



**BROADBENT**  
ENVIRONMENTAL · ENGINEERING · WATER RESOURCES



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](mailto: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>    |
|                                      |   |       | <b>Task A Total:</b> | <b>\$7,677.36</b> |
| 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            |
|-------------------------|---|-------|----------------------|-------------------|
| <b>Outside Expenses</b> |   |       |                      |                   |
| 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>   |
|                         |   |       | <b>Task B Total:</b> | <b>\$5,903.71</b> |

### 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         |
|                |  |       | <b>Task C Total:</b> | <b>\$18,781.00</b> |

**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](mailto: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 preservations 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](mailto: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](mailto: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](mailto:eileen@becnv.com)

(702) 304-9830



*Environmental Services*

## 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.

# KAITLYN MANSFIELD, M.A., RPA

Project Archaeologist



## 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).



# MATTHEW JOHNS M.A.

Project Historian



## 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.

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- 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](mailto: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 whatsoever, 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