

**Agreement for Professional Services**  
**(Erie Bus Stops)**

This Agreement for Professional Services (the "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 (the "Effective Date"), by and between the Town of Erie, a Colorado home rule municipality with an address of 645 Holbrook Street, P.O. Box 750, Erie, CO 80516, (the "Town"), and Kimley-Horn and Associates Inc., an independent contractor with a principal place of business at 11800 Ridge Parkway, Suite 200, Bromfield, CO 80021 ("Contractor") (each a "Party" and collectively the "Parties").

Whereas, the Town requires professional services; and

Whereas, Contractor has held itself out to the Town as having the requisite expertise and experience to perform the required professional services.

Now Therefore, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**I. Scope of Services**

A. Contractor shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Contractor proceeds without such written authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

**II. Term and Termination**

A. This Agreement shall commence on the Effective Date, and shall continue until Contractor completes the Scope of Services to the satisfaction of the Town, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days advance written notice. The Town shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

### **III. Compensation**

In consideration for the completion of the Scope of Services by Contractor, the Town shall pay Contractor \$175,000. This amount shall include all fees, costs and expenses incurred by Contractor, and no additional amounts shall be paid by the Town for such fees, costs and expenses. Contractor may submit periodic invoices, which shall be paid by the Town within 30 days of receipt.

### **IV. Professional Responsibility**

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law. The work performed by Contractor shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

B. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

C. Because the Town has hired Contractor for its professional expertise, Contractor agrees not to employ subcontractors to perform any work under this Agreement, except as expressly set forth in the Scope of Services.

D. Contractor shall at all times comply with all applicable law, including all federal, state and local statutes, regulations, ordinances, decrees and rules relating to the emission, discharge, release or threatened release of a hazardous material into the air, surface water, groundwater or land, the manufacturing, processing, use, generation, treatment, storage, disposal, transportation, handling, removal, remediation or investigation of a hazardous material, and the protection of human health and safety, including without limitation the following, as amended: the Comprehensive Environmental Response, Compensation and Liability Act; the Hazardous Materials Transportation Act; the Resource Conservation and Recovery Act; the Toxic Substances Control Act; the Clean Water Act; the Clean Air Act; the Occupational Safety and Health Act; the Solid Waste Disposal Act; the Davis Bacon Act; the Copeland Act; the Contract Work Hours and Safety Standards Act; the Byrd Anti-Lobbying Amendment; the Housing and Community Development Act; and the Energy Policy and Conservation Act.

### **V. Ownership**

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Contractor shall be

exclusively owned by the Town. Contractor expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Contractor hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change the Work Product without providing notice to or receiving consent from Contractor; provided that Contractor shall have no liability for any work that has been modified by the Town.

## **VI. Independent Contractor**

Contractor is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is a Town employee for any purposes.

## **VII. Insurance**

A. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.
2. Commercial General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
3. Professional liability insurance with minimum limits of \$1,000,000 each claim and \$2,000,000 general aggregate.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and

extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

C. Contractor shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

### **VIII. Indemnification**

A. Contractor agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including reasonable attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of a worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor; provided that Contractor's liability under this indemnification provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor.

B. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to indemnify and hold harmless the Town may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement between the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

### **IX. Miscellaneous**

A. *Governing Law and Venue.* This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Boulder County, Colorado.

B. *No Waiver.* Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. *Integration.* This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. *Third Parties.* There are no intended third-party beneficiaries to this Agreement.

E. *Notice.* Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class U.S. Mail to the Party at the address set forth on the first page of this Agreement.

F. *Severability.* If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. *Modification.* This Agreement may only be modified upon written agreement of the Parties.

H. *Assignment.* Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

I. *Governmental Immunity.* The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. *Rights and Remedies.* The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

K. *Subject to Annual Appropriation.* Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

L. *Force Majeure.* No Party shall be in breach of this Agreement if such Party's failure to perform any of the duties under this Agreement is due to Force Majeure, which shall be defined as the inability to undertake or perform any of the duties under this Agreement due to acts of God, floods, fires, sabotage, terrorist attack, strikes, riots, war, labor disputes, forces of nature, the authority and orders of government or pandemics.



## **Exhibit A Scope of Services**

### Contractor's Duties and Deliverables

During the term of this Agreement, Contractor shall perform the following duties, as directed by the Town:

Contractor shall provide survey and site design for the extension of the RTD JUMP service and the placement of new bus stops and upgrade existing bus stops as part of the extension. The map below outlines the 24 stops that will be a part of this project (with stops marked with an X as existing stops to be upgraded).



### **Task 1 Project Management and Meetings**

Contractor shall provide project management and administrative services and coordinate, prepare for, and attend meetings with the Town and key stakeholders – up to 5 coordination meetings and up to 5 stakeholder meetings.

### **Task 2 Data Collection**

#### **Task 2.1 – Topographic Design Survey**

- Contractor shall prepare a Topographic Design Survey of the project locations showing the location of visible structures, utilities, planimetric features, and grade breaks.
- The topographic limits of each location shall be as follows:
  - 100' along the corridor in both directions from the bus stop location, from the approximate, adjacent ROW line to the first lane of traffic.

- Horizontal datum shall be based upon the North American Datum of 1983 (NAD 83), Colorado State Plane - North Zone.
- Vertical datum shall be based upon the North American Vertical Datum of 1988 (NAVD 88).
- Topographic Information shall include: back of curb; flowline of curb; edge of pavement; fence lines; grade breaks; street signs; and the location of all trees measured above-ground.
- Contractor shall locate underground utility information based on visible surface evidence and markings placed by a private underground utility locating company.
- Contractor shall locate visible surface evidence of the various utility systems, such as utility poles, manholes, inlets, catch basins, culverts, valves and fire hydrants. Information shown on utility records that are available at the time of the survey shall be incorporated into the survey. The location of each main, pipe, conduit line and other structures shall be indicated based upon safely observable evidence. Survey personnel shall not enter confined spaces, such as manholes, to obtain utility information; however, other methods will be used to obtain reliable invert elevations. The following information shall be located and obtained for specific visible utilities where access is possible and safe:
  - Sanitary and Storm Sewers: Rim and invert elevations of manholes, inlets and catch basins.
  - Water Mains: location of valves and hydrants.
  - Gas Mains: location of valves.
  - Telephone pedestals, electric pedestals and transformers.
  - Other visible utility surface features.
- Contractor shall obtain the alignment of non-visible underground utilities based upon the survey of surface markings by an underground utility locating service or utility companies.

**Task 2.2 – Right-of-Way Location Survey**

Contractor shall prepare a Right-of-Way Location Survey to determine the approximate right-of-way of the project corridor at each bus stop location. Contractor shall recover the section corners and property corners that control the approximate location of the right-of-way. Should any of property corners, controlling corners or line monuments be missing, Contractor shall notify the Town.

**Task 3 60% Design**

Contractor shall advance the design of the recommended design alternative of new concrete trails with supporting plans, specifications, and cost estimates (PS&E) to 60% level. Contractor will prepare sign plans at the project location per Town standards and requirements. The 60% Design Package for the sites shall contain the following:

- Cover sheet;
- General notes sheet;



- Summary of approximate quantities;
- Details;
- Removal plans;
- Site plan;
- Grading plan;
- Shelter architecture and bus stop furnishings;
- Lighting plan;
- Stormwater improvements (if needed);
- Signing and striping; and
- Revegetation/Landscape.

Contractor shall incorporate up to one round of Town and RTD comments on the 60% design plans and attend one design review meeting.

### **Task 3 90% Design**

Contractor shall advance the design of the bus stops with supporting plans, specifications, and cost estimates (PS&E) to 90% level. Contractor shall prepare site plans at the project location per Town standards and requirements. The 90% design package for the site plans shall contain the following:

- Cover sheet;
- General notes sheet;
- Summary of approximate quantities;
- Horizontal control;
- Removal plans;
- Details;
- Site plan;
- Grading plan;
- Shelter architecture and bus stop furnishings;
- Lighting plan;
- Stormwater improvements (if needed);
- Signing and striping; and
- Revegetation/Landscape.

Contractor shall incorporate up to one round of Town and RTD comments on the 90% design plans and attend one design review meeting.

### **Task 4 Final Bid Documents**

Contractor shall advance the design of the recommended design alternative of new bus stops with supporting plans, specifications, and cost estimates (PS&E) to construction document level. Contractor shall prepare site plans at the project location per Town standards and requirements. The final construction document design package for the site plans shall contain the following plan sheets:

- Cover Sheet;
- General Notes Sheet;

- Summary of Approximate Quantities;
- Horizontal Control;
- Removal Plans;
- Details;
- Site Plan;
- Grading Plan;
- Shelter architecture and bus stop furnishings;
- Lighting plan;
- Stormwater Improvements;
- Signing and Striping; and
- Revegetation/Landscape.

Contractor shall incorporate up to one round of Town and RTD comments on the 90% design plans and attend one design review meeting.

### Certificate Of Completion

Envelope Id: 1271F089-9A45-4DF1-AADB-3718F53E4F04  
 Subject: Complete with Docusign: Bus Stop Design-A121124.docx  
 Source Envelope:  
 Document Pages: 10  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Lyndsy Willette  
 645 Holbrook Street  
 P.O. Box 750  
 Erie, CO 80516  
 lwillette@erieco.gov  
 IP Address: 174.63.17.105

### Record Tracking

Status: Original  
 12/13/2024 11:05:22 AM  
 Holder: Lyndsy Willette  
 lwillette@erieco.gov  
 Location: DocuSign

### Signer Events

Anthony Pratt  
 anthony.pratt@kimley-horn.com  
 Security Level: Email, Account Authentication  
 (None)

### Signature

Signed by:  
  
 446D212FC4EB475...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 137.83.223.169

### Timestamp

Sent: 12/13/2024 11:06:46 AM  
 Viewed: 12/13/2024 11:08:17 AM  
 Signed: 12/13/2024 1:43:25 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/13/2024 11:08:17 AM  
 ID: 8647c7ee-d452-4847-8477-8ea5e4c6448e

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Miguel Aguilar  
 maguilar@erieco.gov  
 Security Level: Email, Account Authentication  
 (None)

**COPIED**

Sent: 12/13/2024 1:43:26 PM  
 Viewed: 12/16/2024 10:05:13 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/13/2024 9:02:39 AM  
 ID: a2d22d79-9701-450b-92f8-d2b0324461f1

### Witness Events

### Signature

### Timestamp

### Notary Events

### Signature

### Timestamp

### Envelope Summary Events

### Status

### Timestamps

Event	Status	Timestamp
Envelope Sent	Hashed/Encrypted	12/13/2024 11:06:46 AM
Certified Delivered	Security Checked	12/13/2024 11:08:17 AM
Signing Complete	Security Checked	12/13/2024 1:43:25 PM
Completed	Security Checked	12/13/2024 1:43:26 PM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Town of Erie (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Town of Erie:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [docusign@erieco.gov](mailto:docusign@erieco.gov)

### **To advise Town of Erie of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [docusign@erieco.gov](mailto:docusign@erieco.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Town of Erie**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [townclerk@erieco.gov](mailto:townclerk@erieco.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Town of Erie**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [docusign@erieco.gov](mailto:docusign@erieco.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Town of Erie as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Town of Erie during the course of your relationship with Town of Erie.