North Complex Hazeltine Pump Station Structural and Architectural Design

1.0 Introduction

Denver Water (Owner) is seeking a Consultant to provide Structural and Architectural pre-design and 30% design services for Phase I of the North Complex Hazeltine Pump Station and Complex EI&C Project including assisting with the Basis of Design Report, evaluating existing Geotechnical Data and performing an additional Geotechnical Investigation, if needed, developing wet well design and building alternatives, performing cost estimates, and delivering 30% Structural and 30% Architectural Designs.

2.0 Project Background

Hazeltine Reservoir is located southwest of the intersection of 120th Avenue and Brighton Road in Henderson, Colorado. Hazeltine is part of a collection of reservoirs that make up Denver Water’s North Complex, all of which were previously mined for aggregate along the South Platte River. The five reservoirs included in the North Complex are Howe-Haller A Reservoir, Howe-Haller B Reservoir, Hazeltine Reservoir, Dunes Reservoir, and Tanabe Reservoir. The North Complex is one of three complexes that make up Denver Water’s Downstream Reservoir Water Storage Program which allows the organization to perform downstream water exchanges in the South Platte River to strategically maximize high elevation raw water storage.

The North Complex currently consists of the five reservoirs previously listed, 13 concrete water conveyance structures, 3 pipeline access vaults, 8 above grade buildings, over 13,000 feet of pipelines, and 24 large diameter valves. The complex is currently partially operational by gravity. Construction and commissioning of the Hazeltine Pump Station and final development of the complex-wide electrical, instrumentation, and control (EI&C) will enable full operation of the North Complex.

3.0 Project Description

The Hazeltine Pump Station will be in the northeast corner of Hazeltine Reservoir and will pump water out of the reservoir into the existing concrete outlet structure in the same area which connects to a box culvert crossing under 120th Parkway to the South Platte River. It will also pump water out of Hazeltine Reservoir into the existing tee on the North Fulton Pipeline to fill Dunes and Tanabe Reservoirs above their maximum gravity fill elevations.

The Hazeltine Pump Station is currently envisioned to consist of the following components:

- Concrete intake structure on reservoir floor with steel trash rack.
- Reinforced concrete intake pipeline.
- Approximately 65-foot-deep by 60-foot-wide by 40-foot-long concrete wet well to house 4 to 6 vertical turbine pumps (220 cubic feet per second of cumulative pumping capacity).
- Enclosed pump gallery above the wet well.
- 60-inch steel discharge header pipe that connects to both the existing complex outlet structure and the existing 42-inch tee in the Hazeltine bypass pipeline.
- Enclosed at-grade electrical room adjacent to pump gallery to house motor controllers, variable frequency drives (if needed), control panels, and other miscellaneous pump station electrical components. Electrical transformers will be exposed on a slab adjacent to the enclosed electrical room.
- Basic building structural system and roofing system to enclose the pump gallery and electrical room.
- H2S monitoring and mitigation system for wet well, pump station and electrical room.
- Raw water washdown system, floor drains, and building heating, ventilating, and air conditioning (HVAC).
The North Complex Hazeltine Pump Station and Complex EI&C Project will be completed in three construction phases:

- **Phase I: Hazeltine Heavy Civil** *(Focus of this RFP)*
  - Scope:
    - Hazeltine Pump Station intake structure, intake pipeline, wet well and enclosed pump station building, enclosed electrical room, large diameter yard piping, earthwork, site grading, and landscaping.
  - Anticipated schedule:
    - Design: August 2022 to September 2023
    - Bidding and award: October to December 2023
    - Material procurement and construction: January to August 2024

- **Phase II: North Complex EI&C**
  - Scope:
    - Complex wide power distribution, supervisory control and data acquisition (SCADA), lightning protection, interior and exterior pump station and area lighting, security systems, unit heaters and ventilation for all structures, electric actuators for existing valves, electrically operated vehicle access gates, reservoir level measurement systems, and water quality measurement systems.
  - Anticipated schedule:
    - Design: July 2022 to September 2023
    - Bidding and award: October to December 2023
    - Material procurement, construction, and commissioning: January 2024 to April 2026

- **Phase III: Pump Station Mechanical and Electrical**
  - Scope:
    - Vertical turbine pumps and motors, station piping and valves, overhead crane, building HVAC, station transformers, motor control centers, variable frequency drives, power, and lighting instrumentation and controls (I&C).
  - Anticipated schedule:
    - Design: October 2023 to July 2024
    - Bidding and award: August to September 2024
    - Material procurement, construction, and commissioning: October 2024 to March 2026

This Request for Proposals is for the Structural and Architectural pre-design support services tied to Phase I of the above overall project.

Significant collaboration is required between the Owner’s stakeholders, Owner’s internal design team, Consultant’s design team, and the Design Assist Contractor. Multidisciplinary coordination meetings will be held at a regular frequency as specified in the Detailed Scope of Services in section of this RFP.
4.0 Project Assumptions

The following assumptions were made in the development of this Scope of Work:

- This Project will be developed, coordinated, and stored in Denver Water’s ProjectWise data source. Project-related deliverables will be distributed collaboratively through ProjectWise, and all working and final copies of documentation will be versioned and archived within ProjectWise. The Consultant must establish a valid user-based license agreement with Bentley Systems prior to receiving access to Denver Water’s ProjectWise datasource. The Consultant should email denverwater@bentley.com to obtain the ProjectWise license(s). A brief overview, security access, and training will be provided on how to use and navigate Denver Water’s ProjectWise datasource during the Pre-Proposal Meeting.

- The Design will proceed to 30%, where major decisions and design criteria will be set. The 30% level will be a major design gate for the project and will meet the requirements of the Owner’s Capital Projects Procedures Manual (CPPM) at a minimum. Initially, the Consultant’s Scope of Services will only be defined through the 30% Design. The Scope of Services between 30% and Final for Construction may be developed near the conclusion of the 30% design.

- The Design, through 30%, will not exceed a period of 8 months from the Notice to Proceed unless authorized by the Owner in advance of the delivery deadline.

- The Owner will provide payment for agreed-upon permit application and review fees if applicable.

- Public relations efforts will be completed by the Owner.

- The project execution shall follow the Owner’s CPPM located online at https://www.denverwater.org/contractors/construction-information/design-standards/capital-projects-procedures-manual.

- Consultant will attend a meeting with the Owner’s Drafting and Administration groups to discuss the Owner’s CAD Standards and Specification formatting standards, respectively.

- AutoCAD drawings shall be in accordance with the Owner’s Design Drafting Standards and shall include, but not be limited to, the Standards located online in the Owner’s CPPM.
  - All drawing submittals shall include a Batch Standards Check file.
  - Consultant shall submit drawing files a minimum of 3 days prior to Project Gate submittal dates so Owner may compile the review package.

- Project specifications shall be submitted in the latest CSI format and adhere to the Owner’s Engineering Specification and Formatting Guidelines (to be provided after award of the contract).
  - Consultant shall submit technical specification files a minimum of 3 days prior to Project Gate submittal dates so Owner may compile the review package.

- Construction Contract General Conditions, Contract Agreement, Bid Forms, etc., will be provided by the Owner via the Capital Projects Construction Standards, 4th Edition (CPCS) located online at https://www.denverwater.org/contractors/construction-information/design-standards/capital-projects-construction-standards.

- The site is free of any sensitive cultural resources that require environmental clearance or other required permitting at the local, state, or federal level.

- The Owner will submit the project to the Colorado Department of Public Health and Environment (CDPHE) for design approval if necessary.

- The Owner will compile documents for bid packages and other submittals.

- The Owner will update the Project Work Plan to reflect Consultant Input.
5.0 Project Schedule

The Owner may elect to follow the proposals with a formal questionnaire and/or interview to assist with the proposal evaluation. Final selection of a Consultant will be based upon the selection criteria identified in this RFP.

The anticipated Project Schedule for Phase I: Hazeltine Heavy Civil is summarized as follows:

- May 6, 2022  Request for Proposals issued to Consultants
- May 18, 2022  Mandatory Pre-Proposal Meeting
- May 24, 2022  Final Written Questions Due
- June 2, 2022  Proposals Due
- June 14, 2022  Consultant Interviews (if required)
- July 13, 2022  Selected Consultant Recommendation to the Board
- July 28, 2022  Notice to Proceed Issued to Selected Consultant
- Oct 6, 2022  Final Basis of Design Report Completion
- Oct 27, 2022  30% Project Design Completion
- Feb 2, 2023  60% Project Design Completion
- May 11, 2023  90% Project Design Completion
- Sept 14, 2023  Final for Bid Document Completion
- July 18, 2024  Construction Complete

Proposals shall include a detailed schedule with any deviations from the Project Schedule clearly identified.

6.0 Consultant Objectives

The following specific objectives have been identified for the Consultant:

- Assist Owner in the completion of the Final Basis of Design Report.
- Design concrete intake structure with trash rack.
- Design concrete wet well.
- Design structural system and roofing system to enclose the pump gallery and electrical room.
- Develop an AACE Class 3 Cost Estimate for the structural and architectural components, updated and reported monthly as well as at each major design gate (i.e., 30%, 60%, 90%).
- Work with Owner to identify permits needed for construction of the project.
- Work with Owner and Owner’s Design-Assist Construction Contractor (contracted separately by Owner) to address Design-Assist Construction Contractor comments related to constructability, fieldwork expertise, cost savings, and value engineering.

7.0 Consultant Qualifications

The Consultant shall have a minimum of 5 years’ experience working on projects in the Rocky Mountain region of similar scope, size, and pumping capacity as this project. Structural and architectural design teams shall have partnered on 3 or more successful projects of similar scope and size as this project.

Consultant Project Managers and QA/QC providers shall be Colorado-registered Professional Engineers or Licensed Architects as applicable. Project Management Professional (PMP) certification for the team lead is required. Consultant’s proposal shall include a Project Team organization chart and provide the resumes of key team members.
8.0 Owner Responsibility

The Owner will provide to the Consultant all available relevant information to aid in the design process. This includes but is not limited to:

- Previous studies
- Project objectives
- Basis of design report
- Review comments within designated schedule (typically 2 week review periods)
- Surveys including design surveys and as-built elevations
- As-built detailed drawings
- Design, specifications, and drafting information for Owner-designed project components including but not limited to: Site Civil, Yard Piping, Corrosion Protection, Landscaping, Mechanical, Treatment, Electrical, Instrumentation, and Control disciplines for the project

9.0 Consultant Scope of Services

The Consultant Scope of Services shall be initially developed for pre-design and 30% design completion; a detailed description of the required tasks follows. Contract amendments for additional scope (60% design, 90% design, Final for Bid Design, Final for Construction Design, and construction support services) will be considered by the Owner based on Consultant’s performance and project progress.

10.0 Detailed Scope of Services

Task 1 – Project Management and Administration

Project Management and Administration includes the following tasks:

- General Project Management
- Project Management Plan
- Project Controls and Reporting
- Project Workshops
- Project Meetings

Task 1.1: General Project Management

Time for this task is allocated to the Consultant Project Manager to oversee and administer the project.

Deliverables:

- Cost loaded schedule/work breakdown structure detailing time allocation
Task 1.2: Project Management Plan

The Project Management Plan shall document the key project information required by the Consultant Project Team members to assist them in executing the project to meet the required objectives: on time, on budget, of specified quality, and meeting the Owner’s critical success factors. The key elements of the Project Management Plan are described as follows:

- The project’s goals, objectives, and critical success factors, as established by the Project Charter.
- Consultant Project Team members, roles, and responsibilities, as well as the staffing plan (e.g., management, engineering, QA/QC).
- Scope of Services with work breakdown structure.
- Baseline Planned Value (PV) schedule to be used for Earned Value (EV) reporting.
- Project schedule in GANTT chart format. Schedule updates will be provided in monthly progress reports, if changes have been made and agreed upon by the Owner. The project schedule shall be developed in the most current version of Microsoft Project; include meetings, workshops, and key deliverables. Dates for Owner-supplied information will also be provided.
- Project budgets.
- QA/QC plan.
- Project documentation plan and file structure.

Deliverables:

- Project Management Plan

Task 1.3: Project Controls and Reporting

Prepare and submit monthly invoices in an Owner-approved format. Invoices shall be broken down by task, Prime Consultant, and Subconsultants, and include the following:

- Total contract amount
- Detailed charges for the current invoice period
- Total charges to date
- Earned value analysis and graph
- Previous billings
- Outstanding balance
- Current amount remaining
- Total amount due

The Consultant shall be responsible for the management of the Consultant and the Subconsultant Project Teams’ overall project controls, actively coordinating with the Owner’s Project Manager to manage the following:

- Project costs
- Project schedule
- Document control

Prepare and submit monthly project status reports along with the monthly invoices. The reports shall include the following:

- A summary of services completed since the previous report
- The current project schedule and budget status
- Project issues and potential change logs
- Milestones and/or deliverables scheduled in the coming month
This task also includes periodic project review by the Consultant’s management team to ensure the project meets the Owner’s critical success factors, is on schedule, and is within budget.

**Deliverables:**
- Monthly invoices
- Monthly project status reports

**Task 1.4: Project Workshops**

Project workshops are to confirm Project Team understanding and obtain input from project stakeholders. Workshops shall include the following:
- Kickoff workshop (3 hours)
- 30% review workshop (2 hours)

**Deliverables:**
- Notes and action items from each workshop
- Updates to the ongoing Project Action and Decision Log

**Task 1.5: Project Meetings**

Project meetings include the key Project Team stakeholders and, as needed for the current topic, project stakeholders.
- CAD Standards Meeting (1 hour)
- Specification Formatting Standards Meeting (1 hour)
- Owner and Consultant Design Team Progress Meetings (2 per month, 1 hour each)

**Deliverables:**
- Notes and action items from each meeting
- Updates to the ongoing Project Action and Decision Log

**Task 2 – Pre-Design**

The design will be a joint effort between the Owner and the Consultant. Owner design responsibilities will be overseen by the Design Project Manager (DPM) and will include Site Civil and Yard Piping design, Landscape design, Mechanical design, Electrical design, and I&C design. Owner will also be responsible for AutoCAD drafting and technical specification sections for the design responsibilities previously mentioned, as well as the general and front-end sections of the contract specification. The Consultant’s design responsibilities include Structural design, Architectural design, Structural and Architectural drafting, 3-D Architectural rendering, building code requirements per applicable jurisdictions, Structural and Architectural specification sections, and collaboration with other disciplines.

The Pre-Design Phase includes the following tasks:
- Existing Geotechnical Data and Report Analysis
- Additional Geotechnical Analysis (at Owner's Discretion)
- Building Concept Analysis and Recommendation
- Final Basis of Design Report
Task 2.1: Existing Geotechnical Data and Report Analysis
Consultant shall analyze previously completed geotechnical investigation reports and data provided by the Owner on the project site and determine if there are additional geotechnical investigation needs required to fully enable structural design for the project.

**Deliverables:**
- Technical Memorandum providing results of Consultant analysis of existing geotechnical data, and justification for recommended additional analysis if necessary

Task 2.2: Additional Geotechnical Investigation (at Owner’s Discretion)
Consultant shall perform additional geotechnical investigation, including both field and laboratory work, to fully inform the structural and architectural design efforts. This task will only be completed at Owner’s discretion based on Consultant’s recommendation from Task 2.1 and may be removed from the Scope of Services by amendment.

**Deliverables:**
- Geotechnical Investigation Report

Task 2.3: Building Concept Analysis and Recommendation
Perform analysis of applicable zoning and code requirements to determine three viable building concepts that could be selected by the Owner. Two building concepts that are currently being discussed involve precast walls and masonry block walls. Consultant shall provide a comparison of three Consultant-recommended building concepts, comparing life cycle cost, energy efficiency, and operational advantages/disadvantages.

**Deliverables:**
- Technical Memorandum providing analysis for three building concepts and recommended alternative

Task 2.4: Final Basis of Design Report
This task completes the design effort necessary to finalize the scope and involves collaboration between all the design disciplines. The Basis of Design Report is meant to be a broad-reaching memorandum to cover all the major design criteria used for the project. The purpose of this report is to document the design criteria such as loading criteria, regulatory standards, and codes, permits, materials, and design processes used.

**Deliverables:**
- Final Geotechnical section(s) of Basis of Design Report
- Final Structural section(s) of Basis of Design Report
- Final Architectural section(s) of Basis of Design Report
- Required permit identification and input to the Basis of Design Report
Task 3 – 30% Design Submittal

The CAD Standards Specification Formatting Standards Meetings shall be completed prior to starting work on Task 3. This Task culminates in the 30% Design Submittal and the 30% Project Gate.

The 30% Design Phase includes the following tasks:

- 30% Design Drawings
- 30% Design Specifications
- Ongoing structural/architectural AACE Class 3 Cost Estimate

Task 3.1: 30% Design Drawings

The 30% design drawings shall comply with Denver Water’s CPPM 30% required deliverable criteria as follows (the CPPM can be found at [https://cppm.denverwater.org](https://cppm.denverwater.org)):

- Proposed 100% drawing list index is included
- Preliminary structure layouts, including materials of construction, are included
- General and site drawings (90% complete) are included
- Structural and Architectural drawings (75% complete) are included
- Architectural, building, structural layout, and base drawings used by other disciplines for project layout are included, including set elevations and building locations
- Developing plans, sections, and elevations are included
- Coordination has been achieved to enable completion of additional criteria for all disciplines as detailed in the Denver Water CPPM

**Deliverables:**

- 30% Design Drawings – Structural and Architectural sheets in electronic formats (i.e., CAD and PDF).

Task 3.2: 30% Design Specifications

The 30% Design Specifications shall comply with Denver Water’s CPPM 30% required deliverable criteria (the CPPM can be found at [https://cppm.denverwater.org](https://cppm.denverwater.org)):

- Supplementary Technical Provisions (STP) are drafted to supplement Denver Water's CPCS
- Submittal log checklist from STP is drafted
- Applicable specification sections not included in the CPCS are identified
- Coordination has been achieved to enable completion of additional criteria for all disciplines as detailed in the Denver Water CPPM

**Deliverables:**

- 30% Design Specification – Structural and Architectural technical sections in electronic formats (i.e., Word and PDF)

Task 3.3: Ongoing Structural/Architectural AACE Class 3 Cost Estimate

An AACE Class 3 Cost Estimate for the structural and architectural components shall be maintained and updated monthly to reflect major design decisions and changes.

**Deliverables:**

- Structural/Architectural AACE Class 3 Cost Estimate report formally submitted monthly and at each major design gate.
11.0 Proposal Requirements

The proposal shall outline the Consultant’s Scope of Services, which shall include, at a minimum, the criteria set forth within this Request for Proposals and the Consultant’s approach to administer and complete the project. A detailed project approach assists the Owner in understanding the Consultant’s comprehension of the project and the opportunities and constraints that a project of this complexity may contain. At a minimum, the proposal shall include the following:

- A cover letter.
- The project approach, including descriptions of any unique solutions and clearly identified assumptions.
- Tailored 2-page resumes, with a focus on key personnel’s experience on projects similar in nature and complexity to the Hazeltine Pump Station Project, shall be provided for key personnel shown within the project organization chart. Key personnel proposed for the project shall remain available for the entirety of the project. A change of project personnel will only be permitted in extreme circumstances and Consultant may be subject to a monetary penalty.
- A manpower labor estimate (also known as a work breakdown structure) by labor type/hours for the below listed major project phases and tasks provided under 10.0 Detailed Scope of Services. Include corresponding hourly rates. An 11-inch by 17-inch format for the work breakdown structure is acceptable.
  - Task 1: Project Management and Administration
    - Task 1.1: General Project Management
    - Task 1.2: Project Management Plan
    - Task 1.3: Project Controls and Reporting
    - Task 1.4: Project Workshops
    - Task 1.5: Project Meetings
  - Task 2: Pre-Design
    - Task 2.1: Existing Geotechnical Data and Report Analysis
    - Task 2.2: Additional Geotechnical Investigation (at Owner’s Discretion)
    - Task 2.3: Building Concept Analysis and Recommendation
    - Task 2.4: Final Basis of Design Report
  - Task 3: 30% Design Submittal
    - Task 3.1: 30% Design Drawings
    - Task 3.2: 30% Design Specifications
    - Task 3.3: Ongoing Structural/Architectural AACE Class 3 Cost Estimate
- A detailed schedule tied to the project approach and with any deviations from the Project Schedule included herein clearly identified.
- A written statement regarding the Consultant’s eligibility to perform the work without any conflict(s) of interest.
- Provide a list of projects comparable to this project which have been completed by the prospective Consultant(s) and a list of projects for which the structural and architectural teams have partnered in the past. Include the Project Team members’ roles and responsibilities for each comparable project. Provide project owner’s name, address, telephone number and contact name for each project.
- Proposals shall be limited to 15 pages not including resumes (a double-sided page is counted as 2 pages).

12.0 Minority and Women-owned Business Enterprise (MWBE) Goal

Owner has a goal to support a diverse business community and is committed to providing opportunities for Minority and Women-owned Business Enterprises. In keeping with that commitment, an MWBE goal of 3% has been set for this Work. More information on Denver Water’s MWBE Program can be found online at https://www.denverwater.org/contractors/bid-and-contract-opportunities/supplier-diversity-program.
13.0 Selection Criteria

The Owner will review the proposals and select based on best value to the Owner while considering the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Standard</th>
<th>Weighting Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Personnel Qualifications</td>
<td>Do the assigned personnel have the skills and experience to provide a detailed and complete design? Do the personnel have firsthand experience in this type of work?</td>
<td>3</td>
</tr>
<tr>
<td>Firm Qualifications</td>
<td>Does the firm have the appropriate support capabilities to meet the demands of the project? Has the firm done previous projects of this type and scope?</td>
<td>3</td>
</tr>
<tr>
<td>Proposed Approach, Project Plan, and Schedule</td>
<td>Does the proposal show an understanding of the project objectives and the results desired from the project?</td>
<td>1</td>
</tr>
<tr>
<td>Cost and Work Hours</td>
<td>Do the work hours presented accurately reflect the level of effort required to complete the project?</td>
<td>3</td>
</tr>
</tbody>
</table>

The scale of the criteria is from 1 to 10; 1 is a poor rating, 5 is an average rating, and 10 is an outstanding rating. Criteria will be multiplied by the associated weighting factor to give a weighted criteria score. The 4 weighted criteria scores will be summed to produce a cumulative score. The maximum possible cumulative score is 100.

14.0 Proposal Submittal

The Proposal shall address each component of the selection criteria. Selection of a Consultant will be based on the selection criteria and cumulative score previously described and from the Owner’s assessment of the interview.

Costs associated with proposal preparation, Pre-Proposal Meeting attendance, interview attendance, etc. shall be borne entirely by the proposing Consultant. Proposal information will become the property of the Owner once submitted.

- Proprietary or Confidential Information:
  - Proposers acknowledge that Denver Water may be required to disclose any or all of the documents submitted with a Proposal, pursuant to the Colorado Open Records Act, C.R.S. § 24-72-201.1, et seq. Under C.R.S. § 24-72-204(3)(a)(IV), Denver Water may deny inspection of any confidential commercial or financial information furnished to Denver Water by an outside party. Therefore, a Proposer must clearly designate any documents submitted with its Proposal that the Proposer deems proprietary or confidential, to aid Denver Water in determining what must be disclosed in response to a request for documents under the Colorado Open Records Act.
  - The Proposer’s designation of material to be redacted must be reasonable or it will not be honored. For example, a Proposer may not designate the entire Proposal to be confidential and proprietary.

It is recommended that firms access and become familiar with a copy of the most recent version of the Denver Water CPCS and CPPM at no cost to the Owner. Consultants shall be responsible for meeting the requirements of the CPPM.
Any requests for clarification and/or additional information regarding the submission of this Request for Proposals shall be submitted in writing via e-mail to Matt.Mcgavin@denverwater.org and Jeffrey.Archer@denverwater.org (please send to both). Written requests for clarification and/or additional information must be received no later than 10:00 a.m. MST, May 24, 2022.

One PDF version of the Consultant’s proposal shall be submitted via Dropbox by 10:00 a.m. MST on June 2, 2022, to https://www.dropbox.com/request/gygECRy6VEzQufbuOAUJ. In addition, one PDF version of the Consultant’s proposal with intellectual or proprietary property redacted shall be submitted to the same Dropbox location.

Denver Water will make available restricted project background information (Preliminary Basis of Design Report, complex schematics, and historical geotechnical reports) necessary for proposal submittal upon receipt of a Non-Disclosure Agreement (NDA). The Proposer shall sign and provide the Proposer Non-Disclosure Terms and Conditions (Attachment A) via e-mail to Matt.Mcgavin@denverwater.org and Jeffrey.Archer@denverwater.org (please send to both) prior to release of any information.

In addition, a sample of Denver Water’s standard Agreement form that the selected Consultant is expected to enter is attached for informational purposes (Attachment B).

15.0 Attachments

Attachment A – Proposer Non-Disclosure Terms and Conditions
Attachment B – Sample Consultant Agreement
NON-DISCLOSURE AGREEMENT

This is an Agreement between Bidder, identified below, and the City and County of Denver, acting by and through its Board of Water Commissioners ("Board").

1. The Board is the owner of certain confidential and/or security-sensitive information relating to its water system and components thereof ("Confidential Information"), which the Board represents is not subject to public inspection under C.R.S. § 24-72-201 et. seq., and which the Board has taken and continues to take steps to protect as confidential and restricted.

2. The parties recognize that it may be necessary for the Board to provide information, including but not limited to Confidential Information, to Bidder the North Complex Hazeltine Pump Station and Complex Ei&C Project ("Contract") and potentially for Bidder to perform the work required by the Contract. Bidder acknowledges that it may receive Confidential Information from a contractor working on behalf of the Board and that this Agreement also will apply to such Confidential Information.

3. The Confidential Information includes any restricted project background information (Preliminary Basis of Design Report, complex schematics, and historical geotechnical reports) that the Board provides to Bidder before or during the term of the Contract, as well as any of the above items developed by Bidder for the Board during the term of the Contract. Any other information provided by either party shall be labeled as or identified as confidential in order to be protected under this Agreement.

4. The Board, in its sole discretion, may provide to Bidder the Confidential Information in the form of the Board’s choosing.

5. If the Board provides or Bidder requests the Confidential Information in a format requiring particular software, it is understood that Bidder will secure at its sole cost any and all necessary software licenses, authorizations or other intellectual property rights for the transfer and use of the Confidential Information.

6. As part of this Agreement, the Board may permit Bidder to visit one or more Board facilities according to a schedule to be determined by the Board. Bidder is prohibited from taking any pictures or video or making any electronic recordings of any kind during its visit(s) to the Board’s facilities without the prior approval of the Board’s site or area supervisor. Bidder acknowledges that it may learn information about and receive documentation about the Board’s facilities during the visit(s), and Bidder agrees that such information and documentation will be considered Confidential Information under this Agreement.
7. Bidder shall hold and use the Confidential Information only for the purposes of preparing a bid or proposal for the Contract, if Bidder so chooses, and for performing the work required by the Contract if selected as the successful bidder. Bidder shall limit disclosure of the Confidential Information to only its employees and subcontractors who have a need to know the Confidential Information. Bidder will not use or derive any direct or indirect benefit from any information provided by the Board, or from any part thereof, without the prior written consent of the Board; this prohibition will survive the termination of this Agreement. Bidder shall take reasonable steps to ensure that anyone to whom it provides the Confidential Information complies with the terms of this Agreement.

8. Bidder shall not be liable to the Board for disclosure of any information, including but not limited to Confidential Information, if the information:
   a. Was in the public domain at the time it was disclosed, or
   b. Becomes part of the public domain without breach of this Agreement, or
   c. Is obtained by Bidder from a third party that is lawfully in possession of such information and is not in violation of any contractual or legal obligation to the Board or other third party with respect to such information, or
   d. Is disclosed with the prior written approval of the Board, or
   e. Was independently developed by Bidder, or
   f. Is disclosed pursuant to the provisions of a court order or subpoena, provided that the Board has had an opportunity to object or intervene in the matter.

9. The provisions of this Agreement shall supersede the provisions of any inconsistent language that may be affixed to any information provided by the Board, and the inconsistent provisions of any such language shall be without any force or effect during the term of this Agreement.

10. Confidential Information and any other information or materials provided by the Board to Bidder shall be returned to the Board, or to the Board’s contractor that supplied the information, (1) at such time as it is no longer required for the purposes described in this Agreement or (2) upon request of the Board at any time. Additionally, upon request Bidder will provide an affidavit of destruction of any copies or extracts of the Confidential Information in whole or in part, or of other material or formats that contain the Confidential Information.

11. If Bidder loses or makes unauthorized disclosure of any of the Board’s information protected by this Agreement, it shall notify the Board immediately and take all steps reasonable and necessary to retrieve the lost or improperly disclosed information.

12. The standard of care for protecting Board information provided to Bidder will be at least that degree of care Bidder uses to prevent disclosure, publication or dissemination of its own proprietary information, provided that degree of care is at least reasonable.

13. Bidder shall not be liable to the Board for the inadvertent or accidental disclosure of any of the Board’s information protected by this Agreement if such disclosure occurs despite the exercise of at least the same degree of care as Bidder normally takes to protect its own proprietary information, provided that degree of care is at least reasonable.
14. If Bidder receives a request by a third party, under the Colorado Open Records Act (C.R.S. § 24-72-201 et. seq.) or otherwise, to provide any information it has received pursuant to this Agreement, it shall treat all such information as confidential or otherwise protected from disclosure, unless it is permitted to be disclosed under this Agreement. In the event of such a request, Bidder shall notify the Board in writing as soon as reasonably possible.

15. In providing any information under this Agreement, the Board makes no warranty or representations, either express or implied, as to the information's adequacy, sufficiency, or freedom from defect of any kind, including freedom from any patent infringement that may result from the use of such information, nor shall the Board incur any liability or obligation whatsoever by reason of providing such information.

16. This Agreement contains the entire agreement relative to the protection of information to be provided by the Board for the purposes described in this Agreement and supersedes all inconsistent prior or contemporaneous oral or written understandings and agreements regarding this issue. This Agreement shall not be modified or amended, except by an amendment executed by the Board and Bidder.

17. Nothing contained in this Agreement, by express grant, implication, estoppel or otherwise, shall create in Bidder any ownership, right, title, interest, or license in or to the documents, information, inventions, patents, technical data, computer software, or software documentation of the Board.

18. Notwithstanding that the Board may provide information for the purposes described in this Agreement, the Board does not waive any claim that the information it provides is privileged, proprietary, and/or confidential.

19. Nothing contained in this Agreement shall grant to Bidder the right to make commitments of any kind for or on behalf of the Board without the prior written consent of the Board.

20. Nothing contained in this Agreement shall be construed as restricting the Board's right to restrain use or dissemination of the Board’s information in accordance with applicable federal, state, or local law or regulation, or at common law.

21. Nothing contained in this Agreement shall require Bidder to submit a bid or proposal to the Board for the Contract.

22. In the event the Board selects Bidder for the Contract, this Agreement shall remain in effect for the term of the Contract at a minimum and, additionally, for as long as the Bidder is in possession of the Board’s information that is protected by this Agreement. In the event the Board does not select Bidder for the Contract, this Agreement shall remain in effect for as long as the Bidder is in possession of the Board’s information that is protected by this Agreement.

23. This Agreement shall be governed and construed in accordance with the laws of the State of Colorado with venue for any legal action in the District Court for the City and County of Denver.
To be completed by Bidder:

Name of Bidder: ____________________________________________
(Print name legibly)

By execution below, signer certifies that s/he is authorized to accept and bind Bidder to the terms of this Agreement.

By: ___________________________ Date: _______________________

Title: ___________________________
Attachment B
Sample Consultant Agreement
AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into between the CITY AND COUNTY OF DENVER, acting by and through its BOARD OF WATER COMMISSIONERS ("Board"), a municipal corporation of the State of Colorado whose address is 1600 W. 12th Avenue, Denver, Colorado 80204, and Consultant Name ("Consultant"), whose address is Consultant Address. The Board and the Consultant agree as follows:

1. **Scope of Work.** The Consultant agrees to provide work to the Board in accordance with Exhibit A, attached and incorporated (the "Work"). The Work specifically includes any and all deliverables provided to the Board under this Agreement. Generally, the Consultant will provide this description of work.

2. **Notice to Proceed.** The Board will issue a Notice to Proceed with the required Work after the effective date of this Agreement and after the Board has received satisfactory certificates of insurance as required in this Agreement, whichever is later.

3. **Time of Commencement and Completion of Work.** The Board shall not dictate times of performance of the Work, except that the Consultant shall commence the Work as soon as necessary after receipt of a Notice to Proceed, if required by this Agreement, or else after the effective date of this Agreement. The Consultant shall complete the Work no later than this date. The Consultant and the Board must agree upon any extensions of the completion date in a written amendment.

4. **Consultant Responsibility.** The Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all studies, reports and other Work performed under this Agreement. The Consultant is responsible for providing the materials, equipment, training and tools necessary for performance of the Work. The Consultant represents that all Work performed under this Agreement shall be performed with the usual thoroughness and competence and in accordance with the standards of care of the Consultant's profession prevailing in Colorado. Without additional compensation, and without limiting the Board’s remedies, the Consultant shall promptly remedy and correct any errors, omissions or other deficiencies in the Work not meeting that standard of care, including any breaches of the representations in this Agreement.

5. **Confidentiality of Information.** The Non-Disclosure Terms and Conditions attached as Exhibit B are incorporated into this Agreement. The Consultant shall retain in strictest confidence all information furnished by the Board and the results of any reports or studies conducted as a result of this Agreement, along with all supporting work papers and any other substantiating documents. The
Consultant shall not disclose such information to others without the prior written consent of the Board, except as required by law.


a. All printed material, original works of authorship, electronic documents and intellectual property produced, invented, reduced to practice, or created as a result of Work performed under this Agreement (the “Creations”) (with the exception of any intellectual property rights contained therein, owned or created by the Consultant prior to the effective date of this Agreement (“Prior Works”)) shall be the sole property of the Board and may not be used, sold, licensed or disposed of in any manner without prior written approval of the Board. To the maximum extent permitted by applicable law, all Creations shall be deemed works made for hire under the United States copyright laws, and all right, title, and interest in and to such work product shall vest automatically in the Board. Consultant hereby assigns and irrevocably agrees to assign in the future (when any such Creations are first reduced to practice or first fixed in a tangible medium, as applicable) to the Board all right, title and interest in and to any and all such Creations, including, without limitation, all related intellectual property rights (as to copyright, to the extent such Creations are held not to be works made for hire under applicable law). All such Creations shall be turned over to the Board upon completion of the Work. For custom-developed software, the Board shall be provided a copy of the source code.

b. Consultant agrees not to use, and hereby represents that Consultant has not used, in the course of the performance of the Work any Prior Works, unless such Prior Works are first disclosed in writing to the Board, and the Board consents in writing to the use of the Prior Works, and Consultant grants a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sublicensees) to make, have made, modify, create derivative works of, copy, publicly display, use, sell and distribute such Prior Works as incorporated in the Work. Consultant further agrees that it shall not use or incorporate any third party works, third party inventions or open source software in the Work without prior disclosure to the Board, without provision of a valid license providing the Board with all rights necessary to use such as used or incorporated in the Work, and without approval from the Board.

c. Consultant represents that all studies, reports and other Work performed under this Agreement are original or a license to the same has been obtained for the Board as required in this section, will perform for the purpose intended, contain no infringing intellectual property, and contain no material defects, and, if software, contain no malware or undisclosed means of access. The Consultant may retain one copy of all documents
prepared under this Agreement. Any reuse of the Consultant's work product for any use other than as contemplated by this Agreement shall be at the Board's sole risk.

7. **Compensation and Invoicing.** The Board shall compensate the Consultant for Work performed under this Agreement as described in this paragraph. The compensation for the Consultant provided by this Agreement is entire and complete. The Consultant has not received and will not receive any other compensation in connection with this Agreement. The Consultant warrants that it has not paid or promised to pay any compensation to anyone (except Board-approved subcontractors and the Consultant’s officers and employees) in order to obtain this Agreement.

   a. The Consultant will be paid an hourly rate that includes labor, payroll, all overhead expenses, and profit. Overhead expenses include charges for clerical, administrative, accounting, legal, and computer personnel and may not be billed separately. The hours billed by the Consultant shall not exceed hours actually worked on the Work, as shown in the Consultant’s timekeeping records, and shall be limited to the hours actually paid to the employee for the Work. The following chart identifies the particular persons or classes of persons who will perform Work under this Agreement and the hourly rate for each. The Consultant shall not bill the Board for persons or classes of persons not listed below or at hourly rates different from those specified below.

   Description of hourly rates

   b. The Consultant shall provide invoices each month for Work accomplished through the last day of the preceding month. The Consultant’s invoices shall include a description of the Work performed by and the hours worked by each person for the billing period. The Consultant must submit documentation supporting the charges in the invoice, which must be consistent with this Agreement, and must include the contract number of this Agreement on each invoice.

   a. The total compensation under this Agreement shall not exceed $0.00. There are no reimbursable costs associated with this Agreement.

8. **Payment.** Payments shall be based upon the Consultant’s verified progress in completing the Work. Unless the Consultant has not properly performed the Work, invoices will be paid within thirty (30) days of receipt. The Board has the right to refuse to pay all or a portion of an invoice that is inconsistent with this Agreement; all undisputed portions of the invoice shall be paid. The Board may delay payment until it can verify the accuracy of the invoice, obtain releases or waivers with respect to Work covered in the invoice (and with respect to Colo.
Rev. Stat. Article 26 of Title 38 if applicable), or resolve a dispute with the Consultant regarding an invoice. **The Board will not issue payments unless the Consultant has current insurance coverage in accordance with this Agreement.** Checks shall be made payable to the trade or business of the Consultant.

9. **Records and Audits.** The Consultant shall at all times maintain a system of accounting records in accordance with its normal procedures, together with supporting documentation for all Work, purchases, and billings under this Agreement. The Consultant shall retain all such accounting records and documentation for at least two (2) years after final payment. The Board has the right to audit the accounting records and documentation of Consultant related to the Work at any time during the period of this Agreement and for two (2) years after final payment. The Consultant shall refund to the Board any charges determined by the Board’s audit to be inconsistent with this Agreement.

10. **Changes in Work.** The Board has the right to order additions, deletions, or changes in the Work at any time, so long as such changes are within the general scope of Work covered by this Agreement. Requests for material changes in the Work may be made by the Board orally or in writing; however, oral requests shall be confirmed by a written request within ten (10) business days after the oral request. If the Board directs the Consultant to proceed with a material change, the Consultant shall be paid for the change as agreed to by the parties.

11. **Independent Contractor.**

   a. The Consultant is customarily engaged in an independent trade, occupation, profession or business related to the Work, and nothing in this Agreement requires the Consultant to work exclusively for the Board during the term of the Agreement.

   b. Nothing in this Agreement shall be construed to establish the Consultant as an agent or employee of the Board for any purpose. The Consultant and its employees, agents, and subcontractors shall in no way represent themselves to third parties as agents or employees of the Board in performance of the Work.

   c. The Board shall not oversee the Work of the Consultant or instruct the Consultant on how or when to perform the Work, except that the Board and the Consultant have agreed to a completion date for the Work. The Consultant shall in all respects be an independent contractor of the Board in its performance of the Work.

   d. **The Consultant acknowledges that it is not entitled to unemployment insurance or workers’ compensation benefits as a result of performance of the Work for the Board.**
e. The Consultant acknowledges that it is obligated and solely liable to pay federal and state income tax on any moneys earned pursuant to this Agreement, which may include federal and state income and withholding taxes, unemployment taxes, FICA taxes and workers’ compensation payments and premiums applicable to this Agreement or the Work. The Consultant shall indemnify the Board for any liability resulting from nonpayment of the Consultant’s obligations under this paragraph.

12. Insurance.

PLEASE READ THIS CAREFULLY. THE CONSULTANT WILL NOT BE PAID UNLESS THE FOLLOWING INSURANCE REQUIREMENTS ARE MET.

The Consultant shall maintain the following insurance in full force and effect during the full term of this Agreement. The Consultant shall provide to the Board certificates of insurance (and renewals thereof) demonstrating that the following insurance requirements have been met.

a. Commercial General Liability Insurance:
Commercial general liability insurance with limits not less than $1,000,000 per occurrence and $2,000,000 general aggregate for bodily injury and property damage. Such insurance shall include the City and County of Denver, acting by and through its Board of Water Commissioners, as additional insured and shall be primary and non-contributing with respect to any insurance or self-insurance program of the Board.

b. Automobile Liability Insurance:
Consultant shall maintain automobile liability insurance as required by Colorado law. The Board does not require a certificate of insurance unless this subparagraph (b) requires insurance that exceeds the statutory requirements.

c. Professional Liability Insurance:
Professional liability insurance with limits not less than $1,000,000 per claim covering all licensed professionals performing Work under this Agreement.

d. Workers’ Compensation Insurance:
The Consultant is located in Colorado and maintains workers’ compensation insurance, as required under the laws of the State of Colorado. Other Requirements:
1) The Consultant’s insurers shall maintain an A.M. Best rating of A-, VII or better.
2) All self-insured retentions or deductibles must be declared and acceptable to the Board.
3) Thirty (30) days’ advance written notice of cancellation shall be provided to the Board, except for ten (10) days’ advance written notice in the event of cancellation due to non-payment of premium.

e. The Consultant shall provide copies of insurance policies upon request of the Board and in redacted form if necessary to protect confidential information.

f. The Board reserves discretion to accept alternative types of insurance.

13. Compliance with Laws. In performing this Agreement, the Consultant shall comply with all applicable laws, rules, and regulations, including, but not limited to, the Colorado Workers’ Compensation Act, federal and state tax laws, and any applicable minimum wage requirements including Denver R.M.C. sec. 58-16, et. seq. The Consultant certifies that it has complied, and during the term of this Agreement will continue to comply, with the Immigration Reform and Control Act of 1986.

14. Safety and Security. The Consultant must comply with applicable safety and occupational health standards, specifications, reporting, and any other relevant requirements. The Consultant also must check in with the Board’s Security personnel at each location, where applicable; display appropriate identification at all times while on the Board’s premises; and notify the Board’s Security personnel in writing in advance of any anticipated third-party deliveries with the name of the delivery person and the approximate time of arrival.

15. Personnel Screening. N/A

16. Liability. The Consultant agrees to indemnify, hold harmless and defend the Board against any liability, damages, costs, expenses, claims, injuries and losses of whatever nature arising in any way out of this Agreement, including but not limited to any expenses incurred by the Board as a result of damages to the Board’s property and any claims that the Creations, Prior Works or the Work infringe the intellectual property rights of a third party, to the extent caused by any negligent act or omission or willful misconduct of the Consultant or the Consultant’s officers, subcontractors, agents, or employees.

17. Standards of Conduct – Nondiscrimination and Respectful Workplace. The Consultant agrees not to discriminate against any Board employee, or potential subcontractor or supplier because of race, color, religion, age, national origin, gender, sexual orientation, pregnancy, military status, marital status, or disability. The Consultant further agrees not to conduct business in a manner that brings discredit to the Board or creates a hostile or disrespectful work environment for
Board employees, Board customers, or other contractors performing work for the Board. The Board reserves the right at its sole discretion to terminate this Agreement if the Consultant is an individual, or to direct the Consultant to assign another employee or agent to perform the Work, if the Board has reason to believe that during the term of the Agreement the Consultant, or the assigned employee or agent engaged in activity prohibited by this section.

18. Small Business Enterprises; Minority- and Women-Owned Business Enterprises. The Board recognizes the desirability, need and importance to the City and County of Denver of encouraging the development of Small Business Enterprises (“SBEs”) and Minority- and Women-Owned Business Enterprises (“MWBEs”). The Consultant agrees to make a good faith effort to involve SBEs and MWBEs in the Work if and when the opportunity arises.

19. Environmental Compliance. Denver Water strives to adhere to all applicable environmental laws, regulations, and policies. In addition, it utilizes an Environmental Management System to monitor and improve its environmental performance. In the performance of the work, Consultant must comply with all applicable environmental laws, regulations, ordinances, specifications, reporting requirements, and any other relevant requirements.

20. Acceptance Not Waiver. The Board’s approval of studies, drawings, designs, plans, specifications, reports, computer programs and other work or materials does not in any way relieve the Consultant of responsibility for the technical accuracy of the Work. The Board’s approval or acceptance of, or payment for, any Work is not a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

21. Termination or Suspension. The Board reserves the exclusive right to terminate or suspend all or any portion of the Work by giving fourteen (14) days’ written notice to the Consultant. If any portion of the project shall be terminated or suspended, the Board shall pay the Consultant equitably for all Work properly performed pursuant to this Agreement. If the project is suspended and the Consultant is not given an order to resume work within sixty (60) days from the effective date of the suspension, this Agreement will be considered terminated. Upon termination, the Consultant shall immediately deliver to the Board any documents then in existence that have been prepared by the Consultant pursuant to this Agreement and that have been paid for by the Board.

22. Default. Every term and condition of this Agreement is a material element of this Agreement. In the event either party should fail or refuse to perform according to the material terms of this Agreement, such party may be declared in default by the other party by a written notice.

23. Remedies. In the event a party has been declared in default, such defaulting party shall be allowed a period of fifteen (15) days within which to correct, or
commence correcting, the default. In the event that the default has not been corrected or begun to be corrected, or the defaulting party has ceased to pursue the correction with due diligence, the party declaring default may elect to (a) terminate the Agreement and seek damages; (b) treat the Agreement as continuing and require specific performance; or (c) avail itself of any other remedy at law or equity. In the event the Consultant fails or neglects to perform the Work in accordance with this Agreement, the Board may elect to correct such deficiencies and charge the Consultant for the full cost of the corrections. The parties agree that no profits that the Consultant might realize from this or other work are within the scope of their agreement. They further agree that the Consultant waives any right to recover and shall not be compensated for any such lost profits or other consequential damages arising from a breach by the Board.

24. **Force Majeure.** The parties shall not be responsible for any failure or delay in the performance of any obligations under this Agreement solely caused by the following events: natural disaster, flood, fire, war, or public enemy. Events not listed in the preceding sentence, including, but not limited to, epidemics such as the current COVID-19 pandemic, economic conditions, and labor strikes, shall not be considered force majeure events. As a condition precedent to invoking this force majeure clause, the invoking party must provide timely written notice detailing the reasons why the force majeure event has made performance under the original contract terms impossible, and the invoking party must immediately take all reasonable measures to mitigate or avoid damages to the other party.

25. **Assignment and Subcontracts.** The Consultant may not assign this Agreement or any right or liability of this Agreement or enter into any subcontract or amend any subcontract related to this Agreement without prior written consent of the Board. Any subcontract must include language similar to the Records and Audits paragraph of this Agreement, requiring records to be adequate and available for Board audit. This Agreement shall bind and inure to the benefit of the parties and their respective successors and assigns. This Agreement is intended to benefit only the parties, and neither subcontractors nor suppliers of the Consultant nor any other person or entity is intended by the parties to be a third-party beneficiary of this Agreement.

26. **Severability.** If any provision of this Agreement is determined by a court having jurisdiction to be unenforceable to any extent, the rest of that provision and the rest of this Agreement will remain enforceable to the fullest extent permitted by law.

27. **Venue and Governing Law.** This Agreement shall be deemed performable in the City and County of Denver, notwithstanding that the parties may find it necessary to take some action outside the City and County. The sole venue for any dispute resulting in litigation shall be in the District Court in and for the City and County of
Denver. This Agreement shall be governed by and construed under the laws of the State of Colorado.

28. **Notice and Contact.** The parties shall contact the persons listed below for all matters related to administration of this Agreement. All notices required or given under this Agreement shall be in writing and shall be deemed effective: (a) when delivered personally to the other party; or (b) seven (7) days after posting in the United States mail, first-class postage prepaid, properly addressed as follows; or (c) when sent by e-mail. If notice is provided by e-mail, the notifying party must follow up with a hard copy of the notice sent by United States mail; however, the notice will be effective as of the original e-mail date.

   If to the Consultant:

   Consultant Contact Info

   If to the Board:

   DW Employee  
   Denver Water Department  
   1600 West 12th Avenue  
   Denver, Colorado 80204  
   DWEmployee@denverwater.org  

   or such other persons or addresses as the parties may have designated in writing.

29. **Charter of the City and County of Denver.** This Agreement is made under and conformable to Article X of the Charter of the City and County of Denver, which controls the operation of the Denver Municipal Water System. The Charter provisions are incorporated by this reference and supersede any apparently conflicting provisions otherwise contained in this Agreement.

30. **Governmental Immunity Act.** The parties understand and agree that the Board is relying upon, and has not waived, the monetary limitations and all other rights, immunities and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as it may be amended from time to time.

31. **Entire Agreement.** This Agreement constitutes the entire agreement between the Board and the Consultant and replaces all prior written or oral agreements and understandings with regard to the subject matter herein. It may be altered, amended, or repealed only by a duly executed written instrument. The terms of this Agreement shall control in the event of any conflict between the terms of the Agreement and any documents or exhibits attached or incorporated into the Agreement.
32. **Effective Date.** This Agreement shall become effective on the date it is fully signed by the Board.

33. **Electronic Signatures and Records.** The Consultant consents to the use of electronic signatures by the Board. The Agreement, and any other documents requiring a signature hereunder, may be signed electronically in the manner specified by the Board. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

THEREFORE, the parties have executed this Agreement. This Agreement must have the signature of an authorized representative of the Consultant.
ATTESTED:

By: __________________________
   Secretary

CITY AND COUNTY OF DENVER,
acting by and through its
BOARD OF WATER COMMISSIONERS

By: __________________________
   President

DATE: _________________________

APPROVED:

By: __________________________
   Chief

REGISTERED AND COUNTERSIGNED:
CITY AND COUNTY OF DENVER

By: __________________________
   Timothy M. O’Brien, CPA
   Auditor

APPROVED AS TO FORM:

By: __________________________
   Office of General Counsel
THIS AGREEMENT IS ACCEPTED BY:

CONSULTANT: Consultant Name
By execution, signer certifies s/he is authorized to bind the Consultant to the terms of this Agreement.

By: _________________________ DATE: _________________________

TITLE: _______________________
[for other than individual]

For Board records only, Consultant shall check the applicable box(es) below:

☐ Consultant is a Small Business per federal SBA guidelines
☐ Consultant is not a Small Business per federal SBA guidelines
☐ Consultant is a Minority-owned Business Enterprise (MBE) and/or Women-owned Business Enterprise (WBE) per _____________________________ (name of certifying entity)
☐ Consultant is not an MBE or WBE
☐ Consultant elects not to answer this question

If Consultant is an MBE and/or WBE, Consultant must submit evidence of certification from an agency such as the City and County of Denver or the Mountain Plains Minority Supplier Development Council.
EXHIBIT A
SCOPE OF WORK

The Consultant shall perform the following tasks:

Description of scope of work.
Form W-9
Request for Taxpayer Identification Number and Certification
Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor
   - Corporation (C-Corporation)
   - S Corporation
   - Partnership
   - Trust/estate
   - Estate
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I
Tin Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II
Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
Signature of
Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9/.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). To report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-I (merchant card and third party network transactions)

Cat. No. 10231X
Form W-9 (Rev. 12-2014)


Revised by OGC 8/23/19