



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda

Historic Preservation Advisory Board

Monday, September 22, 2025

6:30 PM

In Person

Community Room Town Hall

Doors lock at 6:45 p.m.

1. Call Meeting to Order

2. Roll Call and Verification of Quorum

3. Approval of Agenda

4. Approval of Previous Meeting Minutes

A. *Approval of August 25, 2025 meeting minutes*

5. General Business

A. *General Business*

1. *Biscuit Day: September 20, 2025, 8a.m.-12p.m.*

2. *Budget Report*

a. *Less than \$350 for booth upgrades*

3. *Historic District Research*

a. *The Town & HPAB working together*

4. *Planning Report*

5. *Social Media*

6. *Tax Credits*

7. *Railroad History Grant*

a. *Expected to resubmit in May 2026*

8. *Eagle Mine Survey*

a. *Working with Luke Bolinger*

[25-530](#)

9. *Phase III Surveys:*

Historical Architectural Survey Reports (P25-1013)

Attachments:

[ERO Resources](#)

[Broadbent](#)

[Centennial](#)

[Terracon](#)

[25-531](#)

10. *COA Old Town Hall*

Attachments:

[COA Old Town Hall](#)

6. Public Comment

7. Adjournment

- A. *Next regular in person meeting is Monday, October 27, 2025 @ 6:30 p.m.*



Historic Preservation Advisory Board

Board Meeting Date: 9/22/2025

File #: 25-530, **Version:** 1

SUBJECT:

Phase III Surveys: Historical Architectural Survey Reports (P25-1013)

DEPARTMENT: Planning & Development

PRESENTER(S): HPAB, Staff Members

SUMMARY/KEY POINTS

Phase III Surveys

1. Selection from shortlist of proposals with budget: ERO, Broadbent, Centennial, Terracon
2. See attachments for proposals

ATTACHMENT(S):

1. Phase III Surveys Proposals with Budgets
 - a. ERO Resources
 - b. Broadbent
 - c. Centennial
 - d. Terracon

ERO Resources Corporation
835 E. 2nd Avenue, Suite 314
Durango, CO 81301

Phone: 303.830.1188

E-mail: slarmore@eroresources.com



REQUEST COST PROPOSAL

Historical Architectural Survey Reports

Town of Erie Historical Preservation Advisory
Board

Project Number P25-1013



PREPARED FOR

Town of Erie
645 Holbrook Street
Erie, Colorado 80516



PROPOSAL ISSUED JULY 17, 2025

CULTURAL RESOURCES COST PROPOSAL WORKSHEET

r Estimated Task Start Date -> r Estimated Task End Date ->												
COST BREAKDOWN TASK CODE()	Acres File Search	Pre field Research	Pre Field Preparation	Field Work	Post-field	Site Forms	Photographs	Draft Report	Final Report	Project Inagement/ Meetings		
POSITION	Person	2025 RATE									LABOR HOURS	LABOR COSTS
Resource Lead Principal I	Sean	\$225									0	\$0.00
Resource Lead Principal II	Kathy	\$216										
CR Principal Investigator	Kathy/Jon	\$201									0	\$0.00
Sr. CR Specialist	Jon	\$157									0	\$0.00
Project CR Specialist I	Kate/Marcus/Thad	\$124									0	\$0.00
Project CR Specialist II	Ian	\$114									0	\$0.00
Project CR Specialist III	Shay/Justin/Marie	\$105									0	\$0.00
Staff CR I	Michelle/Tiana/Co	\$101									0	\$0.00
Staff CR II	Cait / Tristan / Tyr	\$87									0	\$0.00
Staff CR III	Devan/Mark	\$79									0	\$0.00
Technical	Seasonal	\$68									0	\$0.00
Arch Historian I	Leslie/ Jen	\$137	2	1		15		24	2	5	49	\$6,713.00
Arch Historian II	Madeline	\$119	4	16	3	60		30	2	2	115	\$13,685.00
Arch Historian III	Emily	\$99	4	16	3	85		10	2	2	122	\$12,078.00
Graphics Specialist	David	\$143									0	\$0.00
GIS Specialist I	Wendy/David/Gar	\$142									0	\$0.00
GIS Specialist II	Marcus/Ian/Gage	\$118	1	2	2	13		2	1	21	21	\$2,478.00
Technical Editor	Kay	\$118									0	\$0.00
Technical Editor	Kathy M.	\$65						5			0	\$0.00
Admin	Est. 25 hrs / mont	\$98									2	\$196.00
Clerical		\$84									0	\$0.00
LABOR HOURS			2	10	4	32	8	71	7	7	309	
LABOR COST		\$217.00	\$1,146.00	\$472.00	\$3,488.00	\$890.00	\$19,144.00	\$8,409.00	\$828.00	\$881.00		\$35,150.00
TOTAL LABOR COST		\$217.00	\$1,146.00	\$472.00	\$3,488.00	\$890.00	\$19,144.00	\$8,409.00	\$828.00	\$881.00		\$35,150.00
DIRECT COSTS												
ITEM		RATE	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	Total Units	
CR Editor	Kathy M.	\$60									0	\$0.00
Trimble GPS		\$125									1	\$125.00
Data Collector		\$50		1							0	\$0.00
Field Equipment	daily charge	\$10									1	\$10.00
Radiocarbon date (UGAR)	Charcoal (\$450) /	\$450									0	\$0.00
File Search	Per square mile/s	\$30	1								1	\$30.00
File Search PDF	Reports (1-3/2004	\$20									0	\$0.00
File Search PDF	Reports +10 \$100	\$100									0	\$0.00
Copies-B/W	Copies-B/W	\$0.15									0	\$0.00
Copies-Color	Copies-Color	\$0.30									0	\$0.00
Car rental	Car rental	\$600									0	\$0.00
Per Diem	Fed rate	\$59									0	\$0.00
Travel day (75%F)	Travel day (75%F)	\$44.25									0	\$0.00
Adjust as needed	Adjust as needed	\$110									0	\$0.00
ORV	Per day	\$30									0	\$0.00
Mileage	IRS rate	0.665		144		138					282	\$187.53
DIRECT COSTS		\$30.00	\$0.00	\$230.76	\$0.00	\$91.77	\$0.00	\$0.00	\$0.00	\$0.00	\$552.53	\$352.53
ERO Fee on ODC's		\$2.40	\$0.00	\$18.46	\$0.00	\$7.34	\$0.00	\$0.00	\$0.00	\$0.00	\$28.20	\$28.20
TOTAL DIRECT COSTS		\$32.40	\$0.00	\$249.22	\$0.00	\$99.11	\$0.00	\$0.00	\$0.00	\$0.00	\$580.73	\$580.73
TOTAL COST		\$249.40	\$1,146.00	\$472.00	\$3,737.22	\$890.00	\$19,243.11	\$8,409.00	\$828.00	\$881.00		\$35,530.73
% of total amount		0.007019276	3.23%	1.33%	10.52%	54.16%	0.00%	23.67%	2.33%	2.48%	Total direct \$	\$380.73
ERO TOTAL		\$249.40	\$1,146.00	\$472.00	\$3,737.22	\$890.00	\$19,243.11	\$8,409.00	\$828.00	\$881.00	Project Total:	\$35,530.73
											Survey Total:	\$35,530.73
											Cost/Acre (Survey Only)	#DIV/0!
Assumptions:												

ERO Resources Corporation
835 E. 2nd Avenue, Suite 314
Durango, CO 81301

Phone: 303.830.1188

E-mail: slarmore@eroresources.com



REQUEST FOR PROPOSAL

Historical Architectural Survey Reports
Town of Erie Historical Preservation Advisory
Board
Project Number P25-1013



PREPARED FOR

Town of Erie
645 Holbrook Street
Erie, Colorado 80516



PROPOSAL ISSUED JULY 17, 2025

July 31, 2025

Mr. Harry Brennan
Senior Planner
Town of Erie
Phone: 720-745-1022
Email: hbrennan@erieco.gov

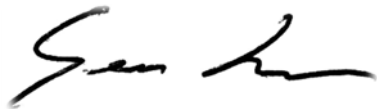
RE: P25-1013 - Historical Architectural Survey Reports

Dear Mr. Brennan,

ERO Resources Corporation's is pleased to provide our Quote and Qualifications to complete a Historical Architectural Survey. We appreciate the opportunity to assist you with this project and look forward to hearing from you. I can be reached at slarmore@eroresources.com or (970) 749-6446.

Please contact me if you have any questions or concerns regarding this proposal and cost estimate.

Sincerely,



Sean Larmore
Principal

Attachments

Contents

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PROPOSAL

TOWN OF ERIE, COLORADO

HISTORICAL ARCHITECTURAL SURVEY REPORTS

JULY 31, 2025

QUALIFICATIONS

ERO FIRM CAPABILITY

ERO Resources Corporation (ERO) is a Colorado corporation founded in 1981 and a recognized leader in environmental, cultural, and historic resource consulting throughout the Intermountain West. Based in Denver with satellite offices in Durango and Grand Junction, Colorado, our diversified staff includes cultural and historic resource specialists, planners, and scientists working together to create innovative solutions that balance community development with protection of both the built and natural environment. Our cultural and historic resource specialists are skilled in multiple disciplines ranging from archival research, public interpretation, architectural inventory, and archaeological investigations to Library of Congress–level resource documentation.

ERO provides a broad range of services, including all levels of survey — from reconnaissance surveys to intensive-level inventories of archaeological and architectural resources — as well as the interpretation of historic archival resources into standardized forms for public interpretation and for coordination with local, state, federal, and tribal agencies.

ERO’s historians and planners assist clients with documenting and managing historic properties and with public interpretation and outreach.

FAMILIARITY WITH TOWN OF ERIE

The ERO Team brings recent and relevant experience working with and working in the Town of Erie (Erie). We know the landscape, resources, history, and organizations in the Town of Erie as well as Weld and Boulder County. Our current and recent work in Erie includes the following projects:

- Schofield Farm Open Space Development
- Erie 4 Corners

We also know the History Colorado staff and their grant programs. Our project team has successfully completed multiple context and survey projects funded by grants and reviewed and accepted by History Colorado. Our team is confident in our ability to successfully and smoothly complete grant-funded projects in partnership with Erie and History Colorado.

ERO History and Capacity

Years in business: 44
Staff: 97
Locations: Denver, Durango, Grand Junction, Boise
Vehicles: 8 Toyota Tacomas
Other equipment: Trimble GPS, GIS, and specialized field equipment, available as needed

- Products and Services**
- Environmental planning
 - Biological resources
 - Cultural resources
 - National Environmental Policy Act compliance
 - Geographic Information System (GIS) and graphic design
 - Geosciences and remediation

www.eroresources.com

PROJECT TEAM

ERO is pleased to present the following key personnel, including Jennifer Wahlers, Senior Architectural Historian, who will serve as Project Manager and Lead Historian assisted by Leslie Moore, Architectural Historian and Historian, along with Architectural Historians Maddie Westrom-Simons and Emily Ortiz. Our key personnel meet the Secretary of the Interior's (SOI) Qualifications for their assigned roles. Key personnel resumes are included as attachments.

JENNIFER WAHLERS, M.H.P., PROJECT MANAGER

Jen has nearly 20 years of experience in historic preservation analysis, research, and federal compliance. She began her career in the nonprofit sector before transitioning to the Colorado Department of Transportation where she worked as a historian. Jen later transitioned to consulting where she gained experience in managing and completing grant-funded local preservation contexts, studies, and surveys. She has extensive experience researching buildings, conducting small- and large-scale surveys, and crafting eligibility determinations following State Historic Preservation Office (SHPO) standards.

LESLIE MOORE, M.A., ARCHITECTURAL HISTORIAN AND HISTORIAN

Leslie is experienced in cultural resource management and public history, and focuses on projects requiring in-depth historical research. Overseeing all facets of site documentation, application of the National Register of Historic Places (NRHP) evaluation criteria, and report production, Leslie performs all classes and phases of survey and investigation of cultural resources related to Sections 106 and 110 of the National Historic Preservation Act (NHPA), State Register Act, and local regulations. Leslie's work includes conducting historic building evaluations, cultural resource surveys, file and literature reviews, reconnaissance surveys, and extensive archival research. She exceeds SOI qualifications to conduct work in the fields of history and architectural history and has completed fieldwork in counties across Colorado. Leslie is experienced in drafting Colorado State Register of Historic Properties (SRHP) nominations and developing creative interpretation projects such as curriculum, museum exhibits, and websites.

MADDIE WESTROM-SIMONS, B.A., ARCHITECTURAL HISTORIAN

Madeline Westrom-Simons is an architectural historian and historian with eight years of experience in cultural resource management and historic preservation. Since joining ERO in October 2024, Madeline has conducted historic building evaluations, cultural resource surveys, reconnaissance surveys, and extensive archival research. She has completed fieldwork in counties across Montana and Florida and participated in site documentation, NRHP evaluation, and adaptive reuse planning, along with report writing.

EMILY ORTIZ, M.A., ARCHITECTURAL HISTORIAN

Emily is an architectural historian experienced in cultural resource management and historic preservation. She conducts architectural surveys, evaluates historical sites, and documents buildings with a variety of architectural styles for development and local agency projects. Her work includes authoring nominations for the NRHP and managing surveys to assess project impacts on historical sites. Emily collaborates with stakeholders to meet preservation standards, lending her experience to navigate diverse environmental contexts.

OTHER KEY TEAM MEMBERS

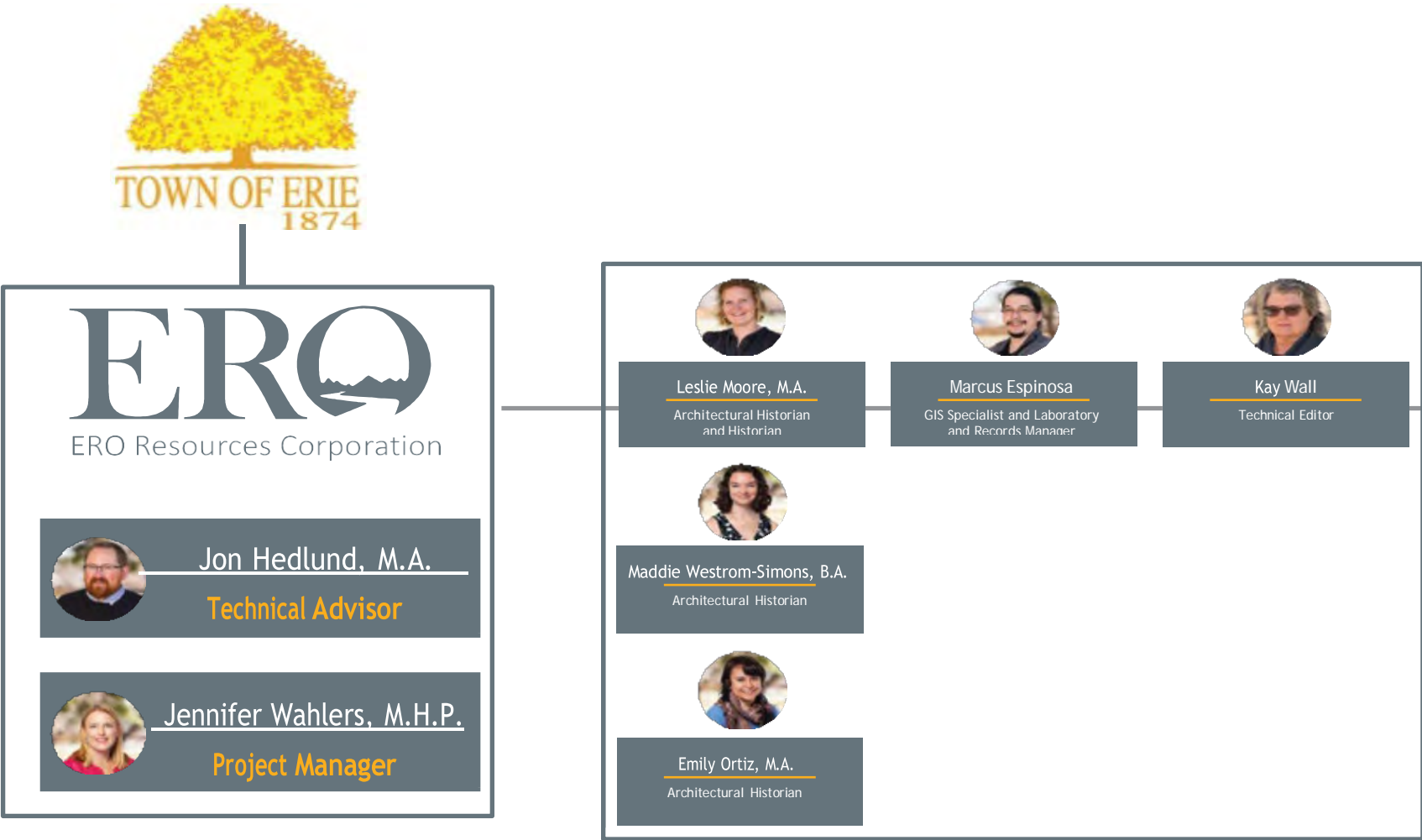
- Jon Hedlund, Denver Cultural Resource Manager
- Marcus Espinosa, GIS Specialist and Laboratory and Records Manager
- Kay Wall, Technical Editor

STATEMENT OF AVAILABILITY

ERO affirms resource availability during the stated period of performance.

EXPERIENCE

TEAM MEMBER MATRIX



RELEVANT PROJECT EXAMPLES AND LIST OF CLIENTS

Over the past 20 years, ERO and our team of historians have successfully completed dozens of historic compliance projects and local agency-based projects that have included extensive survey and documentation of a variety of historic resource types. Many of these projects have occurred in Erie. The following examples of past and current projects provide more detail of our team's experience and capability to complete this project.

SCHOFIELD FARM OPEN SPACE DEVELOPMENT

In 2024, Erie proposed to develop areas of the Schofield Farm Open Space with funding from the Land and Water Conservation Fund. Because the funds required compliance with Section 106 of the NHPA, ERO was contracted to conduct a Class III cultural resource survey of Schofield Farm Open Space. ERO documented a historic farm complex and an irrigation ditch and developed determinations of eligibility and effects.

Location: Boulder County, CO.

Relevance: ERO's recent documentation of the Schofield Farm Open Space in 2024 shows our history working with and in Erie, as well as an understanding of the history of the community.

Contact: Luke Bolinger, Community Partnerships and Special Projects Manager, Erie, 303-926-2796, lbolinger@erieco.gov.

ERIE 4 CORNERS

On behalf of Erie, Toll Brothers, Inc. contracted ERO to perform a cultural resource file and literature review as part of a development submittal for the 4 Corners property in Erie. Erie required a cultural, archaeological, and historical resource report and protection plan as part of the submittal. To assist the client with this requirement, ERO conducted a Class I file and literature review of the project area.

Location: Weld County, CO.

Relevance: The project team's experience with the project further exemplifies ERO's experience in Erie and the surrounding area.

Contact: Greg Saia, Senior Entitlement Manager, Toll Brothers Inc., 303-242-0865, gsaia@tollbrothers.com.

PRINCE LAKE SPILLWAY NO. 1 IMPROVEMENT PROJECT

Boulder County Parks and Open Space obtained a grant from the Federal Emergency Management Agency to improve an existing spillway. ERO was contracted to complete the cultural resource compliance work for the project, which expanded the documentation for the Schofield/Distel Farm to include the Prince Lake Reservoir and dam. ERO completed the site documentation and required consultation materials for the successful completion of the project.

Location: Boulder County, CO.

Relevance: The project team's experience with the project further exemplifies ERO's experience in Erie and the surrounding area.

Contact:-Steven Smith, Senior Water Resources Engineer, Applegate Group, Inc., 303-452-6611, SteveSmith@applegategroup.com.

ERIE PARKWAY

In a prior position, Project Manager Jennifer Wahlers completed the Section 106 compliance work for the Erie Parkway project. As a part of this project in 2017, Jennifer developed the area of potential effects and documented a segment of an irrigation ditch in Erie to complete U.S. Army Corps of Engineers cultural resource compliance.

Location: Weld County, CO.

Relevance: This project was in Erie and required local historical research. It demonstrates the project team's familiarity with the area and its historic context.

Contact:-Jennifer Gorek, RockSol Consulting Group, Inc., gorek@rocksol.com, 970-590-3562.

CITY OF CORTEZ SURVEY OF AUTO/TOURISM PROPERTIES

In 2023, while working at ARCH Professionals, LLC, Project Manager Jennifer Wahlers developed a historic context for the post-war era in Cortez, Colorado. She also surveyed and researched 17 properties related to the automobile and tourism era in Cortez including drive-ins, service stations, gas stations, and motels. This project was funded by a Certified Local Government Grant from History Colorado.

Location: Montezuma County, CO.

Relevance: The survey of Automobile and Tourism properties in Cortez, Colorado demonstrates the Project Manager's familiarity with completing similar grant-funded projects that result in the development of historic contexts and the survey, research, and documentation of nearly two dozen resources.

Contact:-Jennifer Gorek, RockSol Consulting Group, Inc., gorek@rocksol.com, 970-590-3562.

PROJECT GOALS, CONCEPT, AND CRITICAL ISSUES

ERO will rely on its team of experienced historians and architectural historians to research the history of Erie and the 25 properties to be surveyed as a part of this project. The team will use previous studies to help inform the project and ensure there are no redundancies with past survey efforts and contextual research. Following a public kick-off meeting and public engagement, ERO historians may include new scope items, which will involve conducting an outreach survey inquiring about specific site histories, archival research, and field survey work. ERO is well versed in History Colorado's Colorado Cultural Resource Survey Manual, experienced in conducting complex surveys of dozens of properties, and will complete Architectural Inventory Forms (#1403) for the 25 selected properties in Erie. Per History Colorado guidelines, this survey effort will include photographs, topographic maps, and sketch maps for each property and their associated features. Simultaneously, a historic context will be developed. A draft of the report and site forms will be submitted for review by Erie, the Erie Historic Preservation Advisory Board (EHPAB), and History Colorado. Edits and comments will be addressed before finalizing the report and presenting it to the community in a final public meeting.

Completing a project such as this presents several challenges, including data management, mapping, and scheduling. ERO is particularly well equipped to handle the potential challenges posed by surveying 25 resources at once because of our proprietary database for collecting information while in the field, which then directly populates the #1403 site forms. This ensures site-specific information is organized appropriately and helps reduce time in the field and back in the office translating any notes taken in the field. Mapping concerns are addressed by our in-house GIS staff that are experienced in mapping complex cultural sites. Four experienced on-staff historians who can work concurrently ensure project deadlines are met.

To successfully complete the survey of 25 of Erie's historic resources, ERO will work closely with the EHPAB and local members of the community to learn stories and histories that often are not documented in traditional archival repositories. Local community members possess a wealth of information on the history of their town and the role historic resources play in creating a unique sense of place. It will be important to solicit and document whatever information the EHPAB and citizens can contribute in the architectural inventory forms for each resource.

To ensure costs remain reasonable, several tasks will be allocated to more junior staff. The senior staff members will oversee this work for quality assurance. This will ensure that costs are kept lower while still maintaining a high-level product. ERO has established cost estimate worksheets that aid in project scoping and ensuring that cost estimates are as accurate as possible.

PROJECT SCHEDULE AND TIMELINE

Task	Estimated Completion Date
Notice to Proceed	December 2025
Advance of Grant	December 2025
Project Team Kick-Off Meeting	January 27, 2026
Progress Report #1	January 31, 2026
Request Office of Archaeology and Historic Preservation (OAHP) File Search	February 2, 2026
Public Kick-Off Meeting	February 20, 2026
Conduct Archival, Deed, and On-Line Research for Properties (Pre-Fieldwork Preparation)	March 1 – March 30, 2026
Property Owner Notification	February 27, 2026
Progress Report #2	February 27, 2026
Progress Report #3	March 31, 2026
Interim Financial Report	March 31, 2026
Conduct Fieldwork, Mapping, and Photography for all Properties	April 2026
Prepare Architectural Inventory Forms	May 1 – June 19, 2026
Progress Report #4	April 30, 2026
Progress Report #5	May 29, 2026
Submit Draft Architectural Inventory Forms and Report to Erie, EHPAB, and SHPO	June 19, 2026
Revise Architectural Inventory Forms and Report	July 6 – August 21, 2026
Submit Final Architectural Inventory Forms and Report	August 21, 2026
Erie Town Council Survey Report Presentation/Final Public Meeting	August 28, 2026
Final Financial and Survey Report	September 2026

QUALITY CONTROL

The following Quality Control Plan (QCP) outlines ERO's internal processes for ensuring that qualified personnel are assigned to projects and for ensuring adherence to survey standards and the delivery of a high-quality report in compliance with all environmental permitting regulations.

ERO's QCP includes the following areas:

1. Permitting Stipulations (if necessary)
2. Survey and Resource Documentation Standards
3. Data Control
4. Reporting

1. Permitting Stipulations

ERO's architectural historians meet SOI qualifications. No permit is required for this project.

2. Survey and Resource Documentation Standards

ERO's standardized field procedures ensure that the appropriate level of staff completes documentation commensurate with SOI standards and OAHP requirements.

Identifying documentation deficiencies while in the field is central to ERO's approach to ensuring that survey and resource documentation standards are met. While in the field, assigned personnel will assess resources using available field data after a thorough desktop review. Jen Wahlers, as Project Manager, will review each architectural inventory form and NRHP/SRHP evaluation to assess the adequacy of documentation and the rationale behind each assessment.

Examine the scope of the data required to gather during field visits based on available information and on-site conditions.

3. Data Control

Data control is the responsibility of the field directors until data transfer occurs from the field to the laboratory. Data control protocol in the field requires daily download of each global positioning system (GPS) unit (GPS unit data are stored on a SIM card), tablet, and digital camera to a field laptop, from which it is transferred to ERO's file server.

At each juncture, a checklist is used to track each internal milestone: file transfer (GPS and site forms), data management, and draft and final reports. Redundancy is inherent in the ERO system with Cloud-based file server backup. Standardized project folders provide organization and tracking.

4. Reporting

Quality control at the reporting phase begins with a report template. A report template ensures formatting consistency and that all required information is provided. A standardized report template ultimately streamlines the reporting process and facilitates timely peer review.

Each report goes through a three-step review process prior to submittal of the draft deliverables:

1. All reporting deliverables are completed by the primary field author.
2. A technical editor reviews the report and figures for clarity and formatting consistency.
3. The report is peer reviewed by the resource lead to ultimately ensure technical and regulatory compliance. Peer review, in which project team members review each other's work, increases the quality of deliverables.

3

RESUMES





JENNIFER WAHLERS

ARCHITECTURAL HISTORIAN



Jen has nearly 20 years of experience in historic preservation analysis, research, and federal compliance. She began her career in the nonprofit sector before transitioning to the Colorado Department of Transportation (CDOT) where she worked as a historian. Jen later transitioned to consulting where she gained experience in grant-funded local preservation contexts and studies and continued working on transportation-related projects.

KEY STRENGTHS

- Section 106 of the National Historic Preservation Act (NHPA) Compliance
- Historic Resource Survey
- State Historic Preservation Office (SHPO) Coordination
- Historic Contexts

EDUCATION

2007 | MHP | University of Kentucky

2005 | B.A. | University of Wisconsin-Madison

CERTIFICATIONS

Colorado National and State Register
Review Board Member (2018-present)

Months with ERO: 4 | Years' Experience: 19

City of Cortez Survey of Auto/Tourism Properties | Montezuma County, CO
Architectural Historian – Researched and surveyed 17 resources related to the post-war era in Cortez, including motels, drive-ins, service stations, and gas stations for a project funded by a Certified Local Government Grant from History Colorado. This project involved the development of a historic context for the Post-World War II automobile tourism boom experienced in Cortez.
**Completed prior to joining ERO*

Erie Parkway | Weld County, CO
Architectural Historian – Developed an area of potential effects (APE), for the U.S. Army Corps of Engineers, surveyed the irrigation ditch, and submitted documentation in compliance with Section 106 of the NHPA for a project that involved the replacement of a bridge carrying Erie Parkway over an irrigation ditch.
**Completed prior to joining ERO*

North College Avenue Improvements – Conifer to Wilcox | Fort Collins, CO
Architectural Historian – Developed an APE, completed research, conducted field survey, prepared a survey report and site forms, and prepared eligibility and effects determinations for 15 resources, including motels, gas stations, and restaurants along State Highway 287. This CDOT project proposed improvements to North College Avenue in Fort Collins including curb, gutter, bicycle lanes, and intersection improvements. The project also included Section 4(f) compliance and Level II documentation as mitigation for an adverse effect.
**Completed prior to joining ERO*

US 287 at Isabelle Road Intersection Safety Improvements | Boulder County, CO
Architectural Historian – Developed an APE, surveyed impacted resources, and completed eligibility and effects correspondence for submittal to CDOT and the SHPO for a project that widened Isabelle Road and US 287 to improve safety at the intersection and involved irrigation and transportation linear resources, as well as agricultural properties.
**Completed prior to joining ERO*

City of Cortez Preservation Survey Plan | CDOT | Montezuma County, CO
Architectural Historian – Developed the historic context of the entire city of Cortez and conducted an extensive windshield survey that informed the development of survey priorities to be used by Cortez in planning future historic preservation survey efforts. The project involved extensive planning, organizational, and research efforts to ensure all areas of the city were captured and appropriately prioritized based on integrity evaluations and potential significance.
**Completed prior to joining ERO*



LESLIE MOORE

ARCHITECTURAL HISTORIAN AND HISTORIAN



Leslie is experienced in cultural resource management and public history. Since joining ERO in May 2021, Leslie has conducted historic building evaluations, cultural resource surveys, file and literature reviews, reconnaissance surveys, and extensive archival research. She has completed fieldwork in counties across Colorado overseeing all facets of site documentation, application of the National Register of Historic Places evaluation criteria, along with report production. She exceeds Secretary of the Interior qualifications to conduct work in the fields of history and architectural history and performs all classes and phases of survey and investigation of cultural resources related to Sections 106 and 110 of the NHPA, State Register Act, and local regulations. Leslie is experienced in drafting Colorado State Register of Historic Properties nominations and developing creative interpretation projects such as curriculum, museum exhibits, and websites.

KEY STRENGTHS

- Architectural History
- National Historic Preservation Act (NHPA)

EDUCATION

2020 | M.A. History, Historic Preservation Concentration | Colorado State University

2015 | B.A. History | Carleton College

AFFILIATIONS

Colorado Preservation, Inc.

National Trust for Historic Preservation

Berthoud Historic Preservation Advisory Committee

Years with ERO: 4 | Years' Experience: 10

Manitou Springs Trail Reconnaissance Survey | El Paso County, CO

Historian/Architectural Historian — Directed archival research and survey of 40 cultural resources along Fountain Creek to help the City of Manitou Springs make preliminary decisions about where a proposed trail would be the least intrusive to cultural resources. Made a recommendation on the boundaries of the National Register Historic District based on the results of the survey.

CO7 Corridor Planning Tool and Concept Study | Boulder County, CO

Historian/Architectural Historian — Compiled data from state, county, and local records to assess whether existing and future historic properties may be impacted by a proposed transportation project. Provided the Colorado Department of Transportation (CDOT) with regulatory information pertinent to cultural resources to be used as part a larger environmental overview for the potential project.

Town of Snowmass Building Evaluation | Pitkin County, CO

Historian/Architectural Historian — Documented six historic buildings in an indirect area of potential effects of a new transit station for the Federal Transit Administration. The documentation included completing architectural inventory forms and making determinations of eligibility.

Red Rocks Amphitheatre | Jefferson County, CO

Historian/Architectural Historian — Completed a Historic American Engineering Record (HAER) for the southern walkway that provides pedestrian access to Red Rocks Amphitheatre. Conducted archival research and compiled design drawings and photographs to create a record of the structure before it is replaced.

28th Street and Colorado Avenue Intersection | Boulder County, CO

Historian/Architectural Historian — Completed fieldwork, architectural inventory forms, and eligibility determinations for residential and commercial properties impacted by a CDOT transportation project designed to improve mobility at a congested intersection in Boulder. Coordinated with CDOT, city officials, and engineers to determine the project's potential effects on historic properties.



Madeline Westrom-Simons

ARCHITECTURAL HISTORIAN



Madeline is an architectural historian and historian with eight years of experience in cultural resource management and historic preservation. Since joining ERO in October 2024, Madeline has conducted historic building evaluations, cultural resource surveys, reconnaissance surveys, and extensive archival research. She has completed fieldwork in counties across Montana and Florida and participated in site documentation, National Register of Historic Places (NRHP) evaluation, and adaptive reuse planning, along with report writing.

Madeline specializes in the evaluation of historic buildings and structures dating to the 19th and 20th centuries. She has documented a wide variety of buildings in the Queen Anne, Craftsman, Mission, Art Moderne, Ranch, Spanish, and Mediterranean Revival styles. She also organized and led a statewide survey of Montana's Frame and Masonry Vernacular one-room schoolhouses. In addition, Madeline specialized in the identification, research, and documentation of late-19th and 20th century cemeteries. She is also experienced in writing both abbreviated and complex historic contexts requiring in-depth archival research and critical analysis. She is comfortable with and experienced in presenting her work to audiences, including the public and review boards.

KEY STRENGTHS

- Architectural History and Surveys
- National Historic Preservation Act (NHPA) Section 106 Compliance
- Archival Research
- Cultural Resource Survey and Reporting
- Oral Histories and Interviewing

EDUCATION

2018 | B.A. History | Carroll College, MT

AFFILIATIONS

National Trust for Historic Preservation

Florida Trust for Historic Preservation

Preserve Montana

Reflections of Manatee Historical Complex
(Board Member)

CERTIFICATIONS

Secretary of the Interior Standard
Architectural Historian, 2020

Years with ERO: 1 | Years of Experience: 8

Camp George West Historical Building Survey | Jefferson County, CO

Historian/Architectural Historian – Recorded and reevaluated the integrity and contributing status of four historical structures in a portion of the Camp George West National Register Historic District that is part of a land exchange between Colorado and the National Renewable Energy Laboratory.

Beaver Ranch Inclusive Playground | Jefferson County, CO

Historian/Architectural Historian – Recorded and evaluated the integrity and NRHP eligibility of two historical structures in a portion of the Beaver Ranch Park as a result of planned improvements by Jefferson County Open Space, including new amenities, ADA accessible trails, and road safety improvements.

Pinehurst Country Club, Marston Lake North Drainage | Denver County, CO

Historian/Architectural Historian – Recorded and reevaluated the integrity of the Pinehurst Country Club Golf Course for the Marston Lake North Drainageway as a result of a channel realignment and restoration project. The report was prepared for the Urban Pinehurst Country Club and submitted to the United States Army Corps of Engineers.

Peaks-To-Plains Trail Downtown Golden Alternative Analysis and Concept Design | Jefferson County, CO

Historian/Architectural Historian – Conducted a Class I comparative analysis cultural resource survey in downtown Golden, Colorado for the city of Golden.

Thornton Water Pipeline Segments E & F | Larimer and Weld Counties, CO

Historian/Architectural Historian – Conducted historical research to help determine the potential eligibility of six historical linear resources.



EMILY ORTIZ

ARCHITECTURAL HISTORIAN



Emily is an architectural historian experienced in cultural resource management and historic preservation. She conducts architectural surveys, evaluates historical sites, and documents buildings with a variety of architectural styles for development projects. Her work includes authoring nominations for the National Register of Historic Places (NRHP) and managing surveys to assess project impacts on historical sites. Emily collaborates with stakeholders to meet preservation standards, lending her experience to navigate diverse environmental contexts.

KEY STRENGTHS

- Architectural History and Surveys
- National Historic Preservation Act (NHPA) Section 106 Compliance
- Archival Research
- Cultural Resource Survey and Reporting

EDUCATION

2023 | M.A. History - Historic Preservation/
Cultural Resource Management | Colorado
State University

2017 | B.A. History/Political Science |
Simpson College, CO

Years with ERO: 1 | Years' Experience: 2

Locke Park Land Exchange | Pike and San Juan National Forests, CO

Architectural Historian — Documented architectural and historical features of the Rainbow Trails Lutheran Camp for the Locke Park Land Exchange with the U.S. Forest Service. The project involved cataloging 62 features from 1920s-era cabins to modern amenities through detailed photography, mapping, and notetaking. Assisted with writing a comprehensive historical overview of the camp and completed Architectural Inventory Forms for the preservation and management of the camp's historical structures.

Watchman and Pine Creek Residential Complexes | Zion National Park, UT

Architectural Historian — Assisted with the baseline documentation of New Deal-era and Mission-66 residences in Zion National Park's Watchman and Pine Creek Residential Complexes. Authored Utah Historic Structure Forms for the residences and contributed to the cultural resource survey report.

Fort Collins Post Office | Larimer County, CO

Architectural Historian — Assisted with the documentation of a federal building for the General Services Administration and served as the lead author for the NRHP nomination form. Responsibilities included preparing the registration form, completing archival research, and conducting an architectural survey of the Brutalist structure. Covering 4.4 acres, fieldwork and documentation efforts confirmed the building's eligibility for historic recognition.

Colorado Parks and Wildlife Fort Collins Area Office | Larimer County, CO

Architectural Historian — Assisted with a cultural resource survey to document the historical significance of a 27-acre site. Recorded 13 buildings at the site to preserve their historical essence before potential demolition. The project highlighted the site's history as a bird research farm within environmental conservation efforts and included documentation of historical buildings relevant to Colorado's cultural heritage.

Grein Subdivision Building Survey | City of Brighton, CO

Architectural Historian — Completed a Historical and Architectural Survey of more than 87 acres to assess the historical value of multiple farmsteads facing demolition in Brighton. Three farmsteads qualified for nomination to the local landmark list. As the lead author of the Architectural Inventory Forms, completed comprehensive documentation of historical and architectural details.



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July 31, 2025

Response to Request for Proposal for Historical Architectural Survey Reports - Part II
Town of Erie Historical Preservation Advisory Board
Project No. P25-1013

July 31, 2025

Harry Brennan
Project Manager
Erie Historic Preservation Advisory Board
645 Holbrook Street
Erie, Colorado 80516

RE: RFP Project No. P25-1013 - Request for Proposal for Cultural Resources Consultant, the Town of Erie Historical Preservation Advisory Board's Historical Architectural Survey Reports Project

Dear Mr. Brennan:

Broadbent & Associates, Inc. (Broadbent) is pleased to submit this request for proposal (RFP) to the Town of Erie (Town) in response to the RFP for the Town of Erie Historical Preservation Advisory Board's (EHPAB) Historical Architectural Survey Reports Project (Project No. P25-1013) in Erie, Colorado. Broadbent's cultural resources management (CRM) division has been providing CRM services in Colorado since 2020 and across the American West since 2012. This experience includes the execution of multiple intensive level surveys (ILS) of varying sizes, public outreach and engagement, and evaluating architectural resources and historic districts for NRHP eligibility.

Broadbent appreciates the opportunity to provide this RFP and looks forward to assisting the Town with meeting their preservation goals for Old Town Erie. We strongly believe that our extensive experience performing similar services for communities like Erie will make our cultural resources management team a great fit for your project. This submittal package includes Part II (Fees) of the RFP. Should you have questions or require additional information, please do not hesitate to contact us.

Sincerely,

BROADBENT & ASSOCIATES, INC.

Courtney Mooney, M.S. AICP
Senior Architectural Historian
(702) 858-3885
cmooney@broadbentinc.com



FEES

Broadbent proposes to complete the scope of work described in this proposal for a fee of \$32,362.07 based on the total project budget as provided in the Project RFP SOW. Please note that this fee is based on the completion of an ILS survey of 25 properties, Architectural Inventory and Historical & Architectural Reconnaissance forms (Forms 1403 and 1417), and an inventory report. Should the Town determine additional tasks outside of the scope are needed, Broadbent is happy to discuss scope and fee revisions with the Town. The table below depicts Broadbent's proposed fee estimate for this Project's SOW. See Attachment C in Part I of this RFP for Broadbent's Schedule of Fees and Payments with a breakdown of rates.

Fee Estimate				
Task A: Public Outreach and Meetings				
Title	Description	Units	Rate	Amount
Senior	Project Management, QA/QC, Kickoff meetings	8	\$165	\$1,320.00
Project II	Kickoff Meetings, Public Meetings, Property Owner Notifications	11	\$145	\$1,595.00
Project I	Kickoff Meetings, Public Meetings and Presentations	18	\$134	\$2,412.00
Senior Staff	Progress Reports, Financial Reports	14	\$125	\$1,750.00
GIS Technician	Public Presentation Data	4	\$132	\$528.00
			<i>Subtotal:</i>	<i>\$7,605.00</i>
Outside Expenses				
Travel - Mileage	Kickoff Meetings and Public Presentations	108	\$0.67	\$72.36
			<i>Subtotal:</i>	<i>\$72.36</i>
			Task A Total:	\$7,677.36
Task B: Fieldwork and Research				
Title	Description	Units	Rate	Amount
Project II	Coordination	1	\$145	\$145.00
Senior Staff	ILS Fieldwork; Archival, Deed, and Online Research	41	\$125	\$5,125.00
GIS Technician	Field Maps and Shapefiles	4	\$132	\$528.00
			<i>Subtotal:</i>	<i>\$5,798.00</i>

Fee Estimate

Task B: Fieldwork and Research

Title	Description	Units	Rate	Amount
Outside Expenses				
File Search	OAHP File Search (standard, 20 business days)	1	\$30.00	\$30.00
Travel - Mileage	Fieldwork and Archival Research	113	\$0.67	\$75.71
			<i>Subtotal:</i>	<i>\$105.71</i>
			Task B Total:	\$5,903.71

Task C: Survey Forms and Report Preparation

Title	Description	Units	Rate	Amount
Senior	QA/QC	16	\$165	\$2,640.00
Project II	Report	48	\$145	\$6,960.00
Senior Staff	Forms 1403 and 1417; Report	65	\$125	\$8,125.00
GIS Technician	Report and Form Maps; GIS Data Package	8	\$132	\$1,056.00
			Task C Total:	\$18,781.00

Project Total: \$32,362.07



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July 31, 2025

Response to Request for Proposal for Historical Architectural Survey Reports - PART I
Town of Erie Historical Preservation Advisory Board
Project No. P25-1013

July 31, 2025

Harry Brennan
Project Manager
Erie Historic Preservation Advisory Board
645 Holbrook Street
Erie, Colorado 80516

RE: RFP Project No. P25-1013 - Request for Proposal for Cultural Resources Consultant, the Town of Erie Historical Preservation Advisory Board's Historical Architectural Survey Reports Project

Dear Mr. Brennan:

Broadbent & Associates, Inc. (Broadbent) is pleased to submit this request for proposal (RFP) to the Town of Erie (Town) in response to the RFP for the Town of Erie Historical Preservation Advisory Board's (EHPAB) Historical Architectural Survey Reports Project (Project No. P25-1013) in Erie, Colorado. Broadbent's cultural resources management (CRM) division has been providing CRM services in Colorado since 2020 and across the American West since 2012. This experience includes the execution of multiple intensive level surveys (ILS) of varying sizes, public outreach and engagement, and evaluating architectural resources and historic districts for NRHP eligibility.

Broadbent appreciates the opportunity to provide this RFP and looks forward to assisting the Town with meeting their preservation goals for Old Town Erie. We strongly believe that our extensive experience performing similar services for communities like Erie will make our cultural resources management team a great fit for your project. This submittal package includes Part I (Qualifications) of the RFP as well as additional documentation included as attachments. Should you have questions or require additional information, please do not hesitate to contact us.

Sincerely,

BROADBENT & ASSOCIATES, INC.

Courtney Mooney, M.S. AICP
Senior Architectural Historian
(702) 858-3885
cmooney@broadbentinc.com

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INTRODUCTION

“Understanding, preserving and celebrating Erie’s history will continue to be an important element of the Town’s identity and experience. Historic preservation will assure that generations to come will be able to recognize and know the influential people and buildings that helped create Erie and set the stage for the Erie of today and tomorrow” – *Town of Erie Comprehensive Plan 2024*



Broadbent is pleased to submit this proposal to the Town of Erie, Colorado, to complete the scope of work (SOW) as described in the RFP, Historical Architectural Survey Reports, EHPAB, Project Number P25-1013 (Project). The SOW, as described, includes the completion of an ILS of 25 properties in Old Town Erie in accordance with the *Colorado Cultural Resource Survey Manual Guidelines for Identification: History and Archaeology*, published by the Colorado Office of Archaeology and Historic Preservation (OAHP) in 2007. The project will assist the Town of Erie with meeting the goals of the *2017 EHPAB Master Plan (2017 Master Plan)* (as amended 2020), specifically Chapter 8. Preserving Historic Resources in Old Town. The project will also support the *Town of Erie Comprehensive Plan 2024* goal of documenting existing resources, identifying opportunities, and developing strategies to address threats to historic assets and character.

The Town of Erie, Colorado has a remarkable and long history, beginning in the 1860s when first settled by merchants, farmers, and prospective coal miners who harvested surface coal from the northern coal fields between Boulder and Coal Creeks east of Boulder and north of Denver, Colorado. In the 1870s, Erie’s first commercial coal mine, Briggs Mine, and the introduction of the Boulder Valley Railroad, a spur off the Denver-Pacific Railway, facilitated growth for both the budding mining industry and the growing settlement. The plat for the Town of Erie was officially filed in 1871, followed three years later by formal incorporation. Coal mining remained the dominant industry through the mid-nineteenth century until nationwide coal prices began to drop, causing local and regional mines to close. In 1978, the last operating mine in the Erie area, the Eagle Mine, closed and the Town of Erie shifted its focus to growth and preservation. Today, Erie has expanded significantly, attracting residents from surrounding larger metropolitan areas like Boulder and Denver with its commitments to education, cultural and environmental preservation, and community involvement.

QUALIFICATIONS

Founded in 1987 in Boulder City, Nevada, Broadbent is a full-service cultural, environmental, and engineering consulting firm with over 150 employees providing professional services throughout the western United States (U.S.). Broadbent's historic preservation staff, housed within the Division of CRM, have over 130 years of combined experience providing cultural and historic resources services. Our relationships with regulatory agencies are strong, built on mutual respect and professionalism. Our technical knowledge of the cultural resources of the region, complex regulatory environments, and industry best practices allows us to prepare work products and compliance documents that meet the standards of local, state, and federal agencies, including the Colorado State Historic Preservation Office (SHPO)/OAHP. All cultural resources work completed by Broadbent CRM staff members in Colorado is conducted according to the guidance provided in the *Colorado Cultural Resource Survey Manual* (2007) and the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*. Please see *Experience* for detailed company experience that has provided Broadbent the knowledge and understanding to complete this project.

FIRM'S CAPABILITY

Broadbent's collective historic preservation staff are experienced with conducting professional ILs and completing associated architectural inventory forms that meet the requirements of and are accepted by government agencies of all levels. Additionally, Broadbent is experienced in preparing and conducting presentations to project stakeholders, including local government staff, boards and commissions, elected officials, and members of the community, as well as conducting interviews with property and business owners, residents, and tenants of historic districts. Our historic preservation staff are based in Reno and Las Vegas, Nevada; Phoenix, Arizona; and Castle Pines, Colorado with Colorado personnel available to complete background research and field work and provide presentations for this project. We are dedicated to ensuring that all project stakeholders are represented in our work, and that appropriate coordination and consultation is conducted early in the process. This approach guarantees that our deliverables meet both project-specific and wider historic preservation goals contained within the EHPAB 2017 Master Plan (as amended 2020). Please see *Project Team* for detailed information on each staff member's talents, experience, and capabilities that will be brought to this project.

PROJECT TEAM

Broadbent has assembled a skilled historic preservation team for the Project. Team lead, Senior Architectural Historian/Project Manager Courtney Mooney, M.S., AICP, has 26 years of public and private historic preservation experience which ensures a quality product that meets the Town of Erie's goals and is delivered on time and within budget. Archaeologist Kaitlyn Mansfield, M.A., RPA will oversee research and fieldwork and prepare and provide public presentations; Historian Matthew Johns, M.A. will assist with research and reporting; and Mr. Jeramie Memmott will serve as GIS Manager. Broadbent staff meet the SOI Professional Qualification Standards for Architectural History, History, and Archaeology. Additional qualified Broadbent personnel will be assigned to the project as necessary; no subconsultants will be contracted by Broadbent to complete this project. Summaries of our key personnel experience and qualifications are provided below and select team resumes summarizing applicable experience are included as Attachment A.

COURTNEY MOONEY, M.S., AICP | SR. ARCHITECTURAL HISTORIAN | PROJECT MANAGER

As the Project Manager and Senior Architectural Historian, Courtney Mooney will oversee all aspects of the project and will provide quality control and assurance on all project deliverables. Ms. Mooney is an architectural historian with more than 26 years of public and private sector experience in the historic preservation, urban planning, and architecture fields. Courtney has been employed in the private sector as an architectural historian for eight years. Prior to this, Courtney served as the Urban Design Coordinator and Historic Preservation Officer for the City of Las Vegas, Nevada for 14 years where she supervised the urban design, historic preservation, and sustainability team and staffed the Historic Preservation Commission. Throughout her public and private experience, Courtney has provided countless presentations to the public and elected officials, participated in discussion panels, as well as provided content for local news organizations. Courtney is an expert in conducting historic resource surveys and inventories and preparing National Register of Historic Places (NRHP) nominations.

She has several years of experience in documenting historic districts and conducting historic resource inventories that meet both local and NRHP standards. In 2023, Ms. Mooney managed a Reconnaissance-Level Survey (RLS) of 1,564 residential and commercial properties located within multiple plats associated with the Twin Lakes Area of Las Vegas, Nevada. In 2020, Ms. Mooney managed the survey and documentation of over 500 commercial, residential, and public buildings within the NRHP-listed Boulder City Historic District in Nevada for the purposes of updating the original NRHP nomination. In 2021, Ms. Mooney was lead architectural historian for the RLS of over 1,400 nineteenth-century properties located in Phoenix, Arizona. And, currently, she is project manager for the survey and documentation of over 2,500 properties, including conducting an ILS of 19 properties, in Salt Lake City, Utah. All projects, with the exception of Salt Lake City, required the completion of state-specific architectural resource forms for each property. Outside of these surveys, Ms. Mooney has documented countless individual historic commercial and public buildings for federal agencies, including the National Park Service, Bureaus of Indian Affairs and Reclamation, and U.S. Fish and Wildlife. She meets the SOI Professional Qualifications Standards for Architectural History and History and is a member of the American Institute of Certified Planners (AICP) in good standing. Between 2021 and 2024, Courtney served as architectural historian on the Nevada Board of Museums and History. Currently, she volunteers on the boards of the Western Chapter Association for Preservation Technology and Friends of the Gem Theater, a historic theater located in Pioche, Nevada.

KAITYLN MANSFIELD, M.A., RPA | PROJECT ARCHAEOLOGIST

As Project Archaeologist, Kaitlyn Mansfield will assist Ms. Mooney in conducting and/or overseeing all in-person archival research, fieldwork, and presenting findings to staff and public. Ms. Mansfield has 10 years of professional experience in CRM with four years of experience in documenting, evaluating, and advancing the preservation of historic landscapes. Ms. Mansfield has experience in both archaeology and historic preservation and has assisted the historic preservation staff in archival and online research, field documentation, and reporting efforts of multiple documentation and evaluation projects in Colorado. She is familiar with the *Colorado Cultural Resource Survey Manual* (2007) and is an expert in the completion of Colorado SHPO Architectural Inventory Forms (Form 1403).

In 2024, Ms. Mansfield assisted in the successful documentation and evaluation of the San Juan Building within the Pueblo Community College campus and the Thatcher Building in historic downtown Pueblo, Colorado. She has also assisted the historic preservation staff in field and reporting efforts for several larger reconnaissance surveys of commercial, residential, and industrial buildings for multiple projects throughout Nevada. She has extensive experience in collecting the required field data for architectural surveys and is listed as a co-author on multiple historic context documents. She meets the SOI qualification standards in Archaeology; her skill and experience allow her to be listed on Broadbent's Colorado State Archaeological and Paleontological Permit (No. 85767) as Principal Investigator.

MATTHEW JOHNS, M.A. | PROJECT HISTORIAN

As Project Historian, Matthew Johns will conduct online historical research related to the project and assist with the preparation of the SHPO Form 1403 for each of the 25 properties included in the RLS. Mr. Johns recently joined the Broadbent historic preservation team and has two years of experience in historical research related to the American Southwest, including architectural history and public history.

Mr. Johns started his career as an assistant architectural historian documenting historic districts, roads, and structures of Las Vegas and Reno. He has engaged in active fieldwork to document, evaluate, and photograph homes and businesses in Las Vegas, Nevada and has conducted research regarding Las Vegas history through its development of hotels, motels, and casino properties while employed as a docent at the Neon Museum in Las Vegas. He has worked with federal agencies, architectural history consultants, and museums in Las Vegas and the western U.S.

JERAMIE MEMMOTT | GIS SPECIALIST

As Broadbent's geographic information systems (GIS) specialist, Jeramie Memmott will manage all spatial data for the project. Mr. Memmott has 21 years of experience in managing data, drafting maps, and preparing spatial analyses. For the past nine years, Mr. Memmott has supported Broadbent's CRM team by preparing report maps, creating customized forms for field GPS data collection, and creating databases for cataloging cultural artifacts. Mr. Memmott has also performed GIS analyses to report spatial data associated with points of interest, converting spatial data from numerous sources to facilitate upload to geodatabases, and compiling spatial data for use in stakeholder decision-making.

Mr. Memmott is skilled in utilizing historical data like Sanborn Fire Insurance maps and General Land Office (GLO) records to conduct spatial analyses of historic landscapes. In collaboration with the CRM team, Mr. Memmott has successfully used ArcGIS and similar digital mapping tools to create cultural sensitivity maps and electronic databases of historic resources, districts, and landscapes. The resulting products have been used as planning and scoping tools for development projects as well as the basis for local preservation efforts, publications, and museum displays.

LETTER FROM PRINCIPAL INVESTIGATOR CERTIFYING AVAILABILITY AND STAFF COMMITMENT

A letter from the Principal Investigator certifying the availability and commitment of Broadbent's historic preservation staff for the Project is included as Attachment B of this RFP.

ABILITY TO COMPLETE PROJECT WITHIN TIMEFRAME

Broadbent's historic preservation team possesses the qualifications and experience to complete the project within the proposed timeframe. The team is proficient at navigating the historic preservation requirements and procedures of the Colorado OAHP and will coordinate closely with the Town of Erie to ensure all requirements are met and deliverables are submitted on time and within budget. Broadbent's ability to complete projects in a timely manner and with minimal agency comments is one aspect that sets us apart from other CRM firms.

WORK LOCATION

See *Firm's Capability* for work location of staff proposed for this project.

EXPERIENCE

Broadbent's historic preservation team possesses the qualifications and experience to fulfill the scope of work described above and provide the Town of Erie with professional deliverables in support of the Town's *2017 Master Plan*. Our core staff is comprised of professionals with more than 130 years of combined experience conducting CRM projects in Colorado and the western U.S. In this time, we have successfully built a collaborative relationship with the Colorado OAHP, as well as other local, county, state, and federal agencies, private businesses, and local preservation groups. We are fluent in the region's history and are familiar with the archival resources held at repositories such as History Colorado, Boulder and Weld County Assessors, Erie Historical Society, and University of Colorado, Boulder Special Collections.

RELEVANT RECENT PROJECTS

We have experience in architectural research and inventory in and around Colorado. We have an in-depth understanding of federal CRM laws, regulations, and documentation protocols, including the applicable sections of Colorado Revised Statutes (CRS), Code of Colorado Regulations (CCR), and other federal and state agency regulations. Our CRM team has expertise in the practical application of the *Colorado Cultural Resource Survey Manual* (2007), Section 106 of the National Historic Preservation Act (NHPA) (as amended), and *Secretary of the Interior's Standards for Archaeology and Historic Preservation*. The projects described in the resumes of our core CRM staff (Attachment A) illustrate that our qualifications and experience are well-suited to support the Town in their pursuit of maintaining an inventory of historic buildings in Old Town Erie that may be eligible for local, state, or federal recognition. The following section provides brief summaries of recent projects for which Broadbent completed comparable work.

PUE COPU-PCC COLLOCATION PROJECT, PUEBLO, COLORADO (2024)

Broadbent completed a cultural resources survey for Trileaf Corporation (Trileaf) on behalf of Verizon Communications, Inc. (Verizon) for a small project area in Pueblo, Pueblo County, Colorado. This work was conducted in compliance with the *National Programmatic Agreement (NPA) for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission* (Nationwide PA [FCC 04-222]), the *Nationwide Programmatic Agreement for the Collocation of Wireless Antennas Executed by the Federal Communications Commission, the National Conference of State Historic Preservation Officers and the Advisory Council on Historic Preservation* (Collocation Agreement), and Section 106 of the NHPA. The project involved an intensive cultural resources survey of the proposed collocation antenna site (0.41 acres) and an RLS of a 0.5-mile buffer area. This inventory resulted in the documentation of the San Juan Building, an education building in the Pueblo Community College, and project impact assessments of four historic properties. Broadbent prepared a report with a historic context for the Pueblo Community College to assess the San Juan Building for eligibility to the National Register. The project was successfully completed in 2024, on time, with no comments provided by the SHPO.

PUE THATCHER BUILDING TELECOMMUNICATIONS PROJECT, PUEBLO, COLORADO (2024)

Broadbent completed a cultural resources survey for Trileaf on behalf of Verizon for a small project area in historic downtown Pueblo, Pueblo County, Colorado. This work was conducted in compliance with the *National Programmatic Agreement (NPA) for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission* (Nationwide PA [FCC 04-222]), the *Nationwide Programmatic Agreement for the Collocation of Wireless Antennas Executed by the Federal Communications Commission*, the *National Conference of State Historic Preservation Officers and the Advisory Council on Historic Preservation* (Collocation Agreement), and Section 106 of the NHPA. The project involved an intensive cultural resources survey of the proposed collocation antenna site (1.57 acres) and an RLS of a 0.5-mile buffer area. This inventory resulted in an update to a previously determined eligible building, the Thatcher Building, and project impact assessments of 64 historic properties in the historic downtown area. Broadbent prepared a report with an updated history and description of the Thatcher Building. The project was successfully completed in 2024, on time, with no comments provided by the SHPO.

ON-CALL HISTORIC PRESERVATION CONSULTANT, CITY OF BOULDER CITY, NEVADA (CURRENT)

As the on-call historic preservation consultant for the City of Boulder City, Clark County, Nevada, Broadbent provides a wide range of historic preservation services to include RLSs and ILSs; reviewing applications for Certificates of Appropriateness and Redevelopment Authority applications for funding to conduct work on buildings located within the Boulder City Historic District (BCHD); reviewing proposed work for compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the adopted BCHD Historic Guidelines; preparing historic preservation treatment plans and historic contexts; authoring revisions and/or text amendments to BCHD Historic Guidelines as necessary; and presenting regularly to the Boulder City Historic Preservation Commission and City Council. Work supports Community Development Department staff and the City's historic preservation goals and objectives, including the maintenance of the City's Certified Local Government status. A complete list of projects completed under this contract is available upon request.

DRAFT RLS UPDATE FOR THE SALT LAKE CITY EAST SIDE NATIONAL REGISTER HISTORIC DISTRICT AND THE CENTRAL CITY LOCAL HISTORIC DISTRICT, SALT LAKE CITY, UTAH (2024-PRESENT)

Broadbent is conducting an updated RLS of approximately 2,671 buildings and structures located within two historic districts—the East Side National Register Historic District and the Central City Local Historic District—in Salt Lake City, Salt Lake County, Utah. The RLS study area encompasses approximately 865 acres and includes the boundaries of the Central City Local Historic District, as initially established in 1991, as well as the current boundaries of the East Side National Register Historic District, as listed in the National Register in 2003. Completed work includes the preparation of a research design and photo-documentation of every property within the study area, regardless of age. Documentation included detailed notes regarding style, condition, materials, and integrity. Remaining work includes the preparation of an RLS report with historic and archaeological context, statistics of any changes in contributing and non-contributing status from previous surveys, survey findings, and recommendations regarding existing and new periods and subperiods of significance; completion of 19 ILS forms for select properties; an amended National Register nomination; and presentations to staff and the public. All work is conducted in accordance with the *Reconnaissance Level Survey Guidelines for Architectural Resources* (as revised 2020), published by the Utah Division of State History (UDSH), and SLCC staff direction.

RAFAEL RIVERA HISTORIC CONTEXT, RLS, AND NATIONAL REGISTER NOMINATION, CITY OF LAS VEGAS, NEVADA (2024)

Broadbent completed a historic context, RLS and associated report, and National Register nomination to the City of Las Vegas for a 1,166-parcel study area in East Las Vegas, Clark County, Nevada. The project was funded, in part, by a National Park Service Underrepresented Communities Grant and required adherence to the NHPA, and Nevada State Historic Preservation Office *Nevada State Register of Historic Places Instructions and Guidelines* (2015), as well as applicable National Register guidance. The project also involved management recommendations for future work (including potential historic districts) and a National Register nomination for a resource associated with the Latino community. Broadbent prepared a series of maps for the project depicting the development chronology of the study area and potential historic properties. Broadbent initiated and participated in several public engagement initiatives during the project, including conducting interviews with knowledgeable community members and facilitating a participatory mapping exercise in which community members identified places of importance. Broadbent also presented project updates and findings to the Las Vegas Historic Preservation Commission for review and comment. The project resulted in the successful listing of the League of United Latin American Citizens' (LULAC) Multi-Purpose Senior Center, Las Vegas, in 2024.

TEAM MEMBER MATRIX

Broadbent's historic preservation team has worked together on various projects since its inception. See Table 1 below for a matrix detailing the proposed team's relevant project experience together.

Team Member	Relevant Recent Projects, Team Experience				
	COPU-PCC Collocation	PUE Thatcher	On-Call for City of Boulder City	Salt Lake City RLS	Rafael Rivera
Courtney Mooney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kaitlyn Mansfield	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Matthew Johns	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeramie Memmott	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CLIENT CONTACT LIST

Broadbent has provided three references for whom similar services have been provided.

TRILEAF CORPORATION, DENVER, COLORADO

Broadbent is contracted by Trileaf to conduct cultural resource services to provide compliance with the National Programmatic Agreement (NPA) for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission (FCC) Nationwide Programmatic Agreement (NPA) (FCC 04-222) and Section 106 of the National Historic Preservation Act (NHPA), as amended, in support of telecommunication installation efforts for urban and rural landscapes. These projects have required ongoing coordination with Trileaf, OAHP, and federal agency staff. Kelly Carr, a Project Manager, is Broadbent's primary contract for the contract.

Contact:

Kelly Carr, Trileaf Project Manager
k.carr@trileaf.com
(314) 997-6111



CITY OF BOULDER CITY, NEVADA

Broadbent provides on-call historic preservation services for the City of Boulder City (City), including conducting ILSs and RLSs; reviewing applications for Certificates of Appropriateness and Redevelopment Authority applications for funding to conduct work on historic buildings for compliance with the SOI Standards for the Treatment of Historic Properties and the adopted BCHD Historic Guidelines; preparing local, state, and federal nominations for historic properties; presenting regularly to the City's Historic Preservation Commission and City Council; and other miscellaneous historic preservation duties in support of City staff.

Contact:

Michael Mays, Director of Community Development
City of Boulder City
mmays@bcnv.org
(702) 293-9282



BOULDER CITY
NEVADA

BEC ENVIRONMENTAL, INC.

Broadbent has provided BEC Environmental, Inc. with cultural resource management services for over seven years. These services include dozens of architectural surveys, frequently in advance of federally subsidized and locally managed development projects. Many of these projects were conducted on behalf of the City of Reno Community Development Program and the Reno Housing Authority. As most of the projects

Contact:

Eileen Christensen, President
eileen@becnv.com
(702) 304-9830



PROJECT GOALS, CONCEPT, AND CRITICAL ISSUES

FIRM'S UNDERSTANDING OF PROJECT OUTLINE IN SCOPE OF WORK

Broadbent understands that the overarching goal of the project is to perform an ILS of 25 properties in Old Town Erie as part of historic preservation efforts detailed in the Town of Erie's *2017 Master Plan*. The SOW includes public outreach and meetings (Task A); fieldwork and research (Task B); and completion of 25 survey forms (1403) and report preparation (Task C). Broadbent understands that within this SOW, there are nine deliverables which include an Advance of Grant; five progress reports; one interim financial report; one final financial report; a survey report (and associated documents); and a presentation to the Erie Town Council regarding the survey report findings. Broadbent understands that to complete Tasks B and C, inventory efforts must be completed following OAHP standards and requirements, and survey methodology will follow procedures outlined in the *Colorado Cultural Resource Survey Manual* for intensive architectural survey and report production (2007:13-34, 45-60).

FIRM'S APPROACH TO PROJECT

Broadbent's plan for the Project is provided in Table 2 below and is based on the tasks outlined in RFP P25-1013. It is followed by a detailed discussion of each task and deliverable. All the work presented in our project plan will be managed by Broadbent staff members who meet the SOI's Professional Qualification Standards in architectural history, history, and archaeology. We understand that several progress and financial reports are required by the Town of Erie as part of the SOW for this project. The first progress report (Deliverable b) will be provided to the Town of Erie in January 2026 and will continue on a monthly basis through May 2026. Broadbent assumes a fully executed contract by August 31, 2026.

Deliverable	Task	Task Description	Expected Deadline
Deliverable (a)		Advance of grant/execute contract	December 15, 2025
	Task A.1	Participate in kick-off meeting (Town of Erie POC, OAHP, EHPAB)	December 19, 2025
	Task B.1	Submit OAHP file search request (standard)	December 21, 2025
	Task A.2	Participate in public kick-off meeting	January 31, 2026
	Task A.3	Notify property owners of survey	January 31, 2026
Deliverable (b)	Task A.4	Prepare and submit Progress Report #1	January 31, 2026
Deliverable (c)	Task A.5	Prepare and submit Progress Report #2	February 29, 2026
	Task B.2	Conduct archival, deed, and online research for properties	February 29, 2026
	Task B.3	Conduct ILS of properties (x25) (schedule dependent on weather)	February 29, 2026
Deliverable (d)	Task A.6	Prepare and submit Progress Report # 3	March 31, 2026
Deliverable (e)	Task A.7	Prepare and submit Interim Financial Report	March 31, 2026

Deliverable	Task	Task Description	Expected Deadline
	Task C.1	Prepare draft Architectural Inventory forms (Form 1403)	April 30, 2026
Deliverable (f)	Task A.8	Prepare and submit Progress Report # 4	April 30, 2026
	Task C.2	Prepare draft survey report	May 31, 2026
	Task C.3	Submit drafts to Town of Erie POC review	May 31, 2026
Deliverable (g)	Task A.9	Prepare and submit Progress Report # 5	May 31, 2026
	Task C.4	Revise and finalize Architectural Inventory forms (Form 1403) and survey report	June 30, 2026
	Task C.5	Prepare final Historical and Architectural Reconnaissance forms (Form 1417)	June 30, 2026
Deliverable (h)	Task C.6	Submit final survey report and forms	July 31, 2026
Deliverable (h)	Task A.10	Prepare and submit Final Financial Report	July 31, 2026
	Task A.11	Prepare and hold Final Public Meeting	TBD
Deliverable (i)	Task A.12	Prepare and present Erie Town Council Survey Report Presentation	July 31, 2026

TASK A: PUBLIC OUTREACH AND MEETINGS

Following the execution of the contract, and no later than December 19, 2025, Broadbent will meet with the Town of Erie point of contact (POC) and/or designated staff, OAHP as State Historic Fund (SHF) administrators, EHPAB, and any other stakeholders (as determined by the Town of Erie) to discuss project details including goals, methodology, deadlines, and deliverables. This initial meeting will allow us to introduce Broadbent's historic preservation team to the Town of Erie and define the roles and responsibilities of the project team. Based on input from the kick-off meeting, Broadbent will prepare to participate in a public kick-off meeting no later than January 31, 2026, and the final public meeting and Erie Town Council Survey Report Presentation by July 31, 2026.

This task also includes pre-fieldwork preparation, including notifying the property owners of the proposed properties, preparing and submitting the progress and financial report deliverables, and other project management tasks like invoicing, scheduling, and oversight by Broadbent's project manager and senior architectural historian. Our team will be available to address questions or concerns presented by the Town of Erie and stakeholders for the duration of the project. We will actively work to maintain open communication between project stakeholders and to ensure that the priorities of the Town of Erie, OAHP, EHPAB, and the community are the priorities of Broadbent.

TASK B: FIELDWORK AND RESEARCH

Broadbent has reviewed previous architectural resources and inventories completed for the Town of Erie and conducted an initial search of History Colorado's Compass database of the 25 properties to be surveyed for this project. None of these properties is listed as having been previously documented or evaluated for the National Register.

Broadbent will discuss methodology for research and fieldwork for the documentation of these 25 properties at the initial kick-off meeting for the project. If this approach is deemed acceptable, Broadbent will submit a request for a standard file search through the OAHP no later than December 21, 2025. Once the file search data has been returned, approximately 20 business days from submittal, Broadbent will plan to complete the research for, and an ILS of, the 25 properties no later than February 29, 2026. Broadbent will follow the *Colorado Cultural Resource Survey Manual* (2007) guidelines for intensive architectural inventory; each property will be documented on the Colorado Architectural Inventory form (Form 1403) at the intensive level with the required number of photographs and appropriate spatial data collected to meet mapping requirements.



TASK C: SURVEY FORMS AND REPORT PREPARATION

Upon completion of the architectural inventory, Broadbent will prepare 1403 draft forms and a draft architectural inventory report summarizing the results of the inventory. The forms will be completed following guidance provided on the OAHP's website, and the RLS report will follow guidance outlined in the *Colorado Cultural Resource Survey Manual* (2007:45-50). The draft 1403 forms and RLS report will be submitted to the Town of Erie POC in PDF format for review no later than May 31, 2026, for dissemination to the OAHP and EHPAB.

Broadbent anticipates the review of the report and forms to be completed by June 30, 2026. Once the review is complete, Broadbent will revise and finalize the 1403 forms and RLS report in response to the feedback received. Final deliverables will be submitted to the Town of Erie POC no later than July 30, 2026, for dissemination to the EHPAB and OAHP.

POTENTIAL KEY CHALLENGES AND FIRM APPROACH TO MEETING THEM

Broadbent foresees minimal challenges that would impact our ability to meet our proposed approach. However, in preparing the response for this RFP, the Broadbent team has made certain assumptions discussed throughout the proposal and summarized below. These assumptions are aligned with the SOW presented in the RFP.

If the assumptions presented below do not hold, or if there are project delays due to circumstances beyond Broadbent's control (e.g., inclement weather that prevents survey), Broadbent will communicate with the Town of Erie POC and discuss adjustments to deadlines established in the kick-off meeting.

ASSUMPTIONS FOR TASK A: PUBLIC OUTREACH AND MEETINGS

- The initial kick-off meeting with the Town of Erie POC, OAHB, and EHPAB will be held remotely.
- This task includes two public meetings and one public presentation that Broadbent Historic Preservation Staff will attend in person.
- The Town of Erie will use its usual media and methods to disseminate public notifications (i.e., website, email, U.S. mail, etc.), and Broadbent will coordinate with the Town of Erie on content. Broadbent will not be responsible for costs associated with public notifications.
- A research design is not required prior.
- All progress and financial reports submitted to the Town of Erie are final and no further changes will be made.
- This task includes typical client correspondence and does not include additional meetings with the Town of Erie, OAHP, EHPAB, or public that have not been previously identified in this response or in the RFP document (P25-1013:5-6).
- All expected deadlines outlined in Table 1 of this proposal were determined based off expected due dates outlined in the RFP document (P25-1013:6). These may be subject to change after the kick-off meeting with the Town of Erie, OAHP, and EHPAB.

ASSUMPTIONS FOR TASK B: FIELDWORK AND RESEARCH

- The OAHP file search request will be at the standard rate with an expected turn-around timeframe of 20 business days from submittal.
- Multiple in-person record searches may be required to access archival resources held at repositories such as History Colorado, Boulder and Weld County Assessors, Erie Historical Society, and University of Colorado, Boulder Special Collections.
- Only the 25 properties listed in the RFP will be surveyed; these will be surveyed following the 2007 *Colorado Cultural Resource Survey Manual* guidelines.
- Of these 25 properties, none has been previously surveyed and evaluated for inclusion into the National Register.
- Fieldwork will be completed within one field deployment.
- The deadline for fieldwork may change based on weather conditions.

ASSUMPTIONS FOR TASK B: FIELDWORK AND RESEARCH

- All expected deadlines outlined in Table 1 of this proposal were determined using expected due dates outlined in the RFP document (P25-1013:6). These may be subject to change after the kick-off meeting with the Town of Erie POC, OAHP, and EHPAB to better fit their needs.

ASSUMPTIONS FOR TASK C: SURVEY FORMS AND REPORT PREPARATION

- Broadbent will respond to one round of comments each from the Town of Erie, OAHP, and EHPAB.
- The Town of Erie will disseminate the draft deliverables to OAHP and EHPAB for comment, and will disseminate final deliverables to same.
- All expected deadlines outlined in Table 1 of this proposal were determined based off expected due dates outlined in the RFP document (P25-1013:6). These may be subject to change after the kick-off meeting with the Town of Erie POC, OAHP, and EHPAB.

FIRM'S VISION FOR PROJECT

Broadbent understands that the Town's ultimate goal is to maintain Old Town's historical character while balancing further growth facilitated by the Town's Comprehensive Plan (2020) and UDC. Broadbent's goal is to deliver comprehensive eligibility recommendations of applicable properties to the Colorado Register and/or NRHP. This will provide the Town with clear pathways to nominate selected properties to the Colorado Register, NRHP, and/or to achieve Landmark status. In addition, Broadbent agrees that historic preservation begins with community engagement. We are committed to supporting the Town's public engagement initiatives and will be available to address questions or concerns presented by the public for the duration of the project.

APPROACH TO COST CONTROL, VALUE ENGINEERING, AND RESOURCES TO PROVIDE ACCURATE COST INFORMATION

Broadbent's goal is to provide the Town with clear, concise rates with no hidden fees. Broadbent uses a variety of tools, including project management software, that provides up-to-date data on project expenses, e.g., hours, rates, and outside expenses charged to the project, and gives Broadbent project manager's the ability to manage project costs on a day-to-day basis. This translates to accurate cost information resulting in strict cost control over the life of the Project.

PROPOSED ADDITIONAL TASKS TO SCOPE OF WORK

Broadbent proposes two additional deliverables to include to the proposed SOW for the Project. The first is a spreadsheet with parcel data summarizing the results of the ILS for the Project. The second is a data package containing shapefiles of the ILS results of the 25 properties. These additional deliverables should further aide the Town in their *2017 Master Plan* goals.

PROJECT DESIGN SCHEDULE

ANTICIPATED SCHEDULE

An anticipated schedule is provided in Table 2 of the *Firm's Approach to Project* Section.

SUGGESTED MEASURES FOR STREAMLINE DESIGN/REVIEW

Broadbent only has minor suggestions for streamlining the design and/or review process for the SOW proposed in the RFP. In order to better meet deadlines outlined in the RFP, Broadbent proposes requesting the OAHP file search immediately after the completion of the kick-off meeting to provide as much time as possible to complete the required fieldwork and research efforts. Broadbent also recommends completing draft forms of the Historical and Architectural Reconnaissance forms (Form 1417) at the same time as the draft 1403 forms and report and submitting these all together to ensure that these have also been reviewed by the Town, SHF, and EHPAB prior to submitting the final drafts to SHPO.

QUALITY CONTROL

Work for this project will be managed by Broadbent staff members who qualify under the Secretary of the Interior's (SOI) qualification standards and guidelines for their respective project assignments and are able to provide Standard Operating Plans required to complete architectural work.

Courtney Mooney, AICP, will provide Quality Assurance/Quality Control for the project. Ms. Mooney is an architectural historian with more than 26 years of public and private sector experience in the historic preservation, urban planning, and architecture fields. Ms. Mooney meets the SOI Professional Qualifications Standards for Architectural History and History and is a member of the American Institute of Certified Planners (AICP) in good standing.

All architectural resources work for the Project will be conducted in accordance with OAHP *Colorado Cultural Resource Survey Manual* (2007) guidelines for intensive architectural inventory.

IDENTIFICATION EFFORTS

Prior to fieldwork, Broadbent will conduct a Records Search/Class I Inventory of the proposed APE and a 1-mile buffer around it. Previous cultural resource inventory information will be obtained primarily through records on file with the OAHP.

Further cultural and historical information will be obtained from sources including, but not limited to:

- The NRHP
- GLO Plats, Historical Indices, and Master Title Plats
- Historic-period USGS Topographic Maps
- Archival records
- State and regional publications on the history of the area

The ILS will be conducted based on the methodologies outlined in the OAHP *Colorado Cultural Resources Survey Manual, Guidelines for Identification: History and Archaeology*. For ILS, the field crew will photo document each identified resource with additional notes collected on building materials, condition, and other pertinent information. All resources will be assigned a unique field number and recorded on standard OAHP 1403 Forms. Mapping will include property locations with a sketch map for each resource and their accessory resources.

Historical & Architectural Inventory Reports will include, at a minimum: a title page, table of contents, a description of the proposed project; a description of the physical environment of the project; a regionally specific historic context; a description of the survey methods and acreage; and NRHP-eligibility recommendations.

Within five business days of completing fieldwork, the Broadbent Project Manager will submit a post-field letter report summarizing the results of the inventory to the Town. The letter report will indicate the number of resources recorded, including how many are recommended eligible to the NRHP.

A draft Report will be submitted for review to the Town 90 days after fieldwork is completed. All comments on the draft report provided by the Town and others will be reviewed and incorporated into a final version of the report. Broadbent will compile the final report according to the format required by the OAHP so that the Town may submit it to the OAHP for review and concurrence.



ATTACHMENT A: SELECT TEAM RESUMES



BIO

Courtney Mooney is an architectural historian with more than 26 years of public and private sector experience in the historic preservation, urban planning, and architecture fields. Courtney has been employed in the private sector as an architectural historian for over eight years. Prior to this, Courtney served as the Urban Design Coordinator and Historic Preservation Officer for the City of Las Vegas, Nevada for 14 years where she supervised the urban design, historic preservation, and sustainability team and staffed the Historic Preservation Commission. Courtney has managed or assisted with multiple projects involving properties within the National Park Service (NPS) inventory. She is an expert in preparing historic preservation treatment plans for complex landscapes involving multiple resource types and layered review processes; conducting historic resource surveys and inventories; preparing National Register of Historic Places (NRHP) nominations and amendments; and preparing interpretive content. Courtney meets the Secretary of the Interior's Professional Qualifications Standards for Architectural History and History and is a member of the American Institute of Certified Planners (AICP) in good standing. Courtney volunteers on the boards of the Western Chapter Association for Preservation Technology and Friends of the Gem Theater, a historic theater located in Pioche, Nevada. Between 2007 and 2020 Courtney served as a volunteer with the Nevada Archaeological Site Steward Program, documenting remote historic mining sites and settlements in eastern Nevada.

PROFESSIONAL EXPERIENCE

26 Years

EDUCATION

- MS, Historic Preservation, Columbia University, New York
- BS, Architecture, University of Nevada, Las Vegas
- Master's Certificate in Public Management, UNLV

CERTIFICATIONS

- American Institute of Certified Planners (AICP)
- Secretary of the Interior's Professional Qualifications Standards for Architectural History and History (36 CFR 61)

BACKGROUND

- Historic Property Treatment Plans
- Sections 106 and 110 of the NHPA
- HABS/HAER/HALS documentation
- National Register of Historic Places nominations/eligibility evaluations
- Historical research/contexts
- Public management

TRAINING

- CEQA Fundamentals for Historic Resources, 2025
- Native America 101, National Preservation Institute, 2022
- Cultural Landscapes: An Overview, National Preservation Institute, 2021
- Project Management Training, 2020
- Reasonable and Good Faith Identification (Section 106), National Preservation Institute, 2013

SELECT PROJECT EXPERIENCE

Fort Totten State Historic Site Amended NRHP Nomination, Fort Totten, Benson County, North Dakota (2025). State Historical Society of North Dakota (SHSND). As Project Manager, coordinating the preparation of an updated NRHP nomination for the Fort Totten State Historic Site (Site) located within Fort Totten, a census-designated place on the Spirit Lake Reservation in Benson County, North Dakota. Built in 1867 as a military post, the Site later became a Native American boarding school and tuberculosis preventorium. It was designated a state historic site in 1960 and listed in the NRHP in December 1971. The SHSND was awarded an Underrepresented Communities Grant from the NPS to prepare an amendment to the NRHP that includes the boarding school era. The project involves Intensive-Level Survey (ILS), including field documentation, of the Site; additional in person and online research on the boarding school and preventorium era; and presentations to the Spirit Lake Tribe and SHSND.

Draft Reconnaissance-Level Survey (RLS) Update for the Salt Lake City East Side National Register Historic District and the Central City Local Historic District, Salt Lake City Corporation (SLCC) (2024 - Present). Salt Lake City Corporation, Salt Lake County, Utah. As Project Manager, conducting an updated RLS of approximately 2,671 buildings and structures located within two historic districts—the East Side National Register Historic District and the Central City Local Historic District, encompassing approximately 865 acres. Completed work includes the preparation of a research design and photo-documentation of every property within the study area, regardless of age. Documentation included detailed notes regarding style, condition, materials, and integrity. Remaining work includes the preparation of an RLS report with historic and archaeological contexts, statistics of any changes in contributing and non-contributing status from previous surveys, survey findings, and recommendations regarding existing and new periods and subperiods of significance; completion of 19 ILS forms for select properties; an amended NRHP nomination; and presentations to staff and the public. All work is conducted in accordance with the *Reconnaissance Level Survey Guidelines for Architectural Resources* (as revised 2020), published by the Utah Division of State History (UDSH), and SLCC staff direction.

NRHP Evaluations of Eligibility for Mission 66 Era Resources, Cumberland Gap (CUGA) and Abraham Lincoln Birthplace (ABLI) National Historical Parks, Middlesboro and Hodgenville, Kentucky (2024). National Park Service. Role: Architectural Historian. Responsibilities: Conducted archival and background research and ILS of Mission 66-era resources located at ABLI and CUGA; developed comprehensive, park-specific, historic contexts regarding recreation, the

development of visitor facilities, and the implementation of the Mission 66 program at both parks. Contexts were used to define areas of significance with which to evaluate the historical significance of each of the resources. The physical site survey for each property included complete photo-documentation and the development of written descriptions for each of the resources and their associated features. The results of the field surveys were used to evaluate each resource's integrity. Final deliverables included formal recommendations of NRHP district and/or individual eligibility.

Twin Lakes Area Reconnaissance Level Survey (RLS), Las Vegas, Clark County, Nevada (2023). City of Las Vegas. Role: Project Manager. Responsibilities: Manage the completion of an RLS of 1,564 residential and commercial properties located within multiple plats associated with the Twin Lakes Area and constructed between the years 1946 and 1982. The purpose of the RLS was to document all 1,564 properties and make recommendations for potential historic district and individual property eligibility to the NRHP, and recommendations regarding individual eligibility and contributing/non-contributing status using the Nevada State Historic Preservation Office Architectural Resource Assessment forms. The work supports the City's Certified Local Government (CLG) designation through providing recommendations for the identification, evaluation, and nomination of historic resources to the NRHP; preparing documentation, conducting research and studies, and preparing reports in support of historic preservation.

Intensive Level Survey of Historic African American Resources in the West Las Vegas Neighborhood, and NRHP nomination for the Leroy and Carrie Christensen House, Las Vegas, Clark County, Nevada (2023). City of Las Vegas. Role: Project Manager. Responsibilities: Manage the completion of an intensive level architectural inventory and survey (ILS) of 47 residential, public, and commercial properties located within West Las Vegas and constructed between the years 1930 and 1979, as well as preparation of one NRHP nomination for an individually eligible property of African American significance. The purpose of the ILS is to identify those properties within the study area that meet the minimum eligibility requirements for listing in both the City of Las Vegas Historic Property Register (LVHPR) and NRHP and make recommendations regarding individual eligibility and contributing/non-contributing status using the Nevada State Historic Preservation Office Architectural Resource Assessment forms. The work supports the City's Certified Local Government (CLG) designation through providing recommendations for the identification, evaluation, and nomination of historic resources to the NRHP; preparing documentation, conducting research and studies, and preparing reports in support of historic preservation.

Historic Resource Survey (HRS) Update of Nineteenth-Century Properties, Phoenix, Arizona (2021). City of Phoenix. Role: Architectural Historian. Responsibilities: Assist with the preparation of an updated HRS for nineteenth-century commercial, residential, and public buildings located within the City of Phoenix, Maricopa County, Arizona, as well as an associated web-based Story Map. The purpose of the HRS was to identify which previously-documented properties remain, and which continue to retain sufficient integrity to remain eligible for listing in the NRHP and the City's Historic Property Register. Additionally, a web-based graphic story map was created that details the inventoried properties through a multimedia web application.

Updated Architectural Survey and Inventory of the Boulder City Historic District, Boulder City, Clark County, Nevada (2020). City of Boulder City. Role: Project Manager. Responsibilities: Conduct archival research and a reconnaissance level historic resource survey of 514 properties located within the NRHP-listed Boulder City Historic District; document each property using photography and GPS; prepare 514 Nevada SHPO Architectural Resource Assessment forms; prepare final report with updated historic context, character-defining features, excel spreadsheet of parcel data; and provide recommendations for locally-designated historic districts, preservation incentives, education and outreach programs, and further study. The report was submitted to the City and Nevada SHPO for review. Both entities concurred with the findings.

NRHP Eligibility Evaluations of 12 Depression-Era Properties within Malheur National Wildlife Refuge (NWR), Harney County, Oregon (2020). U.S. Fish and Wildlife Service, Columbia Pacific Northwest Region (R9). Role: Architectural Historian. Responsibilities: Conduct ILS, archival research, and photo-documentation of 12 Depression-era properties within the NWR associated with the Civilian Conservation Corps (CCC); evaluate the resources, including nine individual buildings and structures and three historic-age districts, for listing in the NRHP.

Historic Resource Survey of Mid-century Modern Motor Courts on Las Vegas Boulevard and Fremont Street, Las Vegas, Nevada (2020). City of Las Vegas. Role: Architectural Historian. Responsibilities: Conduct archival research and ILS of 39 historic motor courts located on Las Vegas Boulevard and Fremont Street (formerly Boulder Highway) to evaluate the eligibility of the individual properties for listing in the City's Historic Property Register (HPR) and/or the NRHP as individual properties, signs, or as a district(s); document each property and sign using photography and GPS; prepare 39 Nevada SHPO Architectural Resource Assessment forms; prepare final report with historic context, character-defining features, excel spreadsheet of parcel data, findings and recommendations, and NRHP/HPR eligibility status.

Historic Resource Survey and Historic Context of the Historic Westside Neighborhood, Las Vegas, Nevada (2020). Nevada Preservation Foundation. Role: Project Manager. Responsibilities: Conduct archival research and RLS of approximately 1,200 properties located within the Historic Westside Neighborhood; document each property using photography and GPS; prepare 100 Nevada SHPO Architectural Resource Assessment forms; prepare final report with updated historic context, character-defining features, excel spreadsheet of parcel data, findings and recommendations, and NRHP eligibility status and requirements.



BIO

Ms. Mansfield is a Project Archaeologist with 10 years of professional experience conducting archaeological and cultural resource management (CRM) investigations throughout the American West. She holds an A.A. in Anthropology from the College of Southern Idaho and a B.A. and M.A. in Anthropology from Boise State University. Ms. Mansfield has been a Registered Professional Archaeologist since 2021, and she meets the Federal Secretary of the Interior's Professional Qualification Standards in Archaeology.

During Ms. Mansfield's ten-year career, she has served as a field director/supervisor, crew chief, and crew member on CRM and research projects. These projects include archaeological and architectural inventories, archaeological monitoring, testing, data recovery, and mitigation. Ms. Mansfield has formal training in Section 106 of the National Historic Preservation Act (NHPA) and has facilitated the advancement of projects while ensuring compliance with federal and state cultural resource laws. Her experience and education allow her to be listed on the multiple Broadbent permits, including Colorado's Archaeological/Paleontological Permit No. 85767 as a Principal Investigator.

PROFESSIONAL EXPERIENCE

10 Years

EDUCATION

- M.A. Anthropology, Boise State University
- B.A. Anthropology, Boise State University
- A.A. Anthropology, College of Southern Idaho
- Archaeological Field School - Boise State University, Hammett, Idaho

TRAINING

- Section 106 Essentials Course - ACHP
- 40 Hour - HAZWOPER
- 24 Hour - MSHA
- AHA First Training
- Defensive Driver Training

REGISTRATIONS

- Registered Professional Archaeologist (RPA)

BACKGROUND

- Section 106 of NHPA
- Architectural Inventories and Reconnaissance
- Experience in California, Colorado, and Nevada
- Historic Overviews
- Historic Contexts

SELECT PROJECT EXPERIENCE

- Co-author for the PUE Thatcher Building Telecommunications Project reconnaissance survey. This was a reconnaissance survey for the PUE Thatcher Building Telecommunications collocation tower project in Pueblo, Colorado. Assisted in completing post-field data processing, report production, and the FCC SHPO Attachment (621 form). Report has been submitted to Federal Communications Commission for review. July 2024.
- Co-author for the PUE COPU-PCC Collocation Project survey. This was a Section 106 cultural resources survey of the PUE COPU-PCC Collocation tower project in Pueblo, Colorado. Assisted in completing post-field data processing, report production, and the FCC SHPO Attachment (621 form). Report has been submitted to Federal Communications Commission for review. July 2024.
- Field crew member for the Marble Manor Environmental Review architectural survey. This was a Section 106 architectural inventory of Marble Manor, a 235-unit low-income housing project, in Las Vegas, Nevada. Assisted in completing an architectural inventory, post-field data processing, and report production. Report is in progress and is being prepared for review by the Southern Nevada Regional Housing Authority. May to Present 2024.
- Field Crew Member for the Turnball Searchlight Airport Runway Direct Sale Project. This was a Class III cultural resources inventory of 134-acres of BLM and private land south of Searchlight, Nevada. Assisted in recording architectural and archaeological resources, post-field data processing, and report production. January to March 2024.
- Field Crew Member for the Nevada Gold Mines JD Ranch Dam Reservoir Rehabilitation Project. This was a Class III cultural resources inventory of approximately 43-acres of BLM and private land in Eureka County, Nevada. Recorded architectural resources and archaeological sites. November 2023.

- Field Crew Member for the Rafael Rivera Reconnaissance Survey. This was a reconnaissance level survey of the Rafael Rivera Study Area/East Las Vegas Revitalization Strategy Area which includes approximately 512-acres/1,166 parcels in Las Vegas, Nevada. Assisted in completing an architectural inventory, post-field data processing, and report production. Report was prepared for review by the City of Las Vegas. May to November 2023.
- Field Crew Member for the Sutro Senior Sanctuary Project. This was a Section 106 architectural inventory of one vacant lot and two parcels in Reno, Nevada. Assisted in post-field data processing and report production. The report was prepared for review by BEC Environmental, Inc. August 2023.
- Field Crew Member for the Carville Court Transitional Housing Project. This was a Section 106 cultural resources inventory of three buildings in Reno, Nevada. Assisted in completing an architectural inventory, post-field data processing, and report production. The report was prepared for review by the City of Reno, Housing and Neighborhood Development Department. June 2023.
- Field Crew Member for the Silverada Manor Rehabilitation Project. This was a Section 106 cultural resources inventory of 8.37-acres/one parcel in Reno, Nevada. Assisted in post-field data processing and report production. The report was submitted for review by the City of Reno, Housing and Neighborhood Development Department. June 2023.
- Field Crew Member for the 10th Street Affordable Housing Project. This was a Section 106 cultural resources inventory of a parcel in Sparks, Nevada. Assisted in completing an architectural inventory, post-field data processing, and report production. The report was prepared for review by the City of Reno, Housing and Neighborhood Development Department. May 2023.
- Field Crew Member for the Argonaut Mine Remediation Project. This was a cultural resources inventory of approximately 52.6-acres in and around the Argonaut Mine Site in Jackson, California. Completed archaeological and architectural identification efforts and assisted in report production. The report was prepared for review by the EPA, Region 9. July to September 2020.
- Field Crew Member for the Gabbs Airport Runway Regrade Project. This was a reconnaissance survey and a cultural resources inventory of approximately 1,184 acres of Nye County land in Gabbs, Nevada. Completed archaeological and architectural field identification efforts and report production. The report was prepared for review by the Nevada SHPO, Carson City Office. July 2020 and June 2021.
- Contributor for the Anaconda Copper Mine Land Disposal project. This was the development of a Historic Properties Treatment Plan (HPTP) in preparation for the transfer of lands managed by the Carson District Office of the BLM in Yerington, Nevada. Assisted in report production. The HPTP was prepared for review by the Carson District of the BLM, Carson District Office. March 2020.

SELECT TECHNICAL REPORTS

2024

A Reconnaissance-Level Survey for the PUE Thatcher Building Telecommunications Project, Pueblo County, Colorado. Prepared by Broadbent & Associates, Inc., Castle Pines, Colorado. (with Courtney Mooney and David Hencmann).

A Cultural Resources Survey for the PUE COPU-PCC Collocation Project, Pueblo County, Colorado. Prepared by Broadbent & Associates, Inc., Castle Pines, Colorado. (with David Hencmann and Courtney Mooney).

2023

Rafael Rivera Historic Context and Reconnaissance Survey Report, Las Vegas, Nevada. Prepared by Broadbent & Associates, Inc., Reno, Nevada. (with Lauren King and contributions by Jeramie Memmott).

Architectural Survey Report for the Sutro Senior Sanctuary Housing Project, Reno, Nevada. Prepared by Broadbent & Associates, Inc., Reno, Nevada. (with Lauren King and contributions by Jeramie Memmott).



BIO

Mr. Johns has 2 years of professional experience relating to historical research, architectural history, and public history. He has recently joined Broadbent and Associates Inc. as a Project Historian, continuing to develop his experience. He holds a M.A. in history and minor in Public History with a focus on the American Southwest. Mr. Johns' experience has allowed him to gain a wide and diverse set of experiences and skill sets in the historical field. He has worked with federal agencies; architectural history consultants, and museums in Las Vegas and the western United States.

PROFESSIONAL EXPERIENCE

2 Years

EDUCATION

- M.A. History, minor Public History, University of Nevada, Las Vegas
- Historical Education, Curatorial, and Archivist Internship, The National Atomic History Museum, Las Vegas, Nevada
- B.A. History, Goucher College

REGISTRATIONS

- National Council of Public History

BACKGROUND

- Project Historian
- Assistant Architectural Historian
- Museum Historian
- Oral History & Presentation Skills
- Federal History Research

SELECT PROJECT EXPERIENCE

- Mr. Johns provides on-call historic preservation services in support of the City of Boulder City, Nevada Community Development staff. His duties include assisting with reviews of proposed exterior construction for compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the adopted Boulder City Historic District Historic Guidelines, researching and preparing historic contexts, and presenting regularly to the Boulder City Historic Preservation Commission and City Council.

- Mr. Johns assists in the Draft Reconnaissance-Level (RLS) Update for the Salt Lake City East Side National Register Historic District and the Central City Local Historic District, Salt Lake City Corporation (SLCC), Salt Lake County, Utah. This project includes the updated RLS of approximately 2,671 buildings and structures located within these two historic districts. His duties include the preparation of an RLS report with historic contexts, statistics of any changes in contributing and non-contributing status changes from previous surveys, and recommendations regarding existing and new periods and subperiods of significance. Remaining tasks include the preparation of an amended National Register nomination to expand the overall periods of significance for each district.

- Mr. Johns served as a Research Historian and Assistant Architectural Historian for Kautz Environmental Consultants in Las Vegas, Nevada. His duties included researching historical properties, roads, environmental history, historical evaluations for SHPO and NRHP. His duties also included active fieldwork of properties located in the city of Las Vegas, this included photographing and general condition evaluation to ensure any additions did not decrease the properties historical relevancy. He also spent time reviewing property lines, deed research, and condition reporting to ensure historical accuracy in reports regarding property evaluations.

- Mr. Johns served as a Historian for the Neon Museum in Las Vegas, Nevada. His duties were researching the history of Las Vegas as related to neon signs preserved by the museum, develop living tour documents to be presented for public consumption, ensure the preservation of museum artifacts through preservation reports and daily evaluations.

Matthew Johns, M.A.

- Mr. Johns served as Public Research Historian in partnership with the Bureau of Reclamation at Hoover Dam. His duties included researching the historical importance in the ratification of the Colorado River Compact, developing historical programming for the Centennial of the Colorado River Compact public history event, and providing his expertise for the events walking tour through Block 16 and 17 of Las Vegas, Nevada. His duties also included researching how water access through Hoover Dam affected the development of public water works and parks due to water scarcity from pre Hoover Dam. This included the research of water systems in Las Vegas through the wells that were used by Las Vegas residents at the time.

- Mr. Johns served as the Educator, Curatorial, and Archivist Intern at the National Atomic Testing Museum in Las Vegas, Nevada. His duties included assisting in the development of exhibits, ensuring the safety and maintenance of the collections, and developing updated and new tours for docents and guides to engage with guests at the museum. Through this role Mr. Johns worked with the Federal Department of Energy and Land Management to create exhibits regarding the Nevada National Security Site and its radiation clean-up work since the last Atomic weapons test. Mr. Johns ensured safety of collections by completing monthly radiation testing, this included the testing of all collections material in storage and on display in the museum.



ATTACHMENT B: PRINCIPAL INVESTIGATOR LETTER

July 31, 2025

Harry Brennan
Project Manager
Erie Historic Preservation Advisory Board
645 Holbrook Street
Erie, Colorado 80516

Dear Mr. Brennan:

This letter serves as a formal commitment from Broadbent & Associates, Inc. to provide cultural resources services for the documentation and evaluation of 25 identified properties to the NRHP. We understand the importance of reliable cultural resources services, and our team is committed to ensuring your requirements are met with the utmost professionalism.

Our commitment encompasses the ILS of 25 properties in Old Town Erie and includes the documentation of the properties on Colorado OAHP Architectural Inventory and Historical & Architectural Reconnaissance forms. In addition to this work, Broadbent is committed to providing public outreach (including meetings and presentations) and reporting as stipulated in the RFP.

We appreciate the opportunity to assist the Town of Erie with meeting the goals of the *2017 Master Plan* (as amended 2020) and the *Town of Erie Comprehensive Plan 2024*. Should you have any questions or require further clarification regarding our commitment to this project, do not hesitate to contact us.

Sincerely,

BROADBENT & ASSOCIATES, INC.

Courtney Mooney, M.S., AICP
Senior Architectural Historian
(702) 858-3885
cmooney@broadbentinc.com



ATTACHMENT C: SCHEDULE OF FEES AND PAYMENTS

BROADBENT & ASSOCIATES, INC.
Cultural Resource Management
Schedule of Fees and Payments (2025)

FEES

Hourly Charges for Personnel

Principal	\$194	Water/Wastewater Operator II	N/A
Associate	\$179	Water/Wastewater Operator I	N/A
Industrial Hygienist	N/A	AutoCAD/GIS Technician	\$132
Senior	\$165	Senior Technician II	\$119
Project II	\$145	Senior Technician I	\$109
Project I	\$134	Technician II	\$95
Senior Staff	\$125	Technician I	\$75
Staff	\$114	Administrative	\$80

Consultation and Litigation

Fees for special consultation, for consulting boards, for legal proceedings, for expert witnesses, and for services in connection with litigation are charged at a rate of 1.5 times the Hourly Fees specified above.

Requested/Required Night/Weekend Work

Work requested to be conducted during nighttime or weekend hours will be charged at 1.2 times the Hourly Fees specified above.

Expenses

1. Subcontracted exploration expenses (drilling, trenching, etc.) are charged at cost plus 15 percent.
2. Special and/or rented equipment will be charged at cost plus 15%.
3. Standard field equipment will be charged at industry standard unit rates.
4. Travel and subsistence expenses (transportation, room and board, etc.) for individuals on projects requiring travel and/or living away from a principal office are charged at cost plus 15 percent.
5. Automobile and truck expenses are charged at cost plus 15 percent or at the current IRS approved rate per mile for company-owned vehicles traveling between principal office and project.
6. Other out-of-pocket expenses (aerial photos, long-distance telephone calls, permits, bonds, outside printing services and tests, etc.) are charged at cost plus 15 percent.

Payments

1. Invoices will be submitted to the client on a monthly basis, and a final bill will be submitted upon completion of services.
2. Within thirty (30) days after receipt of an invoice, Client shall pay the full invoice. If Client objects to all or any portion of any invoice, client shall notify Broadbent & Associates, Inc. (Broadbent) within fifteen (15) days from the date of receipt of said invoice and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed *portion of the invoice*. *If Client fails to make payment within thirty (30) days after receipt of an invoice, then Client shall pay an additional monthly service charge of one and one-half percent (1.5%) on all such amounts outstanding.* The additional charge shall not apply to any disputed portion of any invoice resolved in favor of the Client. In the event the Client fails to pay any undisputed amount to Broadbent when due, Broadbent may immediately cease work until said payment, together with a service charge at the rate of 1.5% per month, as specified above, from the due date, has been received. Further, Broadbent may, at its sole option and discretion, refuse to perform any further work irrespective of payment from Client. In the event that all or any portion of the 1.5% service charge provided for herein is deemed to be an interest charge, then and in that event said interest charge shall be limited to the maximum legally allowed by law.
3. Attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

General Conditions - Broadbent & Associates, Inc.

Right of Entry

Client warrants to Broadbent & Associates, Inc. (Broadbent) that it has full legal right to authorize Broadbent's entry upon the real property where Broadbent's services are to be performed ("Site" herein) and upon all property, if any, required for ingress and egress to the Site.

Client authorizes Broadbent to enter upon the Site and such adjoining property as is necessary to allow Broadbent to perform its services.

Broadbent will take reasonable precautions to minimize any damage to the Site; however, Client acknowledges that during the normal course of the performance of Broadbent's services, some damage to the Site may occur. The correction of any damage to the Site (surface or subterranean) shall be the obligation of the Client.

Information Supplied by Client

Client warrants the accuracy of any information supplied by it to Broadbent, acknowledges that Broadbent will not verify the accuracy of such information, and agrees that Broadbent is entitled to rely upon any such information.

Client shall immediately notify Broadbent in writing of any data, information or knowledge in the possession of or known to client relating to the subsurface conditions existing at the Site and shall provide Broadbent with the location, size and depth of any and all underground tanks, piping or structures existing upon the Site.

Client shall defend, indemnify and save harmless Broadbent, its officers, agents and employees from and against any and all claims, costs, suits and damages, including attorneys' fees, arising out of errors, omissions and inaccuracies in documents and information provided to Broadbent by Client.

Ownership of Data and Documents; Samples

All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by Broadbent shall remain the property of Broadbent.

Client shall have the right to the use of all data, recommendations, proposals, reports, design criteria and similar information provided to it by Broadbent ("Information" herein); provided, however, that the Information shall not be used or relied upon by any party other than Client, save and except as may be required by the design and licensing requirements of the project for which the Information is provided; further, such shall be limited to the particular site and project for which the information is provided.

Client's right to the use of the Information is expressly conditioned upon Client's prompt payment to Broadbent of all sums due under the Client/Broadbent agreement. In the event of Client's nonpayment or partial payment of said amounts, Client agrees that it shall not use any of the information for any purpose whatsoever and shall return the same to Broadbent upon demand.

Broadbent will retain all samples of soil, rock or other materials obtained in the course of performing its services for a period of thirty (30) days. Thereafter, further storage or transfer of samples to Client may be made at Client's expense upon written request from Client to Broadbent received by Broadbent prior to the expiration of the 30-day period.

Broadbent shall retain permanent records relating to the Broadbent services for a period of five (5) years following submittal of Broadbent's report, during which period the records will be made available to Client upon reasonable notice given by Client and upon payment to Broadbent of an amount sufficient to reimburse Broadbent for its necessary and reasonable expenses in making said records available.

Standard of Care and Professional Responsibility

Client acknowledges that the services to be performed by Broadbent involve the use of tests, calculations, analyses and procedures which are in a constant state of development, improvement and refinement and that, as such, improvements, changes in methods, and modifications of procedures have been made in the past, are now being made, and are expected to continue to be made in the future.

Further, Client recognizes that, while necessary for investigations, commonly used exploration methods, such as drilling, borings or excavating trenches, involve an inherent risk. For example, exploration on a site containing contaminated materials may result in inducing cross-contamination, the prevention of which may not be complete using presently recognized sealing methods.

Client recognizes that the state of practice, including but not limited to the practice relating to contamination or hazardous waste conditions, is changing and evolving and that standards existing at the present time may subsequently change as knowledge increases and the state of the practice continues to improve.

Client recognizes that projects containing contaminated materials may not perform as anticipated by Client, even though Broadbent's services are performed in accordance with the level of care and skill required of it. Further, certain governmental regulations relating to hazardous waste sites may purport to require achievement of results which cannot be accomplished in an absolute sense. It is recognized that a satisfactorily designed, constructed and maintained monitoring system may assist in the early detection of environmental changes allowing for early correction or problems. Unless it is specifically included in the scope of services to be performed by Broadbent, Client understands that Broadbent shall not perform such monitoring.

The services to be provided by Broadbent pursuant to the agreement to which these General Conditions are a part shall be provided in accordance with generally accepted professional engineering and geologic practice in the area where these services are to be rendered and at the time that services are rendered. Client acknowledges that the present standard in the engineering and geologic professions does not include and Broadbent does not extend to Client a guarantee of perfection of the work contemplated hereby; further, that even in the exercise of normal and reasonable care, errors or omissions may from time to time occur. Except as expressly set forth in these General Conditions, no other warranty, express or implied, is extended by Broadbent.

Broadbent shall have no duty to supervise, coordinate or otherwise be involved in the performance of services or work by any third party consultant, contractor or subcontractor.

Where Broadbent services involve field observation of grading, filling and compaction (or any of them,) it is agreed:

- a. That Broadbent shall in no way be responsible for the manner in which such work is performed by any third party.
- b. That in the event Broadbent is to provide periodic observation, Client acknowledges that Broadbent cannot be responsible for any work performed at a time or times when Broadbent was not performing its observation services. Broadbent will not provide an opinion concerning the performance of any third party, save and expect to the extent that said work was in fact observed and tested by Broadbent during the course of construction.
- c. That where Broadbent's services include continuous observation, Client agrees not to allow grading, filling or compaction to be performed at any time or times when Broadbent is not physically present upon the Site and shall restrict the amount and extent of such grading, filling and compaction to what which can be properly observed by Broadbent personnel present on the Site.

d. That in the event Broadbent is to conduct test borings for Client, Client acknowledges that the accuracy of said test borings relates only to the specific location in which the boring itself was performed and that the nature of many sites is such that differing subsurface soil characteristics can be experienced within a small distance. As such, Client acknowledges that greater accuracy is obtained when the number of test borings is increased.

Indemnity of Client and Limitation of Liability

Broadbent shall indemnify client, its officers, directors, agents or employees from any claim, demand or liability arising from personal injury or property loss or damage caused by the sole negligence or willful misconduct of Broadbent.

Anything to the contrary in the agreement to which these General Conditions are attached or in these General Conditions notwithstanding, Broadbent's liability shall be limited to the lesser of the fees charged to Client by Broadbent for the services performed for Client, or the sum of Fifty Thousand Dollars.

Client shall defend and save harmless Broadbent, its officers, directors, agents and employees from all liability, claims and demands, including expenses of suit and reasonable attorneys' fees arising from personal injuries including disease and death, property loss or damage, injury to others (including personnel of Client, Broadbent or subcontractors performing work hereunder), and air or ground pollution or environmental impairment arising out of or in any manner connected with or related to the performance of Broadbent's services, except where such injury, loss or damage shall have been caused by the sole negligence or willful misconduct of Broadbent. Client acknowledges that Broadbent has charged Client a reduced fee for services to be performed by it in exchange for this hold harmless and that the reduction in fees is consideration for said hold harmless provision.

Broadbent will not be liable for consequential damages of any kind, nature or description.

Hazardous Waste, Pollution and Health Hazard Projects ("Hazardous Projects" Herein).

Prior to the commencement of services by Broadbent on any hazardous project, Client agrees to advise Broadbent in writing if any of said services are to be performed in an area where dust, fumes, gas, noise vibrations or other particulate or non-particulate matter is in the atmosphere where it raises a potential or possible health hazard or nuisance to anyone working within the area. Prior to the effective date of the agreement to which these General Conditions are a part, Client represents that it has advised Broadbent in writing of any known hazardous waste materials existing on or near the Site, said notice containing the identification of any such hazardous waste, the extent and location thereof.

In the event hazardous waste is encountered by Broadbent during the course of performing its services, and conditioned upon the fact that Client did not advise Broadbent of the existence thereof in writing as required hereby, then and in that event:

a. Client and Broadbent agree that the scope of services, schedule and estimated fee budget (if any) shall be adjusted as is reasonably necessary.

b. Client shall indemnify and hold Broadbent, its officers, directors, agents, servants and employees, harmless from any claim, demand or action brought by any party whomsoever, including employees of Broadbent, which claim, demand or action is based upon injury or damage caused by said hazardous waste.

Client agrees to be financially and otherwise responsible for the removal and disposal of any hazardous waste uncovered as a result of the site investigation, including drilling mud, if any, used in the site investigation which may become contaminated as a result of said investigation.

Client's Responsibility

Client shall immediately provide Broadbent with full information in writing as to Client's requirements for the services to be provided by Broadbent and shall designate in writing within five (5) days of the effective date of the agreement to which these General Conditions are a part, a representative to act on Client's behalf in conjunction with the services to be provided hereunder. Client shall promptly review all documents, reports, data and recommendations submitted by Broadbent and shall communicate with Broadbent concerning such reviews for the purpose of avoiding delay in the performance of the services to be rendered by Broadbent.

Client shall notify any third party who may perform on the Site of the standard of care being undertaken by Broadbent pursuant hereto and of the limitations of liability contained herein. Client shall require as a condition to the performance of any such third party a like indemnity and limitation of liability on their part against Broadbent.

Confidentiality

Broadbent shall hold all information provided to it by Client and the results of the work performed by it confidential and shall not disclose the same to any third party except where required by Governmental regulatory agencies or as otherwise required by law, or requested, or agreed to by client.

Mediation

In an effort to resolve conflicts that arise during the conduct of the investigation or design or construction of the project or following the completion of the investigation or project, the Client and Broadbent agree that all disputes between them arising out of or relating to this agreement shall be submitted to nonbinding mediation in Washoe County, Nevada unless the parties mutually agree otherwise.

The Client and Broadbent further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

Job Site Safety

Broadbent shall be responsible for its activity and the activity of its employees on the Site. This shall not be construed to relieve the Client, its general contractor and any subcontractor of their obligation(s) to maintain a safe job site.

Neither the professional activities nor the presence of Broadbent or its employees and subcontractors shall be understood to control the operations of others, nor shall it be construed to be an acceptance of the responsibility for Job Site safety.

Broadbent will not direct, supervise or lay out the work of the Client, contractor, or any subcontractors, Broadbent's services will not include a review or evaluation of the adequacy of the contractor's safety measures on or near the Site.

Termination

Either the Client or Broadbent may terminate this agreement at any time with or without cause upon giving the other party thirty (30) calendar days prior written notice. The Client shall within thirty (30) calendar days of termination pay Broadbent for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract.

Schedules

Unless otherwise specified in the agreement, Broadbent shall be obligated to perform within a reasonable period of time. Broadbent shall not be responsible for delays in the completion of its services created by reason of any unforeseeable cause or causes beyond the control and/or without the fault or negligence of Broadbent, including but not restricted to acts of God or the public enemy, acts of the Government of the United States or of the several states, or any foreign country, or any of them acting in their sovereign capacity, acts of other contractors with Client, fire, floods, epidemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

Should completion of a portion of the services to be rendered by Broadbent be delayed beyond the estimated date of completion for any reason which is beyond the control of or without default or negligence of Broadbent, then and in that event Client and Broadbent shall mutually agree on the terms and conditions upon which the services may be continued or terminated.

Insurance

Broadbent represents that it now carries, and will continue to carry during the term of the contract of which these General Conditions are a part, Workers Compensation insurance and that, if requested, Broadbent shall provide to Client certificates as evidence of the aforementioned insurance.

Assignments

Client shall not assign this contract or any portion thereof to any other person or entity without the express written consent of Broadbent. Nothing contained in this contract shall be construed to create a right in any third party whomsoever, and nothing herein shall inure to the benefit of any third party.

Governing Law

These General Conditions shall be governed by and construed under the laws of the State of Nevada.



BROADBENT

ENVIRONMENTAL · ENGINEERING · WATER RESOURCES



300 E. BOARDWALK, 4-C, FORT COLLINS, CO 80525 | PHONE 1-970-225-6575 | FAX 1-970-225-6577 | WWW.CENTENNIALARCHAEOLOGY.COM

COST PROPOSAL

TOWN OF ERIE HISTORICAL ARCHITECTURAL SURVEY REPORTS

Project Number: P25-1013

Closing Date: July 31, 2025

Offeror:

**Centennial Archaeology LLC
300 East Boardwalk, Building 4-C
Fort Collins, Colorado 80525
Contact: Kristin Gensmer – Principal Investigator
Phone: 970-225-6575
Fax: 970-225-6577
E-mail: kgensmer@centennialarch.com**

Prepared for:

**Town of Erie
Historical Architectural Preservation Advisory Board**

Signature Page

Company Name: Centennial Archaeology LLC

Principal Office Address: 300 East Boardwalk, Building 4-C, Fort Collins, CO 80525

Phone: 970-225-6575

Fax: 970-225-6577

Contact / Agent Name: Kristin Gensmer

Contact E-mail: kgensmer@centennialarch.com

Type of Organization: LLC – S Corporation

Organized in: Colorado

LLC Members: Kristin Gensmer and Christopher Kinneer

Confirmation of Addendums: Addendum 1 – Q&A Document Received

Authorized Signature: Kristin Gensmer – Member, President, and Principal Investigator



Signed: July 30, 2025



FEE PROPOSAL

The fee proposal included below contains not-to-exceed fees for each phase of the Scope of Work, person hour allocation and the dollar value of the time for each phase, all anticipated other direct costs /expense items, and an hourly rate fee schedule. The total proposed not-to-exceed fee for the project is \$31,974.65.

Public Outreach and Meetings				
Position	No. of Hours		Rate per Hour	Subtotal
Principal Investigator	4	@	\$118.00	\$472.00
GIS Specialist	2	@	\$80.00	\$160.00
Historian	48	@	\$77.00	\$3,696.00
Research Assistant	16	@	\$51.00	\$816.00
			Cost Subtotal	\$5,144.00

Hours Subtotal:	70
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Other Direct Costs (ODC)				
Vehicle Cost	Miles		Rate Per Mile	Subtotal
Vehicle Cost	255	@	\$0.63	\$160.65
			ODC Subtotal	\$160.65

Phase Total	\$5,304.65
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Field Work and in-person Archival Research				
Position	No. of Hours		Rate per Hour	Subtotal
Principal Investigator	1.5	@	\$118.00	\$177.00
GIS Specialist	4	@	\$80.00	\$320.00
Historian	120	@	\$77.00	\$9,240.00
Research Assistant	48	@	\$55.00	\$2,640.00
			Labor Subtotal	\$12,377.00

Hours Subtotal:	173.5
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Other Direct Costs (ODC)				
Vehicle Cost	Miles		Rate Per Mile	Subtotal
Vehicle Cost	700	@	\$0.63	\$441.00
Miscellaneous	Days		Rate Per Day	Subtotal
GPS/Survey Equipment (per unit)	4	@	\$25.00	\$100.00
			ODC Subtotal	\$541.00

Phase Total	\$12,918.00
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Continued on Next Page

Report and Form Preparation				
Position	No. of Hours		Rate per Hour	Subtotal
Principal Investigator	4	@	\$118.00	\$472.00
Technical Editor	16	@	\$80.00	\$1,280.00
GIS Specialist	40	@	\$80.00	\$3,200.00
Historian	80	@	\$77.00	\$6,160.00
Research Assistant	48	@	\$55.00	\$2,640.00
			Labor Subtotal	\$13,752.00
Hours Subtotal:		188		

Other Direct Costs (ODC)			
Miscellaneous			
			ODC Subtotal
			\$0.00
			Phase Total
			\$13,752.00
			TOTAL COST
			\$31,974.65



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TECHNICAL PROPOSAL

TOWN OF ERIE HISTORICAL ARCHITECTURAL SURVEY REPORTS

Project Number: P25-1013

Closing Date: July 31, 2025

Offeror:

**Centennial Archaeology LLC
300 East Boardwalk, Building 4-C
Fort Collins, Colorado 80525
Contact: Kristin Gensmer – Principal Investigator
Phone: 970-225-6575
Fax: 970-225-6577
E-mail: kgensmer@centennialarch.com**

Prepared for:

**Town of Erie
Historical Architectural Preservation Advisory Board**

SIGNATURE PAGE

Company Name: Centennial Archaeology LLC

Principal Office Address: 300 East Boardwalk, Building 4-C, Fort Collins, CO 80525

Phone: 970-225-6575

Fax: 970-225-6577

Contact / Agent Name: Kristin Gensmer

Contact E-mail: kgensmer@centennialarch.com

Confirmation of Addendums: Addendum 1 – Q&A Document Received

Type of Organization: LLC – S Corporation

Organized in: Colorado

LLC Members: Kristin Gensmer and Christopher Kinneer

Authorized Signature: Kristin Gensmer – Member, President, and Principal Investigator



Signed: July 30, 2025



QUALIFICATIONS

Company Background and Work Location

Centennial Archaeology (Centennial) was founded in 1984, and is headquartered in Fort Collins, Colorado. In 2014 the company was purchased and reorganized by two long-term employees. It is an LLC registered in the State of Colorado. Currently, the company is classified as a woman-owned small business and is certified as a CDOT Level I Emerging Small Business. The company conducts contract-based archaeological and historical research throughout the Southern Rocky Mountains, western Great Plains, and eastern Great Basin and participates in social and environmental impact assessments associated with mining projects worldwide. Centennial has 30 years of experience working with State Historic Preservation Offices and the Advisory Council on Historic Preservation; and lead federal agencies including the U. S. Army Corp of Engineers USACE, the Bureau of Land Management (BLM), Bureau of Reclamation, U.S. Forest Service, National Park Service, the Western Area Power Administration, Federal Energy Regulatory Commission, the Federal Highway Administration, the Department of the Army; and the Nuclear Regulatory Commission. In addition to the lead agencies, past and present clients include state agencies (parks and wildlife and departments of transportation); city and county governments (including Boulder County); private companies engaged in various forms of exploration and development (oil and gas producers, pipeline companies, mining companies, private utilities, and wind energy firms); environmental consulting firms; and architectural/engineering firms. A wide range of survey projects have been successfully undertaken. These projects include public/private land exchanges and land acquisitions, including military training land acquisitions; BLM fuel reductions; federal, state, and county highways and roads; transmission lines and fiber optic corridors; pipeline trunk lines and gathering systems; wind farms; reservoir expansions and hydroelectric facilities; coal, gold, uranium, and copper mines; state parks and wildlife areas; flood recovery; and stream and river corridor rehabilitation projects. Centennial has conducted numerous projects for local governments including the Town of Windsor, the Town of Lyons, the City of Longmont, the City of Fort Collins, the City of Greeley, the City of Manitou Springs, Larimer County, Boulder County Parks and Open Space, and the Boulder County Collaborative.

Company Capabilities

Centennial's core staff includes the co-owners/principal investigators (Kristin Gensmer and Christopher Kinner) and supervisory personnel specializing in architectural history as well as both prehistoric and historic archaeology. Field and laboratory technicians, additional supervisory personnel, computer graphics and GIS specialists, and various support personnel are available as needed for projects of all sizes. Centennial offers the full range of services required to complete the Section 106 of the National Historic Preservation Act process and to facilitate compliance with the National Environmental Policy Act (NEPA). Facilities include 1,800 square feet of office, laboratory, and artifact storage space and a wide range of state-of-the-art field, laboratory, and report production equipment including a full library of technical reports and general anthropological/archaeological references. Staff capabilities include file and literature searches; intensive field inventories; evaluative and mitigative excavations; archaeological/historic studies in support of NEPA documents (Environmental Impact Statements (EISs) and Environmental Assessments (EAs)); National Register of Historic Places eligibility and effects evaluations; research designs and programmatic agreements; historical archaeology; architectural documentation; archival research; archival documentation including Historic American Building Survey and Historic American Engineering Record documentation; and drafting effects determination letters.

Project Team

Key personnel for Centennial Archaeology LLC (Centennial) will be Kristin A. Gensmer (Principal Investigator), Eva M. Garner (Project Director / Supervisory Historian), and Travis R. Bugg (GIS specialist). Both Ms. Garner and Ms. Gensmer meet the Secretary of the Interior's Professional Qualification Standards and have conducted multiple intensive architectural documentations, including working on projects that have been conducted in and around the Town of Erie. Resumes for each are appended to the proposal. Ms. Gensmer will be the Principal Investigator for the project as well as the administrative contact and responsible for quality assurance and control. Ms. Garner will be the subject matter expert and Supervisory Historian for the project. Mr. Bugg will produce maps and report graphics. Additional project work will be completed by Centennial staff including a research assistant who will be directly supervised by Ms. Garner. Using a research assistant is a cost-saving measure.

Personnel time commitment for Ms. Garner, Mr. Bugg, and the Research Assistant will be 100% while tasks are ongoing. Ms. Gensmer will have a 70% time commitment to the project. As with most projects, it is assumed that work will occur in waves with pauses as needed e.g. when waiting on property owner responses to access requests.

Kristin Gensmer holds an M.A. degree in Anthropology/Archaeology with a specialization in Historical Archaeology from Colorado State University (CSU) (2012) and a GIS Certificate through Front Range Community College (2018). Her B.A. from CSU (2007) was in Archaeology and included a minor in History. She has worked as an archaeologist and historian since 2008 and has professional experience in Colorado, Wyoming, Nebraska, Kansas, Oklahoma, and North Dakota. Her work includes historic and archaeological investigations as well as architectural surveys and archival research for municipal government, highway, mining, wind energy, well field, seismic, utility, pipeline, and disaster recovery projects. In addition to working for Centennial, Ms. Gensmer has held field, laboratory, teaching, and supervisory positions at the Federal Emergency Management Agency (FEMA), the U.S. Forest Service, and Colorado State University. She also has experience working as both a consultant for and a member of Certified Local Governments (CLGs) and was a member of the Fort Collins Landmark Preservation Commission (now the Historical Preservation Commission) for six years including serving one year as Vice Chair. Her expertise includes historic and prehistoric site survey and excavation, architectural survey and documentation, construction monitoring, BLM and OAHF Level II and III documentation, HABS/HAER documentation, archival research including ownership traces, photo-documentation of standing structures and sites, preparation of archaeological materials for permanent curation, and analysis of prehistoric and historic cultural materials including archaeological textiles. Ms. Gensmer has experience in eligibility and effects analysis and consulting directly with SHPOs, Native American Tribes, government agencies (federal, state, and local), and other stakeholders. She has authored or co-authored over 80 technical reports.

Eva (Donkin) Garner holds an M.A. degree from the University of Colorado - Denver, which she obtained in 2014. Her studies focused on Public History, Historic Preservation, and British and American Social and Cultural History. In 2006, she earned a B.A. in Anthropology from Colorado State University, with a concentration in Historical Archaeology. Since 2007, Ms. Garner has worked as a historian and archaeologist, gaining significant experience after completing her graduate degree. Her work has primarily taken place in Colorado, Wyoming, Nebraska, and Kansas. Her professional expertise includes architectural inventory and documentation, historical and archaeological research, ownership traces and documentary analysis, and the investigation and analysis of historic and prehistoric artifacts. She also specializes in examining social and cultural movements of the 19th and 20th centuries. She has

documented hundreds of architectural properties including residential, commercial, agricultural, educational, and industrial resources. Ms. Garner has co-authored various technical reports related to highway, mining, solar energy, utility, housing development, and pipeline projects. In addition to her role with Centennial Archaeology, she has worked with other private firms, contributed to local museum collections and educational departments, and served as a teaching assistant at the University of Colorado.

Travis holds a B.A. degree in Anthropology/Archaeology and English – Professional Writing from Western Carolina University (2005) and a GIS Graduate Certificate from Northern Arizona University (2008). He has worked as an archaeologist since 2005 and has worked professionally in a GIS capacity since 2008. Mr. Bugg has supervisory archaeological experience in the Intermountain West, Great Basin, Southwest, Southeast, and Midwest regions. He has conducted GIS-related operations and analysis for over 280 cultural resource compliance projects for a variety of industries, including oil and gas, transportation, electric, and renewable energy. His work includes mapping and GIS data preparation and packaging for the documentation of architectural resources. He is skilled in spatial data management, geodatabase design, data acquisition, and Quality Assurance/Quality Control of spatial and relational databases. Travis has acquired and organized data for country-wide cultural profiles of several OCONUS countries for the U.S. Army Corps of Engineers and the U.S. Air Force. He has extensive experience with Class I background research and site file searches. In addition, he is responsible for the design and deployment of custom database forms and data dictionaries for both spatial and non-spatial data collection in the field and serves as data manager for the collected data. He is also certified by the FAA as a remote pilot for Small Unmanned Aircraft Systems (sUAS) and has over two years' experience directing flight missions for precise aerial mapping of archaeological and historic sites. Travis is highly trained in graphics and report production and has authored or co-authored over 40 technical reports.

Subconsultants

Centennial will not use any partners or subconsultants for the completion of this project. All work will be conducted by Centennial staff including the key personnel as well as support staff including laboratory/research assistants and the staff GIS Specialist.

Ability to Complete the Project Within the Timeframe

Centennial is fully capable of completing the proposed project within the established timeframe. Our firm has a long-standing record of successfully managing and delivering projects on schedule and within scope, supported by decades of experience in cultural resource management including architectural survey and documentation. We maintain a disciplined project management approach, detailed scheduling, and clear communication with clients and stakeholders at every phase. Our team is well-versed in anticipating and mitigating potential delays, ensuring that all deliverables meet quality standards without compromising timelines. Centennial also has experience working on projects utilizing State Historic Fund grants and is well familiar with the grant cycle and the importance of meeting the deadlines to maintain funding. The project timeline as outlined in the Request for Proposals (RFP) is ample time for the documentation of 25 architectural properties, even when factoring in time for landowner notification.

Letter from Principal Investigator
(Next page)



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July 31, 2025

Town of Erie
645 Holbrook Street
Erie, Colorado 80516

Re: Certification of Centennial Archaeology LLC's availability and commitment of staff for the historical architectural survey of the 25 historic properties associated with Phase III.

To Whom it May Concern:

As Principal Investigator for Centennial Archaeology LLC (Centennial), I am pleased to confirm that our team has the capacity, availability, and commitment necessary to successfully complete the proposed architectural survey of the 25 properties in Phase III of the Erie Historical Preservation Advisory Board Master Plan in accordance with the project scope and schedule outlined in the Request for Proposals (Project No. P25-1013).

Our in-house staff includes qualified architectural historians who meet the Secretary of the Interior's Professional Qualifications Standards as well as ancillary staff including qualified GIS Professionals and research assistants. The individuals assigned to the project as key personnel will be fully available to work on the project for the duration of the undertaking. Their collective experience in historic resource documentation, archival research, contextual analysis, data management, and map/graphic production ensures both a high standard of quality and timely delivery.

We understand the importance of this work and are fully committed to meeting all project milestones and deliverables. Please do not hesitate to contact me (kgensmer@centennialarch.com or 970-225-6575) should you require additional information.

Sincerely,

Kristin A. Gensmer
Principal Investigator and President
Centennial Archaeology LLC

EXPERIENCE

Relevant Recent (2022 – 2025) Projects Including Client References

Centennial has completed numerous projects in recent years for private clients as well as local governments including both project specific and non-project specific work conducted for government bodies within Boulder and Weld Counties. Such work has included archaeological surveys and documentation as well as architectural/standing structures assessments, construction monitoring, and mitigation of adverse impacts to historic properties. The references below can all speak about Centennial's ability to conduct cultural resource inventories in a timely, efficient manner. The first two can attest to Centennial's experience conducting all phases of architectural survey including file searches, fieldwork, archival research including ownership traces and historic context preparation, and the preparation of Architectural Inventory Form 1403, as well as associated technical reports and eligibility and effects analysis documents. The last is a local government client who can address Centennial's history of completing cultural resource projects on time and on budget.

- **RockSol Consulting Group, Inc.:** Centennial has a long-standing professional relationship with RockSol and has conducted multiple investigations as a subconsultant over the last decade including 18 projects of various scales in the last five years. The investigations have been reviewed by multiple agencies including local governments, the Colorado Department of Transportation, the SHPO, and the US Army Corps of Engineers. One recent project of note was the Weld County Road 3 – Sullivan Ditch Bridge Replacement project in the Town of Erie (2023-2024). This project resulted in the documentation of one architectural property at 5665 WCR 3 (5WL9664) as well as a ditch segment. Architectural Inventory Form 1403 including all required maps and photographs was prepared for the architectural site. Other recent projects that Centennial has conducted for RockSol have included architectural documentation. These projects are the Bent County Sidewalk project (2025), which resulted in the documentation or re-recording of 25 architectural properties in urban Las Animas and residential McClave; the 37th Street and 65th Avenue Intersection Improvement Project in the City of Evans (2023-2024) that required recording two architectural properties; and the Union Ditch Bridge Replacement in the Town of LaSalle (2023), which resulted in the documentation of two architectural properties and a ditch segment. Cultural project work conducted for RockSol has included Class I file searches and literature reviews; Class III inventory; intensive historic resources inventory; archival research including ownership traces; documentation of architectural, linear, and archaeological resources; preparation of technical reports, site forms, and GIS data for SHPO and agency review; preparation of Eligibility and Effects letters and Section 4(f) documentation; and coordination with agencies and other stakeholders for project access. Architectural documentation and analysis is the most common type of project Centennial has conducted for RockSol.

 - **Contact:** Lauren Gentile, Environmental Services Manager, gentile@rocksol.com, 720-273-1672
- **J-U-B Engineers, Inc.:** Since 2022, Centennial has conducted 11 projects for J-U-B. All of these projects included analysis of built environment features, particularly architectural properties. One recent project was the Cleveland Avenue Improvement project (2024-2025) conducted in the Town of Wellington. This project included improvements to Cleveland Avenue within the town's historic core. Ultimately, five architectural properties required documentation. Centennial completed the file search/literature review, fieldwork, archival research, mapping, and

preparation of SHPO site forms and GIS files for five architectural properties. The documentation included NRHP eligibility and effects analysis. The resources included a commercial (1960s Gas station) building, a 1906 Queen Anne style home that was converted to an inn and then an event center, and three residential buildings. The residences include a 1906 /hipped-roof box residence and two 1940s vernacular properties. Other recent projects that include architectural documentation are the Town of Fredrick Bella Rosa Parkway project (2025), the Fort Collins Pitkin – College Avenue Improvement Project (2024), the Fort Collins Timberline – Carpenter Roundabout (2024-2025), the East County Line Road Improvements project for the City of Longmont (2023-2024), and the Sunset Street to Ken Pratt Boulevard Improvement project in the City of Longmont (2022-2023).

- **Contact:** Jennifer Gorek, Senior Environmental Project Manager, jgorek@jub.com, 970-377-3602
- **Fort Collins Natural Areas Department:** Centennial has held a non-project specific services contract for archaeological and cultural resources work for the City of Fort Collins Natural Areas Department (FCNAD) since 2023. Projects conducted under the terms of this contract have been performed for City due diligence as well as for federal compliance. The SHPO and the US Army Corps of Engineers have reviewed these documents. Projects completed under this contract include a Class III inventory for Northern Leopard Frog stream restoration on the Soapstone Prairie Natural Area (2023-2024), the construction monitoring of activities associated with that project (2024), and a Class III inventory for a proposed diversion removal along Buckhorn Creek in the Bobcat Ridge Natural Area. Centennial also conducted construction monitoring for a segment of the Poudre River Trail between the Rigden Reservoir and the CSU Environmental Learning Center (2024) and for improvements to the Lindenmeier Loop Trail on the Soapstone Prairie Natural Area (2025). Cultural project work conducted for FCNAD includes Class I literature reviews, Class III inventory, archival and historic research, construction monitoring, and the preparation of technical reports, site forms, and GIS data to meet SHPO and agency standards.
 - **Contact:** Kelly Smith, Senior Environmental Planner, City of Fort Collins, ksmith@fcgov.com, (970) 221-6310

Team Member Matrix

Team Member	Role	Years w/ Firm	Years Experience	Projects w/ PI	Projects w/ Team Members	Notes on Collaboration
Eva Garner, MA	Supervisory Architectural Historian	9	11	46	37	Lead historian on past regional and local surveys with PI and survey team
Travis R. Bugg, GISP	GIS Specialist	11	18	75+	40+	Produced maps and managed project data for Ms. Garner and PI on past architectural history projects. Provided technical support with field equipment and procedures on many projects

Team Member	Role	Years w/ Firm	Years Experience	Projects w/ PI	Projects w/ Team Members	Notes on Collaboration
Alyssa Myers, BA	Research Assistant	1.5	2	7	3	Assisted Ms. Garner and Ms. Gensmer on past architectural surveys
Kristin A. Gensmer, MA	Principal Investigator	15	18	N/A	75+	Supervised listed team collaborations on architectural and cultural surveys

PROJECT GOALS, CONCEPT & CRITICAL ISSUES

Project Understanding and Approach

The Town of Erie (Town) is a Certified Local Government (CLG) meaning that it is a municipality endorsed by the State Historic Preservation Office (SHPO) / Colorado Office of Archaeology and Historic Preservation (OAHP) and the National Park Service (NPS) to participate in the national preservation program while maintaining standards consistent with the National Historic Preservation Act (NHPA) and the Secretary of the Interior's (SOI) Standards for historic preservation. The Erie Historic Preservation Advisory Board (EHPAB) is the entity within the Town tasked with preserving historic structures, documents, and artifacts within Erie and with advising the Town Council on those matters. As part of fulfilling their duties, the EHPAB caused the creation of the Historic Preservation Master Plan in 2017 (revised 2022). Goals for the EHPAB laid out in that document include making Erie's historic buildings and landscapes a recognized part of the Town's identity, improving appreciation for the Town's heritage (and associated resources) through an ongoing program of research and investigation, and assisting property owners in enhancing their properties. Such work includes recommending properties for landmark status, which opens up the potential for tax credits, preservation grants, and other incentives that allow CLGs to help maintain the historic characters of their communities.

As part of Phase III of the Master Plan, and in keeping with the research goal set forth in the Master Plan, the EHPAB, is requiring intensive architectural inventory of 25 properties in Old Town Erie, which is the historic, Weld County portion of the community. This work will be funded through a State Historic Fund (SHF) grant from the SHPO/History Colorado with matching funds provided by the Town. All work is contingent on the SHF grant, which would be awarded in December of 2025. The project schedule will be driven in large part by the requirements and schedule of the SHF competitive grant program.

The EHPAB has already identified the 25 properties and has included the 2025 Survey Matrix Listing for all 25 in Attachment A of the RFP. Because they have already been identified by the EHPAB, no additional survey at either the reconnaissance or intensive levels will be required. All 25 properties will be inventoried at the intensive level as defined in the Colorado Cultural Resource Survey Manual (2007) and using Colorado Cultural Resource Survey Form 1403 (Architectural Inventory Form). This level of documentation includes fieldwork to record the existing conditions and composition of the properties, photographs of all structures, and production of site sketch (plan) maps and location maps set at 1:24,000-scale and using USGS 7.5' quadrangle maps as the background layer. The Scope of Work defined in the

RFP consists of three stages: Public Outreach and Meetings; Fieldwork & Research; and Survey Form and Report Preparation. Centennial's approach to these stages is described in detail below.

Project Approach

Centennial will approach this project with our standard commitment to excellence and responsiveness to ensure customer satisfaction and compliance with all applicable regulations. It will be conducted as a standard intensive architectural survey of each of the 25 properties. This work is being conducted in order to fulfil the research goal of the EHPAB outlined in the Master Plan and to identify which of these 25 properties retain sufficient integrity to be considered significant and to merit local landmark designation or, potentially, to be considered eligible for the State Register of Historic Properties (SRHP) and/or the National Register of Historic Places (NRHP). No federal nexus is anticipated; there is no requirement for compliance with Section 106 of the National Historic Preservation Act (NHPA) as amended. However, because of the SHF funding, the survey forms and report will be reviewed by SHF personnel at the OAHF. All work will be conducted to meet SOI Standards and Guidelines for Identification and Evaluation published September 29, 1983 and the Colorado Cultural Resource Survey Manual (revised 2007). Centennial has the capabilities and experience to provide all architectural history services needed to ensure compliance with all applicable preservation regulations. In particular, we use a variety of digital and in-person research sources and techniques to ensure that adequate historic context for specific projects have been established and that our ownership traces include factual information about past owners as well as a grantor/grantee list.

Public Outreach and Meetings

Kickoff Meeting: Once contracting is complete and a Notice to Proceed is issued, Centennial will start work. The first step will consist of arranging a kickoff meeting with Town Staff, the SHF, the EHPAB, and Centennial. It is assumed that this meeting will require Centennial's Historian to participate in-person, though a virtual meeting may be held at the request of the other participants. During this meeting, Centennial anticipates team introductions as well as a discussion on methodology including recording techniques, landowner notification protocols, and archival sources. It is further assumed that the project schedule will be confirmed at this time. Because they are listed as separate items in the Scope of Work in the RFP, it is assumed that this kickoff will be different than the public kickoff meetings described below, though combining the public Kickoff meeting and this meeting would be a way to increase project efficiency. It is anticipated that this phase of the project will take a single day to complete.

Pre-Fieldwork Preparation and Project Mobilization: This project phase will include the initiation of the OAHF and supplemental sources file search as described below as well as property owner notification. Other steps will include loading and charging equipment for digital data gathering and scheduling particularly regarding variable weather conditions common to the spring in Colorado. This phase may take up to 45 days though the bulk of that window will include allowing landowners 20-25 days to respond before a follow-up letter is issued.

Clear, legal permission to enter is essential for architectural inventories where the properties are both occupied and part of an urban environment where neighbors are plentiful. It is assumed that the Town will provide Centennial with any preferred protocols for property owner contact as part of the kickoff. Otherwise, Centennial has an existing access form that will be mailed to each of the properties at the mailing address on file with Weld County as well as the property address (if different). The forms will include information about the project, the level of work involved (accessing fenced areas and

photographing the exterior of the buildings), and include clear places for the property owner, owner's representative, or lessee to sign and to indicate any special conditions (e.g. call 24 hours ahead of time, only be present between 12 pm and 4 pm, etc.). Print outs of the forms will be carried by Centennial personnel at all times in the field. Additionally, Centennial personnel will wear high-visibility vests when they are on private property and will knock at the door as they arrive unless specifically asked not to by the property owner/lessee.

It should be noted that should property owners decline access, Centennial will make every effort to document the properties from the public right-of-way, though privacy fences, vegetation, and other elements may make full physical documentation impossible.

Public Kickoff Meeting: The public kickoff meeting will be advertised and is an opportunity for public engagement, particularly for the occupants/owners of the 25 properties on the Addendum A list. It is assumed that Centennial will make a brief presentation describing the goals and methods of the survey as well as including examples of the types of photographs that will be taken and what the findings mean. It is assumed that Town staff will be present and can inform participants about what the findings may mean for their properties as well as incentives and procedures should they choose to pursue landmarking. It is assumed that there will be a question-and-answer period where Centennial and the Town can answer citizen questions and address any concerns they may have about the project.

For scoping purposes, it is assumed that this meeting will be separate from the team kickoff meeting described above, though combining the two would be a way to decrease costs and increase time efficiency. Per the Q&A Document, it is understood that Town staff will handle all public notifications for public meetings through the Town's existing public notice procedures.

Final Public Meeting: Per the Q&A Document, it is assumed that the Final Public Meeting will occur in person at a Town Council meeting. During this meeting, Centennial will make a brief presentation summarizing the methodology of the survey and emphasizing the results including which properties were evaluated as significant and at what levels (local, state, national). The presentation will be followed by a question-and-answer period where it is assumed that Centennial will answer questions from the Town Council as well as any members of the public who may be present.

Fieldwork & Research

OAHP File Search: A literature review including a request for a formal file search and a review of documents available through the Compass database maintained by the OAHP will be conducted prior to the start of any fieldwork. File searches are considered an essential first step to any historic resource investigation. The OAHP file search will reveal the nature and extent of previously documented cultural resources within the survey areas and allow for greater efficiency of recording. Additionally, this information can be used to facilitate the development of a contextual framework to help interpret the results of the field investigation. All 25 properties are situated in the Weld County portion of the Town, which is known as Old Town Erie. The positioning in Weld County is consistent with the developmental history of Erie, which first emerged in Weld County and then expanded west into Boulder County.

A preliminary review of the properties detailed in Attachment A shows that three of the 25 properties have been previously recorded. Two consisting of 3140 County Road 1 (5WL.9620) and 650 Main Street / Erie Middle School (5WL.9619) were recorded by Centennial in 2022/2023 for a Section 106 compliance project. While access to the school was provided, access to 3140 County Road 1 was not

granted. A third, 580 Pierce Street (5WL.1697) was recorded in 1991 by the Weld County Housing Authority. Centennial has access to the two site forms from 2022/2023 as well as the raw recording data and will be able to incorporate much of the data into refreshed documentation while minimizing the amount of field and archival time necessary for an intensive recording. Information on the property documented in 1991 will be obtained from the OAHP and incorporated into the current documentation, though the age of the previous recording makes it unlikely that it was documented to current standards.

The OAHP information will be supplemented with a pre-field review of supplemental sources so that Centennial's Historians can know what to expect at each property and to conduct the survey as efficiently as possible. Such sources will include Weld County Assessor's data available online, historic maps including Sanborn Fire Insurance Maps for Erie as well as General Land Office (GLO) and USGS topographic maps of the area, and historic aerial and satellite imagery of the properties available through historicaerials.com, Google Earth, and online archives such as that at the University of Colorado at Boulder. Centennial will also coordinate with EHPAB and the Erie Historical Society to ensure that all available information on the 25 properties is identified and incorporated into pre-field preparation.

Fieldwork (including mapping and photography): An intensive architectural inventory will be conducted for all 25 properties on the list. Fieldwork will be conducted to meet the standards set forth in the OAHP Survey Manual (2007). Assuming access is granted, Centennial will enter the property and document all elevations and structures. If access is not granted, Centennial will record the properties to the greatest extent possible from public right-of-way. It should be noted that the school will be accessed after school hours when students are no longer present. Per the school website, students are dismissed at 3:00 pm. It is assumed that fieldwork will start no earlier than 3:45 pm to allow time for dismissal and for students to leave campus.

All 25 properties included in Phase III will be recorded using the same broader methodology. At the start of the recording, property overview photos will be taken from across the street / the public right-of-way. Then, access permitting, Centennial will enter the property and continue to take overview photographs while the recorders familiarize themselves with sightlines and the number and types of features on the property. Then, each building/feature will be documented individually. Documentation will consist of taking notes with descriptive text of materials, forms, fenestration, and all characteristics of each building. The documentation will start at the roof and move to the foundation with a description of each elevation. Photographs will be taken of all elevations as well as specific characteristics. For the two properties previously recorded by Centennial in 2022/2023 (3140 County Road 1 (5WL.9620) and 650 Main Street / Erie Middle School (5WL.9619)), it is assumed that fieldwork will be focused on updating existing documentation and recording current conditions. For these sites as well as the one documented in 1991 (580 Pierce Street (5WL.1697)), previous information will be incorporated into the current documentation to the greatest extent possible to reduce costs and project timelines.

Centennial has moved to an all-digital data collection method, though paper documentation is still available and can be used on request from the Town. Centennial employs an array of modern and effective digital solutions for the purpose of field data collection. Custom field forms including an architectural form that captures the data necessary to produce OAHP Form 1403 have been designed in-house. These forms are published to ESRI Survey123 and ArcGIS Online, where they are deployed to field phones (Google Pixel 7 or higher) used by Centennial crews. These forms are used to collect site- and project-specific information and to photo document projects while in the field. Finished forms are synced nightly and the data is immediately available for viewing and analysis in the office. In addition to form data, high-resolution spatial data is also collected in the field by means of project-tailored ESRI Field Maps

connected to sub-meter bluetooth GPS devices (Geneq Inc. SxBlue II GPS). These maps are authored in a similar way to the Survey123 forms, and are stored on ArcGIS Online for deployment, syncing, and easy access and retrieval. This method allows Centennial to document the primary houses as well as ancillary buildings, map features with sub-meter precision, and geotag photographs for each building to ensure capture of all pertinent information. Such mapping abilities are particularly important for sheds and other ancillary structures that are more difficult to see from satellite imagery.

Archival Research (including deed research): Archival research will be conducted for all 25 properties. Archival data from past recordings will be reused and/or summarized to the greatest extent possible to minimize duplication of effort. Deed research consisting of an ownership trace for each property will be conducted through the Weld County Clerk and Recorder. Owners will be researched through a variety of sources including local histories, online genealogical databases such as Ancestry.com, and the Colorado Historic Newspapers database to determine if any of the past owners were historically significant and to obtain biographical information about these people. Information for the properties gathered during the file search including GLO records, Sanborn Fire Insurance Maps, USGS topographic maps, and aerial/satellite imagery will be incorporated. Most of these sources, including Weld County ownership records, are entirely digital and can be accessed from Centennial's office in Fort Collins. However, the Erie Historical Society in Erie and the Hazel E. Johnson Research Center in Greeley will also be contacted to inquire about specific sources at those institutions that may be relevant to this investigation. Oral history research may also be conducted if current owners are willing to discuss their property with Centennial. All research for each project will be included in the survey report and on OAHP Form 1403 for each property.

Archival research is considered essential as built environment properties will be evaluated for significance based on their physical condition, historical integrity, and contextual information. It is of particular importance in evaluating significance for local landmarking and eligibility for the NRHP under Criteria A and B and SRHP eligibility under Criteria 1 and 2 as those more ephemeral aspects are not necessarily visible from the physical remains of a resource.

Survey Form and Report Preparation

Centennial will prepare an architectural survey report and Architectural Inventory Forms (1403). The report and forms will follow the OAHP Format, Guidelines, and Standards Historical & Architectural Surveys as well as the SOI standards. The draft technical report and site forms will be submitted in Word and PDF form and the GIS data will be prepared to SHPO standards and submitted to the Town, EHPAB and SHPO staff for review and comment. Comments from those entities will be addressed and incorporated into the final documents. The final survey report, site forms, and GIS data will be submitted electronically in PDF format as specified in the RFP document. The site forms will include topographical location maps at 1:24,000 scale, site sketch (plan) maps, and photographs as required by the SHPO/OAHP. The GIS data will be submitted in accordance with current SHPO digital data submission requirements, which Centennial has experience providing.

The report will consist of the following elements:

- Front Matter: Title page; Abstract; Table of Contents; List of Figures; List of Tables; Colorado Cultural Resource Survey Management Information Form
- SHF Acknowledgements with OAHP/SHPO-approved wording.
- Introduction and Project Background including a brief summary of the project, those involved, the project dates, and the results.

- Project area including a verbal description of the survey area, PLSS location information, and the total number of acres and properties surveyed. A USGS topographic quad map showing the survey area boundary will be included.
- Research design and methods including the survey objectives and scope of work and a summary of the file search results.
- Historic Context
- Site Evaluation Criteria
- Inventory Results (table of resources, site-specific descriptions, and Erie Landmark / NRHP / SRHP field significance evaluations)
- Summary and Management Recommendations
- References Cited
- Survey Logs listing all resources documented arranged by street address and by site number.

The report will incorporate regional, project area, and site maps; representative photographs of the project area; and overview photographs of the individual properties. Site descriptions including Erie, NRHP, and SRHP evaluations and recommendations will be produced. Maps will include a USGS 7.5' quadrangle map plus a city plat map or planning map outlining the boundaries of the survey area with a key that identifies the boundaries and locations of eligible districts, contributing and non-contributing properties, and individually eligible properties by site number. Finally, SHF acknowledgements that are required will be included in the report document.

Key Challenges and Approach

With architectural documentation, the key challenge tends to be obtaining property owner/lessee permission to document the property. While there are properties that can be fully documented from public right-of-way, in many cases rear and/or side elevations and ancillary structures are not visible from outside of the property boundary. Centennial has a tried and tested one-page access form and process that has been utilized on other projects. The form is sent out once to all property owners / property mailing addresses with information allowing property owners to either fill it out online or to fill out the hard copy and mail it back at their discretion. If no response is received within 20 calendar days, a second form is sent out. If no response is received within 20 days of that, Centennial will plan on documenting from the public right-of-way. However, when Centennial arrives at the property, the historian will knock on the door to talk to the property owner. They will carry a blank copy of the form just in case the property owner agrees in the moment. All work is to be conducted during standard business hours of 8 am – 5 pm and during the weekdays to minimize disruptions. This approach is intended to be sensitive to the landowner, minimize the amount of time spent on landowner access, and maintain positive working relationships between the Town and community.

Centennial's Vision for the Project

Centennial's vision for the project is to deliver a comprehensive, accurate, and contextually grounded inventory of the 25 architectural properties identified by the EHPAB for inclusion in Phase III of the Master Plan (2012; rev. 2022). This inventory will serve as a valuable tool for preservation planning, community engagement, and informed decision making for both the Town and individual property owners. Through rigorous documentation and analysis of the individual properties, we will evaluate the sites for architectural, cultural, and historical significance within the context of Erie as a vibrant community with a rich coal mining history.

We are committed to producing a high-quality inventory that reflects both scholarly standards and local values. Our approach integrates archival research, field survey, and evaluation within a clear methodological framework that is consistent with the OAH Survey manual and SOI preservation standards and guidelines. We recognize that every house tells a story—not only about architectural style and construction but also about the people, communities, and patterns of development that shaped the area. Ultimately, our goal is to support the community’s efforts to preserve its unique historic character by providing a solid foundation for future planning, designation, and stewardship efforts.

Approach to Cost Control, Value Engineering, and Cost Accuracy

Centennial has been conducting cultural resource investigations since 1984 and has directly employed an in-house historian since 2014. We are experienced in conducting architectural documentations and have developed and refined our methodology over past investigations. Our approach to cost control in historic resources documentation is grounded in thoughtful planning, efficiency, and a deep understanding of the nuances involved in surveying and evaluating architectural properties. We recognize that such projects require both technical rigor and careful resource management to ensure timely and accurate deliverables within budget.

We apply value engineering principles by identifying opportunities to streamline tasks—such as refining field survey protocols, optimizing data collection methods, and leveraging digital tools and online databases—to reduce time and costs without sacrificing the quality or integrity of documentation. Our team continually assesses how best to achieve project goals with efficiency, while preserving the level of detail appropriate for historic architectural resources.

To ensure accurate and accountable cost management, we utilize:

- Detailed project schedules and task-based work plans to manage labor and allocate resources effectively across phases of research, fieldwork, and analysis.
- Experienced personnel with a proven track record in historic resource surveys, who are adept at anticipating and mitigating common cost-related challenges in architectural documentation.
- Clear lines of communication with the client, including regular progress updates and early identification of any scope changes that may impact cost.

Our team is committed to delivering accurate documentation of architectural resources within the established budget and timeline, while remaining flexible to adapt as project needs evolve. By balancing historical integrity with practical project management, we provide our clients with reliable results and excellent value.

Additional Tasks

The Scope of Work is a straightforward intensive-level architectural inventory. While Centennial is capable of additional mapping, district evaluation, consultation, in-depth research, and mitigation of adverse effects, the Town has a Master Plan, and the scope as presented is tailored directly to accomplishing that plan. At this time, Centennial does not propose any additional tasks.

PROJECT SCHEDULE

Centennial's staff will be available for the proposed work as soon as the notice to proceed has been issued. It is understood that the project is dependent on a successful SHF grant application and that much of the schedule is directly tied to the deliverable cycle of SHF grants. The following schedule is based on the information in the RFP and assumes that the grant will be awarded in December of 2025 with full contracting to follow. The schedule would be adjusted based on actual award of contract and notice-to-proceed as well as snow cover in the project area. It is assumed that Centennial will provide monthly status reports via email to the Town.

TASK	START DATE	END DATE	TOTAL DURATION	DELIVERABLE(S)
Project kickoff meeting	January 2026	January 2026	1 day	In-person meeting between Town Staff, SHF, EHPAB, and Centennial
Pre-field Prep	January 2026	February 13, 2026	~ 45 days	Landowner notifications; OAHP file search results will be incorporated into the survey report.
Public Kickoff Meeting	January 2026	February 13, 2026	1 day	In-person meeting with the public
Fieldwork & Archival Research	February 14, 2026	April 1, 2026	~1.5 months	Conduct fieldwork and archival research; window is designed to allow for variable weather during that period.
Draft Report and Forms	February 14, 2026	April 17, 2026	~2 months	Electronic submission of draft survey report and forms in both Word and PDF format to the Town.
Final Report	April 20, 2026	June 1, 2026	~ 6 weeks	Electronic submission of PDF files of the report and site forms and OAHP-formatted GIS data. Includes 2-3 weeks for the Town to review and comment on the draft deliverables.

Suggested Streamline Measures

Centennial's methodology is designed to streamline the transition from the field to the office by building in redundancy in back up and using digital data collection so that all information is born-digital rather than requiring conversion. The review process for the draft deliverables can be streamlined by providing both Word and PDF formats of the documentation to allow reviewers to directly insert comments and track changes in the digital medium that they prefer. Centennial can then directly address the comments where they occur. Final deliverables will be in PDF format as required in the RFP.

QUALITY CONTROL

Centennial is committed to maintaining the highest standards of accuracy, consistency, and integrity in all phases of historic resources documentation. Quality control (QC) is integrated throughout the project lifecycle to ensure that the architectural inventory is both reliable and defensible for regulatory compliance, planning, and preservation purposes. The following outlines our QC approach:

- **Clear Methodological Framework:** We begin by developing a standardized methodology aligned with the OAHP Survey Manual and the SOI Standards for Identification and Documentation. This includes clearly defined criteria for evaluating architectural significance, integrity, and context. The use of consistent terminology, field forms, and data collection protocols ensures uniformity across the inventory.
- **Qualified and Trained Staff:** Our key personnel members for this project are highly qualified individuals. Historians meet the SOI Professional Qualifications Standards and our maps are produced by certified GIS Professionals. Support staff including research assistants are directly supervised by the Historian / subject matter expert for the project and receive project-specific training on documentation standards, survey methods, data entry procedures, and visual documentation requirements to ensure accuracy and consistency.
- **Field Survey Quality Control:** Our electronic data gathering techniques allow field data to be synced in real time. Field documentation is subject to daily review by the Principal Investigator as well as by the GIS Specialist to verify completeness and consistency. Photographs are reviewed to ensure they meet resolution, lighting, and angle standards. GPS accuracy and mapping precision are also verified against base maps and survey boundaries. If there is an issue, it can be addressed while work is ongoing rather than requiring personnel to go back out to the site and disturb a property owner for a second time.
- **Internal Review and Cross-Checks:** Completed Architectural Inventory Form 1403 are subject to spot checks while work is ongoing by senior personnel including the Principal Investigator. Cross-checks with the raw field data are performed to ensure information is comprehensive.
- **Consistent Data Management:** All inventory data collected in the field is synced nightly to a centralized, quality-controlled database designed by Centennial. It is stored on a secure cloud-based repository with daily backup. Site and photo viewer dashboards are maintained for laboratory personnel to ensure easy access, logical data display, and data protection.
- **Review of Contextual and Evaluative Narratives:** All historic contexts and statements of significance are carefully reviewed to ensure they are well-substantiated by the physical evidence and historical research. Sources are cited, and conclusions are aligned with National Register eligibility criteria. Additionally, the context in particular will be cross referenced with documentation produced during Phases I and II of the a Master Plan to ensure consistency with past efforts.
- **Deliverable Review and Final QA/QC:** Before submission, all deliverables—including reports, Architectural Inventory Form 1403, and GIS data —undergo a final QA/QC review checklist and technical edit. This review includes formatting checks, citation verification, grammatical review, image review, and coordination with local and state standards.

KRISTIN A. GENSMEYER**Present Position**

Principal Investigator – Centennial Archaeology LLC, Fort Collins, Colorado (2014-Present)

Senior Instructor – Colorado State University, Fort Collins, Colorado (Instructor 2014-2024; Senior 2014-Present)

Education

M.A. Anthropology/archaeology with an emphasis in historical archaeology, Colorado State University (2012)

B.A. Anthropology/Archaeology with minors in English and History and an interdisciplinary certificate in Asian Studies, Colorado State University (2007)

GIS Certificate, Front Range Community College – Fort Collins (2018)

Selected Employment History

- Lead Historic Preservation Specialist, FEMA DR-4145 – Colorado Flood Recovery, Denver, Colorado (2013-2014).
- Staff Supervisory Archaeologist / Historian – Centennial Archaeology, Inc. Fort Collins, Colorado (2013-2014).
- Historical Archaeologist / Technician, Centennial Archaeology, Inc. Fort Collins, Colorado (2008-2012 on a project-by-project basis).
- Laboratory Supervisor / Assistant, Laboratory of Historical Archaeology, CSU, Fort Collins, Colorado (2011-2012)
- Archaeological Field Technician, Brush Creek Hayden Ranger District, Medicine Bow / Routt National Forest, Saratoga, Wyoming (2010)

Professional and Geographic Capabilities

Archaeology and history of the western High Plains and Rocky Mountains and Intermountain West; project supervision and management; architectural documentation and assessment of historic structures; NRHP eligibility and effects determinations; technical skills including pedestrian survey, block and test excavations, instrument and GPS mapping; analysis of historic and prehistoric artifacts; archaeological monitoring; production of technical reports including Historic American Engineering Record (HAER) and Level II documents; archival research on properties, artifacts, roads, and ditches; preparation and submission of artifacts to repositories for permanent curation; photographic documentation of sites, artifacts, and structures.

Selected Architectural / Built Environment Project Experience

- Bent County Sidewalks Project | RockSol and CDOT Region 4 | City of Las Animas and Town of McClave | Principal Investigator and Historian
- Weld County Road 3 Bridge Replacement | RockSol and CDOT Region 4 | Town of Erie | Principal Investigator and Historian
- LaSalle – Union Ditch Bridge Replacement | RockSol and CDOT Region 4 | Town of LaSalle | Principal Investigator and Historian
- Supply Ditch Lateral near Longmont | Boulder County Public Works Department | Principal Investigator and Historian
- College Avenue Improvements Project historical/architectural Inventory | J-U-B Engineers and CDOT Region 4 | City of Fort Collins | Principal Investigator and Historian
- Cleveland Avenue Improvements historical / architectural inventory | J-U-B Engineers and CDOT Region 4 | Town of Windsor | Principal Investigator
- Amalgam Thief Mine and Mill Site at 4872 Sugarloaf | Boulder County Public Works Department | Principal Investigator and Historian
- Lower State Highway 7 Roadway Reconstruction intensive Class III archaeological and historical Inventory in Boulder County, Colorado | CDOT Region 4 | Lyons - Raymond | Principal Investigator and Historian
- US Highway 34 Roadway Reconstruction intensive Class III archaeological and historical Inventory in Larimer County, Colorado | CDOT Region 4 | Loveland – Estes Park | Principal Investigator and Historian.

EVA M. (DONKIN) GARNER**Present Position**

Senior Historian. Centennial Archaeology LLC, Fort Collins, Colorado (2014-present)

Education

M.A. Public History – University of Colorado Denver, 2014

B.A. Anthropology/Archaeology. Colorado State University, 2006

Employment History

Private Consultant, Fort Collins, Colorado (2018-2019)

Graduate Teaching Assistant, University of Colorado, Denver (2011-2013)

Education's Intern. Weld County Museums, Greeley, Colorado (2008)

Archaeological Field Technician. SWCA, Inc., Broomfield, CO (2006-2007)

Archaeological Monitor. SWCA, Inc., Broomfield, CO (2006-2007).

Collections and Education Intern. Fort Collins Museums, Fort Collins, CO (2006)

Professional and Geographic Capabilities

Public history and historic preservation; History and archaeology of the western High Plains, Rocky Mountains, and Intermountain West; Documentation of historic buildings, structures, roadways, ditches, and water control features; Project supervision and management; Archival and historical research of linear resources, historic persons, ownership records, and historical contexts; Technical skills including pedestrian survey, test excavations, and site documentation; Analysis of historic and prehistoric artifacts; Personnel supervision; Technical report production; Inventory, cataloging, repository management of archaeological collections; Preparation and submission of artifacts to repositories for permanent curation.

Selected Project Experience

- Historian. Architectural analysis, linear documentation, archival research, and Eligibility and Effects letter preparation for the Town of Erie, East County Line Road Project (CDOT / CTL Thompson / Town of Erie)
- Historian. Architectural analysis, linear documentation, and archival research, US 34 Permanent Repair Project (CDOT / Jacobs Engineering Group, Inc.)
- Historian / Archaeologist. Intensive architectural and road documentation, site analysis, archival research, and technical report construction, State Highway 7 (Lower) Permanent Repair Project (CDOT / Jacobs Engineering Group)
- Historian / Project Director. Architectural analysis, linear documentation, archival research, and Eligibility and Effects letter preparation for the Town of Firestone, Colorado Boulevard and Bella Rosa Parkway Intersection Improvements Project (CDOT / J-U-B Engineers, Inc.)
- Historian. Architectural analysis, inventory, and historical research of the Bent County Sidewalk Improvement Project (CDOT / RockSol Consulting Group)
- Historian / Project Director. Architectural analysis, inventory, historical research, and Eligibility and Effects letter preparation for the Town of Wellington, Cleveland Avenue Revitalization Project (CDOT / J-U-B Engineers, Inc.)
- Historian. Architectural analysis, inventory, and historical research for the City of Fort Collins, College Avenue Intersection Improvements Project (CDOT / J-U-B Engineers, Inc.)
- Historian. Architectural analysis, linear documentation, and archival research for the City of Longmont, East County Line Road Shoulder Improvements Project (CDOT / J-U-B Engineers, Inc.)
- Historian. Architectural analysis, inventory, and historical research for the City of Wheat Ridge, Wadsworth Boulevard Pedestrian Improvements Project (CDOT / Olson Engineering, Inc.)
- Historian / Field Director. Architectural documentation and analysis for properties along 37th Street in the City of Evans, 37th Street Improvement Project in the City of Evans (CDOT / RockSol Consulting Group)
- Historian / Historical Archaeologist. Linear documentation and archival research, Centerra Trail Project in the City of Loveland (CDOT / RockSol Consulting Group)

TRAVIS R. BUGG, GISP**Present Position**

Geospatial Services Director – Centennial Archaeology LLC, Fort Collins, Colorado (2019-present)

Education

- GIS Graduate Certificate, Northern Arizona University – Flagstaff (2008)
- B.A. Anthropology/Archaeology, Western Carolina University, Cullowhee (2004)
- B.A. English Professional Writing, Western Carolina University, Cullowhee (2004)

Selected Employment History

- Senior GIS Analyst, Logan Simpson, Fort Collins, Colorado (2014 – 2019)
- GIS Specialist, Centennial Archaeology, Inc. Fort Collins, Colorado (2008 - 2014)
- GIS Analyst / Archaeological Technician, Coconino National Forest, Flagstaff, Arizona (2007)
- Archaeological Field Technician, Louis Berger Group, Richmond, Virginia (2005 – 2007)

Professional and Geographic Capabilities

Mr. Bugg has 20 years of GIS and archaeological experience and over 12 years of supervisory experience in the Intermountain West, Great Basin, Southwest, Southeast, and Midwest regions. He has conducted GIS-related operations and analysis for over 280 cultural resource compliance projects for a variety of industries, including oil and gas, transportation, electric, and renewable energy. He has worked closely with federal agencies, state and local governments, and private sector clients. He is skilled in spatial data management, geodatabase design, data acquisition, and Quality Assurance/Quality Control of spatial and relational databases. Mr. Bugg oversees all aspects of Centennial's field data collection and mapping programs and has developed a comprehensive GIS training program with tutorials and learning modules for new employees. He is also certified by the FAA as a remote pilot for Small Unmanned Aircraft Systems (sUAS) and has experience directing flight missions for precise aerial mapping of archaeological and historic sites. Mr. Bugg is highly trained in graphic design and report production and has authored or co-authored over 40 technical reports.

Selected GIS/Graphic Design Project Experience

- Loveland Railroad Avenue Project, Loveland, Colorado | City of Loveland
- Fossil Creek Trail near Trilby Road Project, Fort Collins, Colorado | City of Fort Collins
- Soapstone Willow Project, Larimer County, Colorado | City of Fort Collins
- Poudre Trail – Rigden to ELC Project, Fort Collins, Colorado | City of Fort Collins
- St. Vrain WTP Injection Well Project, Weld County, Colorado | Town of Firestone
- Archaeological Testing at the Halfway House – Dickey/Jacoby Farm Property (SWL6563), Windsor, Colorado | Town of Windsor
- Tolland Ranch Trail Project, Boulder County, Colorado | Boulder County Parks & Open Spaces
- BLM Juan Bautista de Anza National Historic Trails Inventory, Maricopa County, Arizona | Bureau of Land Management
- Sonoqui Wash Phase II Data Recovery Project, Queen Creek, Arizona | Town of Queen Creek
- Padilla Park Silver King Hotel Project, Florence, Arizona | Haydon Building Corporation and the Town of Florence
- Centerra Trails (Boyd Lake Trails), Larimer County, Colorado | Rocksol, reviewed by CDOT
- Sandbeach and Bluebird Lake Trail Corridor Inventory, Rocky Mountain National Park, Boulder County, Colorado | National Park Service
- Backcountry Trail, Campsite and Regeneration Area Inventory Project, Rocky Mountain National Park, Boulder, Grand, and Larimer Counties, Colorado | OPES and the National Park Service
- BLM DC National Scenic and Historic Trails Inventory and Monitoring Project, Bureau of Land Management NOC, Denver, Colorado | Bureau of Land Management
- Linden Street Streetscape Project, Fort Collins, Colorado | CDOT | HDR

Historical Architectural Survey Reports

Project Number P25-1013

Town of Erie Historical
Preservation Advisory Board

July 31, 2025



Nationwide
Terracon.com

- Facilities
- Environmental
- Geotechnical
- Materials

Fee Proposal

Terracon submits the following pricing proposal for your consideration based on the defined Scope of Work for the Historic Architectural Survey Reports. The first table presents the not-to-exceed fee for each phase of the project, including a line item for Other Direct Costs (ODCs) such as travel, equipment, and mileage associated with specific tasks. The second table outlines the estimated labor-hour allocation. A current rate sheet with a corresponding hourly rate schedule for each labor category is also provided.

TABLE 1. NOT-TO-EXCEED FEE FOR EACH PHASE OF THE SCOPE OF WORK			
PHASE	HOURS	SUB TASKS HOURS/FEE	TOTAL FEE
PROJECT INITIATION & PUBLIC ENGAGEMENT (Phase 1)	28.5		4,193.22
FIELDWORK & RESEARCH (Phase 2)	36		4,311.40
REPORTING (Phase 3 & 4)	221		28,654.20
Draft Forms & Report (Phase 3)		164 hrs/ 20795.04	
Revisions & Final Deliverables (Phase 4)		57hrs/ 7859.16	
PROJECT CLOSEOUT & PUBLIC MEETING (Phase 5)	9		1401.15
LABOR SUBTOTAL	294.5		38,559.97
ODC & FEE			1,407.03
GRAND TOTAL			39,967.00

TABLE 2. LABOR HOUR ALLOCATION AND HOURLY RATE SCHEDULE	
CATEGORY	HOURS
Valenzuela, Beth (APR)	12
Puckett, Heather (PM)	40
Parish, Cait (Field Lead)	102.5
Ramirez, Katie (Admin Support)	5
Green Clow, Victoria (Project Assistant)	10
Wren, Emily (Field Assistance)	79
Boyle, Nate (Local Team Support)	3
Browning, Meghan (GIS / Field Maps)	12
Scott, Greg (GIS)	19
Guidubaldi, Dina (Tech Editor)	12
Labor Subtotal	294.50

Hourly Fees for Personnel - 2025 Rates

Senior Principal	\$286.00/hr
Principal	\$255.00/hr
Senior Consultant	\$218.00/hr
Senior Scientist.....	\$205.00/hr
Senior Project Manager	\$172.00/hr
Project Scientist	\$145.00/hr
Senior Staff Scientist	\$140.00/hr
Staff Scientist	\$130.00/hr
Field Scientist	\$115.00/hr
CAD Manager	\$172.00/hr
CAD Operator	\$125.00/hr
GIS Analyst	\$140.00/hr
GIS Technician	\$109.00/hr
Technician III	\$114.00/hr
Technician II	\$94.00/hr
Technician I	\$88.00/hr
Clerical/Administrative Staff	\$109.00/hr

* An overtime premium of 1.5 times the hourly rate will apply for services provided Monday through Friday that are in excess of 8 hours per day and for services provided before 7:00 AM and after 6:00 PM, as well as for services provided on Saturday, Sunday and Terracon recognized Holidays.

Reimbursable Expenses: All reimbursable expenses will be billed at cost plus fifteen percent (Cost + 15%) to cover administrative handling.

ASSUMPTIONS

- The delivered documentation will be prepared for the exclusive use and reliance of the Client and reviewing agencies. Reliance by any other party is prohibited without the written authorization of the Client and Terracon in the form of a Reliance Agreement that incorporates the terms and conditions of the original Agreement.
- The fee is valid until December 31, 2025 to accommodate the expected contract award date in December 2025. The fixed fees are based on the assumptions and conditions provided at the time of this proposal.
- This proposal also includes fees for travel, lodging, and per diem. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services.
- Terracon staff will attend the kick-off meeting virtually and/or in-person. In accordance with the RFP, Terracon will conduct a final presentation at a Town Council meeting, which will be an in-person presentation.
- This pricing assumes one draft and one final survey report.
- Town of Erie will provide access to previously collected survey information, available GIS data, and other relevant information.

- The costs do not include drafting or updating NRHP nominations, agreement documents, or mitigation.
- Terracon is not responsible for delays due to weather or extended client review outside of the agreed schedule.

AUTHORIZATION

If the Scope of Services we have proposed meets with your approval, please reach out to Heather Puckett to initiate contract negotiations. Heather can be reached at Heather.Puckett@terracon.com or (951) 522-7326.

Historical Architectural Survey Reports

Project Number P25-1013

Town of Erie Historical
Preservation Advisory Board

July 31, 2025



Nationwide
Terracon.com

- Facilities
- Environmental
- Geotechnical
- Materials

July 30, 2025

Harry Brennan
Town of Erie
645 Holbrook Street
Erie, Colorado 80516

**RE: Proposal for RFP – Historical Architectural Survey Reports Town of Erie
Historical Preservation Advisory Board, Project Number P25-1013, Terracon
Proposal No. P96257397**

Dear Mr. Brennan:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal in support of the Historical Architectural Survey Reports Town of Erie Historical Preservation Advisory Board. This proposal outlines our qualifications, understanding of the project, and our planned work scope.

Terracon has a strong team of historic preservation professionals with significant expertise and experience working collaboratively on comparable projects. Benefits we will bring to this project include:

- **Team Experience** – As detailed in the enclosed proposal, Terracon’s **key team members have extensive, recent, and direct experience with projects of similar scope** and services to the proposed survey. In addition to our routine work in Colorado, our team possesses in-depth knowledge of applicable local, state, and federal regulations and guidelines. We have worked closely with the Colorado Office of Archaeology and Historic Preservation (History Colorado) on numerous occasions.
- **Qualified, Experienced Staff** – Terracon’s project team includes personnel who meet the Secretary of the Interior’s Professional Qualification Standards (36 CFR Part 61) in architectural history, history, archaeology, and historic architecture. Our project manager, Dr. Heather R. Puckett, RPA, supported by subject matter experts S. Elizabeth Valenzuela, Victoria Clow and Cait Parish, brings over 100 years of combined experience in cultural resources compliance, historic property evaluation, and preservation planning. This core team is further supported by professionals with expertise in architectural history, preservation planning, GIS, and documentation — ensuring comprehensive coverage of the project’s needs.
- **Local Capacity** – Terracon’s architectural historians currently operate at 65% to 70% capacity, allowing flexibility to manage multiple projects simultaneously. With over 175 offices nationwide—including eight in Colorado—**Terracon can quickly**

mobilize resources and respond to the evolving needs and schedule of the Town of Erie.

- **Commitment** – Terracon commits to providing the staff, equipment, and other resources necessary to **successfully complete the scope of this contract within the proposed schedule.** We intend to work with the Town of Erie to develop a plan to help protect, preserve, and interpret Colorado’s historic places.

Terracon is positioned and ready to meet the needs of the Town of Erie Historical Preservation Advisory Board. If you have questions or would like to discuss our qualifications, I can be reached at (951) 522-7326 or via email at heather.puckett@terracon.com. We look forward to the opportunity of working with the Town of Erie, if awarded this project.

Sincerely,

Terracon Consultants, Inc.

A handwritten signature in dark ink that reads 'Heather R. Puckett'.

Heather R. Puckett, PhD, RPA
Senior Architectural Historian
Project Manager

A handwritten signature in dark ink that reads 'S. Elizabeth Valenzuela'.

S. Elizabeth Valenzuela
Department Manager, Environmental Planning
Authorized Project Reviewer

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QUALIFICATIONS

Formal and assumed names used by the business entity:	Terracon Consultants, Inc. (no assumed names)
Structure of business entity:	Corporation (large business) 7,000+ Employees 180+ Locations 100% Employee-Owned
Years in Business:	60
National Headquarters Address and Mailing Address:	10841 South Ridgeview Road, Olathe, Kansas, 66061
Service Lines Provided and Sectors Supported:	Environmental, Facilities, Geotechnical, Materials, and Other Services; and Commercial, Digital Infrastructure, Federal, Healthcare, Industrial & Logistics, Power Generation & Transmission, Transportation & Infrastructure
Physical and Mailing Address for Proposal:	17301 W Colfax Ave, Ste 305, Golden, CO 80401
Proposal Point of Contact:	Heather R. Puckett, PhD, RPA #12438 (951) 522.7326 Heather.Puckett@terracon.com
DUNS Number: 613569961	CAGE Code: 1DJP8
UEI: MG15GZJ9BES5	Colorado Entity Number: 20041031399

FIRM'S CAPABILITY (COMPANY RESOURCES)

Terracon, an employee-owned firm with a long history of providing excellence in engineering consulting services. Founded in 1965, Terracon operates its National Headquarters in Olathe, Kansas, which supports over 180 locations nationwide, including offices in Golden, Fort Collins, Evans, Longmont, Colorado Springs, Eagle, Grand Junction, and Wheat Ridge/Denver,

Colorado. Over the last sixty years, Terracon has grown into a thriving, multi-discipline engineering consulting firm delivering:

- **Facilities** services
- **Environmental** services
- **Geotechnical** services
- **Materials** services

Our more than 7,000 curious minds include engineers, scientists, architects, facilities experts, and field professionals focused on solving engineering and technical challenges. On-time and real-time data-driven insights, provided by our talented employee-owners, create an unmatched client experience that spans the lifecycle of projects from earth to sky. Wherever you are on your project journey, Terracon's employee-owners are ready to meet you where you are and help you reach your goal. From site selection to design and construction to maintaining the structure's life, we'll help you succeed through engineering and scientific expertise, a passion for problem-solving, and a drive to explore.



Commitment To Safety

Safety is one of Terracon's core values, and our commitment to an **Incident and Injury-Free™** (IIF™)¹ philosophy is one of the pillars of our culture, a commitment to our people, and is about **Our Rules to Live By**. These rules give employees straightforward, specific ways to stay safe on the job, covering essential safety aspects, including personal protective

equipment (PPE), equipment and tools, working at heights and depths, motorized vehicle safety, and reporting injuries. Successful execution and delivery include the need to work safely and keep our employees and the public safe every day. Conducting our work safely means performing our work in the only acceptable way. Terracon is very much a safety-oriented company. We have built health and safety into aspects of our business and the thinking of our employees. The commitment continues further in our everyday work culture, with meetings beginning with an IIF moment and safety discussion.

For additional information regarding Terracon's Safety Program, please see:

<https://www.terracon.com/about/safety/>.

¹ Terracon's safety program incorporates the IIF™ Incident and Injury-Free™ approach to safety trademarked and provided by JMJ Associates.



Local Knowledge With National Capability

In October 2024, Metcalf Archaeological Consultants joined the Terracon family. With this partnership, Metcalf clients now have access to expanded resources across the Rocky Mountain and Great Plains regions, as well as nationwide. Together, we'll continue to deliver top-tier solutions for commercial development, energy, government, transportation, telecommunications, and utility sectors.

Terracon's cultural resources professionals have local knowledge and regional experience to help assist municipal, state, and/or federal regulatory agencies in best preservation practices. Long-standing working relationships with these agencies allow us to guide projects efficiently and successfully to completion. Our team has advanced training and degrees in historic preservation, community planning, history, architectural history, and archaeology. In fact, some of our staff have been utilized as subject matter experts (SMEs) for television programming, including the History, Science, and National Geographic Channels.

PROJECT TEAM

The Terracon cultural resources practices possess the in-house capabilities to perform the work tasked under this scope of work. With the addition of Metcalf Archaeology in 2024, we have a locally positioned group of cultural resources management and historic preservation professionals ready to deliver:

- The Architectural Surveys of 25 properties in Old Town Erie in accordance with History Colorado requirements.
- The professional intensive survey using the Colorado Cultural Resource Survey Manual (2007) and the standardized Architectural Inventory Form (Form 1403).
- Production of a final survey report, including a historic context, survey map(s), USGS locations map(s), and other required elements.
- Presentation of the Survey Report to the Erie Town Council.



A complete listing and description of the qualifications of staff assigned to this project can be found in the Experience Section of this proposal.

LETTER FROM PRINCIPAL

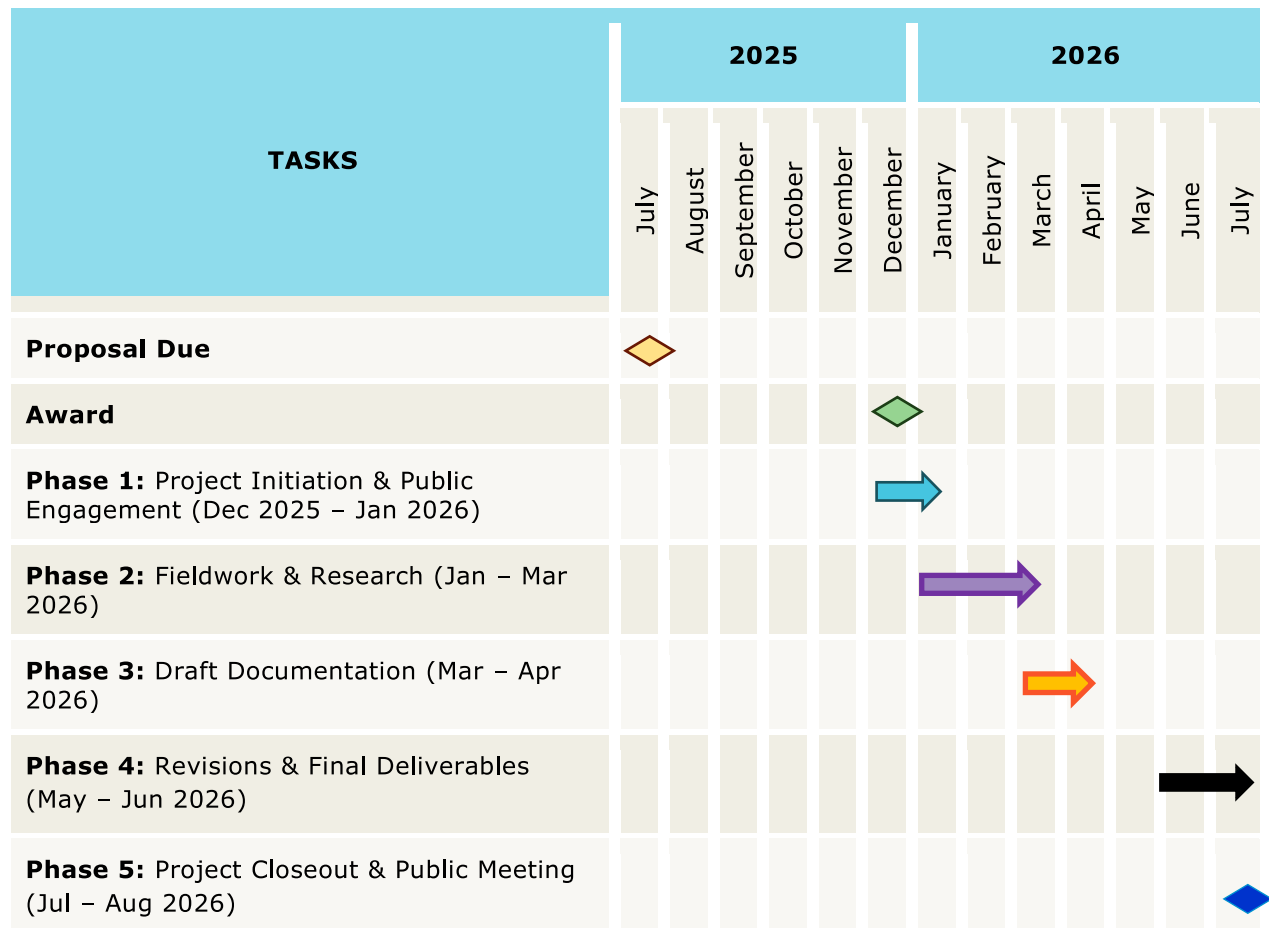
The letter from our principal is found in **Appendix A**.

ABILITY TO COMPLETE PROJECT WITHIN TIMEFRAME

Terracon understands that the grant award notification is expected by December 15, 2025, and the project is scheduled for completion by August 31, 2026. With an 8.5-month timeline, Terracon is confident in its ability to complete all tasks within the designated period. This schedule includes an internal kickoff meeting with Town staff, the State Historical Fund (SHF), and the Erie Historic Preservation Advisory Board (EHPAB). A public kickoff meeting also will be held in collaboration with EHPAB. These meetings are expected to occur in December 2025 or January 2026, pending date of contract award.

Fieldwork and research activities are planned to begin in early 2026. Monthly progress reports will be submitted in accordance with the deliverables and the schedule outlined in the request for proposal (RFP). Draft and final reports are anticipated to be submitted in late April and late June 2026, respectively. The project will be completed by August 31, 2026.

The following timeline reflects this proposed schedule.



Assumptions

- The fee is valid **until December 31, 2025** to accommodate the expected contract award date in December 2025. The fixed fees are based on the assumptions and conditions provided at the time of this proposal. This proposal also includes fees for travel, lodging, and per diem. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services.
- Terracon proposes a schedule for completion within a 7-month period. The project will not exceed 8 months and two weeks, in accordance with the RFP.
- Terracon staff will attend the kick-off meeting virtually and/or in-person. Town staff anticipate the kick-off meeting could be part of a regularly scheduled Erie Historic Preservation Advisory Board (HPAB) meeting which generally occurs on the 4th Monday of the month at 6:30pm MST. In accordance with the RFP, Terracon will conduct a final presentation at a Town Council meeting, which will be an in-person presentation.
- This schedule assumes one draft and one final survey report.
- Town of Erie will provide access to previously collected survey information, available GIS data, and other relevant information.
- The costs do not include drafting or updating NRHP nominations, agreement documents, or mitigation.
- The delivered documentation will be prepared for the exclusive use and reliance of the Client. Reliance by other parties is prohibited without the written authorization of the Client and Terracon in the form of a Reliance Agreement that incorporates the terms and conditions of the original Agreement.
- Terracon is not responsible for delays due to weather or extended client review outside of the agreed schedule.

WORK LOCATION

Terracon anticipates that work will occur using staff from our Golden, Colorado, Jacksonville, Florida, and our Dallas and Austin, Texas offices. These offices have staff who meet the SOI professional qualification standards, and have completed work in Colorado in the past, including projects of similar scope.

One defining element that helps our collaboration with our team is our use of COMPASS – a client dashboard that differentiates Terracon from our competition and demonstrates how we **lead with innovation**. An online collaboration platform that lets you easily view project data, documents, and reports, and interact with your team in one place, COMPASS offers the Town of Erie automated real-time digital access to project information as it becomes available. Our team uses mobile technology to capture and transmit data from the field as it's collected. Using secured login credentials, you don't have to wait for the final report to make critical decisions to keep your project on schedule.

EXPERIENCE

ARCHITECTURAL HISTORY

Terracon's architectural history team is widely recognized and respected in the field, having successfully collaborated with our clients to meet a range of historic preservation goals. We apply our experience and technical knowledge to our projects, producing thoroughly researched, detailed, and thoughtful deliverables. Among our services are:

- Preservation Planning, Land Use Planning, and Urban Planning
- Historic Architectural Surveys
- Historic Context Preparation
- Community Engagement and Public Outreach
- State Historic Preservation Office (SHPO) and Tribal Historic Preservation Office (THPO) consultation
- Assisting Governmental Agencies and Private Owners with cultural resources management needs
- Design Standards
- Tax Credits and Grant Projects
- Section 106 of the National Historic Preservation Act (NHPA) agreement documents
- Historic American Buildings Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscape Survey (HALS) documentation
- Cultural landscape surveys, inventories, and reports
- Archival, historical, and genealogical research, and literature review
- Evaluations of National Register of Historic Places (NRHP) eligibility and nominations
- Digital Management, such as Geographic Information Systems (GIS) support, development of Story Maps, and Website development
- Cemetery Surveys
- Ethnographic Studies
- Mitigation Plans
- Historic Bridge management and rehabilitation plans
- Determination of Effects assessments
- Interpretive planning, such as Wayside exhibit panels
- Building Condition and Salvage Assessments and recommendations
- Rehabilitation Plans for Buildings
- Disaster and Emergency Management Assistance



Terracon Historians, like Jonathan Moseley, routinely conduct archival research to develop rich historic contexts in support of various projects.



Terracon projects take us to a myriad of project locations and historic resources. Terracon truck in front of an African Methodist Episcopal Church in rural Iowa.

RECENT PROJECTS

Terracon has a significant record of previous experience, applicable to the Town of Erie’s proposed scope of work. This section provides an overview of Terracon’s services for similar customers of similar sizes, dates of performance and/or completion, team member matrix, and contact information.

Terracon’s SOI-qualified professionals have experience working directly with Certified Local Governments (CLGs), developing design guidance, conducting historic resources surveys, and documenting neighborhood contexts. Thus, our team brings unique experiences to our clients, reflecting our approaches from individual resources to historic districts. Through our **values and vision**,

Terracon’s team focuses on decision-making, and long-term goals, which means on time report delivery and open communication with our clients. We also have extensive experience coordinating with various SHPO and agencies on routine projects, including the Colorado Office of Archaeology and Historic Preservation (CO OAHP). As we know, these interactions can be strained or heartwarming and involve a variety of personalities. Our seasoned professionals are postured to best represent our client’s wishes and designs, following the statement of work provided, and direction obtained through the kickoff and subsequent communication. The matrix exhibits how successful Terracon is with incorporating coordination with the SHPO, municipalities, and lead agencies.

We have provided a selection of Project capsules in **Appendix C**. Should you have additional questions about our projects or experience, please do not hesitate to contact us.

Relevant Project Team Experience	Meetings and Public Involvement	Cultural Resources Inventory & Documentation	Coordination with SHPO/Agency
Historic Resources Survey Report (HRSR): Arizona Biltmore, Phoenix, Arizona	X	X	X
HRSR: Coconino County Courthouse (Brownfield Grant)		X	X
HRSR: Mountain View Flats Phase II Renovation Plans, 14825 West Colfax, Lakewood, Colorado		X	X

Relevant Project Team Experience	Meetings and Public Involvement	Cultural Resources Inventory & Documentation	Coordination with SHPO/Agency
HRSR: Williams Point, 1515 Whippoorwill Drive, Lakewood, Colorado		X	X
HRSR: Cleo Parker Robinson Dance Academy, Denver, Colorado		X	X
HABS / HALS Level I Recordation and Trifold Brochure, Falcon Stadium, U.S. Air Force Academy, Colorado	X	X	X
HABS Level I Recordation of the Rose House, Garage, and Farrish House, U.S. Air Force Academy, Colorado		X	X
Agreement/Consultation: Common Ground Capital for NHPA and ESA Permits on the Lesser Prairie Chicken	X		X
HRSR: Kuner Empson Cannery for High Plains (developers), Greeley, Colorado		X	X
HRSR, Agreement/Consultation, Mitigation: 1765/1767 and 1777 Franklin Street, Chrysalis Apartments, Denver, Colorado		X	X
Historic Preservation Architectural Design Guidelines & Neighborhood Context Studies, Golden Colorado	X		
Camp Bowie Revitalization Code Comprehensive Update*	X		
Goodnight Ranch SHS (Interpretation Plan)	X	X	X
Agreement/Consultation: Alazan-Apache Courts, San Antonio	X	X	X
Stockyards Form-Based Code & Design Guidelines*	X	X	
Panther Island Strategic Vision 2.0*	X		
Update of the City of Fort Worth's Historic Resource Survey and Context*	X	X	X

TERRACON'S PROJECT TEAM

Terracon has a project team composed of professional staff across the United States which offers an exceptional level of technical experience in projects of varying size and complexity. Many of our team members meet or exceed the *Secretary of Interior Standards for Professional Qualifications (SOI Standards)*. Several of our team members are published and have presented at professional conferences and workshops. A matrix of **key team members** available to support the Town of Erie's project is provided below, including brief descriptions of their years of experience. Copies of **resumes** and an **organizational chart** for this project are provided in **Appendix B**.

Key Team Member	Project Role	SOI Qualifications				Community Engagement
		History	Architectural History	Historic Architecture	Archaeology	
S. Elizabeth Valenzuela	APR	X	X	X		X
Heather R. Puckett, PhD, RPA	PM	X	X		X	X
Victoria Clow	Project Assistant	X	X		X	X
Cait Parish	Subject Matter Expert	X				
Nate Boyless	President, Metcalf Team Member				X	X
Emily Wren	Metcalf AH Team Member		X			

S. Elizabeth Valenzuela; Senior Associate, Department Manager, Environmental Planning. With over 27 years of experience in the field of architectural history, history, architecture, and historic architecture, Ms. Valenzuela has served as a City of Austin Historic Landmark Commissioner and chair of the Preservation Plan Committee (2015–2023). During her tenure on the commission, she participated in the development of city-wide Historic Design Standards and Preservation Plans. Ms. Valenzuela will perform quality assurance for project deliverables as the Authorized Project Reviewer (APR). The APR is responsible for confirming that the proper expertise is provided for the project from the proposal stage and that the deliverables meet Terracon's standards as well as your expectations. Project managers and APRs, together with the necessary project management and technical

expertise, collaborate to achieve quality objectives at critical project junctures. As the APR, Ms. Valenzuela will review all deliverables.

Heather R. Puckett, PhD, RPA; Senior Architectural Historian. Dr. Puckett offers 30 years in the historic preservation career field with extensive experience in cultural resources management, Tribal consultation, archival research, genealogy, and archaeology. As Project Manager (PM), Dr. Puckett will oversee the main tasks of the project, including archival research, meetings, fieldwork, and reporting.

Victoria Clow, Senior Architectural Historian. Ms. Clow offers expertise in *History, Archaeology, and Architectural History*, with over 30 years of experience. She has served the historic preservation needs of federal, state, and local agencies, bringing deep expertise in cultural resources compliance, National Register of Historic Places surveys and nominations, and interdisciplinary collaboration. She is new to Terracon, having most recently served as a regional federal agency historic preservation officer. Ms. Clow will assist where needed to ensure that there is sufficient project support.

Cait Parish, Architectural Historian. With more than four years of experience, Ms. Parish will serve as a Subject Matter Expert (SME). For the last two years, Ms. Parish has been conducting historic resources surveys, authoring reports, and working as a PM with Terracon. She will support the Metcalf Team with archival research, fieldwork, and reporting.

Nate Boyless, Senior Archaeologist. Mr. Boyless has more than 20 years of cultural resources experience. He will serve as a Metcalf Team Member attending in-person meetings and providing local input.

Emily Wren, Architectural Historian. Ms. Wren, a recent graduate from Colorado State University, will serve as an Architectural History Team Member and will assist with archival research, fieldwork, and reporting.

REFERENCES

The following provides a list of references for projects performed by key team members, along with contact information for the Clients.

Project Name	Client Contact Information	Key Team Member
<i>Historic Resources Survey Report, Chrysalis Apartments at 1765, 1767, and 1777 N Franklin Street, Denver, Denver County, Colorado</i>	Kenneth Hoagland The Empowerment Program 1600 York Street Denver, CO 80206 303.808.8771 Kenneth.hoagland@gmail.com	Heather R. Puckett, PhD S. Elizabeth Valenzuela
<i>HABS Level I Recordation and Trifold Brochure, Falcon Stadium, U.S. Air Force Academy, Colorado</i>	Bernard Schriever Kira-Cultural Resources Planner 10CES/CENPP Kira Facility Services 8120 Edgerton Dr USAF Academy, CO 80840 719-333-8375 Bernard.schriever.ctr@us.af.mil	S. Elizabeth Valenzuela Heather R. Puckett, PhD
<i>Historic Resources Survey Report, Intensive Survey, North Houston Highway Improvement Project (CSJ 1392-01-048)</i> 3921 Almeda Road, Houston, Texas	Texas Department of Transportation, Renee Benn-Lee 512-416-2611 Renee.Benn@txdot.gov	S. Elizabeth Valenzuela Heather R. Puckett, PhD
<i>Charles and Mary Ann Goodnight Ranch State Historic Site Interpretive Master Plan</i>	Susan A. Hanson, Principal History Behind the Scenes 26 College Hill Road Somerville, MA 02144 shanson@historybehindthescenes.com	S. Elizabeth Valenzuela

PROJECT GOALS, CONCEPT & CRITICAL ISSUES

UNDERSTANDING OF THE PROJECT

Terracon understands that the following tasks and deliverables fall within the Scope of Work. These work items will be directed by Heather Puckett, the project manager, and the primary point of contact for the Town of Erie. An organizational chart identifying assigned staff is in **Appendix C**.

Phase	Milestones
Phase 1: Project Initiation & Public Engagement (Dec 2025 – Jan 2026)	<p>Work Items:</p> <ul style="list-style-type: none"> Attend internal kickoff meeting with Town Staff, SHF, and EHPAB Conduct public kickoff meeting with EHPAB Notify property owners of upcoming survey work Finalize survey logistics and fieldwork schedule <p>Deliverables:</p> <ul style="list-style-type: none"> Meeting agendas and notes Public outreach materials Property owner notification letters
Phase 2: Fieldwork & Research (Jan – Mar 2026)	<p>Work Items:</p> <ul style="list-style-type: none"> Request OAHP file search Prepare Safety Plan Conduct field surveys of 25 resources (Carbon: 1, Evans: 1, High: 2, Main: 7, Moffat: 2, Pierce: 11, E. County Line Rd: 1) Capture photographs of resources Prepare site sketches and USGS 7.5' topographic maps Conduct archival, deed, and online research <p>Deliverables:</p> <ul style="list-style-type: none"> Field notes and photographs Site sketches and maps Research documentation
Phase 3: Draft Documentation (Mar – Apr 2026)	<p>Work Items:</p> <ul style="list-style-type: none"> Prepare draft Architectural Inventory Forms (Form 1403) for the resources Prepare draft survey report including historic context and survey area map Submit drafts to Town, EHPAB, and SHPO for review <p>Deliverables:</p> <ul style="list-style-type: none"> 25 draft Form 1403s Draft survey report (PDF format)

Phase 4: Revisions & Final Deliverables (May – Jun 2026)

Work Items:

- Incorporate feedback from reviewers
- Finalize Form 1403s and Form 1417s
- Finalize survey report with required elements

Deliverables:

- Final Form 1403s and 1417s (PDF)
- Final survey report (PDF)
- Digitized documentation package

Phase 5: Project Closeout & Public Meeting (Jul – Aug 2026)

Work Items:

- Conduct final public meeting to present findings
- Submit final deliverables to Town and SHPO
- Archive and transfer digital files

Deliverables:

- Final presentation materials
- Confirmation of deliverable submission
- Project closeout summary



PROJECT APPROACH

Terracon believes that project success is rooted in proactive communication, early coordination, and a structured, phased approach. Our methodology is designed to meet the requirements outlined in the RFP and to align with the Town of Erie’s goals for Phase III of the EHPAB Master Plan.

From archaeology to architecture, our team continues to pioneer new ways to illuminate heritage by assisting with cultural resource management, research, documentation, creative design, and branded storytelling.

Phase 1: Project Initiation and Public Engagement

Terracon will facilitate an internal Kick-Off Meeting with Town staff, the State Historical Fund (SHF), and EHPAB to confirm the project scope, schedule, and deliverables. This meeting will be hybrid, with options to be held in person and/or virtually to ensure accessibility. A public in-person Kick-Off Meeting will follow, providing an opportunity to inform and consult with the community. Some meetings may be combined with other scheduled events and may include hybrid options to maximize participation.

Terracon will coordinate with the Town to notify property owners of the upcoming survey work and ensure transparency throughout the process. Monthly progress reports, email updates,

and regular check-ins via Microsoft Teams or telephone will maintain consistent communication with the Town of Erie.

Phase 2: Fieldwork and Research

Terracon will conduct a file search request using CO OAHP's online geographic information systems (GIS) portal (Compass) prior to beginning fieldwork in early 2026. Fieldwork will include intensive-level surveys of 25 resources. The resources will be documented using the Colorado Cultural Resource Survey Manual (2007) and Form 1403.

Archival research will be conducted concurrently to support the development of neighborhood context and historical narratives. Repositories may include local libraries, Colorado State Archives, and online platforms such as Newspapers.com, Ancestry.com, and USGS historical map databases.



Terracon routinely coordinates with municipalities, such as the City of Golden, during historic building surveys. We use this time to learn about the local community, trends in architectural styles, and concerns that arise based on preservation.

Phase 3: Documentation and Reporting

Following fieldwork, Terracon will prepare draft Architectural Inventory Forms (Form 1403) and a draft survey report. These documents will be submitted to the Town, EHPAB, and CO OAHP for review in late April 2026. Feedback will be incorporated into the final versions of:

- Form 1403s (Architectural Inventory)
- Form 1417s (Historical & Architectural Reconnaissance)
- Final survey report, including historic context, survey area map, and required supporting materials.

Final documents will be submitted in ADA-compliant PDF format. Design files (e.g., Adobe InDesign, Illustrator, Photoshop) and associated assets will also be provided to the Town.

Phase 4: Project Closeout and Final Presentation

Terracon will present the final findings at a public meeting in collaboration with EHPAB. This presentation will summarize the survey results and highlight key historical insights. The project will conclude with the submission of final deliverables by August 31, 2026.

POTENTIAL KEY CHALLENGES

Terracon may encounter several challenges during the project, including coordinating timely access to the 25 properties, especially given the need for property owner notifications and permissions. To address potential access issues to the 25 properties, Terracon will initiate

early and clear communication with property owners, leveraging support from the Town of Erie to facilitate cooperation. To manage weather-related delays during winter fieldwork, the team will build flexibility into the schedule and prioritize exterior documentation during favorable conditions.

Archival research may be limited by the availability or accessibility of historical records, requiring flexibility in sourcing information. Archival research challenges will be mitigated by identifying key repositories early and supplementing gaps with online resources and local historical contacts. To ensure consistency across survey documentation, Terracon will use handheld technology to collect data for the state forms. We will also employ team calibration sessions and implement internal quality control reviews through our Authorized Project Reviewer (APR). Finally, compliance with History Colorado standards will be ensured by assigning experienced staff, maintaining close communication with SHPO reviewers, and conducting thorough internal reviews before submission.

FIRM VISION AND APPROACH TO COST CONTROL

Terracon's vision for this project is to deliver high-quality, historically accurate, and community-centered architectural surveys that support the Town of Erie's preservation goals while maximizing efficiency, transparency, and value. With the integration of Metcalf Archaeological Consultants into the Terracon family last year, our clients now benefit from expanded regional expertise and national resources. This partnership strengthens our ability to deliver comprehensive cultural resource services with agility and depth.



Clive Briggs, Metcalf Archaeological Consultants project director, documents cultural resources during a survey July 15, 2020, at Schriever Air Force Base, Colorado.

1. A defining element that sets Terracon apart is our use of **COMPASS**, an innovative online collaboration platform that provides real-time access to project data, documents, and reports. COMPASS allows the Town of Erie to monitor progress, review deliverables, and collaborate. Our team uses mobile technology to capture and transmit data directly from the field, ensuring that stakeholders have secure, up-to-date information throughout the project.
2. Terracon's approach to **cost control** emphasizes early planning, clear scope definition, and efficient resource allocation. We implement internal QA/QC protocols through our assigned APR to reduce rework and ensure deliverables meet History Colorado standards on the first submission. Our team is experienced in managing grant-funded projects and understands the importance of adhering to budget constraints while delivering high-value outcomes.
3. **Value engineering** is embedded in our workflow through the use of digital tools, standardized documentation templates, and strategic scheduling to minimize field time and maximize productivity. We also seek opportunities to align public engagement with existing community events to reduce logistical costs and increase visibility.

4. With **in-house capabilities** spanning GIS, graphic design, archival research, and historic preservation, Terracon is fully equipped to manage the aspects of the project internally. This ensures consistency, accountability, and cost efficiency.

PROPOSED ADDITIONAL TASKS TO SCOPE OF WORK

At this time, Terracon does not propose any additions to the current scope of work. However, we recognize that preservation projects often evolve as new information emerges and collaboration deepens. As the project progresses, our historic preservation team will work closely with the Town of Erie, EHPAB, and SHPO staff to identify potential opportunities or recommendations that may enhance the project's outcomes. Any such findings or suggestions will be documented and incorporated into the final report deliverables, ensuring that the Town has a clear path forward for future preservation planning and implementation.

PROJECT DESIGN SCHEDULE

While this project does not involve traditional design or construction phases, Terracon has developed a detailed project schedule aligned with the scope of work for intensive-level architectural surveys. The schedule includes defined timeframes for major milestones — such as kickoff meetings, fieldwork, research, documentation, and public engagement—and is structured to meet the August 31, 2026, completion deadline. Terracon will work closely with the Town of Erie and project stakeholders to monitor progress and adjust timelines as needed to maintain efficiency and responsiveness.

To streamline the review process, Terracon will submit draft deliverables in organized, digital formats and use our COMPASS platform to provide real-time access to project data. This allows stakeholders to review materials as they are developed, reducing delays and enabling timely feedback.

QUALITY CONTROL

Although this project does not include design or construction services, Terracon applies the same rigorous quality control standards to cultural resource projects as we do across our disciplines. Our approach includes internal peer reviews of draft and final survey forms and reports, adherence to History Colorado documentation standards, and consistency checks for our deliverables. Our team uses standardized templates and QA/QC protocols to ensure accuracy, clarity, and compliance.

Project management quality is maintained through regular communication with the Town of Erie, monthly progress reporting, and use of COMPASS for transparent, real-time collaboration. This ensures that project components are delivered on time, within scope, and to the highest professional standards.

Appendix A: LETTER



17301 W Colfax Ave, Ste 305
Golden, CO 80401-4892
P (303) 425-4507
[Terracon.com](https://terracon.com)

July 30, 2025

Harry Brennan
Town of Erie
645 Holbrook Street
Erie, Colorado 80516

RE: Certification of Staff Availability and Commitment – Historical Architectural Survey Reports, Town of Erie, Project Number P25-1013, Terracon Proposal No. P96257397

Dear Mr. Brennan:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal in support of the Historical Architectural Survey Reports for the Town of Erie Historical Preservation Advisory Board. This letter serves to certify the availability and commitment of our staff for the successful execution of this project.

Terracon has assembled a strong team of historic preservation professionals with extensive experience in cultural resources management and architectural history. Our team has worked collaboratively on numerous comparable projects and is well-prepared to deliver high-quality results that meet the expectations of the Town of Erie and its stakeholders.

We understand that the grant award notification is anticipated on December 15, 2025, and that the project is scheduled for completion by August 31, 2026, allowing for an eight-month and two-week timeline. Terracon is confident in our ability to complete all tasks within this timeframe.

We further certify that our team possesses the in-house capabilities required to perform the work outlined in the scope of services. With Metcalf Archaeology joining the Terracon family in 2024, we have strengthened our local presence and expanded our capacity to deliver comprehensive historic preservation services. Our integrated team is fully committed and available to begin work upon award and to remain engaged through project completion.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

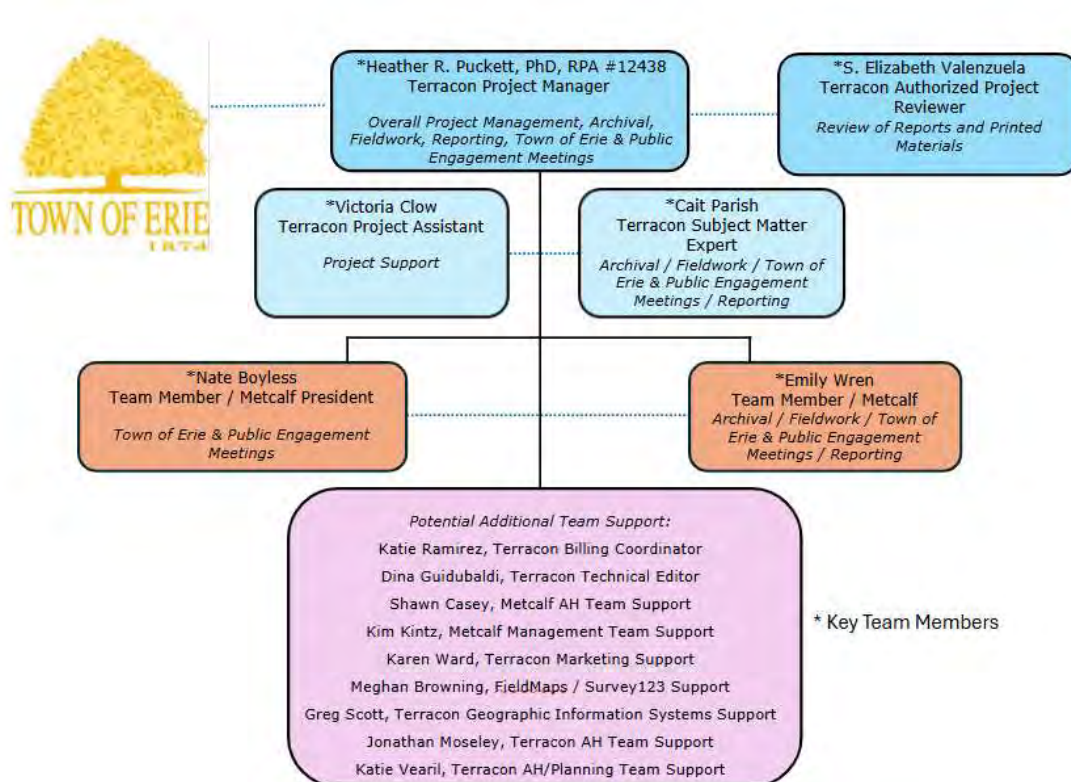
Sincerely,

A handwritten signature in black ink, appearing to read 'Nate Boyless', with a stylized, flowing script.

Nate Boyless
Senior Principal
National Manager of Environmental Innovation and Technology at Terracon

Appendix B: RESUMES

The Terracon team brings a wealth of knowledge concerning historic themes, architectural styles, and the unique challenges presented by the documentation and evaluation of historic-age resources and cultural landscapes of local, state, and national significance within the proposed survey area.



S. Elizabeth Valenzuela

ENVIRONMENTAL PLANNING MANAGER | AUTHORIZED PROJECT REVIEWER



PROFESSIONAL EXPERIENCE

Ms. Valenzuela is the Environmental Planning group manager in Terracon's Austin, Texas office. She has over 25 years of professional experience in the field of preservation and historic architecture. Ms. Valenzuela earned a Master of Architecture degree from Texas Tech University and during her career has managed a broad range of cultural resources projects. These projects have included the identification and assessment of resources dating mostly from the early nineteenth century to the mid-twentieth century and have encompassed utilitarian structures, rural landscapes, vernacular and high-style residential, commercial, and institutional buildings. Ms.

Valenzuela meets the *Secretary of Interior Standards for Professional Qualifications* in Architecture, Historic Architecture, and Architectural History. Ms. Valenzuela is a Terracon Authorized Project Reviewer (APR) and is responsible for working with environmental planning project managers and team members to deliver quality technical studies to our Clients and for review by local, state, and federal agencies.

SELECTED PROJECT EXPERIENCE

Historic American Buildings Survey (HABS) for Martin Middle School – Austin, Texas

Ms. Valenzuela participated in fieldwork, served as contract administrator and as APR for the intensive-level documentation of Martin Middle School in Austin, Travis County, Texas. The project included the completion of HABS Level I documentation for a historically significant school in the Austin Independent School District system; the school is slated for major interior renovations and the replacement of some exterior fenestration. Ms. Valenzuela worked closely with the Client and Terracon project manager to ensure the deliverables were transmitted on an expedited schedule to meet the Client's timeline for construction.

Historic Resources Survey/Memorandum of Agreement/Public Outreach for Apache Courts and Community Building – San Antonio, Texas

Project manager and architectural historian for a historic resources survey in support of Section 106 compliance for U.S. Housing and Urban Development (HUD) funded renovations for the Apache Courts public housing complex, constructed in 1941. Conducted reconnaissance-level historic resources survey of the two parcels (approximately 6.504 acres) and parcels immediately adjacent. Prepared the historic resources survey report (HRSR); recommended the Alazan-Apache Courts Community Building as individually eligible for inclusion on the NRHP. Through consultation with the Texas Historical Commission (THC) proceeded to supervise the development of a Memorandum of Agreement to mitigate for the adverse effect finding; included drafting the MOA and conducting public outreach. *HRSR submitted in March 2023; Public Outreach in January 2024; THC consultation on hold.*

Preservation Plan Committee, Chair for the City of Austin Historic Landmark Commission, Texas.

Ms. Valenzuela, as a City of Austin Historic Landmark Commissioner, served as chair of the Preservation Plan Committee from 2015–2023. Under her tenure, the committee developed city-wide Historic Design Standards (approved by Austin City Council in November 2024) and worked through Phase I of the Equity-Based Preservation Plan (currently in the public comment phase prior to adoption by Austin City Council). Both efforts were driven by working group participation; the working groups were primarily composed of property owners, designers, developers, advocates, and the Historic Landmark Commission.

HABS Level I Recordation and Trifold Brochure, Falcon Stadium – US Air Force Academy, Colorado

Project Manager and architectural historian for the HABS Level I documentation of Falcon Stadium. Participated in fieldwork, archival research, and the design of a trifold brochure describing the construction and significance of Falcon Stadium. Final documentation will include the publication-ready trifold brochure, HABS Level I documentation package, large-format photographs (archival quality prints and digital images), and measured drawings prepared with data collected using both LiDAR scans and hand measurements. *Project ongoing, expected to conclude July 2025.*

EDUCATION

Master of Architecture, Texas Tech University, 1998

CERTIFICATIONS

Section 4(f) and 6(f) training, FHWA, 2024

Section 4(f) Training, National Preservation Institute, 2019

Section 106 Training, National Preservation Institute, 2007

TxDOT Pre-certification, Categories 2.15.1 and 2.15.2, 2004/2019

PROFESSIONAL ACTIVITIES

District 2 Commissioner and Vice Chair, City of Austin Historic Landmark Commission, 2015-2023

PRESENTATIONS/PUBLISHED ARTICLES

"Community Connection with Rural Texas Landscapes: The Evolution of Social Encampments at the Turn-of-the-Nineteenth Century" presented at the *Southeast Chapter of the Society of Architectural Historians*, October 2020.

"Tear Down or Treasure: A Case for Historic Preservation," presented at the Rio Grande Valley American Institute of Architects annual convention, September 2017.

** Work performed prior to joining Terracon.*

HEATHER R. PUCKETT, PHD, RPA

PROJECT SCIENTIST, SENIOR ARCHITECTURAL HISTORIAN

PROFESSIONAL EXPERIENCE

With a doctorate in Industrial Landscape Archaeology (Research), Dr. Heather Puckett serves as the Architectural History Team Lead for Terracon's Austin, Texas office. She has more than 30 years of extensive experience in cultural resources management, archival research, genealogy, and archaeology and meets the *Secretary of the Interior's Professional Qualification Standards for History, Archaeology, and Architectural History*.

Previously, Heather served as the Cultural Resources Manager for the Alabama National Guard, where she developed an award-winning preservation program, managed long-term budgets, prepared agreement documents, oversaw thematic studies, and served as a liaison for consultation with the State Historic Preservation Office (SHPO) and multiple Federally Recognized Tribes (Tribes). She performed Legacy Resources Management Program projects, including topics on the Civil Rights Movement, and World War I ground combat training. Heather has a wealth of experience throughout the United States, with an emphasis on Southern California, the Great Basin, the Southeastern US, and Intermountain West. She also has performed projects in Alaska, Guam, and Hawaii.

SELECTED PROJECT EXPERIENCE

ARCHITECTURAL HISTORY

Coconino County Old Jail – Flagstaff, Arizona

Assisted with Historic Resources Survey Report (HRSR) for proposed Brownfield site at the Coconino County Old Jail in Flagstaff for the Environmental Protection Agency (EPA) and Coconino County personnel.

Proposed Redevelopment of 1777 and 1765/1767 N Franklin St into the Chrysalis Apartments, Denver, Colorado

Prepared an HRSR for US Housing and Urban Development (HUD)-funded proposed revitalization and new construction of a multi-family housing building in Denver's City Park West neighborhood.

Falcon Stadium and Farish Recreational Area – Air Force Academy, Colorado

Prepared mitigative brochure of the USAF Academy's Falcon Stadium and Historic American Building Survey (HABS) packets for the resources within the Farish Recreational Area.

New Dance Theatre – Denver, Colorado

Prepared an HRSR for Shorter African Methodist Episcopal Church / Cleo Parker Robinson Dance Academy in the Five Points neighborhood of Denver.

ARCHAEOLOGY

Dr. Puckett has more than 10 years of experience conducting archaeological research, surveys, and testing projects in Southern California, Nevada, and Utah. She also has more than 10 years of experience conducting archaeological investigations in Alabama and 3 years in Mississippi. Projects included public and private clientele, ranging from the Department of Defense to telecommunications, Federal Highways, Federal Railroad Administration, and developers. Dr. Puckett also has volunteer experience in Southern Utah.*



EDUCATION

DOCTOR OF PHILOSOPHY (RESEARCH), Institute of Archaeology and Antiquity, University of Birmingham, Edgbaston, Birmingham, and Ironbridge Institute, West Midlands, United Kingdom (Landscape Characterisation Model, Historic Mining Sites), 2013

MASTER OF ARTS (1995, History, Anthropology) and BACHELOR OF ARTS (1994, History), Mississippi State University, Starkville, MS

REGISTRATIONS/CERTIFICATIONS

Genealogical Certificate, IAP Career College, 2023

Register of Professional Archaeologists (12438)

PROFESSIONAL ACTIVITIES AND AFFILIATIONS

Alabama Historic Ironworks Commission Member; Society of American Archaeologists (SAA); Southeastern Archaeological Conference (SEAC); International Association of Professional Genealogists



Victoria Clow

Senior Scientist, Architectural Historian

PROFESSIONAL EXPERIENCE

Ms. Clow is an architectural historian with Terracon, bringing over 30 years of experience in historic preservation, archaeology, and cultural resource management. She meets Professional Qualification Standards [36 CFR Part 61] in Architectural History, History, and Archaeology. Her expertise centers on compliance with federal historic preservation laws, with a focus on identifying, evaluating, and avoiding or mitigating adverse effects on historic buildings, archaeological sites, and complex historic properties.

Skilled in project leadership and regulatory coordination with federal, state, and local governmental agencies, Ms. Clow has extensive experience in historic preservation planning, state historic preservation office consultation, cultural resource assessment, environmental review, and nominations for historic designation. She is adept at managing large-scale projects and integrating diverse disciplines to ensure compliance with preservation standards and practices.

PROJECT EXPERIENCE

Stakeholder Engagement – City of Dallas Historic Preservation Planning Initiatives, Dallas, TX*

Ms. Clow served as a stakeholder representative in the development of the City of Dallas's Historic and Cultural Preservation Strategy, part of the ForwardDallas 2.0 Land Use Plan. Her contributions helped shape policies that guide the city's growth with a strong emphasis on safeguarding historic resources—particularly within historically marginalized communities.

Butler Place National Register District Nomination, Fort Worth, TX*

Authored the National Register nomination for 412-unit public housing complex constructed in 1940 to provide affordable housing for African American families in Fort Worth. The nomination documented the site's historical and architectural significance and supported its designation as a historic district.

Historic Building Preservation Plans and Determinations of Eligibility Studies, TX, LA, NM*

Ms. Clow served as GSA Project Manager and Subject Matter Expert for the development of seven National Register of Historic Places eligibility studies and four building preservation plans, covering 11 federally owned assets across Texas, New Mexico, and Louisiana. The evaluations focused on properties constructed in the 1970s.

Preservation Planning, Eligibility Studies, & National Register Nomination – Montoya & Chavez Federal Buildings, NM* Served as GSA Project Manager and Subject Matter Expert for preservation planning at the Montoya Federal Building (Santa Fe) and Chavez Federal Building (Albuquerque), both built in the 1960s. Authored NM HCPI Forms and oversaw successful National Register nominations. Led development of treatment protocols to guide future project reviews, ensure compliance with the Secretary of the Interior's Standards, and streamline Section 106 consultation.

EDUCATION

M.A. Anthropology,
University of Arkansas,
Fayetteville, AR 1995

B.A. Anthropology,
Hampshire College,
Amherst, MA 1993

RECENT PROFESSIONAL TRAINING

Engaging Local Decision-Makers to Support Historic Preservation, National Alliance of Preservation Commissions (NAPC)

Emergency Preparedness for Cultural Heritage, Texas Collections Emergency Resource Alliance (CERA)

Section 106 Review. Presented by the Advisory Council on Historic Preservation (ACHP)

Coordinating NEPA and Section 106. Presented by the ACHP

AFFILIATIONS

Current Trustee and Former President, Preservation Dallas

Member, Association of Preservation Technology Texas & New England Regions

PRESENTATIONS/ PUBLISHED ARTICLES

Author or Coauthor to (25) National Register of Historic Places nominations, (2) illustrated books, (1) peer-reviewed journal article, (1) article in published and professional edited volume.

*Worked performed prior to Terracon

Cait Parish, BA

Architectural Historian

PROFESSIONAL EXPERIENCE

Ms. Parish brings four years of experience in historical studies with a particular emphasis on the built environment. Her experience includes architectural and historic sites surveys, National Register of Historic Places (NRHP) eligibility evaluations and nominations, Section 106 and Section 4(f) compliance, Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) documentation, historic structure reports, conditions assessments, and archival research. Ms. Parish has experience on projects in numerous states for Departments of Transportation, national and regional rail companies, and a range of energy providers, as well as other governmental and private entities.

PROJECT EXPERIENCE

Tillman County Memorial Hospital – Tillman County, Oklahoma (2024)

Coordinated mobilization efforts for and conducted architectural survey of newly recorded resources for the proposed replacement of the Tillman County Memorial Hospital in Frederick, OK. Co-authored Historic Resources Survey Report (HRSR) including the finding of effects for resources within the visual area of potential effects (APE) for the project.

Middle Mile Broadband – Multiple Counties, Iowa (on-going)

Coordinated mobilization efforts for and conducted architectural survey of previously recorded historic properties and newly recorded resources for the installation of a multi-county broadband project. Co-authored HRSR including the finding of effects for resources spanning approximately 755 miles in 29 counties in Iowa.

Rosenberg Fire Station No. 1 – Rosenberg, Texas (2024) Coordinated mobilization efforts for and conducted architectural survey of previously recorded historic properties and newly recorded resources for the proposed demolition and replacement of Fire Station No. 1 for the City of Rosenberg. Co-authored the finding of effects for the HRSR.

Clinton YWCA – Clinton, Iowa (2024) Coordinated mobilization efforts for and conducted architectural survey and authored the finding of effects for the proposed construction of a low-income housing project in Clinton.

Ross Avenue Roadway and Sidewalk Repair – Dallas, Texas (2023–2024) Arranged the Project Coordination Request (PCR). Coordinated mobilization efforts for and conducted architectural survey and authored the HRSR for Texas Department of Transportation (TxDOT) sidewalk repair project in Dallas.

OTHER EXPERIENCE

Architectural Historian for a variety of projects in Mississippi; Texas; Tennessee; New York; Kentucky; Oklahoma; New Jersey; Missouri; and Indiana. Performed the reconnaissance survey for proposed solar farms; conducted field survey to assess effects of an increase in height of an existing transmission tower; prepared historic contexts on historic railroads and freight yards, and the New Jersey Atlantic City Boardwalk, Ocean City Boardwalk, and Wildwoods Boardwalk; preparation of site and building inventory forms for a variety of historic properties; authored and co-authored reports of finding; and compiled data for HABS and HAER projects.



EDUCATION

Bachelor of Art, History, Texas State University, San Marcos, TX, 2020

Master of Art, Historic Preservation, Goucher College, Baltimore, MD, *On-going*

REGISTRATIONS/ CERTIFICATIONS

Section 106 Review. Presented by the Advisory Council on Historic Preservation (2022).

Coordinating NEPA and Section 106. Presented by the Advisory Council on Historic Preservation (2022).

Protecting Historic Properties in Disaster Response. Presented by the Advisory Council on Historic Preservation (2022).

PROFESSIONAL TRAINING

National Alliance of Preservation Commissions Historic Resource Surveys certification course

TxDOT Section 4(f) training

AFFILIATIONS

Preservation Texas (2024–present)

Preservation Dallas, Texas (2022–present)

EMILY WREN, M.A.

ARCHITECTURAL HISTORIAN

PROFESSIONAL EXPERIENCE

Emily Wren received a Master of Arts degree in History with a concentration in Cultural Resource Management and Historic Preservation from Colorado State University in 2024, and a Bachelor of Arts degree in History from Eastern Oregon University in 2019. She meets the Secretary of Interior's Professional Qualification Standards for History and Architectural History. Emily has experience in Section 106 compliance, conducting fieldwork, research, and drafting for several National Register of Historic Places (NRHP)-related projects and contributing to architectural inventory projects, including surveying and documenting residential, rural, commercial, and transportation structures in the American West. Her most recent projects were performed in Colorado, Montana, Utah, North Dakota, and Wyoming. At Terracon, Emily is an Architectural Historian based out of Northern Colorado. She is responsible for recording and evaluating built structures through state architectural site forms, making eligibility recommendations, and researching and writing historic contexts for project reports.

SELECTED PROJECT EXPERIENCE

Stewardship West Fuels Reduction (Project Ongoing) – Pike National Forest, Colorado

Conducted fieldwork and photo documentation in support of multiple historic resources (i.e., cabins, roads, dams, pipelines, and transmission lines) on National Forest Service lands. Completed Colorado Office of Historic Preservation (OHP) Cultural Resources forms, such as Architectural Inventory, Management Data, Linear Component, and Re-visitation forms. Conducted archival research and authored historic contexts, evaluating effects of routine fuel reduction activities, and in support of mitigation for these effects.

Grasso Park Eligibility Evaluation – Superior, Colorado

Performed fieldwork and photo documentation of the Grasso Park Historic District (NRHP-Listed, 1999). Evaluated the eligibility and integrity of the historic district. Completed Colorado Architectural Inventory forms for the Town of Superior to construct a pedestrian path near the historic district.

National Forest Foundation, Lake Isabel Dam – Pueblo/Custer County, Pike National Forest, Colorado

Conducted fieldwork and photo documentation for the Lake Isabel Dam. This included preparation of Colorado Architectural Inventory forms and authoring a historic context of the dam. The project supported mitigation of repairs and maintenance on the historic dam and brush clearing efforts in the surrounding area.

Quandary Wallstreet Well Pad – Greeley, Colorado

Completed Bureau of Land Management (BLM) Linear Data forms for a historic transmission line to support installation of a new well pad. Authored a historic context, summarizing previous efforts to document segments of the transmission line.

Hart/Heart Ranch Historic District NRHP Nomination (Project Ongoing) – Laramie, Wyoming

Attended client meetings and performed public engagement with stakeholders. Conducted archival research, fieldwork, photo documentation, architectural survey and completed Wyoming Cultural Properties forms. Compiling data for completion of the Hart/Heart Ranch Historic District NRHP nomination form.

VHB Tintic Railroad – Payson, Utah

Assisted in Architectural site form review for various residential and industrial architectural resources along the project corridor for the realignment of the Tintic Railroad route.

EDUCATION

MASTER OF ARTS, HISTORY,
COLORADO STATE
UNIVERSITY, FORT COLLINS,
CO

BACHELOR OF ARTS, HISTORY,
EASTERN OREGON
UNIVERSITY, LA GRANDE, OR

CERTIFICATIONS and QUALIFICATIONS

SOI Qualified Historian
SOI Qualified Architectural
Historian
Certified Interpretive
Guide, National
Association of
Interpretation

PUBLICATIONS

"Disregarded Disability:
The Underrepresented
History of the Women's
Health Movement in
Colorado," *The Colorado
Magazine*, April 19, 2024

President and CEO

Mr. Boyless holds a BA in Biological Anthropology from Northern Arizona University and earned his MBA from the University of Arizona, Eller College of Management. Nate has more than 20 years of cultural resource experience in the North/Central Great Plains, Rocky Mountains, and desert Southwest. As Metcalf's president, Nate directs strategic and business development, public relations, and research in emerging technologies.

Education

Executive Certificate in Leadership and Management, 2010

Mendoza College of Business, The University of Notre Dame, Notre Dame, IN

Master of Business Administration, 2008

Eller College of Management, The University of Arizona, Tucson, AZ

Bachelor of Arts in Anthropology, 2003

Northern Arizona University, Flagstaff, AZ

Recent Projects

- Project Manager, The Scott Spring Mitigation Project, Archaeological Excavation, Student Field Schools, Public Education Component (2021-2024)
- Project Manager, The Astor House Community Archaeology Project, Archaeological Excavation, Partnership with Denver Museum of Nature and Science, Student Field School, Public Education Component (2021)

Recent Technical Reports

None recently authored.

Professional Memberships

- The Colorado Historical Society, Treasurer, Board of Trustees
- The Foothills Art Center, Treasurer, Board of Directors

Continuing Education

- The University of Colorado, Denver, College of Architecture and Planning, Adjunct Faculty

Appendix C: PROJECT CAPSULES

The Terracon project team brings a myriad of experience. Project Capsules offer detailed information regarding various project types demonstrating our familiarity with historic preservation. The capsules highlight our unique ability to provide services to the Town of Erie that meet your project goals, timelines, and exceed expectations for a level of quality and thoroughness of project deliverables.

- Example 1: *My Historic SMTX: City of San Marcos Historic Resources Survey Report, Phases 1 & 2 – FINAL, San Marcos, Texas, September 2019.*
- Example 2: New Dance Theatre, Shorter Community African Methodist Episcopal (AME) Church, Denver, Denver County, CO, 2024.
- Example 3: *Historic Resources Survey Report: Reconnaissance Survey, Ross Avenue Roadway Improvements, May 2024.*
- Example 4: Historic American Building Survey (HABS) materials from the US Air Force Academy Falcon Stadium documentation project, on-going.
- Example 5: HRSR, Agreement/Consultation, Mitigation: 1765/1767 and 1777 Franklin Street, Chrysalis Apartments, Denver, Colorado.



San Marcos Historic Resources Survey

SAN MARCOS, HAYS COUNTY, TEXAS

As a sub-consultant to Hicks & Company, Terracon completed a series of reconnaissance-and windshield-level historic resources surveys for the My Historic SMTX Historic Resources Survey. The project deliverables now serve as a guide for the City of San Marcos Historic Landmark Commission as they work to establish preservation priorities, consider potential local landmark and local historic district designations and National Register of Historic Places (NRHP) nominations, and identified resources meriting further research. The project included a re-evaluation of 1,406 resources within the boundaries of the city-wide project area.

To fulfill the goals of the project, Terracon conducted initial public outreach efforts to promote interest and city pride. The team conducted archival research to develop a historic context for the project areas, which served as the framework for evaluation of historic resources encountered during the survey. Terracon performed reevaluations (evaluation and update) to the three existing historic resources surveys that were conducted in the 1990s. The project team conducted reconnaissance and windshield surveys that included the identification, documentation, and prioritization of new resources that had not been surveyed within the survey boundary areas, and the completion of a Historic Resources Survey Report which contained valuable recommendations to assist the city with future designations, to review and assess future planning initiatives and development proposals, and to provide guidance on resources that are most threatened.

My Historic SMTX Historic Resources Survey recommended a total of 204 individual resources as high preservation priority. Based on the results of the reconnaissance survey and the integrity and significance of the surveyed resources, five expansions of existing districts and one new potential historic district were recommended within the survey area.

CLIENT:

Elizabeth Porterfield, MSHP
Hicks & Company
1504 W. 5th Street
Austin, TX 78703
United States of America
ph: (512) 478-0858
eporferfield@hicksenv.com

DATE:

August 2018 – September 2019

PROJECT VALUE:

\$19,740.00

HIGHLIGHTS:

- Archival Research
- Reconnaissance and Windshield Surveys
- Public Outreach Efforts
- Historic Resources Survey Report
- NRHP Eligibility Re-evaluations
- Integrity Evaluation



New Dance Theatre, Shorter Community African Methodist Episcopal (AME) Church Denver, Denver County, CO

Client:

Cleo Parker Robinson Dance Academy

Project Budget:

Original: \$12,500

Final: \$12,500

Project References:

City and County of Denver
Department of Housing
Stability

Brian Ray James
Environmental Officer
(720) 913-1707

Brian.james@denvergov.org

Cleo Parker Robinson Dance
Academy

Malik Robinson
President and CEO

(303) 295-1759, ext. 15

malik@cleoparkerdance.org

Date:

2024

Highlights:

National Register of Historic
Places,
Section 106 Documentation,
US HUD EDI-CPF,
Spanish Revival Architecture
African American History

Terracon contracted with the Cleo Parker Robinson Dance Academy to conduct a Historic Resources Survey in accordance with Section 106 of the National Historic Preservation Act (NHPA). The Academy operates out of the former Shorter Community AME Church. Proposed is the expansion and new construction of a three-story addition to the church to house an auditorium, lobby, dance studios, and other support space.

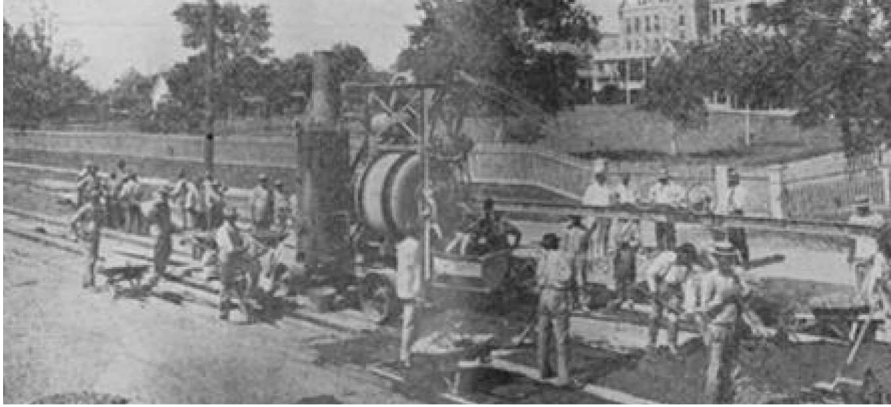
Terracon architectural historians conducted a historic resources survey of the Shorter Community AME Church, two commercial, and nine residential properties within the project area. Terracon recommended the church eligible for the National Register of Historic Places (NRHP) for its Spanish Revival architectural merit and in the areas of *Community Planning and Development* and *Ethnic Heritage: Black*, for its association with the African American development of the Five Points and East Village neighborhoods of Denver. The location of the African American church facing the predominately white Park Hill neighborhood speaks loudly to its role in racial equality and perseverance despite attempts at the Ku Klux Klan to extricate the congregation from the location in 1925. This area of significance directly highlights the seven key events identified by Cleo Parker Robinson Dance Academy.

Luther Harrison Walton, a local African American plaster laborer, with assistance from his brother William Walton and others in the Denver area, constructed the Shorter Community AME Church in 1925. Having been drafted to the Armed Forces during both World Wars I and II, Luther Walton (1880-c.1967) worked in the Denver area from as early as 1912 through the 1930s as a plasterer and African American laborer. There are no other properties readily identifiable with Luther H. Walton; thus, Terracon recommended the Shorter Community AME Church as NRHP eligible for its association with Luther H. Walton.

A commercial restaurant, La Pasadita Inn, is located directly across the street from the church. The parcel originated as a dwelling, which was later replaced by the Navy Gas & Supply Company filling station (1929), City Elite Laundry and Dry-Cleaning Company (1956), and then Betty's Take Out (1970s). As an icon to the commercial properties of the neighborhood, this building was recommended individually eligible to the NRHP in the area of community development, reflecting the change from streetcar to automobile (filling station), and as a long-term local restaurant (c.1970s-present) for the Five Points, East Village, San Rafael, and Park Hill neighborhoods. Properties within the San Rafael Addition and associated historic district represent both the Eclectic Colonial Revival architectural style and the growing rural community along Clarkson Street.

Interesting Aspect(s) of the project – Terracon architectural historians from the Austin, Texas and Denver, Colorado, offices documented the Shorter Community AME Church. Of interest was how the building retained its historical appearance and continues to embody the African American community in Denver's Five Points and East Village neighborhoods.

Challenging Aspect(s) of the project – Prior to Terracon's involvement, the Academy consulted with the State Historic Preservation Office (SHPO) regarding grant funds, but did not obtain concurrence for the Section 106 requirement under the NHPA. With Terracon's assistance, the requirements were met and Academy was able to work with its architect to re-scale the proposed addition, while maintaining the original historic fabric of the church to meet SHPO recommendations.



Ross Avenue Roadway and Sidewalk Improvements Dallas, Texas

In addition to other environmental services, Terracon contracted with the City of Dallas to conduct a Historic Resources Survey in accordance with Section 106 of the National Historic Preservation Act (NHPA). The Project proposes the widening and re-construction of sidewalks along Ross Avenue between its intersections with Greenville Avenue and the NorthCentral Expressway Frontage Road.

Terracon architectural historians conducted a historic resources survey along the Project alignment. Present in this alignment is early- and mid-twentieth century commercial buildings, a 1915 school complex, a 1906 single-family residence (now social clubhouse), and an early-twentieth century church complex. Of these, one of the properties is a Recorded Texas Historic Landmark, the Alexander Mansion; and one property, the James W. Fannin Elementary School Historic District, is listed on the National Register for Historic Placed (NRHP).

Historically, Ross Avenue was lined with late-nineteenth century and early-twentieth century residences. From approximately 1880 to about 1910, Ross Avenue was known for its stately residences, of which only two remain. After about 1910, travel in Dallas shifted away from street rail to the automobile, causing many former Ross Avenue residents to relocate to Swiss Avenue (Munger's Place). Saint Mary's College [of Dallas], acknowledged as a prestigious college, was opened near the intersection of Ross and Garrett avenues in 1899, and the James W. Fannin Elementary School was constructed at the corner of Ross Avenue and San Jacinto Street in 1915. Automobile-related businesses encroached the street between the 1920s and 1930s.

Interesting Aspect(s) of the project – Terracon architectural historians from the Austin, Texas office documented the resources along Ross Avenue. Of interest was the remaining historic fabric that marked change along the roadway, particularly the Beaux Arts style Alexander Mansion (1906), the Gothic Revival Saint Matthew's Cathedral (1929), the Spanish Revival James W. Fannin Elementary School (1915), the Mission Revival style Oriental Rug Cleaning Company building (1926), and the former Safeway turned Dallas Independent School District administration building (1965) constructed in the Marina-style, exemplifying Mid-Century Modern design and aesthetics.

CLIENT:

Elizabeth Perez Long
Environmental Coordinator II
City of Dallas
1500 Marilla Street, 7AN
Dallas, TX 75201
(214) 671-8977
elizabeth.perez@dallas.gov

DATE:

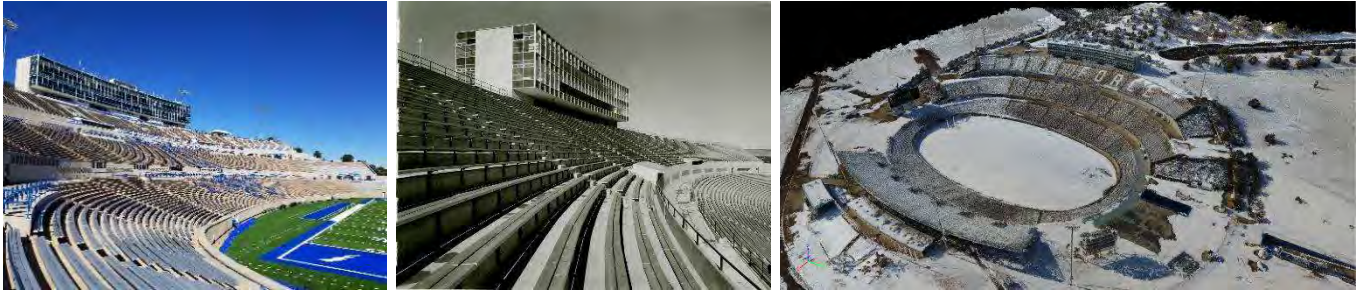
November 2023 – April 2024

PROJECT VALUE:

\$88,770.74

HIGHLIGHTS:

National Register of Historic
Places, Section 106
Documentation, Section 4(f)
Compliance



US Air Force Academy –Falcon Stadium Colorado Springs, CO

Client:

HB&A Architecture and
Planning

Project Budget:

Original: \$99,870
Final: \$99,870

Project References:

**HB&A Architecture and
Planning**

Steve Powell, RA, LEED BD+C
Architect
(719) 473-7063
Stephen.Powell@hbaa.com

U.S. Air Force Academy

Samantha Belding
Cultural Resources Planner
(719) 333-0028
samantha.belding.ctr@us.af.mil

Date:

2020-2025

Highlights:

National Register of Historic
Places,
Section 106 Documentation,
SHPO Level II Documentation,
CO SHPO Inventory Forms,
As-Built Drawings,
Midcentury Architecture

Terracon was contracted by the consulting architect to fulfill Section 106 requirements, after a Memorandum of Agreement was completed between the United States Air Force Academy (USAFA) and the Colorado State Historic Preservation Office (SHPO). Two Americans with Disabilities Act-compliant elevators are planned for installation at the Academy's noteworthy football facility, Falcon Stadium, and the undertaking was determined by SHPO to have an adverse effect on the character-defining features of the stadium, a contributing property to the National Register of Historic Places-eligible USAFA Campus Historic District. The Area of Potential Effect was defined to include Falcon Stadium, surrounding landscape features, and on- and off-installation viewsheds.

Terracon completed extensive fieldwork to record Falcon Stadium in accordance with Colorado SHPO Level II Documentation standards, and field measurements were carefully taken for significant stadium features. Project deliverables included a full descriptive and historical narrative, relevant historic contexts, measured drawings, and digital photography. In-house drone photography piloted by Terracon personnel was also conducted to gain an overall record of the structure, site, and its features.

Drawings of the structures and facilities associated with Falcon Stadium were produced to help illustrate the historic resources and their relationship with the surroundings to document the pre-elevator appearance of the facility. Measured drawings for the main structure, including overall site plans, four elevations, two sections, and floor plans were completed to document the design and layout of the primary stadium areas.

Terracon collected historical photographs, documents, floor plans, and other relevant items to aid in the design of a public display detailing the history and significance of Falcon Stadium. These materials, combined with interpretive text, produced a display meeting current USAFA wayfinding/CM design standards, with input from the staff Cultural Resource Manager and USAFA subject matter experts. The interpretive signage will be displayed at the front entrance of Falcon Stadium.

Interesting Aspect(s) of the project – For this project, Terracon architectural historians from the Denver, Austin, Concord, CA, and Phoenix offices were able to document one of the most significant locations for mid-century architecture in the nation – the US Air Force Academy in Colorado Springs, Colorado. Being able to experience first-hand the work of Skidmore, Owings, & Merrill (SOM) was a monumental experience for the architectural historians working on the project. Work included reviewing original construction progress photographs and construction monitoring records at the National Archives and Records Administration (NARA) in Denver, and historical photographs of the Falcon Stadium opening ceremonies, and subsequent ceremonial events and football games at NARA-College Park, Maryland. Terracon architectural historians transformed the research completed at these national repositories into four documentation deliverables: Historic American Landscape Survey short form report, Colorado SHPO Level 2 historical and architectural documentation, photographs and measured drawings, an interpretive marker, and a Colorado SHPO survey form.

Challenging Aspect(s) of the project – A critical aspect of the project involved the completion of fieldwork prior to the start of the construction project for the ADA elevators. The Terracon project team was given three months (October – December 2018) to complete fieldwork from the Notice to Proceed, to ensure the commencement of construction continued on schedule. One critical juncture for fieldwork involved the necessary approvals to complete drone photography for the stadium. Since the Stadium is located within a restricted airspace, approvals for drone use went all the way to the Pentagon. The Terracon project manager and drone pilots worked closely with the USAFA cultural resources manager to ensure that almost literally as the approval was given from the Pentagon, our Terracon drone pilots were on a plane to Colorado Springs to complete the work. Coupled with the issue of weather (as seen in the drone photograph, snow was on the ground), the Terracon team was responsive in the face of this challenge to ensure the construction schedule was maintained.

FALCON STADIUM

National Archives and Records Administration, Denver

Elliptical shape of the stadium required the invention of a traveling form to pour concrete for the stands. (1962)

National Archives and Records Administration, Denver

The design of the stadium and its press box to follow the same principles established in the site layout and building design of the Cadet Area (1962)

Getty Images, The Denver Post

Heating coils below the field extended growing season for the turf grass. Coach Ben Martin pictured with shovel (1966)

National Archives and Records Administration, College Park

Recessed within the natural terrain, the stadium is carved out of the surrounding landscape. Its distinct elliptical concrete form appears pristine at the conclusion of its construction (1962)

National Archives and Records Administration, Denver

Falcon Stadium serves as a backdrop for quelling any gloominess with actor and Air Force Reserve Brigadier General James Stewart (1962)

National Archives and Records Administration, College Park

Falcon Stadium originally seated over 40,000 spectators, prior to the installation of upper stands on the eastern side in 1969. The capacity crowd watches the Falcons win their first game against Navy in Falcon Stadium, 19-7 (1966)

THE POSSIBILITIES OF CONCRETE AND STEEL

Situated with a striking backdrop of the Rocky Mountains, the U.S. Air Force Academy football stadium, commonly known as Falcon Stadium, is an oblong, open air, concrete arena to the west of Interstate Highway 25 in Colorado Springs, Colorado. The noted architectural firm of Skidmore, Owings, and Merrill established the site location and initial design concept as part of the U.S. Air Force Academy's Master Plan. Constructed in 1962, Falcon Stadium represents innovation in stadium design that complemented its location within the landscape at the foothills of the southern front range of the Rocky Mountains. The architecture and engineering firm of Praeger-Kavanagh-Waterbury developed the final design for Falcon Stadium. The stadium and its stunning press box are a testament to International Style architecture and incorporate its design principles of streamlined forms that celebrate the structural possibilities of concrete and steel. Sited to the southeast of the Cadet Area National Historic Landmark District by approximately 2.5 miles, Falcon Stadium is among the earliest examples of a football stadium executed purely in the Modernist form. Media announcing the opening of the stadium described it as "ultra-modern" and "undoubtedly one of the finest football plants in the country" upon its 1962 dedication. Falcon Stadium retains its original International-style tapestry of concrete, steel, terrazzo, and glass along with its connection to its mountainous setting. While it has been altered over the years to upgrade the facility and improve the quality of the football experience for fans as well as players, the appearance of Falcon Stadium is remarkably similar to that of decades ago.

National Archives and Records Administration, College Park

From the upper row of seating along the foothills of the Douglas Mesa to the parking lots at the valley below, the terrain gently slopes with an approximate 100 ft elevation change. The parking field is located approximately 25 ft below the elevation of the north and south entrances. The elliptical bowl stadium design provides optimal views to the activity on the field from every seat in the stadium. (1964)

U.S. Air Force Academy

Demonstration play during pre-game exercises at the Falcon Stadium (1964)

U.S. Air Force Academy

The tradition of the U.S. Air Force Thunderbolt thrower at Falcon Stadium continues for tradition. Players throw their caps in the air at the conclusion of the ceremony (2017)

U.S. Air Force Academy

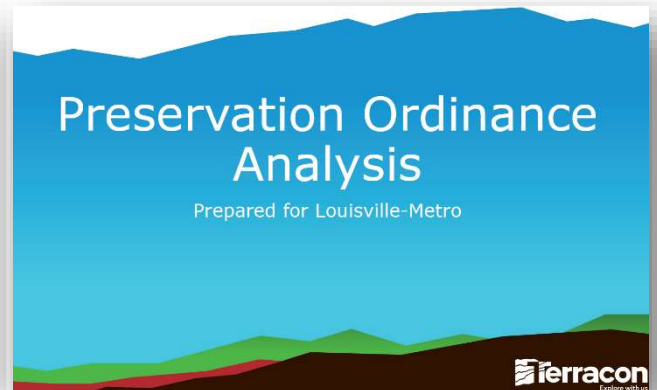
The north and tunnel was designed to allow Colorado Rockies to march onto the field and into the seats, prior to each game (2019)

U.S. Air Force Academy

A 1990 western stand and playing field expansion doubled the size of the press box. The building remains a dominant presence, housing above (2018)

UNITED STATES AIR FORCE ACADEMY

Interpretive marker designed by Terracon Consultants Inc



Evaluation of Preservation Best Practices

Louisville-Jefferson County Metro Government, Kentucky

In February 2025, the Louisville Metropolitan (Metro) Government contracted with Terracon Consultants, Inc. (Terracon) for Professional Services to conduct research nationwide into processes, best practices, and legislation on economic hardship exemptions, demolition by neglect, alternatives to local designation, and incentives. Terracon's project team analyzed the existing Preservation Ordinances of 23 peer cities and/or local governments for comparison to the Louisville Metro's Preservation Ordinance and for making recommendations for future amendments.

As part of this project, Terracon also reviewed and analyzed final recommendations from the 2017 Historic Preservation Advisory Task Force to gain a comprehensive understanding of the broader community's view of how preservation policy is currently implemented throughout Louisville. In order to encourage the reuse and protection of historic buildings and addition of compatible new construction, it was vital that Louisville Metro has responsive planning policies and ordinances to achieve these broad goals. The role of local designations, economic hardship processes, and demolition by neglect can have large impacts on Louisville Metro's ability to create stronger and healthier communities.

This report was funded in part with Federal funds from the National Park Service, U.S. Department of the Interior, and administered by the Kentucky Heritage Council.

Interesting Aspect(s) of the project – At the time of this project, Terracon found that many CLG communities were beginning the same process as Louisville Metro by analyzing existing ordinances and policies, contemplating text amendments, and working with local neighborhoods, districts, and communities to craft policies that address local needs. This report and Louisville Metro's proactive planning represents a broader wave of change in local preservation programs across the United States.

CLIENT:

Savannah Darr
Historic Preservation Officer,
Urban Design Team Manager
Office of Planning
Louisville Metro Government
444 S. Fifth St. #300
Louisville, KY 40202
(502) 574-5705
savannah.darr@louisvilleky.gov

DATE:

February 2025 – July 2025

PROJECT VALUE:

\$48,310

HIGHLIGHTS:

Regulations that were applicable for this project



Historic Preservation Advisory Board

Board Meeting Date: 9/22/2025

File #: 25-531, **Version:** 1

SUBJECT:

COA Old Town Hall

DEPARTMENT: Planning & Development

PRESENTER(S): HPAB, Staff Members

SUMMARY/KEY POINTS

COA Application (HP2025-00002) - Old Town Hall (Chamber of Commerce Building) 235 Wells St.

1. See attachments

ATTACHMENT(S):

1. Certificate of Appropriateness - HP2025-00002 - Old Town Hall/Chamber of Commerce Building

COA: Old Town Hall (235 Wells St.)

Certificate of Appropriateness

06/04/2025 1:44 PM (MDT)

Certificate of Appropriateness Application

Decisions about modifications, demolitions, and relocations are made in the process to seek a 'Certificate of Appropriateness'. Certain criteria must first be met for repairs and modifications, relocation, and demolition.

The Erie Historic Preservation Advisory Board (HPAB) reviews the applications within 60 days and after a 30-day review timeframe, the HPAB issues a recommendation to the Board of Trustees to approve, modify and approve, or disapprove the application.

Next, the Board of Trustees reviews the recommendation by HPAB and the application within 60 days of receipt. Within 30 days of ending its review, the Board of Trustees determines if the application is approved or denied.

Are you the owner of the property in question?

No

Applicant's Full Name D.J. Bischoff - Town of Erie Facilities Department Project Manager

Applicant's Email dbischoff@erieco.gov

Applicant's Phone Number 7205520790

Owner's Full Name Town of Erie - TOE owned property

Owner's Email dbischoff@erieco.gov

Owner's Phone Number 7205520790

Property Street Address Chamber of Commerce Building 235 Wells St. Erie CO 80516

City/State/Zip Erie, CO 80516

Type of work being proposed • Demolition: Removal of feature or razing of structure

Summary of the proposed work Demolition of the old siren tower behind the Chamber of Commerce building. The tower will be removed and hauled off for recycling. The siren will be removed from the tower and saved if there is a need or want.

Uploading Required Visual Documents

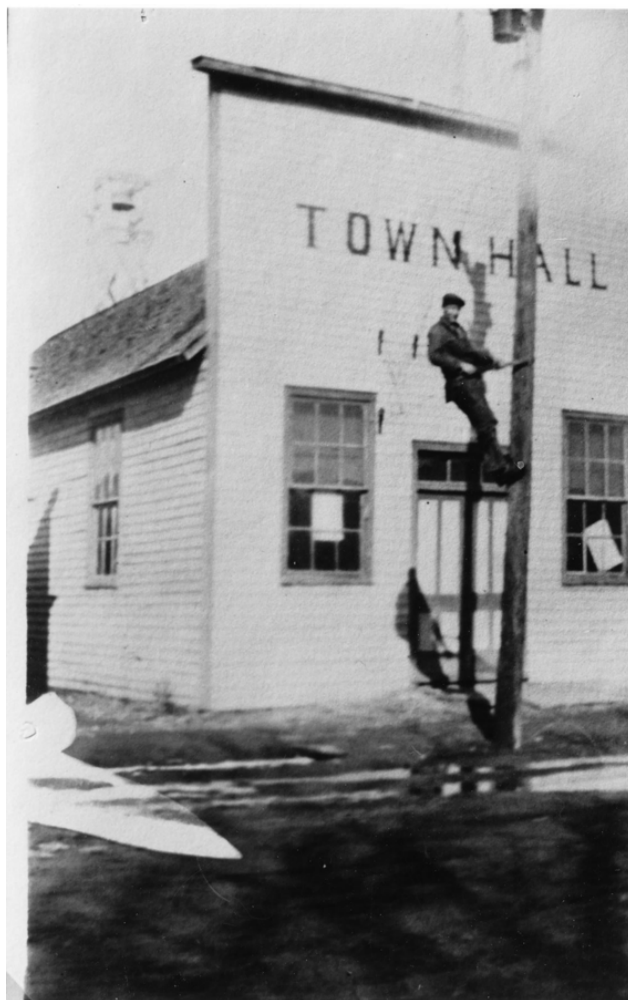
The application may require visual submissions via upload. Each application is different, and, therefore, may have different requirements. Visuals aid the Advisory Board in best understanding the proposal. Additional materials may be requested.

Upper Right: Contemporary photo of the Siren Tower behind the Old Town Hall Building.

Upper Left: Contemporary(ish) photo of the building. Bell tower and bell will remain, but Siren Tower in rear would be removed.

Bottom Right: Late 1800's – original building with original siren tower is faded but visible in background.

Bottom Left: Existing building constructed in 1930 – photo is from 1960's/1970's (the photo crops at roofline of building so it's impossible to see the siren tower).



3-3-18 Criteria for certificate of appropriateness.

- A. **General:** The board of trustees shall approve a certificate of appropriateness for any proposed new construction on or alteration of a designated historic landmark only if the board of trustees has determined that the proposed work would not detrimentally alter, destroy or affect any architectural or landscape feature that contributes to the original historic designation and the that the proposed work is visually compatible with designated historic structures located on the property in terms of designs, finish, material, scale, mass and height.
- B. **Compatibility:** In determining compatibility, the board of trustees shall consider the following criteria:
1. The effect on the general historic and architectural character of the structure and property;
 2. The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation to and compatibility with other structures;
 3. The size of the structure, its setbacks, location, and the appropriateness thereof when compared to existing structures and the site;
 4. The compatibility of accessory structures and fences with the main structure on the site, and other structures;
 5. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the structure upon which such work is done;
 6. The condition of existing improvements and whether they are a hazard to public health and safety;
 7. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property; and
 8. Compliance with the United States Secretary of the Interior's "Standards For Rehabilitation".

(Ord. 05-2021 , § 1, 3-9-2021)