
<b>WEST WING</b>	2020 13th Street						
WEST WING BASEMENT		Public Works	1,329	4,371	3		
WEST WING 2nd FLOOR CPP		CPP	4,081	100	26		
WEST WING 2nd FLOOR Admin		County Admin.	388		3		
DTC COURTHOUSE WEST WING 2nd FLOOR HR		HR	315		5		
<b>Totals</b>			<b>6,113</b>	<b>4,471</b>			
<b>Useable SF= (Office Area + Meeting Rooms, toilets, lobby's, etc.).</b>			<b>10,584</b>				
<b>Total WW FTE</b>					<b>37</b>	<b>286</b>	
<b>1333 Iris (Old Mental Health Bldg)</b>	1333 Iris						
		OSCAR	940	0	9		
<b>TOTALS</b>			<b>SF</b>		<b>FTE</b>	<b>SF/ FTE</b>	
<b>Assessors (first floor of Historic Courthouse only)</b>			<b>991</b>		<b>7</b>		
<b>CPP Totals</b>			<b>21,944</b>		<b>84</b>		
<b>Public Works totals</b>			<b>9,057</b>		<b>56</b>		
<b>Office of County Administrator totals</b>			<b>2,921</b>		<b>16</b>		
<b>OSCAR</b>			<b>2,126</b>		<b>19</b>		
<b>HR/ Risk totals</b>			<b>3,665</b>		<b>24</b>		
<b>Total Square Footage for Space Planning Studies</b>			<b>40,704</b>		<b>206</b>	<b>198</b>	