



Parks and Recreation Department

Date: January 27, 2026

To: Kimley-Horn and Associates, Inc. ("Contractor")

Contractor and the Town of Erie (the "Town") entered into an Agreement for Professional Services dated September 29, 2025 (the "Agreement"), in which Contractor agreed provide services to the Town on an on-call basis. This Task Order authorizes Contractor to perform the services described below in accordance with the terms and conditions of the Agreement.

Scope of Work

Contractor shall perform the tasks and produce the deliverables as outlined in the Individual Project Order Number 1 for Compass Park, submitted by Contractor on January 7, 2026, attached hereto and incorporated herein as Exhibit A.

Compensation

For the satisfactory completion of the Scope of Work outlined above in compliance with the Agreement, the Town shall pay Contractor an amount not to exceed: \$499,500.00

The Town's Project Manager is: Kathy Kron, DNS Division Manager

Email: kkron@erieco.gov

Phone Number: 303.926.2888

The Town and Contractor agree to be bound by this Task Order, subject to all terms and conditions of the Agreement.

Town

Signature

Andrew J. Moore, Mayor
Printed Name

1/27/2026
Date

Contractor

Signed by:

446D212FC4EB475...
Signature

Anthony Pratt, Associate
Printed Name

Date

EXHIBIT A

INDIVIDUAL PROJECT ORDER NUMBER 1

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the Town of Erie (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated September 29th, 2025, which is incorporated herein by reference.

Identification of Project:

Project Name: Compass Park Phase 1 Construction Documents
KH Project Manager: Emily Shaughnessy
Project Number: IPO 1

Specific Scope of Services:

As part of the Landscape Architectural and Civil Construction Documents tasks, Kimley-Horn will determine which park amenities from the Compass Park Design Document package will be included within Phase 1 of the Construction Documents based on budget restrictions. This process will be in collaboration with Town Staff and said selections will be reflected in the deliverables in the tasks below.

Task 1 – Landscape Architectural Construction Documents

With the approved Compass Park Design Document package, Kimley-Horn will develop the Phase 1 Construction Documents package and prepare the following landscape architectural documents as described below.

Kimley-Horn will, in collaboration with Town staff, redesign the tennis court, basketball court, playground, and central gathering space areas with the removal of the pickleball courts. Changes are limited to the areas listed above, and changes outside of those identified above will be considered an Additional Service.

Task 1a – Landscape Plans

- **Planting Plan, Details and Specifications:** Kimley-Horn will prepare a Phase 1 Planting Plan consisting of a detailed layout of proposed plantings based on the approved Design Document package with a plant list identifying species, quantities, sizes, locations, spacing, details and specifications (on the plans) for implementation.

Task 1b – Hardscape Plans

- **Hardscape Plan, Details and Specifications:** Kimley-Horn will prepare a Phase 1 Hardscape Plan consisting of material layout, details, cut sheets, and specifications (on the plans) for the specialized hardscape areas, site furnishings, and selected components for Phase 1 based on the approved Design Document package, limited to:
 - Concrete trails;
 - Playground equipment and surfacing;
 - Up to two (2) shade structures and site furnishings;
 - Up to one (1) Baseball diamond backstop and fencing, Traditional or Challenger;

Task 1c – Irrigation Plans

- **Irrigation Plan, Details, and Specifications:** Kimley-Horn will review available water pressure information and prepare a Phase 1 Irrigation Plan indicating irrigation connection, backflow, head layout, mainline and lateral line layout, sleeve locations, valve sizes and location, controller type and location, and product details and specifications (on the plans).

In addition to the plan sheets provided, the following reports will be provided with each submittal:

- Written Specifications for Phase 1

Kimley-Horn will provide the Construction Documents to the Town, up to three (3) submittals, providing two (2) rounds of revisions per Town comments. Revisions beyond those identified above will be provided as an Additional Service.

Task 2 – Civil Construction Documents

With the approved Compass Park Design Document package, Kimley-Horn will develop the Construction Documents for the Site and Phase 1 Construction Documents package and prepare the following documents as described below.

Kimley-Horn will, in collaboration with Town staff, redesign the pickleball, tennis court, basketball court, playground, and central gathering space areas for the removal of the pickleball courts. Changes are limited to the areas listed above, and changes outside of those identified above will be considered an Additional Service.

Task 2a – Civil Construction Documents

- Cover Sheet
 - Up to one (1) plan sheet is anticipated.
 - This plan sheet will consist of basic project information, required Town signature blocks, and a sheet index.
- General Notes
 - Up to two (2) plan sheets are anticipated.
 - These plan sheets will consist of general, Town, and site-specific engineering notes
- Existing Conditions and Demolition Plan
 - One (1) overall plan and up to four (4) detailed plans are anticipated at 1"=20' scale.
 - These plan sheets will show the existing site and identify site features within the proposed property limits. This plan will also show the existing improvements within the project area to be demolished or protected in place.
- Horizontal Control and Paving Plan
 - One (1) overall plan and up to four (4) detailed plans are anticipated at 1"=20' scale.
 - These plan sheets will show site dimensions to be used for construction and identify site features within the proposed property boundary. Proposed pavement sections will be identified as recommended by the Geotechnical Engineer.
- Grading Plan
 - One (1) overall plan and up to four (4) detailed plans are anticipated at 1"=20' scale.
 - These plan sheets will indicate proposed grading of the Site consisting of one-foot contours and select spot elevations. This plan will also consist of the proposed storm sewer system layout and structure elevations for the purpose of stormwater conveyance to the existing drainage system.
- Utility Plan
 - Up to one (1) plan sheet is anticipated.
 - This plan will show the proposed water and sanitary sewer improvements that will serve the proposed improvements.
- Sanitary Sewer Plan and Profile
 - Up to (3) plan sheets are anticipated.
 - Profile views will be provided for sanitary sewer mains and service lines detailing pipe size, material, and slope information.
- Storm Sewer Plan and Profile
 - Up to (4) plan sheets are anticipated.

- Profile views will be provided for storm sewer mains and service lines detailing pipe size, material, and slope information.
- Site Details
 - Up to five (5) plan sheets are anticipated.
 - The Consultant will prepare detail sheets showing site and grading details to assist with site construction. Where available, Town provided details will be utilized and/or incorporated by reference only.

In addition to the plan sheets provided, the following reports will be provided at the 50% Design Development Document package deliverable:

- Phase III Final Drainage Report
 - This report will be in accordance with Criteria set in the Town of Erie Standard and Specifications Section 162.02.04.
 - The Consultant will develop the Final Drainage Report to detail the on-site storm system collecting and conveying the developed on-site runoff consistent with the Compass Filing No. 1 Phase 1 Phase III Final Drainage Report. The Final Drainage Report will consist of the following:
 - Final drainage analysis required for the storm sewer collection system;
 - Stormwater discharge rates;
 - Hydraulic grade line analysis for minor and major storm events per Town criteria;
 - Stormwater pipe sizing;
 - Low Impact Development (LID) design as required by Town criteria;
 - Inlet sizing;
 - Rip-rap sizing, if needed.
- Final Utility Report
 - This report will be in accordance with Criteria set in the Town of Erie Standard and Specifications Section 162.02.04.
 - The Consultant will develop the Final Utility Report and will consist of the following:
 - Potable water Demands per Town standards;
 - Descriptions of the offsite, existing, and proposed potable water systems;
 - Fire demands;
 - Sanitary Sewer Flows per Town standards;
 - Descriptions of the offsite, existing, and proposed sanitary sewer systems.

Kimley-Horn will provide the Construction Documents to the Town, up to three (3) submittals, providing two (2) rounds of revisions per Town comments. Revisions beyond those identified above will be provided as an Additional Service.

Task 2b – Phase 1 Construction Documents

- Cover Sheet
 - Up to one (1) plan sheet is anticipated.
 - This plan sheet will consist of basic project information, required Town signature blocks, and a sheet index.
- General Notes
 - Up to two (2) plan sheets are anticipated.
 - These plan sheets will consist of general, Town, and site-specific engineering notes.
- Existing Conditions and Demolition Plan
 - One (1) overall plan and up to four (4) detailed plans are anticipated at 1"=20' scale.
 - These plan sheets will show the existing site and identify site features within the proposed property limits. This plan will also show the existing improvements within the project area to be demolished or protected in place.
- Horizontal Control and Paving Plan

- One (1) overall plan and up to four (4) detailed plans are anticipated at 1"=20' scale.
- These plan sheets will show site dimensions to be used for construction and identify site features within the proposed property boundary. Proposed pavement sections will be identified as recommended by the Geotechnical Engineer.
- Grading Plan
 - One (1) overall plan and up to five (5) detailed plans are anticipated at 1"=20' scale.
 - These plan sheets will indicate proposed grading of the Site consisting of one-foot contours and select spot elevations. This plan will also consist of the proposed storm sewer system layout and structure elevations for the purpose of stormwater conveyance to the existing drainage system.
- Utility Plan
 - Up to one (1) plan sheet is anticipated.
 - This plan will show the proposed water and sanitary sewer improvements that will serve the proposed improvements.
- Sanitary Sewer Plan and Profile
 - Up to (3) plan sheets are anticipated.
 - Profile views will be provided for sanitary sewer mains and service lines detailing pipe size, material, and slope information.
- Storm Sewer Plan and Profile
 - Up to (4) plan sheets are anticipated.
 - Profile views will be provided for storm sewer mains and service lines detailing pipe size, material, and slope information.
- Site Details
 - Up to five (5) plan sheets are anticipated.
 - The Consultant will prepare detail sheets showing site and grading details to assist with site construction. Where available, Town provided details will be utilized and/or incorporated by reference only.

In addition to the plan sheets provided, the following reports will be provided at the 50% Design Development Document package deliverable:

- Erosion Control Plans and Report
 - Erosion Control Plans
 - The Consultant will prepare initial, interim, and final phase erosion control plan sheets.
 - Up to three (3) plan sheets are anticipated
 - Erosion Control Details
 - The Consultant will prepare detail sheets showing Town and/or Mile High Flood District standard erosion control details.
 - Up to four (4) sheets are anticipated
 - Stormwater Management Plan ("SWMP") Report
 - The Consultant will prepare a SWMP Report for the Project that will indicate construction Best Management Practices ("BMPs") recommended for site construction in accordance with the Town and Colorado Department of Public Health and Environment ("CDPHE") requirements. This task assumes that the Contractor will apply for the CDPHE Construction Stormwater Discharge permit.
- Phase III Final Drainage Report
 - This report will be in accordance with Criteria set in the Town of Erie Standard and Specifications Section 162.02.04.
 - The Consultant will develop the Final Drainage Report to detail the on-site storm system collecting and conveying the developed on-site runoff consistent with the Compass Filing

No. 1 Phase 1 Phase III Final Drainage Report. The Final Drainage Report will consist of the following:

- Final drainage analysis required for the storm sewer collection system;
- Stormwater discharge rates;
- Hydraulic grade line analysis for minor and major storm events per Town criteria;
- Stormwater pipe sizing;
- Low Impact Development (LID) design as required by Town criteria;
- Inlet sizing;
- Rip-rap sizing, if needed.
- Final Utility Report
 - This report will be in accordance with Criteria set in the Town of Erie Standard and Specifications Section 162.02.01.
 - The Consultant will develop the Final Utility Report and will consist of the following:
 - Potable water Demands per Town standards;
 - Descriptions of the offsite, existing, and proposed potable water systems;
 - Fire demands;
 - Sanitary Sewer Flows per Town standards;
 - Descriptions of the offsite, existing, and proposed sanitary sewer systems.
- Written Specifications

Kimley-Horn will provide the Construction Documents to the Town, up to three (3) submittals, providing two (2) rounds of revisions per Town comments. Revisions beyond those identified above will be provided as an Additional Service.

Task 3 – Dry Utility Coordination

Kimley-Horn will provide the services specifically set forth below.

- Submit applications to Xcel Energy for new electric services for maintenance building, restrooms, shelters, and water feature.
- Coordinate Xcel Energy transformer location with Design Team and Owner.
- Review the designs and cost estimates provided by Services Providers.

Task 4 – Mechanical and Plumbing

Kimley-Horn will provide a mechanical and plumbing design for the 500 square-foot Compass Park maintenance building. Mechanical design will be limited to electrical unit heaters provided for freeze protection only. Plumbing design will be limited to a sink and a couple of hose bibs, locations provided by the client. Mechanical and plumbing plans will consist of the following:

Mechanical

- General notes, legend, and schedules (2 sheets)
- Mechanical details (2 sheets)
- Floor Plan (3 sheets)

Plumbing

- General notes, legend, and schedules (2 sheets)
- Plumbing details (2 sheets)
- Water floor plan (3 sheets)
- Waste and vent floor plan (3 sheets)

Kimley-Horn will provide the Construction Documents to the Town, up to three (3) submittals, providing two (2) rounds of revisions per Town comments. Revisions beyond those identified above will be provided as an Additional Service.

Task 5 – Electrical Design and Photometric Analysis

Kimley-Horn will provide electrical plans and parking lot lighting photometric analysis for the park development. The photometric analysis will adhere to the guidelines set forth by the Town of Erie.

Photometric analysis will be performed on the surface parking lots, drive aisles and shade structure. Photometric analysis will be completed based on a single fixture type, such as bollard, pole light or wall mounted fixture, for each application selected by the owner. Analysis will not include any feature lighting such as tree up lighting or decorative wall wash, lighting inside the buildings or sports field lighting.

Electrical plans will consist of underground conduit, conductors, pull boxes, pole and foundation detail, voltage drop, and load calculations. It is assumed the maintenance and restroom facilities will be prefabricated with electrical loads provided to Kimley-Horn. Electrical plans for the buildings will include routing power to a demark disconnect switch or panelboard in or on the building. Electrical distribution throughout the building will be part of the prefabrication manufactures scope. It is assumed that the power for the park will include a new metered service. Electrical plans will consist of the following:

- General Notes
- Photometric Summary and Calculations Points
- Lighting Legend Table with model numbers
- Lighting Cut Sheet
- Lighting Locations
- Electrical Site Plans
- Electrical Schedules
- Electrical Details

This task provides for responding to up to one (1) round of comments from the Town of Erie. The lighting analysis will be limited to the park site and not include any contribution or modification to the existing streetlights on adjacent streets.

Task 6 – Opinion of Probable Construction Cost

Kimley-Horn will prepare one (1) Opinion of Probable Construction Cost (OPCC) of on-site improvements. Kimley-Horn will provide up to three (3) submittals, providing up to two (2) rounds of revisions per Town comments. Additional submittals will be considered an Additional Service.

Kimley-Horn has no control over the cost of labor, materials, equipment, or over the Contractor's methods for determining prices or over competitive bidding or market conditions. OPCC are based on the information known to Kimley-Horn at the time and represent only Kimley-Horn's judgment as a design professional familiar with the construction industry. Kimley-Horn cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from the OPCC.

Task 7 – Aquatics Planning and Design Coordination

Kimley-Horn, in partnership with a qualified subconsultant, will develop a general design intent of the utility requirements for the water play feature/mechanical room including, but not necessarily limited to, domestic water, sanitary sewer, storm sewer, power, and natural gas.

- Confirm the program, and the Town of Erie's objectives.
- Develop a general design intent of the water play feature including size, shape, location, and elevations.

- Develop a general design intent of the water play mechanical room, to be located within the maintenance building.

It has been determined at this time that the water play feature will be included in a future phase of Compass Park. The intent of this coordination task is to establish the appropriate utility connections within Phase 1. The utility design for the site and mechanical room, and design intent of the water play feature, will be provided in the Construction Documents in Tasks 1-5.

Task 8 – Meetings and Coordination

Kimley-Horn will participate in a design kick-off meeting after award of the contract and prior to commencing work. The purpose of this meeting will be to provide an overview of the project scope and will include key design team members from the Town of Erie Parks, Town of Erie Engineering, the Consultant team, and other Town members that will be involved in the Project. Procedures for processing and distribution of all documents and correspondence will be discussed and established.

Kimley-Horn will participate in project meetings with the Client and Project Team, attend meetings with jurisdictional staff, and provide other coordination to support the Project. This task is intended to capture the effort for these meetings, conference calls, and design coordination for this Project. Meetings, whether in person or via telephone will include preparation and travel time. Coordination with the Client, Consultant Team, adjacent landowners, Town, or other agencies will be invoiced as a part of this task.

Biweekly meetings and conference calls with the Town staff, as well as corresponding meeting minutes, are included as part of this task. Since the scope of this task cannot be fully determined at this time, these services will be provided on an hourly basis. An hourly estimate of one hundred fifteen (115) hours has been provided for budgeting purposes only.

Task 9 – Landscape Construction Phase Services

Kimley-Horn will provide limited landscape construction phase services to Client for this project and contains:

- Up to three (3) site visits during construction. Contractor is responsible for providing notes of all field changes.
- Review shop drawings and submittals and return to Client as appropriate. The sole purpose of the Consultant's review will be to evaluate general conformance to Contract Documents. Consultant will provide timely review in accordance with the Schedule of Submittals prepared by the Client and accepted by the Consultant.
- Provide revisions to landscape architecture drawings to address minor changes in plans.
- Respond to Contractor's requests for information (RFI) for each appropriately prepared and submitted RFI.
- Review and provide comments to Client for Contractor Change Orders.
- One (1) site visit to review project completion and develop a punch list for items to be completed by the Contractor, if requested.

Kimley-Horn will not direct the work of the Contractor, guarantee the performance of the subcontractors, nor accept responsibility for the Contractor's means, methods, and safety at the site. Kimley-Horn will not be responsible for acts or omissions of the Contractor or any of its subcontractors, suppliers, or vendors. Contractor is responsible for providing notes of all field changes.

The preparation of record drawings or "as-builts" is not included in this Task or in this Agreement. This task does not include daily site observations for construction progress. Because the extent of our involvement is unknown at this time these services will be provided on an hourly basis. An hour estimate of up to fifty (50) hours for landscape architectural services. Fee estimates have been provided for budgeting purposes only and all actual time spent will be billed, at our then current hourly rates. The extent of the effort required for this task is largely dependent on the Client's Contractor and specific site conditions.

Task 10 – Civil Construction Phase Services

The Consultant will provide limited civil engineering construction phase services to Client for this Project. The scope of this task includes issuing bubbled or tracked change documents after plan approval, answering questions and providing clarification of our construction documents during the bidding and construction period, answering contractor Request for Information (RFIs), review of contractor submittals, and attendance at meetings on-site as requested by the Client (up to three (3) site visits assumed).

The Consultant will not supervise, direct, or have control over Contractor's work, nor shall the Consultant have authority to stop the work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. The Consultant does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.

The preparation of record drawings or "as-builts" is not included in this Task or in this Agreement. Because the extent of our effort for this task is unknown at this time, we have projected our effort at fifty-five (55) hours. If additional effort is requested by the Client, or other members of the project team, it will be billed as an additional service, in excess of the estimated budget amount provided.

Task 11 – Bid Phase Services

Kimley-Horn will provide limited bid phase services to the Client for this project. This task may include the following:

- Respond to contractor bid questions.
- Review contractor bids.

Because the extent of our effort for this task is unknown at this time, we have projected our effort at forty (40) hours. If additional effort is requested by the Client, or other members of the project team, it will be billed as an additional service, in excess of the estimated budget amount provided.

Subconsultant Services

- Aquatic Planning and Design

Additional Services:

Kimley-Horn may, upon request and authorization from the Client, provide services in addition to those identified herein. Any items requested that are not specifically outlined in the Scope of Services will be considered additional services and may be provided based on a mutually agreed upon scope, fee, and schedule as authorized by the Client. Additional services we can provide include, but are not limited to, the following:

- Section/Property Corner Setting/Rehabilitation. If needed, any section corner or property corner missing, lost, buried, obliterated or not in compliance with the minimum physical standards required by the State of Colorado will be addressed.

- Design for areas outside of existing park sites, i.e. right-of-way/streetscape design;
- Entry/Gateway Monumentation and signage design;
- Park amenity design and detailing outside of those listed above;
- Basketball, tennis, and/or pickleball court design and fencing;
- Structural design of shade structures;
- Illustrative 3D Models/Renderings;
- Revisions beyond those identified;
- Meetings beyond those identified;
- Site Visits beyond those identified;
- Water Quality and Detention Design;
- Offsite Drainage and/or Utility Design;
- Coordination with Franchise Utilities other than what is listed above.
- Surveying and legal preparation of easements and right-of-way will be by others.
- Telecommunications service contract negotiation.
- Design, specification, and documentation of cable infrastructure and/or equipment such as transformers, distribution panels, nodes, amplifiers, repeaters, etc.
- Design, specification, coordination and documentation of any other utilities systems such as wet utilities, etc.
- Stamped, signed, and sealed documents for Dry Utilities Design by a licensed Professional Engineer (PE).

Schedule:

Kimley-Horn will provide our services as practicable to meet a schedule to be mutually agreed upon after receipt of this executed agreement and notice to proceed. Additional services will be completed in a timely manner after they are authorized.

Terms of compensation:

Task No.	Task Description	Fee	Fee Type
Task 1	Landscape Architectural Construction Documents		
	Task 1a: Landscape Plans	\$48,500	LS
	Task 1b: Hardscape Plans	\$63,200	LS
	Task 1c: Irrigation Plans	\$35,100	LS
Task 2	Civil Plans		
	Task 2a: Civil Construction Documents	\$147,600	LS
	Task 2b: Phase 1 Construction Documents	\$108,900	LS
Task 3	Dry Utility Design and Coordination	\$3,800	LS
Task 4	Mechanical and Plumbing	\$8,500	LS
		\$3,000	HR. NTE
Task 5	Electrical Design and Photometric Analysis	\$12,000	LS
Task 6	Opinion of Probable Construction Cost	\$8,600	LS
Task 7	Aquatics Design and Planning Coordination	\$6,000	LS
Task 8	Meetings and Coordination	\$22,900	HR. Est
Task 9	Landscape Construction Phase Services	\$10,500	HR. Est.
Task 10	Civil Construction Phase Services	\$13,000	HR. Est.
Task 11	Bid Phase Services	\$7,700	HR. Est.
	Totals	\$442,200	LS
		57,100	HR Est.

LS = Lump Sum Fee - Services indicated by a "LS" will be provided for the identified Lump Sum Fee. All expenses incurred in the completion of this scope are included within the above fees. All permitting, application, and similar Project fees will be paid directly by the Town.

HR = Hourly - Services indicated by "HR" will be provided on a labor fee plus expense basis. Labor fee will be billed on an hourly basis according to our then-current rates. The estimated budget for these tasks is based upon the assumed hours noted within the Scope of Services.

Reimbursable Expenses - For all tasks, direct reimbursable expenses such as plan reproduction, express mail, air travel, lodging, mileage (greater than 100 miles) and other direct expenses will be billed at 1.15 times cost. AutoCAD drawing plots printed in-house for external use will be billed at the rate of \$3 per bond plot. As to hourly tasks, an amount equal to 6% of the labor effort will be added to each invoice to cover certain other expenses such as in-house duplicating, local mileage, telephone calls, facsimiles, postage, and word processing. All permitting, application, and similar project fees will be paid directly by the Client. Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed and expenses incurred as of the invoice date. Payment will be due and payable within 25 days of your receipt of the invoice.