



## **MONUMENT TOWN COUNCIL REGULAR MEETING AGENDA**

**MONDAY, AUGUST 18, 2025 – 6:30 PM**

Monument Town Hall - Council Chambers  
645 Beacon Lite Road - Monument, CO 80132

[Participate Via Microsoft Teams](#)

Participate Via Telephone 719-300-6099 ID: 801 243 058#

[Council Packet](#)

### **1. Call to Order, Pledge of Allegiance, Roll Call:**

### **2. Disclosures of Conflicts of Interest:**

- a. Disclosures of Potential Conflicts of Interest - (*Town Attorney*)
- b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters - (*Town Attorney*)

### **3. Approval of the Consent Agenda:**

- a. Agenda - August 18, 2025
- b. Meeting Minutes - August 4, 2025
- c. Meeting Minutes - June 16, 2025

### **4. Liquor License Authority:**

- a. Festival Permit Application for Pikes Peak Brewing Company for Bines and Brews Festival Event to Be Held at Limbach Park, 151 Front Street - (*Tina Erickson*)

### **5. Ordinances: *Public Hearing(s) Required***

- a. Ordinance No. 15-2025 - An Ordinance Approving a Major Amendment to the Planned Unit Development for Native Sun Construction at 15010 Woodcarver Road - (*Dan Ungerleider*)

### **6. Resolutions:**

- a. Resolution No. 53-2025 - A Resolution to Approve a Professional Services Agreement for Town Engineer and Related Engineering Services Between IMEG Consultant Corp and the Town of Monument - (*Dan Ungerleider*)
- b. Resolution No. 54-2025 - A Resolution Amending an Intergovernmental Agreement With the Colorado Department of Transportation for the Design and Expansion of Jackson Creek Parkway Project - (*Madeline VanDenHoek*)
- c. Resolution No. 55-2025 - A Resolution Authorizing the Town to Recover Cost Related to Receiving Payments - (*Jennifer Phillips*)

**7. Public Comments For Items Not on the Agenda:** *Individuals attending in person may raise their hand to indicate their desire to comment. Individuals attending via Teams may "raise their hand" digitally to comment via connected devices. Please lower your hand when finished with your comments. Comments are limited to 3 minutes.*

**8. Future Agenda Item Authorization:**

- a. Small Business Development Center Overview on October 6
- b. National Veteran Small Business Week Proclamation on October 6
- c. Small Business Saturday Proclamation on October 6
- d. Creek Week Proclamation on September 15

**9. Reports:**

- a. Town Manager's Monthly Report - (*Madeline VanDenHoek*)

**10. Council Comments:**

**11. Executive Sessions:**

- a. Executive Session Pursuant to 24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney for the Purpose of Receiving Legal Advice on Specific Legal Questions Regarding Pending Legal Projects - (*Town Attorney*)

**12. Adjournment:**

**MONUMENT TOWN COUNCIL  
MEETING MINUTES**

Monday, August 4, 2025 - 6:30 PM

Monument Town Hall - 645 Beacon Lite Rd., Monument CO 80132

Hybrid Meeting - Remote Participation Via Teams

**1. Call to Order, Pledge of Allegiance, Roll Call:** *Mayor Mitch LaKind called the regular meeting of the Monument Town Council and led those assembled in the Pledge of Allegiance. Proper notice of the meeting was posted for more than 24 hours in the designated posting locations. The following Councilmembers and staff members were present for the meeting.*

| TOWN COUNCIL                                                                                                                                                                      | TOWN STAFF                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRESENT:<br>Mayor Mitch LaKind<br>Mayor Pro Tem Steve King<br>Councilmember Sana Abbott<br>Councilmember Marco Fiorito<br>Councilmember Laura Kronick<br>Councilmember Chad Smith | Madeline VanDenHoek, Town Manager<br>Patrick Regan, Police Chief<br>Tina Erickson, Town Clerk<br>Ashley Hernandez-Schlagel, Town Attorney<br>Will Williams, Director of IT<br>Andrew Archuleta, Assistant Director of Public Works<br>Jennifer Phillips, Director of Finance<br>Laura Hogan, Director of Administration<br>Dan Ungerleider, Director of Planning<br>Sylvia Simpson, Deputy Town Clerk<br>Emily Trujillo, HR Manager<br>Jonathan Rigaud, Water Manger |
| ATTENDED REMOTELY: Councilmember Kenneth Kimple joined the meeting at 7:00pm                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| ABSENT WITH PRIOR NOTICE:                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| ABSENT WITHOUT PRIOR NOTICE:                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**2. Disclosures of Conflicts of Interest:**

- a. Disclosures of Potential Conflicts of Interest
  - b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters
- No disclosures of potential conflicts of interest were submitted.

**3. Approval of the Consent Agenda:**

- a. Agenda - August 4, 2025
- b. Meeting Minutes - July 21, 2025

c. Invoices Over \$25K

Councilmember Marco Fiorito made a motion to approve the consent agenda as presented. The motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 6 to 0.

**4. Oath of Office:**

a. Officer Hileigh Leseberg

Regan led Officer Leseberg into her oath of office.

**5. Presentations:**

a. Updates to the Outdoor Pikes Peak Initiative

Becky Leinweber Executive Director of PPORA gave updates on the Outdoor Pikes Peak Initiative as presented in the Council packet.

**6. Ordinances: *Public Hearing(s) Required***

a. Ordinance No. 15-2025 - An Ordinance Approving a Major Amendment to the Planned Unit Development for Native Sun Construction at 15010 Woodcarver Road

Ungerleider asked council for a continuation of Ordinance No.15-2025 as included in the council packet. Councilmember Marco Fiorito made a motion to continue Resolution No.15-2025 to August 18, 2025, and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken, and the motion passed 7 to 0.

b. Ordinance No. 16-2025 - An Ordinance Adding Chapter 2.26 to Title 2 of the Monument Municipal Code Concerning Establish a Town Engineer

Ungerleider presented Ordinance No. 16-2025 as included in the council packet. Councilmember Marco Fiorito asked if the senior engineer was full-time or on contract. VanDenHoek specified the engineer would be a contract position utilized on an as needed basis. Councilmember Sana Abbott made a motion to approve Ordinance No. 16-2025 and the motion was seconded by Councilmember Chad Smith. Roll call vote was taken, and the motion passed 7 to 0.

**7. Resolutions:**

a. Resolution No. 49-2025 - A Resolution to Approve a Contract With Applied Ingenuity for Repair to Well #7

Rigaud presented Resolution No. 49-2025 as included in the council packet. Rigaud clarified the emergency repair that took place, the cost, and timeline of the pipe repair. Mayor Mitch LaKind asked how long the well has been offline, why the issue wasn't brought up sooner and why an RFP wasn't completed. VanDenHoek stated an investigation was being done and were unaware of the fix until last week. Archuleta explained that the policy in place states an RFP can be



bypassed in an emergency. Councilmember Marco Fiorito made a motion to approve Resolution No. 49-2025, and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken, and the motion passed 7 to 0.

b. Resolution No. 50-2025 - A Resolution Appointing a Member of the Planning Commission

Ungerleider presented Resolution No. 50-2025 as included in the council packet. Councilmember Sana Abbott made a motion to approve Resolution No. 50-2025 and the motion was seconded by Mayor Mitch LaKind. Roll call vote was taken, and the motion passed 7 to 0. Ungerleider introduced Valerie Baumer to the Town Council.

c. Resolution No. 51-2025 - A Resolution to Adopt Human Resources Policy 1 - Compensation Program

Trujillo presented Resolution No. 51-2025 as included in the packet. Councilmember Laura Kronick stated the form and format of the information was confusing, and the exhibit was not titled. Hogan stated the exhibit will be attached to the Resolution. Councilmember Laura Kronick made a motion to approve Resolution No. 51-2025 and the motion was seconded by Mayor Pro Tem Steve King. Roll call vote was taken, and the motion passed 7 to 0.

d. Resolution No. 52-2025 - A Resolution to Adopt Human Resources Policy 2 - Town Manager Evaluation

Trujillo presented Resolution No. 52-2025 as presented in packets. Councilmember Kronick asked if the evaluation needed to be updated or revised, would a new resolution need to be completed? Trujillo stated any updates or revisions to the policy would be presented to the council for approval. Mayor Pro Tem Steve King made a motion to approve Resolution No. 52-2025 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken, and the motion passed 7 to 0.

## **8. Appointments:**

a. Monument 2040 Steering Committee

Councilmember Chad Smith volunteered for the Steering Committee and was appointed, no opposition from the councilmembers.

b. CML Policy Committee

Mayor Mitch LaKind and Mayor Pro Tem Steve King will remain on CML committee.

c. Nomination for Appointment to Fountain Creek Watershed District Board of Directors as Small Municipality Representative

Councilmember Chad Smith volunteered for the Fountain Creek Watershed District Board of Directors and was appointed, no opposition from the councilmembers. VanDenHoek will submit Councilmember Chad Smith's name and follow up with further information.

## **9. Public Comments For Items Not on the Agenda:**

- Aaron Larson with Troop 17 attended the council meeting for his merit badge.
- Connor attended the council meeting for his merit badge for communications. He asked what issues will the Town Engineer be fixing and if issues with the community would be included. Ungerleider responded issues with Planning and Public Works and for individuals to utilize the website to report concerns.

## **10. Future Agenda Item Authorization:**

- There were no future agenda authorization items to include.

## **11. Council Comments:**

- Mayor Mitch LaKind requested the Councilmembers to review the corrected June 16, 2025 meeting minutes and add to the consent agenda on August 18, 2025.
- Councilmember Kenneth Kimple addressed emails he has received about construction being done in Home Place Ranch during off hours and on weekends and what is being done about it. Kimple requested Ungerleider to address issues with contractors or issue fines. Ungerleider informed the council that Code Enforcement would have to issue summons, and fines could be issued by, however there needs to be proof/evidence submitted. Pro Tem Steve King agreed with Councilmember Kenneth Kimple.

## **12. Executive Sessions:**

a. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney to Receive Legal Advice on Specific Legal Questions, and Pursuant to §24-6-402(4)(e), C.R.S., to Determine Positions Relative to Matters That May Be Subject to Negotiation, Developing Strategy for Negotiations, and Instructing Negotiators, Both Regarding Economic Development Incentives

Mayor Mitch LaKind moved to enter into executive session pursuant to §24-6-402(4)(b), C.R.S. for a conference with the Town Attorney to receive legal advice on specific legal questions, and pursuant to §24-6-402(4)(e), C.R.S., to determine positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators, both regarding economic development incentives and to adjourn the meeting upon conclusion of executive session and the motion was seconded by Councilmember Marco Fiorito. Roll call vote was taken and the motion passed 7 to 0.

- The Council entered executive session at 8:21 pm.

- The Council concluded executive session at 9:21 pm.

**13. Adjournment:**

- The regular council meeting was adjourned at 9:21 pm.

Respectfully Submitted,

---

Sylvia Simpson,  
Deputy Town Clerk

## MONUMENT TOWN COUNCIL MINUTES

Monday, June 16, 2025 - 6:30 PM

Monument Town Hall - 645 Beacon Lite Rd., Monument CO 80132

Hybrid Meeting - Remote Participation Via Teams

### 1. Call to Order, Pledge of Allegiance, Roll Call:

Mayor LaKind called the regular meeting of the Monument Town Council and led those assembled in the Pledge of Allegiance. Proper notice of the meeting was posted for more than 24 hours in the designated posting locations. The following Councilmembers and staff were present for the meeting:

| TOWN COUNCIL                                                                                                                                                                                                                                         | TOWN STAFF                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRESENT:<br>Mayor Mitch LaKind<br>Mayor Pro Tem Steve King<br>Councilmember Laura Kronick<br>Councilmember Sana Abbott<br>Councilmember Marco Fiorito<br>Councilmember Kenneth Kimple<br>Councilmember Chad Smith*<br>*Joined the meeting at 6:52 PM | Madeline VanDenHoek, Town Manager<br>Patrick Regan, Police Chief<br>Tina Erickson, Town Clerk<br>Bob Cole, Town Attorney<br>Will Williams, Director of IT<br>Thomas Tharnish, Director of Public Works<br>Jennifer Phillips, Director of Finance<br>Laura Hogan, Director of Administration<br>Dan Ungerleider, Director of Planning<br>Sylvia Simpson, Deputy Town Clerk |
| ATTENDED REMOTELY:                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                           |
| ABSENT WITH PRIOR NOTICE:                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                           |
| ABSENT WITHOUT PRIOR NOTICE:                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                           |

### 2. Disclosures of Conflicts of Interest:

- a. Disclosures of Potential Conflicts of Interest
- b. Vote on Excluding Council Members with Potential Conflicts of Interest from Consideration, Discussion and Voting on Identified Matters
  - No disclosures of potential conflicts of interest were submitted.

### 3. Approval of the Consent Agenda:

- a. Agenda - June 16, 2025
- b. Meeting Minutes - June 2, 2025
- c. Resolution No. 39-2025 - A Resolution Approving a Contract With A-One Chipseal for the 2025 Capital Chipseal Projects
- d. Approving Jacobs Engineering Group Work Order No. 12 for the Development and Delivery of a Plat of Annexation for Beacon Lite Road for the Total Amount of \$29,085.00

- LaKind requested removal of Resolution No. 39-2025 because it does not contain "not exceed" language. Fiorito moved to approve the consent agenda as modified, seconded by Kronick. Roll call vote was taken and the motion passed. (Yes 6, No 0, Abstained 0.)

#### **4. Discussion Items:**

##### **a. Interview Candidate(s) Seeking Town Council Appointment**

- Council interviewed the candidate that submitted a letter of interest in appointment, Chad Smith.

#### **5. Resolutions:**

##### **a. Resolution No. 42-2025 - A Resolution Appointing One Councilmember At-Large to Fill a Vacancy for The Town of Monument**

- Kronick moved to approve Resolution No. 42-2025, a resolution appointing Chad Smith as Councilmember At-Large. The motion was seconded King. Roll call vote was taken and the motion passed. (Yes 6, No 0, Abstained 0.)
- Smith took the oath of office.
- Council recessed from 6:47pm to 6:52pm and Smith took his seat at the dais.

##### **b. Resolution No. 40-2025 - A Resolution Authorizing an Agreement with Willdan Financial Services for Consultant Services to Conduct Cost Allocation Plan and Fee Study**

- Phillips presented Resolution No. 40-2025, as included in the packet, and explained the purpose of the cost allocation plan and the need for a third-party consultant. Phillips noted that the last user fee and charge study was conducted in 2016, and the new study will serve as a policy tool, enabling the Council to set appropriate fees. Abbott moved to approve Resolution No. 40-2025, seconded by Kronick. Roll call vote was taken and the motion passed. (Yes 7, No 0, Abstained 0.)

##### **c. Resolution No. 41-2025 - A Resolution Authorizing An Agreement with Willdan Financial Services for Consultant Services to Conduct Water Rate Study**

- Phillips presented Resolution No. 41-2025, as included in the packet. Phillips explained that the rate study is a financial analysis designed to project future rates. The study will evaluate costs, maintenance needs, capital improvements, and the full cost of service. The resulting model will remain with the Town for future use. Kronick made a motion to approve Resolution No. 41-2025, seconded by King. Roll call vote was taken and the motion passed. (Yes 7, No 0, Abstained 0.)

d. PUBLIC HEARING on Resolution No. 43-2025 - A Resolution Setting Forth Findings of Fact and Conclusions Regarding the Old Denver Road Annexation

- Ungerleider presented Resolution No. 43-2025 as included in the packet and assured Council the annexation is in compliance. LaKind opened the public hearing and no comments were made. LaKind closed the public hearing. Abbott moved to approve Resolution No. 43-2025, seconded by King. Roll call vote was taken and the motion passed. Yes 7, No 0, Abstained 0.

**6. Ordinances: Public Hearing(s) Required**

a. Ordinance No. 11-2025 - An Ordinance Annexing Certain Lands Known as The Old Denver Road Annexation to The Town of Monument, Colorado

- Ungerleider presented Ordinance No. 11-2025 as included in packet and advised Council this is the second step in the annexation process. LaKind opened the public hearing and no comments were made. LaKind closed the public hearing. Fiorito moved to approve Ordinance No. 11-2025, seconded by Smith. Roll call vote was taken and the motion passed. (Yes 7, No 0, Abstained 0.)

**7. Public Comments For Items Not on the Agenda:**

- Bill Wysong invited the public to “Coffee with the Commissioner” from 9:30-11am on June 21, 2025, at Wesley Owens.

**8. Future Agenda Item Authorization:**

- VanDenHoek received approval to schedule the Pikes Peak Office of Outdoor Recreation Alliance Presentation for late July or early August.

**9. Reports:**

a. Town Manager's Monthly Report - (*Madeline VanDenHoek*)

- LaKind moved to modify the agenda by switching the order of the executive session and adjournment. The motion was seconded by Kronick. Roll call vote was taken and the motion passed. (Yes 7, No 0, Abstained 0.)

**10. Council Comments:**

- Kronick commented on the lack of interest to the Council appointment opportunity and reiterated that she believes Council should be paid.
- King commented on how the community is being impacted by the property on Beacon Lite and County Line Road annexation, how to respond to media questions regarding the history of Monument Ridge West annexation and sought approval from the Council to speak to the media. Cole asked Councilmembers to seek approval from the Council before speaking with the

media and encouraged them to have well-thought-out answers. Kimple, Kronick, Smith and Abbott expressed support of King speaking to the media.

#### **11. Executive Session:**

a. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney to Receive Legal Advice on Specific Legal Questions Regarding Triview Metropolitan District

- LaKind moved to enter into executive session pursuant to §24-6-402(4)(b), C.R.S. for a conference with the Town Attorney to receive legal advice regarding Triview Metropolitan District; and to immediately adjourn the regular meeting upon conclusion of the executive session. The motion was seconded by Fiorito. Roll call vote was taken and the motion passed. (Yes 7, No 0, Abstained 0.)
- Council entered executive session at 8:04pm.
- Council concluded executive session at 9:15pm.

#### **12. Adjournment:**

- The regular meeting was adjourned at the conclusion of executive session at 9:15pm with no further action taking place.

Respectfully Submitted,

---

Sylvia Simpson,  
Deputy Town Clerk



## **MEMORANDUM**

TO: Town of Monument Council – Local Licensing Authority  
FROM: Tina Erickson, Town Clerk  
DATE: August 18, 2025  
RE: Festival Permit Application

---

**BACKGROUND:** GPB, Inc DBA Pikes Peak Brewing Company has applied for a Festival Permit to hold a One-day festival on September 20, 2025 at Limbaugh Park, 151 Front Street.

**DISCUSSION:** Please see Exhibits A-D that illustrate the approval criteria that have been met.

1. The application was filed on July 17, 2025
2. From the evidence submitted, the applicant is a qualifying license type to obtain such permit.
3. The applicant has permission to use the proposed location for the festival within the areas of the diagram provided.
  - a. EXHIBIT A  
Completed application DR 8420
  - b. EXHIBIT B  
Control Plan.
  - c. EXHIBIT C  
Diagram of premises
  - d. EXHIBIT D  
Approved Special Event Liquor Permit

**STAFF RECCOMENDATION:** Staff recommends approval of the Festival Permit for Colorado Brewers Group LLC



## EXHIBIT A

DR 8420 (05/05/25)  
 COLORADO DEPARTMENT OF REVENUE  
 Liquor Enforcement Division  
 PO BOX 17087  
 Denver CO 80217-0087  
 (303) 205-2300

## Festival Permit Application

This permit is only available for the following license types:

- Beer and Wine license;
- Hotel and Restaurant license;
- Tavern license;
- Brew Pub license;
- Vintner's Restaurant license;
- Distillery Pub license;
- Entertainment License;
- Lodging License;
- Manufacturer's license (beer, wine, or spirits);
- Wholesaler's license; or
- Limited Wineries

☐ Initial Application – \$50.00 Processing Fee

☒ Subsequent Festival Application - \$50.00 per festival (9 total allowed per **calendar year**, per permittee)

Note - An authorized participating licensee can participate in up to 52 festivals in a calendar year.

Legal Business Name

GPB, Inc.

Trade Name/DBA Name

Pikes Peak Brewing Company

License Number

03-22465

License Type

Wholesale Beer

Sales Tax Number

Business Phone Number

719-208-4098

Email Address

johannah@goatpatchbrewing.com

Premises Address

1756 Lake Woodmoor Dr

City

Monument

State ZIP Code

CO

80132

Mailing Address

2727 N. Cascade Ave. Suite 123

City

Colorado Springs

State ZIP Code

CO

80907

Festival Location

Limbach Park - Front St. Monument, CO

Date(s) of Festival

09/20/2025

What are the hours of alcohol service during each festival date(s)? (1 festival can be no more than 72 hours)

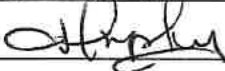
12:00 pm - 4:00 pm

## Attach a copy of Premises Use Authorization Letter or Lease

### Control Plan Attestation

I affirm that I have attached a Security and Control plan that has been circulated and agreed upon by all participating licensees.

Applicant's Signature



Date (MM/DD/YY)

07/15/25

Licensing Authority Signature

☐ Object ☐ Do Not Object

Local Licensing Authority Contact Name

Phone Number

### List of participating businesses (Attach a separate sheet if needed)

Name

License Number

License Type

Person Responsible

Phone Number

Name

License Number

License Type

Person Responsible

Phone Number

Name

License Number

License Type

Person Responsible

Phone Number

Name

License Number

License Type

Person Responsible

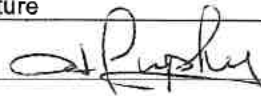
Phone Number

| Brewery name                       | Contact name    | Contact mobile phone # | Selling | If you answered yes to selling, please provide license no. |
|------------------------------------|-----------------|------------------------|---------|------------------------------------------------------------|
| Iron Mule Brewery                  | Bill Benson     |                        | No      |                                                            |
| Voodoo Brewing Company             | Micah Maffeo    |                        | Yes     | Tavern 0317142                                             |
| 3 Hundred Days of Shine Distillery | Jennifer Girard |                        | Yes     | Manufacturing 03-03188                                     |
| Wackadoo Brewing                   | Renee Ramirez   |                        | No      |                                                            |
| Mash Mechanix Brewing Co.          | Leif Anderson   |                        | No      |                                                            |
| Storybook Brewing                  | Lisa Kilman     |                        | No      |                                                            |
| Stoneyard Distillery               | Kari Ward       |                        | Yes     | wholesale 03-03106/manufacturing 03-00908                  |
| Latigo Winery                      | Lisa Nelson     |                        | Yes     | Limited Winery 03-13935                                    |
| Sextro Rye                         | Jessica Hjuler  |                        | No      |                                                            |
| Goat Patch Brewing Co.             | Johannah Murphy |                        | No      |                                                            |
| Pikes Peak Brewing Co.             | Johannah Murphy |                        | No      |                                                            |
| Whistle Pig Brewing                | Emily Beers     |                        | No      |                                                            |
| Milieu Fermentation                | Andrew Bergeron |                        | No      |                                                            |
| Phantom Canyon Brewing Co.         | Brian Koch      |                        | No      |                                                            |
| Peaks N Pines Brewery              | Teresa Vieira   |                        | No      |                                                            |

## Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also know that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code and Colorado Liquor Rules which affect my license or permit.

Signature



Title

Director of Finance & Administration

Date (MM/DD/YY)

07/15/25

### Report And Approval of Local Licensing Authority (City/County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory.

Local Licensing Authority (City or County)

Date Notice was provided to Local Licensing Authority

Signature

Title

Date (MM/DD/YY)

During this festival alcohol will only be sold by the participating alcohol beverage holders (Check All that apply)

☐ In open containers for on-premises consumption

☒ In sealed containers for off-premises consumption

### Notice To Local Licensing Authority

This application for a festival permit will be granted to the above named applicant unless any of the below listed conditions apply. If any of these conditions apply please contact the state licensing authority immediately.

☐ The applicant has not provided you with at least 30 calendar days notice of the proposed festival

☐ Past festivals have had a history of violation of the Colorado Liquor Code or Colorado Liquor Rules or violations of local ordinances

☐ If granted, this permit would result in violations of the Colorado Liquor Code or Colorado Liquor Rules, or the laws of the local government

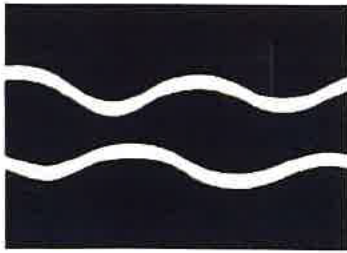
If the Local Licensing Authority objects, provide a separate page with details of the objection.

### Report of State Licensing Authority

Signature

Title

Date (MM/DD/YY)



# TRI-LAKES

## CHAMBER OF COMMERCE ECONOMIC DEVELOPMENT VISITOR CENTER

September 20, 2025

### Bines and Brews Control Plan

**Hours of Operation:** We will be serving alcohol between the event hours of 12:00-4:00pm on September 20, 2025.

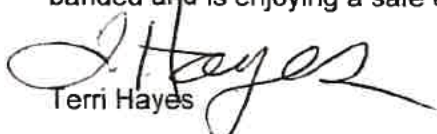
**Boundary:** The map provided with this control plan and with our application shows a red line that indicates temporary and permanent fencing (both types of fencing are metal) that surrounds the park during the Bines and Brews Event. There is one entrance and exit that is monitored at all times during the festival. IDs are checked as it is a 21 or over only event. Monitors ensure that no alcohol is brought in or taken out from the park. Unopened product purchases will be held at the exit for customers to pick up on their way out.

**Ingress and Egress:** Volunteers and/or staff members will be monitoring the entrance/exit on Front Street (see map) during the event ensuring no alcohol is brought into the park and no alcohol beverages are left in the tasting glasses as they leave. The only alcohol allowed to leave the park will be the unopened to-go beverages.

**Signage:** "No Alcoholic beverages beyond this point" signage are posted completely around the perimeter on the fencing around the park and at the entrance/exit.

**Responsible Service:** TIPS trained volunteers and/or staff will check ID of every person entering the park. No under the age of 21 is permitted in the park during the Bines and Brews event. All persons in the park will wear a wrist band signifying that their ID has been checked.

The Tri-Lakes Chamber staff hosts multiple events annually that serve alcohol and is experienced at monitoring consumption and intoxication levels of guests. Chamber staff members running the event maintain current TIPS certifications. The Tri-Lakes Chamber provides TIPS training for chamber volunteers who would be responsible for filling in for a vendor and pouring alcohol. Staff and volunteers monitor attendees throughout the event ensuring each attendee is banded and is enjoying a safe event.

  
Terri Hayes  
President & CEO

## INVESTORS

### President's Council



### Stakeholder Members



### Leader Level Members



# EXHIBIT C

The RED line shows where fencing will be. Fence surrounds entire festival.

The monitored Entrance/exit is on Front Street.

Single entrance/exit point is monitored—checking IDs, and assuring that no outside alcohol is brought in and no open containers are taken out.



2nd St

2nd St

2nd St



Limbach Park

Front St



# **TOWN OF MONUMENT SPECIAL EVENT LIQUOR PERMIT**

Tri Lakes Chamber of Commerce  
At Limbach Park  
151 Front St.,  
Monument, CO 80132

Permit Number: 01-2025

**SPECIAL EVENT LIQUOR PERMIT**  
to serve on-premises consumption  
**MALT, VINOUS AND SPIRITUOUS LIQUOR**

**VALID ONLY FOR THE FOLLOWING PERIODS**

Event Date:

07/04/2025

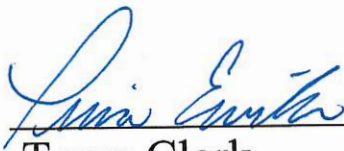
09/20/2025

Event Time:

10:00am-5:00pm

12:00pm-4:00pm

This permit is issued subject to the laws of the State of Colorado and especially under the provisions of Title 44, Article 5, Colorado Revised Statutes. This permit is non-transferable. It is issued only for the specific location described above and must be conspicuously posted at that location.

  
\_\_\_\_\_  
Town Clerk

  
\_\_\_\_\_  
Mayor





TO: The Honorable Mayor and Town Council  
FROM: Dan Ungerleider, AICP, Director of Planning  
DATE: August 18, 2025  
SUBJECT: Ordinance No. 15-2025 – An Ordinance Approving a Major Amendment to the Planned Unit Development for Native Sun Construction at 15010 Woodcarver Road [Public Hearing]

**BACKGROUND:** On July 9, 2025, the Planning Commission conducted a public hearing for a Major Amendment to a Final Planned Unit Development (FPUD) for Native Sun Construction at 15010 Woodcarver Road. During the hearing Planning Commission Member Green noted that she recalled that this property was subject to an annexation agreement, and under the terms of the agreement water service to the property would need to be upgraded from a well to municipal service, and that Woodcarver Road would need to be improved up to Town standards. She was unclear to whom the responsibility and cost of both improvements was assigned. This information had not been found by Staff, nor was it introduced by the owner of Native Sun Construction during the application review process or during the July 9, 2025, Planning Commission Public Hearing. At the conclusion of the Planning Commission public hearing, the Planning Commission unanimously recommended approval of Native Sun Construction's request.

The Planning Department has since found the 2021 Annexation and Development Agreements and found that if certain conditions are met 1) municipal water, most likely Forest Lakes Metro District, must be brought to the property; and 2) that the owner of Native Sun Construction is required to improve and dedicate a set portion of Woodcarver Road to the Town of Monument.

On August 4<sup>th</sup>, Town Council continued the public hearing from to August 18, 2025, to allow the Applicant and Town Staff to research and determine how the aforementioned Annexation Agreement and Development Agreements may apply to their request. Staff has not been able to complete its assessment and is requesting the public hearing for Native Sun Construction's request be continued again to September 15, 2025, the next available Town Council meeting.

**REQUESTED ACTION:** A motion to continue the Town Council public hearing for the consideration of an Ordinance approving a Major Amendment to the Planned Unit Development for Native Sun Construction at 15010 Woodcarver Road from August 18, 2025, to September 15, 2025.





## MEMORANDUM

TO: The Honorable Mayor and Town Council  
FROM: Dan Ungerleider, AICP, Director of Planning  
DATE: August 18, 2025  
SUBJECT: Resolution No. 53-2025, A Resolution to Approve a Professional Services Agreement for Town Engineer and Related Engineering Services

### BACKGROUND.

Since at least 2017, the Town has relied on an on-call engineering services agreement to support development review and other miscellaneous engineering needs. While these services have been valuable, Town Staff has determined that establishing an official Town Engineer position is both necessary and beneficial for the Town's operations.

On April 9, 2025, the Planning Department issued a Request for Proposals (RFP) seeking an independent contractor to serve as the Town Engineer (Attachment A). The RFP outlined the Town's intent to engage a qualified individual engineer or engineering firm to fulfill the role of Town Engineer, providing a comprehensive range of services in support of capital projects and private development activities overseen by both the Planning and Public Works Departments.

To formalize this role, the Town adopted Ordinance No. 16-2025 on August 4, 2025, which added Chapter 2.26 to the Town Municipal Code. This ordinance officially created the position of Town Engineer and established the responsibilities, qualifications, and criteria required for the role.

### PROPOSAL SELECTION.

On May 5, 2025, the Town received eligible proposals from five outstanding, reputable engineering firms. The proposal evaluation committee, including members of the Planning Department and the Public Works Department, reviewed each of the proposals in consideration of expertise, breadth of experience, cost, and their ability to serve as the Town Engineer. The Team also paid close attention to ensure that the selected firm would be able to address or best avoid potential conflicts of interest when working with the public and the private sectors.

The proposal review team interviewed two firms, checked references, and unanimously concluded that IMEG Consulting Corp ("IMEG") was best equipped to serve as the Town of Monuments Town Engineer. IMEG's credentials, municipal experience and ability to serve a variety engineering services, the Team found their collaborative, friendly approach welcoming and compatible with the Town's employee and elected official work culture and ethic.

### SERVICE AGREEMENT.

The Professional Services Agreement (the "Agreement"), included as Exhibit A of the proposed resolution (Attachment B), incorporates IMEG's response to the April 9, 2025 RFP. This response outlines the IMEG consultant team, scope of services, relevant experience, regulatory expertise, and

proposed service rates. The Agreement was prepared by the Town Attorney to align with the Town’s standard service contract format and to reflect the scope and expectations established for the Town Engineer under Chapter 2.26, Title 2 of the Town Municipal Code.

**COMPENSATION STRUCTURE.** Notably, the Agreement departs from the Town’s typical “not to exceed” clause. Historically, the Town has included a fixed maximum expenditure for service and construction contracts to ensure budgetary clarity and control. However, applying such a cap in this case could limit the Town’s ability to fully leverage the expertise and capacity of the Town Engineer. Instead, the Agreement ties the maximum expenditure to the Town Council-approved budget for engineering services. This approach allows for flexibility, enabling the budget to be increased when justified by Staff and formally approved by Council through a budget amendment.

Section 5. Compensation (page 2) of the Agreement establishes that “*Total compensation shall not exceed one million Dollars (\$1,000,000.00) each budget year or the approved budget for the service provided, whichever is less.*”

The Town’s current practice is to either retain a separate engineer or include engineering services within construction contracts. By linking the Town Engineer’s total compensation to the annually approved budget line item, Council maintains the flexibility to engage the Town Engineer when doing so offers a clear organizational or project-specific benefit. The proposed maximum expenditure could reasonably support either a single large capital improvement project or several smaller infrastructure initiatives.

This budget-based approach establishes a transparent framework for when amendments to the Agreement may be warranted—whether initiated by the Town or the consulting Town Engineer. Such amendments typically involve negotiations that may result in adjustments to service levels or rates.

**COST RECOVERY AND TRANSPARENCY.**

Additionally, consistent with the Town’s historical use of on-call engineering services, costs associated with grant-funded projects, private development review, and other related activities will be passed through to the appropriate party—whether a grantor, developer, or business applicant. This cost recovery mechanism will be reflected in upcoming budget programming for engineering and legal services managed by the Planning Department.

Ultimately, integrating the Town Engineer’s services into the Town’s broader operational structure is expected to yield cost efficiencies and ensure consistent, high-quality engineering support across departments.

**REQUESTED ACTION.** A motion to approve Resolution No. 53-2025, a Resolution to Approve a Professional Services Agreement for Town Engineer and Related Engineering Services between IMEG Consultants Corp and the Town of Monument, subject to attorney review.

Attachment A      RFP No. 25-004 Request for Proposal for Town Engineer (of Record), dated April 9, 2025.

Attachment B      Resolution No. 53-2025, A Resolution to Approve a Professional Services Agreement for Town Engineer and Related Engineering Services between IMEG Consultants Corp and the Town of Monument, including Exhibit A – The Services Agreement for Town Engineer and Related Engineering Services, with IMEG Consultant Corp response to RFP, dated May 5, 2025.



REQUEST FOR PROPOSAL

TOWN ENGINEER OF RECORD

|                    |               |
|--------------------|---------------|
| RFP NO:            | 25-004        |
| RFP ISSUANCE DATE: | April 9, 2025 |
| PROPOSAL DUE DATE: | May 5, 2025   |

TOWN OF  
MONUMENT

JENNIFER PHILLIPS

jphillips@tomgov.org

## INTRODUCTION

The Town of Monument, Colorado (Town) is located along the I-25 just 20 miles north of Colorado's second-largest city, Colorado Springs, and is an easy drive to Denver just 53 miles to the north. The Town is a rapidly growing community, with excellent schools, beautiful surroundings and easy access to outdoor recreation, all with that small-town feeling that provides the quality of life that makes Monument so desirable.

The Town is a home rule incorporated community, serving a population of 11,000 residents in north El Paso County. The Town operates under a council-manager form of government consisting of a Mayor, Mayor Pro-Tem, five Council Members and a Town Manager.

### 1. OBJECTIVE

The Town is soliciting proposals from qualified consultants for an Engineer of Record (Town Engineer) to provide engineering services as an independent contractor to the Town. Services typically conducted by the Town Engineer include but are not necessarily limited to the items listed in the Scope of Services portion of this RFP. Work will be provided to the Town on an as-needed basis.

As a rough estimate, the contract Town Engineer is anticipated to average a total of 80 hours per month for the Town of Monument. Proposers shall be licensed to practice engineering in the State of Colorado and in good standing with Colorado Professional Engineers Board. The Town will consider proposals from engineering firms as well as individual engineers.

The Town's Public Works Department manages the Town owned and operated infrastructure that serves the residents of Monument and includes the water system, storm drainage system, local street system, parks and public facilities.

The Town owns and operates several public facilities including the following:

- Town Hall facility, including Police Services
- PW admin facility
- 7 water treatment facilities, supporting 13 wells
- PW field operations facility
- 30 + miles of roadway
- 30+ miles of water distribution mains
- 6 underground PRV Vaults
- 2 water storage tanks
- Monument Lake Dam facility
- Storm Water Drainage Collection system including multiple detention ponds

- Multiple Park and Trail Systems
- Traffic signal devices

## **2. SCOPE OF SERVICES**

---

The following statement of work describes the on-going services that the proposers may be asked to provide to the Town of Monument. These services will be assigned on an as-needed basis. The Town will compensate the Engineer of Record for general engineering services based on standard hourly rates and a fee schedule. The scope of services for the Engineer of Record may include, but is not limited to, the following.

- A. Suggest and comment on engineering related issues, ordinance modifications and public works design standards and construction specification modifications.
- B. Work with Town staff to review or complete federal, state or county permits, applications, or agency notification.
- C. Work with Town staff, organizations and funding agencies to help develop competitive and complete grant applications or funding proposals.
- D. Serve as the Town's representative during the review, plan approval, construction management, and project closeout phases of any development or planning project prepared by other engineers and submitted to the Town for approval. This includes land development projects such as subdivisions or site-specific developments.
- E. Review preliminary engineering design drawings and design calculations for general conformance with state, county, and town requirements and sound engineering practices.
- F. Review final submitted construction plans prepared by other professionals and, after acceptance, stamp and sign the drawings as "Approved for Construction" by the TOWN ENGINEER.
- G. Attend pre-application, construction, Planning Commission, Town Council or other meetings as requested by the Town.
- H. Provide detailed design and construction specifications for successful bidding and construction coordination of town infrastructure improvement and maintenance projects.
- I. Provide project construction observations of public improvements installed as part of private development projects. Verify general conformance with town approved construction plans and specifications.
- J. Provide project management, engineering design, and construction observation for Town public works construction projects.
- K. Perform final construction observations and punch lists for completion of private developments and for Town of Monument project sites, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.

- L. Perform engineering work pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- M. Perform additional basic engineering and special services which cannot be fully described at this time, as requested by the Town. Special projects may include, but are not limited to, design of town-owned public works facilities including streets, water, sewer, storm drainage facilities, fiber optics, and Town owned parks and buildings.

The following is the tentative procurement schedule for the RFP. The Town reserves the right to adjust this schedule.

### **3. TENTATIVE PROCUREMENT SCHEDULE**

The following is the tentative procurement schedule for the RFP. The Town reserves the right to adjust this schedule.

| <b>Date</b>    | <b>Action</b>                                                                                               |
|----------------|-------------------------------------------------------------------------------------------------------------|
| April 9, 2025  | RFP Release Date                                                                                            |
| April 21, 2025 | Deadline to submit questions via email.                                                                     |
| April 26, 2025 | Responses to questions will be posted on the Town's website.                                                |
| May 5, 2025    | Proposals are due no later than 4:00 PM local time.                                                         |
| June 16, 2025  | Expected date by which a recommendation will be made to Town Manager and Town Council on award of proposal. |

### **4. PROPOSAL SUBMISSION**

Proposals must be submitted via email, clearly identified with the RFP title and the word "Submittal" or "Proposal" in the email subject line, with all attachments, no later than the date and time indicated in the Schedule above, to:

\_\_\_\_\_  
**Jennifer Phillips**  
 \_\_\_\_\_  
**Town Engineer of Record**  
 \_\_\_\_\_  
**jphillips@tomgov.org**  
 \_\_\_\_\_

- A. All proposals must be submitted in Microsoft Word or .pdf format.
- B. Submittals without the proper subject line identification may be considered routine emails and may not be considered.

- C. Proposals received after the deadline indicated above will not be considered and will be rejected for lateness.
- D. There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

## **5. QUESTIONS**

---

- A. Questions regarding this RFP must be emailed to the person listed below, not later than the date indicated in the Procurement Schedule:

---

**Jennifer Phillips**  
**jphjillips@tomgov.org**

---

- B. All questions must include the RFP Title and the word “Question – RFP 004” in the email subject line. Questions without this subject identification may be considered routine emails and may not be considered.
- C. Questions communicated by telephone or in person will not be accepted.
- D. All questions will be responded to via BidNet Direct (formerly Rocky Mountain E-purchasing System) no later than the date indicated in the Schedule above. Any responses by the Town that change the terms, conditions, and/or specifications of this RFP will be posted on the website as an addendum. No other communications of any kind may be considered a change to the terms, conditions, and/or specifications of this RFP.

## **6. SUBMITTAL REQUIREMENTS**

---

The following items are to be included in the proposal:

- A. Name of vendor, address, telephone number, website URL, and contact person’s name and email address with name of person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- B. Qualifications:
  - Name and qualifications of the individual who will serve as the Town Engineer.
  - The names of professional persons who will assist the Town Engineer in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The Town is interested in professionals with experience serving small governmental entities and especially serving cities comparable in size to the Town of Monument.
  - Specifically address the proposer’s familiarity with laws and regulations governing public water, stormwater, and transportation systems, including operations, construction and maintenance of the Town’s current systems.



- Description of the proposer's expertise in the following areas:
  - Civil, Structural, Electrical, Mechanical and Transportation Engineering
  - Surveying includes writing legal descriptions, making exhibits, knowledge of ORS, perform peer reviews on fellow surveyor's plats, and ability to complete LOMA applications
  - Wetland, Hillside Development, and Floodplain Permitting
  - Gravity fed membrane filtration treatment and water distribution systems, including pump stations, and water storage
  - Municipal ground/surface water rights acquisition and maintenance of
  - WPCF and NPDES permit regulations and compliance
  - Municipal transportation systems involving state and federal highways
  - Road maintenance techniques and applications
  - Colorado land use law/planning and development related infrastructure issues
  - Public improvement contracting and administration
  - Contract law and intergovernmental agreements
- Explanation of proposer's workload capacity, availability, and level of experience commensurate with the level of service required by the Town.
- Explanation of the proposer's facilities and availability of support staff.
- Proof of Insurance of \$2 million professional liability insurance and \$2 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided. (For all references, please include names, phone numbers, and description of work performed.)
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- Confirmation that the proposer is a civil engineer licensed to work in the State of Colorado.

## **7. COST PROPOSAL**

---

The proposal shall provide a fully-burdened hourly rate for contract as-need, Town Engineer services.

A. Statement of qualifications that includes:

- Similar project experience:
  - Similar scope of work within the past 5 years.
  - Projects for other public entities.
- References (minimum of 3).

- B. Comments and exceptions to the proposed form of Services Agreement circulated in connection with this RFP, including without limitation the insurance requirements. Post-award comments to the Services Agreement not included in the proposal shall not be considered.
- C. The proposal must be signed manually or electronically by an officer or person qualified to bind the vendor.

## **8. WITHDRAWAL PROPOSAL**

---

Proposals shall be binding on the vendor and may not be withdrawn for a period of 60 days following the submission deadline. A vendor may withdraw its own proposal at any time prior to the submission deadline.

## **9. EVALUATION OF PROPOSALS**

---

Proposals will be evaluated based on the following criteria:

- A. Proposed costs.
- B. Proposed schedule – and ability to complete scope of services according to the proposed schedule.
- C. Whether the proposal is responsive to this RFP. To be deemed responsive, the proposal documents shall conform in all material respects to the requirements contained in this RFP.
- D. Consultant and staff are authorized and have the financial strength, technical expertise, resources, and experience to complete the scope of services.
- E. Consultant has satisfactory professional references.
- F. Any other criteria deemed material by the Town.

The Town may impose a numerical valuation system to weigh criteria and rank proposals.

## **10. PROCEDURE FOR SELECTING PROPOSAL**

---

- A. The proposals are expected to be evaluated by the Town staff, who will make a recommendation to the Town Council. As part of its evaluation process, the Town may request clarifications and additional information, conduct customer reference, require a subset of finalist vendors to make a presentation to the Town's selection team, hold multiple rounds of review with a limited group of proposers, and take any other action necessary to perform a thorough and objective evaluation of each proposal.
- B. In the event the Town elects to accept a proposal, it shall accept in writing the proposal that, in its estimation, will best serve the interests of the Town.

- C. Subsequent to the proposal due date, the Town reserves the right to negotiate (i) terms and conditions of the Services Agreement with a vendor(s), and (ii) modifications to a proposal with a single vendor without obligation to negotiate similar modifications with other vendors.
- D. The Town reserves the right to reject any or all proposals, waive any and all formalities and to negotiate contract terms with the successful vendor, disregard all nonconforming, non-responsive or conditional proposals, act in the best interest of the Town, and terminate, modify or suspend the RFP process. This RFP does not commit the Town to award a contract.
- E. There is no expressed or implied obligation for the Town to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request.
- F. All property rights, including publication rights of all reports produced by respondents in connection with services performed under the agreement will be vested in the Town. In addition, respondents will not publish or release any of the results of its examination without the express written permission of the Town.
- G. The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected. Submission of a proposal indicated acceptance by the Consultant of the conditions contained in the Request for Proposals, unless clearly and specifically noted in the proposal as submitted and confirmed in the contract between the Town and the Consultant selected.

## **11. GENERAL TERMS AND CONDITIONS**

---

- A. Interested Parties: All interested vendors are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.
- B. Tax Exemption: The Town, as a home rule municipality, is exempt from sales and use taxes. Vendors shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of the Town. Following the award of proposal, a tax exemption certificate will be furnished by the Town upon request by the successful vendor.
- C. Pre-Contractual Expenses: The Town assumes no liability for payment of any pre-contractual expenses incurred by prospective vendors, including but not limited to costs incurred in the preparation or submission of proposals.
- D. Non-Discrimination: The vendor, by submitting a proposal, agrees to not unlawfully discriminate against any employee of the vendor or the Town or applicant for employment or for services or any member of the public on the basis of disability, race, sex, age, national origin, religion, sexual orientation, gender identity or expression, marital or military status, pregnancy, political affiliation or any other status protected by federal or state law.
- E. Governing Law: The laws of the State of Colorado shall govern this RFP. Venue for any dispute arising out of or relating to this RFP shall be in the State of Colorado District Court for El Paso County.

- F. Public Record: All proposals submitted will become property of the Town and may be subject to public disclosure pursuant to the Colorado Open Records Act, § 24-72-201, et seq., C.R.S. Any language purporting to render the entire proposal or proprietary will be ineffective and will be disregarded.
-

RFP 2025-2004  
Engineer of Record RFP  
Responses to Questions

1. **Part 6, Section B – Qualifications:** The RFP requests expertise in Structural, Electrical, and Mechanical Engineering. Could you clarify what specific tasks or responsibilities are anticipated in these areas, and what level of time commitment the Town expects for each?

**For the Planning Department, the Town is most interested in civil engineering services related to grading, stormwater management and site & public right of way improvements. Public Works may require expertise in structural, electrical and mechanical engineering, either through the consultant or a subconsultant. It is not possible to anticipate the amount of time for each.**

2. **Part 9 – Evaluation of Proposals, Point B:** This section references a “Proposed schedule.” Can you confirm whether a project schedule is required as part of this RFP submission, or clarify what is meant by this requirement?

**This was left in by accident, please disregard.**

3. **Construction Observation – Role & Time Commitment:** What are the Town’s time expectations regarding the Town Engineer’s involvement in construction observation? Will the Engineer serve as a supplement to the Town’s inspection team, or be expected to act as the primary inspector?

**It is anticipated that the Town Engineer will act as the primary inspector for land development and public rights of way improvement projects. The Town Engineer may also be asked to oversee public infrastructure improvement projects.**

4. **Construction Observation – Record Keeping Requirements:** What is the Town’s process and expectation for documentation during construction observation? Specifically, is the Town Engineer expected to log daily reports, and is there a particular program, portal, or reporting format required for this documentation?

**The Town is open to converting to a system that works well for the contractor, or the Town and contract can design a system for reporting together.**

5. **Construction Observation – Inspection Scheduling:** What is the required notice period for scheduling inspections? Will inspections be scheduled via phone call, a web-based portal, or another method?

**The Town uses Community Core for development entitlement and land development permit services.**

6. Does the “A. Statement of qualifications that includes...” section under 7. Cost Proposal mean that the Town wants this information provided twice? Or should we just provide similar project experience and references under section 6B?

**Information only needs to be provided once in whatever section is most convenient for the proposer.**

**TOWN OF MONUMENT**

**RESOLUTION NO. 53-2025**

**A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR TOWN  
ENGINEER AND RELATED ENGINEERING SERVICES  
BETWEEN IMEG CONSULTANTS CORP AND THE TOWN OF MONUMENT**

**WHEREAS**, the Town of Monument (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town’s Home Rule Charter approved by the electors on November 8, 2022 (“Charter”); and

**WHEREAS**, the Town Council has determined that it is necessary and beneficial for the efficient and cost-effective operation of the Town to have a Town Engineer; and

**WHEREAS**, the Town Council adopted Ordinance No. 16-2025 amending Title 2 of the Monument Municipal code to establishes the position of Town Engineer, its require qualification and duties assigned, and

**WHEREAS**, on April 9, 2025, the Town published a request for proposals (RFP) seeking an independent contractor to serve as the Town Engineer and received five (5) proposals; and

**WHEREAS**, on July 31, 2025, a proposal evaluation committee including members of the Planning Department and the Public Works Department, considered the proposals and selected the IMEG Consultant Corp to serve as the Town Engineer for their credentials, municipal experience and ability to provide a vast variety engineering services.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO THAT:**

**Section 1. Incorporation.** The recitals set forth above are incorporated and resolved as if set forth in the section in full.

**Section 2. Selection of Professional Service Provider.** The Professional Service Provider is selector to provide the Services based on the evaluation and selection criteria contained in the contract and Procurement Policy and the solicitation for services.

**Section 3. Approval of Professional Services Agreement.** The Professional Services Agreement (“Agreement”), in the form attached hereto and incorporated herein as Exhibit A, is approved, and with additional, non-substantive changes as may be approved by the Town Attorney. The Town Manger is authorized to execute and sign the Agreement indicating it is approved as to form, and the Town Clerk is authorized to attest such signatures.

**Section 4. Authorization of Expenditure.** The expenditure of funds provided in the Agreement for the scope of services identified in the Agreement is shall not exceed one million Dollars (\$1,000,000.00) each budget year or the approved budget for the service provided, whichever is less.

**Section 5. Effective Date.** This Resolution shall become effective and be in full force and effect immediately upon approval.

**Section 6. Severability.** If any portion of this Resolution or the application thereof shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications which can be given effect without the invalid portion or application, provided such remaining portions or applications are not determined by the court to be inoperable.

**PASSED AND RESOLVED** by the Town of Monument, El Paso County, Colorado, this 18<sup>th</sup> day of August 2025, by a vote of \_\_\_\_ for and \_\_\_\_ against.

TOWN OF MONUMENT

By:

\_\_\_\_\_  
Mitch LaKind, Mayor

**ATTEST:**

\_\_\_\_\_  
Tina Erickson, Town Clerk

**Exhibit A**

**PROFESSIONAL SERVICES AGREEMENT FOR  
TOWN ENGINEER RELATED ENGINEERING SERVICES  
BETWEEN**

**TOWN OF MONUMENT  
AND  
IMEG CONSULTANT CORP**

[cover page, intentionally blank]



**PROFESSIONAL SERVICE AGREEMENT  
EXHIBIT A**



**REQUEST FOR PROPOSALS FOR  
THE TOWN OF MONUMENT FOR  
TOWN ENGINEER OF RECORD  
RFP# 25-004**

**MAY 5, 2025**

# COVER LETTER

**JENNIFER PHILLIPS  
TOWN OF MONUMENT  
645 BEACON LITE ROAD  
MONUMENT, CO 80132**

**SUBJECT: RFP No. 25-004: TOWN ENGINEER OF RECORD**

IMEG is pleased to submit our proposal in response to the Town of Monument's Request for Proposals for the Town Engineer of Record. As a nationally recognized, multi-discipline engineering firm with a strong presence in Colorado, we bring the experience, capacity, and dedication necessary to support the Town's ongoing and future infrastructure needs.

We recognize that selecting a trusted partner for this role is a significant decision, especially for a growing and vibrant community like Monument. IMEG offers a collaborative and responsive approach grounded in deep technical expertise and a commitment to public service. We have a long history of supporting municipalities across Colorado, and we understand the challenges and responsibilities that come with maintaining essential systems—including water distribution, storm drainage, transportation infrastructure, and public facilities.

Our proposed team, led by Taylor Goertz, PE, offers a balance of hands-on municipal experience and strategic foresight. Taylor will serve as your Project Manager and primary point of contact, ensuring responsive communication and consistency throughout our engagement. Backed by a qualified team of engineers, surveyors, and technical specialists, Taylor will work closely with Town staff to support project reviews, public meetings, infrastructure design, permitting, and construction oversight. We are fully committed to becoming an extension of your staff and aligning our efforts with the Town's goals, budget, and timeline.

As an employee-owned firm, IMEG prides itself on long-term relationships built on trust, transparency, and quality performance. Our staff is licensed in Colorado, familiar with local and state regulatory frameworks, and equipped with the tools and availability to provide responsive service. We are confident that our team is uniquely positioned to meet the expectations outlined in your RFP and contribute positively to Monument's continued growth and success.

We welcome the opportunity to collaborate with you and invite you to contact any of our municipal references, such as the City of Golden, Town of Johnstown, or Town of Morrison, where we continue to serve as on-call engineers. Additional information about our experience and capabilities is provided in the attached proposal. Thank you for your time and consideration—we look forward to the opportunity to support the Town as your trusted Engineer of Record.

Sincerely,



TAYLOR GOERTZ, PE  
PRINCIPAL-IN-CHARGE | CLIENT EXECUTIVE  
AUTHORIZED REPRESENTATIVE

**7600 E. ORCHARD ROAD, SUITE 250-S  
GREENWOOD VILLAGE, CO 80111  
T: 303.792.0557  
E: TAYLOR.C.GOERTZ@IMEGCRP.COM**

**Top 3 Engineering Firm in the  
U.S. (BD+C 2023)**

**115 Years of History  
in the making**

**100+ Locations**

**2,800 Employees**

**100% Employee-Owned**

# TABLE OF CONTENTS

|                                                                                                                                    |    |
|------------------------------------------------------------------------------------------------------------------------------------|----|
|  FIRM INFORMATION .....                           | 1  |
|  KEY PERSONNEL .....                              | 4  |
|  RELEVANT EXPERIENCE .....                        | 16 |
|  REGULATORY KNOWLEDGE AND SYSTEM OPERATIONS ..... | 24 |
|  SPECIALIZED EXPERTISE .....                      | 25 |
|  WORKLOAD CAPACITY AND AVAILABILITY .....         | 26 |
|  FACILITIES AND SUPPORT STAFF.....                | 27 |
|  PROOF OF INSURANCE.....                          | 28 |
|  REFERENCES.....                                  | 29 |
|  AFFIRMATIONS AND SERVICES AGREEMENT .....        | 30 |
|  COST PROPOSAL.....                              | 31 |

# **FIRM INFORMATION**

# FIRM INFORMATION

WWW.IMEGCRP.COM



## PRIMARY CONTACT

**Taylor Goertz, PE**

*Authorized Representative*

Client Executive, Principal-in-Charge

7600 E. Orchard Road, Suite 250-S

Greenwood Village, CO 80111

T: 303.647.4847

E: taylor.c.goertz@imegcorp.com

## AT-A-GLANCE

- Top 3 Engineering Firm in U.S. (BD+C)
- 100% Employee-Owned Corporation
- Full-service Engineering & Consulting
- 100+ Locations
- 2,800 Team Members
- 650+ Licensed Engineers
- \$427M in Annual Revenue
- #52 / Top 500 Design Firm List (ENR)

IMEG is a leading U.S.-based engineering design firm that combines the extensive expertise of a national leader with the personalized service and deep collaboration of a local firm. Our civil specialties include municipal engineering, land development and surveying, building engineering, transportation, and construction observation. With a team of **over 400 professional civil engineers and land surveyors**, we are dedicated to building strong regional connections and delivering high-quality, cost-effective outcomes through a collaborative and flexible project approach.

In Colorado, IMEG has a proven track record of successfully managing on-call engineering contracts, providing a full spectrum of services such as surveying, engineering design, permitting, construction oversight, and project certification. Our team's responsiveness and ability to coordinate effectively with municipal personnel, property owners, and contractors ensure minimal disruption to communities and efficient project execution. We are committed to delivering innovative and sustainable solutions that meet the unique needs of each municipality we serve.

## FIRM HISTORY

In 2015, KJWW Engineering (1961) and TTG Engineers (1955) merged to form IMEG. Since the initial merger, we have welcomed more than 40 new firms into our ONE IMEG family — broadening our national expertise through local connections. **Our overall firm history dates back to 1910.**

## KEY DIFFERENTIATORS INCLUDE:

- Local knowledge & connections
- Single point-of-contact project management
- Latest training & certifications
- Ability to “fast-track” projects
- State-of-the-art technology & equipment
- Involvement from project initiation to project completion
- Successful, timely project delivery
- Accurate, efficient data collection

**We are employee-owned and results driven with a passion for transforming environments and communities through high-performance design and infrastructure.**



**35+** YEARS PROVIDING  
ON-CALL TYPE SERVICES  
IN COLORADO



# FIRM INFORMATION

## DEPTH OF EXPERIENCE

IMEG offers a strong and well-rounded multi-discipline engineering team with deep municipal experience and a regional presence that aligns with the Town of Monument's goals. Our local civil engineering experts provide comprehensive support for the Town's staff, including technical plan review for new development and capital projects, roadway and multi-modal transportation design, critical infrastructure rehab/repair/replacement, construction management, park design, stormwater facility design and floodplain management. To compliment our civil team we also have experts across the disciplines of land surveying, GIS, landscape architecture, structural, electrical, plumbing, and mechanical engineering. We serve other small communities similar in size to the Town of Monument and we know issues can arise that require a broad range of expertise. IMEG has the local expertise and deep bench needed to help the Town as you face challenges like major new development projects that may be contentious or as you interface with state and federal regulatory agencies, such as CDPHE and FEMA, as you address issues encountered as your infrastructure ages and as you identify capital improvement projects to serve the Town's diverse residents and businesses.

Our team's expertise spans the full range of civil services, including engineering design, land surveying, construction observation, environmental assessments, and landscape architecture. We also bring specialized capabilities such as GIS, 3D reality capture, drone-based site mapping, and subsurface utility engineering—tools that enable precise planning and smarter execution.

**With over 400 civil experts, IMEG delivers responsive, forward-thinking solutions tailored to municipal needs.**

## MUNICIPAL-FOCUSED EXPERIENCE

IMEG has a long-standing history of delivering high-quality services to cities throughout Colorado. Our civil engineering group focuses on municipal infrastructure, land development, and transportation projects. We understand the complex challenges local agencies face and have the resources to respond efficiently and effectively to on-call task orders.

Our success lies not only in our technical abilities, but in how we partner with Town staff. IMEG is known for our collaborative approach, tailored solutions, and proactive communication throughout the lifecycle of each assignment. Whether supporting planning studies, preparing PS&E packages, or observing construction, we integrate seamlessly with Town workflows to ensure quality, compliance, and accountability.



## INNOVATION IN PRACTICE

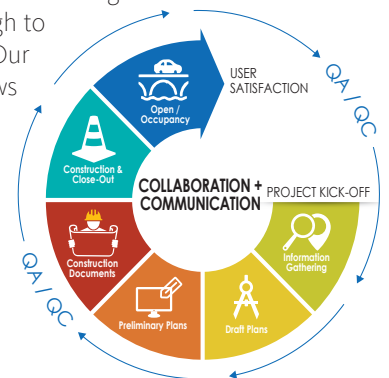
IMEG is recognized for staying on the forefront of technology in the civil engineering field. Our in-house drone team—certified under FAA Part 107—supports safe, efficient inspections and mapping. Our 3D laser scanning tools help us capture millimeter-accurate site data that enhances design accuracy and minimizes costly field changes. This investment in technology directly benefits municipalities by improving decision-making and reducing delays. Using GIS, we can develop thorough condition assessments for aging systems and create comprehensive capital improvement plans. In addition, our staff are equipped with state-of-the-art software to assess, design, and implement your projects.

## LOCAL EXPERTISE

Perhaps most importantly, we have the local expertise that will enable us to hit the ground running having served as On-Call Engineer for the City of Manitou Springs for years, and having represented Manitou Springs at the PPCOG, PPRTA and other regional agencies, such as the Fountain Creek Watershed District where one of our staff served on the District's Technical Advisory Committee for five years. We are familiar with PPRBD processes, and have relationships with staff at USAFA, City of Colorado Springs and El Paso County.

## QUALITY-DRIVEN PROCESSES

Our robust quality control program ensures all deliverables meet high professional standards while minimizing risk to the Town. We initiate quality reviews at the earliest stages of design and continue through to construction administration. Our internal coordination workflows ensure that all disciplines and subconsultants are aligned, reducing the likelihood of rework and miscommunication. We take full ownership of the quality and clarity of our plans and specifications.



# SERVICES & SPECIALTIES

## BUILDING DESIGN

### MECHANICAL

- Site/Facility/Campus Master Planning
- Central Cooling and Heating Plants
- Hydronic Distribution Systems
- Air Distribution Systems
- Exhaust Systems
- Make-Up Air Systems
- VRF Systems
- BMS Systems Controls and Equipment
- Sequence of Operations
- Various other Mechanical System Types/Elements

### ELECTRICAL

- PV / Energy Storage
- Arc Flash
- Cogeneration
- Emergency Power
- Power Conditioning
- Renewable Energy
- Mission Critical Infrastructure
- Primary & Secondary Power Distribution
- UPS (Uninterruptible Power Supply)
- Metering & Monitoring

### PLUMBING

- Site/Facility/Campus Master Planning
- Central Plumbing
- Distribution Systems
- Domestic Water
- Waste

### FIRE PROTECTION

- Wet and Dry Sprinkler Systems
- Clean Fire Suppression Systems
- Foam Fire Suppression Systems
- Fire Pumps
- Fire Alarms (Addressable), Intelligent (Self-testing), and Standard Zone Systems
- Smoke Management Systems

### TECHNOLOGY

- Audio-Visual
- Theatrical AV
- Digital Signage
- Sound Reinforcement
- Security Design & Engineering
- Technology Utility Infrastructure
- Structured Cabling Systems
- Telephony Systems
- Wired & Wireless Networking
- Distributed Antenna Systems
- RFID / RTLS
- System Procurement & Implementation
- Standards Development

## STRUCTURAL

- Conventional and Specialized Foundation Solutions
- High Seismic and Hurricane Expertise
- Critical Path Delivery Solutions
- Cost Optimization Strategies
- Long Span Expertise
- Bridge Design
- Dam Design and Inspections
- Forensic Investigations
- Historic Structure Rehabilitation

## ARCHITECTURAL LIGHTING

- Luminaire Selection & Design
- Custom Luminaire Design & Mounting Details
- Interior & Exterior Lighting
- Daylight Harvesting & Analysis
- Photometric Point-by-Point Calculations
- Smart Metering & Monitoring

## ACOUSTICS

- Noise Control
- Speech Intelligibility
- Room Acoustics
- Computer Modeling
- Performance Sound Systems-Masking

## COMMISSIONING

- Commissioning
- Retro Commissioning
- System Peer Review
- LEED Services
- Functional Performance Testing
- Integrated Systems Testing
- Computerized Maintenance Management Systems Integration

## PROCESS

- Process Flow Diagrams (PFD)
- Plant Layout & Piping
- Chemical / Material Handling
- Pharmaceuticals
- Chemical Laboratories
- High Hazard Materials
- Flammables / Combustibles
- Dust Collection Systems
- Dust Hazard Analysis (DHA)
- Automation & Controls

## PARKING

- Full-service Design & Engineering
- Studies: Supply / Demand Analysis, Site Alternatives, Shared Parking
- Conceptual Layout / Analysis
- Operational Analysis
- Parking Access and Revenue Control Systems (PARCS)
- Wayfinding
- Peer Review / Value Engineering
- Condition Appraisal / Restoration

## INFRASTRUCTURE DESIGN & PLANNING

### CIVIL & SURVEY

- Site Plan Development
- Municipal Infrastructure
- Traffic and Transportation
- Bridges and Retaining Walls
- Sanitary Treatment
- Water Distribution / Treatment
- Storm Drainage & Flood Mitigation
- Water Quality and Resources
- Land Acquisition/Relocation
- Land Master Planning
- Regulatory Permitting
- Subsurface Utilities
- Erosion Control
- Easement and Right-Of-Way
- ALTA/NSPS Land Title
- Construction Layout
- Aerial Photo Control Surveys
- Topographic Surveys
- Hydraulic Surveys
- Volume/Quantity Surveys
- Drone-Digital Aerial Photography
- As-Built Surveys
- Laser Scanning
- Flood Elevation Surveys

## GEOGRAPHIC INFORMATION SYSTEMS (GIS)

- Municipal Government GIS
- GIS Implementation
- Database Development and Maintenance
- Asset Management
- GPS Data Collection & Update
- Spatial & Network Analysis
- Cartographic Map Production
- ESRI's ArcGIS Suite and Autodesk's AutoCAD Suite

## TESTING/ENVIRONMENTAL

- Geotechnical Drilling and Engineering
- Concrete Coring
- Nuclear Density Testing
- Slope Stability Analysis
- Asphalt Extractions
- Sieve Analysis
- Concrete Air/Slump/Compression Testing

## LANDSCAPE ARCHITECTURE

- Design and Development
- Landscape Planting Design
- Hardscape Design
- Landscape Construction Drawings
- Tree Preservation Plans
- Arborist Site Monitoring
- Re-forestation Plans

## CONSULTING & ADVISORY SERVICES

### BUILDING PERFORMANCE

- Retro Commissioning
- Monitored-based Commissioning
- Building Optimization Analysis
- Plan Development

### SUSTAINABLE DESIGN

- Decarbonization
- PV / Energy Storage
- Energy Modeling
- Architectural Massing and Envelope Optimization
- Performance-Based Design
- Daylighting Analysis
- CFD
- LEED & WELL Certification
- Net Zero Design
- Green Globe Design
- Energy Star Certification

### MEDICAL EQUIPMENT PLANNING

- Studies & Planning
- Inventory Assessment
- Equipment Lists & Budget
- Architecturally Significant Equipment Documentation
- 3D Placement Models
- Procurement & Bid Assistance
- Equipment Replacement / Phasing
- Clinical Engineering Investigations
- Receiving, Storage and Installation Coordination

### HEALTHCARE IT

- Strategic and Master Planning
- Pre-Design Current State Assessment, Planning, and Visioning
- Technology Program Design, Alignment, and Standardization
- Design Phase Support
- Program Ownership/Mgmt
- Technology Discovery, Selection, and/or Procurement
- Connected Care Pilot
- Medical Device Integration

### SECURITY CONSULTING

- Crime Prevention Through Environmental Design (CPTED)
- Security Needs Assessment
- Vulnerability Assessments and Gap Analysis
- Threat Assessments
- Active Shooter Response Training
- Workplace Violence Prevention
- Tabletop Exercises, Rehearsals, & Drills
- Emergency Action Plan & Procedure Development
- Business Continuity Planning
- Security System Planning

## **KEY PERSONNEL**



# KEY PERSONNEL ORGANIZATIONAL CHART



**NO MEMBERS OF OUR TEAMS WILL BE REPLACED DURING THE DURATION OF AWARDED PROJECTS WITHOUT PRIOR APPROVAL FROM THE TOWN OF MONUMENT.**

**\*PROPOSED TOWN ENGINEER**

**PROPOSED TOWN ENGINEER**

**Taylor Goertz, PE**  
PRINCIPAL-IN-CHARGE | CIVIL ENGINEER



Taylor has more than 25 years of varied experience in planning, engineering, management, and construction in site development engineering. His experience includes a wide variety of tasks including public works services, water and wastewater conveyance, stormwater and detention facilities, roadways, recreational facilities, and entertainment projects.

**PROJECT HIGHLIGHTS**

**Castle Pines Metropolitan District, Castle Rock, CO**

- Crestone Way Widening and Water Line Replacement, Included Design of Curb & Gutter, Asphalt, and Storm Improvements
- Miscellaneous Site Plan Review

**City of Central City, CO, Miscellaneous On-Call Engineering Services**

**City of Golden, CO**

- 2020 Water and Sanitary Sewer Infrastructure Replacement Improvements
- 2021 Miscellaneous On-Call Engineering Services
- 2021 Miscellaneous Planning Projects
- 2022 Stormwater Detention Pond Retrofit Improvements
- 2022 Utility Replacement
- 2023 Utility Replacement, Potable Water Main Replacement and Sanitary Sewer Improvements
- Miscellaneous Engineering Services for Water, Wastewater, Transportation, and Other City Needs
- Tank Structural Steel Repair and Recoating for City's 6200 South Tank

**City of Lone Tree, CO**

- 2022 Lincoln Avenue Concrete Panel Replacement
- 2022 Overlay & Concrete Replacement
- 2023 General Services for Public Works and Planning
- 2023 Overlay and Concrete Replacement
- General Consultation for On-Call Civil Engineering and Land Surveying Services

**Heritage Hills Metro District, Greenwood Village, CO, 2022 Overlay & Reconstruction**

**Park Meadows Metropolitan District, Lone Tree, CO, General Engineering Consultation 2021**

**Town of Johnstown, CO**

- Complete New Storm Water & Drainage Design Standards
- General Engineering Services to all Departments of the Town

**Town of Morrison, CO, On-Call Flood Plain Administrative Services and Misc. Development Review Services**

**City of Northglenn, CO, Storm Drainage System Mapping and Condition Assessment**

**Experience**

25 Total, 25 with IMEG

**Education**

Colorado School of Mines, BS Civil Engineering

**Registrations**

Professional Engineer  
Colorado (40237)

**Affiliations**

APWA  
Colorado Asphalt Paving Association  
Leadership Douglas County Association

## **Rick Rome, PE, LEED AP**

PROJECT MANAGER | SENIOR CIVIL ENGINEER



Rick has been practicing civil engineering in the Colorado Front Range and surrounding areas for 32 years. His experience includes engineering services in support of site development from entitlement to final acceptance. His expertise includes design of infrastructure including water distribution and collection systems, roadways and drainage infrastructure. Rick has worked on all manner of site improvement projects including urban infill, brownfield redevelopment, residential, commercial, retail and industrial sites. His experience includes capital improvement master planning, system modeling and design services.

### **PROJECT HIGHLIGHTS**

#### **Castle Pines Metropolitan District, Castle Rock, CO**

- Crestone Way Widening and Water Line Replacement, Included Design of Curb & Gutter, Asphalt, and Storm Improvements
- Misc. Engineering Services
- Saxon Drainage Paths and Improvements Assessment

#### **City of Central City, CO**

- Lake Gulch Annexation Petition Documentation Review, Including Review of Map, Legal Descriptions, and Title Commitment
- Miscellaneous On-Call Engineering Review Services for Development
- Miscellaneous On-Call Engineering Services
- Youngs Ranch Resource (Aggregate Mine) Design Plan/Construction Review for Infrastructure and Assets Improvements

#### **City of Golden, CO**

- Grampsas Parking Lot Conversion, Including Storm Drainage and Water Quality Improvements
- Ulysses Park Baseball Fields Conversion to Multi-Use Fields, Including New Restroom and Amenity Planning and Design Improvements

**City of Lakewood, CO**, 7,000-sf New West Metro Fire Station Reserve Storage Annex Building

#### **City of Lone Tree, CO**

- 2023 Overlay and Concrete Replacement
- Acres Green and Park Meadows Drive Overlay-Supplementary Intersection Pavement Replacement Design

#### **Heritage Hills Metro District, Lone Tree, CO**

- 2022 Overlay & Reconstruction
- General Engineering Consultation

### **Experience**

32 Total, 5 with IMEG

### **Education**

University of Colorado, Denver, BS Civil Engineering

### **Registrations**

Professional Engineer  
Colorado (35103)

### **Certifications**

LEED Accredited Professional

### **Affiliations**

ASCE  
CSHE

## Greg Jeppesen, PE

SENIOR CIVIL ENGINEER



Greg is a dynamic professional engineer with strong project and construction management experience. He maintains focus on bottom-line results while ensuring on-time and on-budget delivery of large-scale projects. He has extensive knowledge in permitting, civil engineering for residential, commercial, and industrial development projects, and utilities. Greg excels at communication, relationship building and leadership skills, and is proficient in Microsoft Word, Excel, Autocad, Civil 3D, and numerous engineering design programs.

### PROJECT HIGHLIGHTS

**Castle Pines Metropolitan District, Castle Rock, CO,** Crestone Way Widening and Water Line Replacement, Included Design of Curb & Gutter, Asphalt, and Storm Improvements

#### **City of Golden, CO**

- 2020 Water and Sanitary Sewer Infrastructure Replacement Improvements
- 2021 Miscellaneous On-Call Engineering Services
- 2021 Water and Sewer Utility Replacement Design
- 2022 Stormwater Detention Pond Retrofit Improvements
- Various Storm Improvements, Detention Pond improvements, Storm Collection Piping replacement and realignments
- Water Quality Improvements

**City of Greeley, CO,** Apricot Avenue Road Improvements

**City of Lone Tree, CO,** 2023 Overlay and Concrete Replacement

#### **Kolorado River Ranch, LLC, Gypsum, CO**

- Entry Drives Drainage Improvements Design
- Master Plan/Design for Improvements on 2,000 Acre Ranch, Including Stormwater Management Systems, Regulatory Permitting, Wetlands Delineation, Ranch Headquarters, Lodge & Accessory Dwelling Unit Design & Construction, Grading Plans & Roadway Improvements

**RTP Company, Orange, TX,** Site Stormwater and Wastewater Evaluation

#### **Town of Johnstown, CO**

- Sanitary Sewer Expansion, Central Phase One, 2,600 linear feet of Gravity Sewer, 8 MGD Lift Station with 6,000 linear feet of 12-inch and 16-inch Parallel Force Mains
- Sanitary Sewer Expansion, Central Phase Two, 11,000 linear feet of 15-inch to 21-inch Gravity Sewer
- Sanitary Sewer Expansion, North Phase One, 40,000 linear feet of 12-inch to 30-inch Gravity Wewer, 6 MGD Lift Station with 1,500 linear feet of two Parallel 12-inch Force Mains

**Town of Morrison, CO,** As-Needed Miscellaneous Engineering

### Experience

28 Total, 7 with IMEG

### Education

University of Colorado, MS Civil Engineering

Purdue University, BS Civil Engineering

### Registrations

Professional Engineer

Colorado (43935)

Florida (55365)

Texas (102821)

## Shelley Cobau, CFM

SENIOR CIVIL DESIGNER



Shelley has over 41 years experience with local governments with a focus on public services, planning, design, plan review, and implementation of both capital and land development projects ranging from large community master plans to small commercial developments and infrastructure projects both in the public and private sectors. Shelley has served as Floodplain Administrator for many local jurisdictions and continues to be an active member of the ASFPM. She has studied surveying, hydrology, hydraulics, civil engineering, floodplain management, emergency management and continuously seeks to broaden her educational experience.

### PROJECT HIGHLIGHTS

**Castle Pines Metropolitan District, Castle Rock, CO**, Miscellaneous Engineering Services

**City of Central City, CO**, Miscellaneous On-Call Engineering Review Services for Development

#### City of Golden, CO

- 2021 Miscellaneous On-Call Engineering Services
- 2022 Stormwater Detention Pond Retrofit Improvements
- Grant Writing Support for Lena Gulch, Floodplain, Storm Water Mitigation Project

#### City of Manitou Springs, CO (as Public Works Director)

- PM for the City's 3.2 Mile Raw Water Pipeline Replacement Project and Other Critical Infrastructure Projects
- Annual Pavement Replacement and Bridge Maintenance Program
- Park and Facility Improvements and Maintenance
- Numerous major Flood Recovery Capital Improvement Projects

**City of Pico Rivera, CA**, Water, Sewer and Storm Drain Master Plan

**Fountain Creek Watershed District, El Paso and Pueblo County, CO**, Grant Services

**Park Meadows Metropolitan District, Lone Tree, CO**, General Engineering Consultation 2021

#### Town of Johnstown, CO

- Complete New Storm Water & Drainage Design Standards
- General Engineering Services to all Departments of the Town

#### Town of Morrison, CO

- As-Needed Miscellaneous Engineering
- Miscellaneous On-Call Development and Flood Plain Review Services
- On-Call Flood Plain Administrative Services and Miscellaneous Development Review Services
- On-Call Miscellaneous Engineering Services Related to Water, Wastewater, Storm Water, Transportation, and Other Town Needs
- Water Treatment Plant Expansion Review & Coordination Services

### Experience

41 Total, 5 with IMEG

### Education

Denver Institute of Technology, AAS  
Cartography

### Registrations

Certified Floodplain Manager (CFM) No.  
US-17-10010

### Certifications

Project Manager Certification

### Affiliations

Association of State Floodplain Managers  
American Public Works Association  
CASFM

## JD Nash

CIVIL TECHNICAL SPECIALIST



JD has worked in the Civil Engineering, Land Surveying, and Land Development industry for over three decades, completing numerous projects for public and private sector clients. JD's experience encompasses land surveying and mapping, land planning, landscape and streetscape design, site development and entitlement, and a variety of civil design projects. By utilizing a multi-disciplined approach to design, JD can work effectively with clients and consultants to develop and deliver innovative solutions.

### Experience

34 Total, 3 with IMEG

### Education

University of Colorado, Boulder,  
BS Environmental Design

## PROJECT HIGHLIGHTS

### Castle Pines Metropolitan District, Castle Rock, CO

- Crestone Way Widening and Water Line Replacement, Included Design of Curb & Gutter, Asphalt, and Storm Improvements
- Crestone Widening CMAR Support Services

### City of Central City, CO

- Lawrence Street Survey and Design for Sidewalk Improvements
- Stairway to Heaven Survey and Timber Stair Trail Design, Phase II

### City of Golden, CO

- 2022 Stormwater Detention Pond Retrofit Improvements
- 2023 Street Improvements
- Civic Campus Schematic Planning Services, 10th Street Comprehensive Base Mapping and Topographical Survey
- Golden High School Trail Improvements
- Grampasas Parking Lot Conversion, Including Storm Drainage and Water Quality Improvements
- Lions Park Trail/Sidewalk Improvements
- Miscellaneous Engineering Services for Water, Wastewater, Transportation, and Other City Needs
- Miscellaneous On-Call Engineering, Surveying and Project Planning Support
- North Table Mountain Open Space Parking Access Road Grading Evaluation
- Ulysses Park Baseball Fields Conversion to Multi-Use Fields, Including New Restroom and Amenity Planning and Design Improvements
- Various Storm Improvements, Detention Pond improvements, Storm Collection Piping replacement and realignments

### City of Lone Tree, CO, 2023 Overlay and Concrete Replacement

### Town of Johnstown, CO

- Complete New Storm Water & Drainage Design Standards
- Sanitary Sewer Expansion, North Phase 1 - 40,000 linear feet of 12-inch to 30-inch gravity sewer. 6 MGD lift station with 1,500 linear feet of two parallel 12-inch force mains



## Paige Coufal

CIVIL DESIGN ENGINEER



Paige has nine years of experience across a wide range of civil engineering projects. She has been involved in the design of water and wastewater treatment facilities, evaluation and improvement to raw water, potable water, wastewater, and stormwater systems, site development, as well as roadway and trail improvements. Her time with IMEG has provided her with a broad base of technical abilities in design and management for interdisciplinary projects.

### PROJECT HIGHLIGHTS

#### City of Golden, CO

- 2020 Water and Sanitary Sewer Infrastructure Replacement Improvements
- 2021 Miscellaneous On-Call Engineering Services
- 2021 Miscellaneous Planning Projects
- 2021 Water and Sewer Utility Replacement Design
- 2022 Utility Replacement
- Arapahoe Street Improvements
- Fossil Trace Pump Station Improvements
- Grampasas Parking Lot Conversion, Including Storm Drainage and Water Quality Improvements
- Miscellaneous Engineering Services for Water, Wastewater, Transportation, and Other City Needs

#### City of Lone Tree, CO

- General Consultation for City Public Works and Planning Departments
- Street Overlay and Concrete Replacement

**City of Northglenn, CO**, Storm Drainage System Mapping and Condition Assessment

**City of Pico Rivera, CA**, Urban Water Management Plan Update

**Park Meadows Metropolitan District, Lone Tree, CO**, General Engineering Consultation 2021

#### Town of Johnstown, CO

- General Engineering Services to all Departments of the Town

#### Town of Morrison, CO

- As-Needed Miscellaneous Engineering
- Water Treatment Plant Expansion Review & Coordination Services

### Experience

9 Total, 9 with IMEG

### Education

Colorado School of Mines, BS Geological Engineering

### Affiliations

American Water Works Association

## Michael Cregger, PLS

LAND SURVEYOR



Michael has vast land surveying services to municipalities throughout Colorado on a variety of land survey related projects, as well as providing support for a full range of engineering projects. His involvement includes research of the boundaries, easements and right-of-ways of the properties that make up the project, coordinating the field surveys and mapping that is needed for both land survey issues and design. Michael also prepares exhibits and legal descriptions for easements, right-of-ways and parcel descriptions, and coordinates the preparation of subdivision plats, condominium maps and other documents as required by the governmental entities involved. He also coordinates the surveying for projects during the construction phase.

### PROJECT HIGHLIGHTS

#### Castle Pines Metropolitan District, Castle Rock, CO

- Crestone Way Widening and Water Line Replacement, Included Design of Curb & Gutter, Asphalt, and Storm Improvements
- Miscellaneous Engineering Services

#### City of Central City, CO, Miscellaneous On-Call Engineering Services

#### City of Golden, CO

- 2021 Miscellaneous On-Call Engineering Services
- 2022 Stormwater Detention Pond Retrofit Improvements
- 2024 Miscellaneous Street and Sidewalk Improvements, Including Storm Sewer Modifications/Design and Streetscape Components
- 2024 Utility Replacement Program, Design of Potable Water, Sanitary Sewer, and Miscellaneous Projects
- Grampsas Parking Lot Conversion, Including Storm Drainage and Water Quality Improvements
- Miscellaneous Engineering Services for Water, Wastewater, Transportation, and Other City Needs
- Miscellaneous On-Call Engineering, Surveying and Project Planning
- Rimrock Drive Trailhead Access Design, Including Street Narrowing, Trail Access Features, a Restroom Facility, Storm and Detention/Water Quality Improvements
- Survey and Design Services for Emergency Repair/Replacement of Failing Culvert-Storm Sewer System at 15th and Utah
- Various Storm Improvements, Detention Pond Improvements, Storm Collection Piping Replacement and Realignments

#### City of Lone Tree, CO, General Consultation for On-Call Civil Engineering and Land Surveying Services

#### Town of Johnstown, CO, Miscellaneous Consultation, RV Retreat SDP Amendment Referral Review

#### Town of Morrison, CO, As-Needed Miscellaneous Engineering

### Experience

47 Total, 44 with IMEG

### Education

University of Missouri at Columbia, BS  
Fisheries and Wildlife

### Registrations

Professional Land Surveyor  
Colorado (PE.22564)

### Affiliations

NSPS  
Professional Land Surveyors of Colorado



## Jim Ness, PE

STRUCTURAL ENGINEER



Jim is a structural project engineer at IMEG. He provides complete project management services including preliminary design, construction documentation, and construction administration. Projects include remodeling of existing facilities, police facilities, municipal maintenance buildings, fire stations, and modifications to existing facilities. Jim has experience working on projects that require the extra attention to structures subjected to extensive wear and tear.

### PROJECT HIGHLIGHTS

**Castle Pines Metropolitan District, Castle Rock, CO,** Miscellaneous Engineering Services

**Cheyenne Board of Public Utilities, Cheyenne, WY,** Bison Business Park Elevated Tank and Potable Water Booster Pump Station

**City of Central City, CO,** Miscellaneous On-Call Engineering Review Services for Development

#### City of Golden, CO

- Fossil Trace Pump Station Improvements
- 2021 Miscellaneous WTP Improvements
- 2022 Utility Replacement
- 2021 Water and Sewer Utility Replacement Design
- 2021 Miscellaneous On-Call Engineering Services
- 2023 Water Treatment Facility Improvements
- Miscellaneous Engineering Services for Water, Wastewater, Transportation, and Other City Needs

**Jefferson County Public Schools Construction Management, Conifer, CO,** Shadow Mountain Raw Water Diversion Structure Engineering Services

**National Park Service, Medora, ND,** Juniper Campground Water Tank Replacement

**TF Pinery West, L.P., Parker, CO,** Design and Permitting of a Package Lift Station

#### Town of Johnstown, CO

- Construction Administration of Central Phase 1 & 2, North Phase 1, and Emergency Generator Concrete Slab Redesign
- Sanitary Sewer Expansion, Central Phase 1, 2,600-sf of Gravity Sewer, 8 MGD Lift Station with 6,000-lf of 12-inch and 16-inch Parallel Force Mains
- Sanitary Sewer Expansion, North Phase 1 - 40,000 linear feet of 12-inch to 30-inch gravity sewer. 6 MGD lift station with 1,500 linear feet of two parallel 12-inch force mains

### Experience

41 Total, 31 with IMEG

### Education

University of Colorado at Denver,  
MS Structural Engineering

South Dakota School of Mines and  
Technology, BS Civil Engineering

### Registrations

Professional Engineer  
Colorado (26120)

### Affiliations

SEAC  
AISC  
Tilt-Up Concrete Association

## Steven Myer, PE

CIVIL ENGINEER



Steve is a registered Professional Engineer and is involved in all aspects of civil engineering design and construction. He is experienced in civil engineering, sign inventory, bridge design and inspection, bridge hydraulic analysis, watershed modeling, and construction administration. Steve is proficient in the use of several design software programs. As the County Market Leader, his primary duties include project management, design engineering, client relations, and quality control.

### PROJECT HIGHLIGHTS

**Brown County Highway Department, Frederick, SD,** One 204'-10 5/8" Prestressed Girder Bridge Replacement

**Browns Valley, MN,** Structure No. 55-170-220 Continuous Concrete Bridge Replacement

**Clark County Highway Department, Carpetner, SD,** Fordham Township Bridge Hydraulic and Hydrology Studies

**Clark County, Clark, SD,** 2022 Bridge Inspections

**Corson County, McIntosh, SD,** 2022 Bridge Inspections

**Day County Highway Department, Pierpont, SD,** two 11'x5/ Cast-In-Place Structures

**Day County, Webster, SD,** 2022 Bridge Inspections

**Dewey County, Timber Lake, SD,** 2022 Bridge Inspections

**Hamlin County Highway Department, Estelline, SD,** Structure No. 29-270-144 Survey, Hydraulics, and Rehabilitation Feasibility Study

**Jones County, Murdo, SD,** 2022 Bridge Inspections

**Lyman County, Kennebec, SD,** 2022 Bridge Inspections

**McCook County Highway Department, Bridgewater, SD,** Design for the Replacement of Structure No. 44-010-185

**Ranch at Rock Creek, Philipsburg, MT,** Bridge Style, Materials Investigation, Site Visit, and Reporting for Future Bridge Construction

**Roberts County Highway Department, Sisseton, SD**

- Cast-in-Place Reinforced Concrete Box Culvert Replacement
- 2022 Bridge Inspections

**South Dakota Department of Transportation, Corson County, McIntosh, SD,** 2021 Bridge Inspections

**Spink County Highway Department**

- Northville, SD, Structure No. 58-052-070 Survey and Hydraulics Study
- Tulare, SD, Structure No. 58-050-340 Survey and Hydraulics Study

### Experience

23 Total, 20 with IMEG

### Education

South Dakota State University, BS Civil Engineering

Normandale Community College, AA

### Registrations

Professional Engineer

South Dakota (8749)

Minnesota (47304)

Montana (75363)

Nebraska (E19143)

## Aaron Zimmerman, PE, LEED AP, HBDP, QCXP

SENIOR MECHANICAL ENGINEER



Aaron is a Mechanical Engineer, Qualified Commissioning Provider, High Performance Building Design Professional, and LEED Accredited Professional.

Aaron's project design experience spans the industrial, educational, healthcare, laboratories, commercial, institutional, and hospitality markets for new construction and remodel work, including both traditional and design/build processes. His construction administration responsibilities include shop drawing reviews, site observations, evaluations of change orders, and responses to requests for information.

Involved in the industry for over 35 years, Aaron has engaged in many aspects of the construction process. His experience includes energy audits of existing commercial properties, as well as life-cycle cost analysis.

### PROJECT HIGHLIGHTS

#### City and County of Denver, Denver, CO

- 14,250-SF Courtroom Renovation
- 4,800-sf New Steel Building and renovation of existing steel building
- Police Station #4 Detectives Systems Upgrade
- Rosedale Maintenance Facility

#### City of Englewood, CO

- Evaporative Cooling Addition to Service Center Bays
- SD Narrative and Oversight of Fire Station Fire Sprinkler Installation

#### City of Idaho Springs, CO, 3,500-sf Building Conversion into New Police Station

#### City of Lakewood, CO

- 7,000-sf New West Metro Fire Station Reserve Storage Annex Building
- Lakewood Police Facilities Masterplan

#### City of Leadville, CO, Historic Tabor Opera House Rehabilitation - Phase 1

#### Colorado Department of Transportation, Denver, CO, 175,000-sf Five-Story New Headquarters, LEED Gold

#### Denver Water, Denver, CO, 186,000-sf Operations Complex Redevelopment, LEED Platinum

#### Jefferson County Facilities and Construction Management Division, Golden, CO

- Boiler Replacement
- Government Office Air Handling Unit Upgrade
- Human Services Building Chiller Replacement
- Government Office Building Roof Top Unit Replacement
- Monument Fire Protection District, Monument, CO, 17,300-sf New One-story Fire Station #3 and Administrative Offices Building

### Experience

35 Total, 29 with IMEG

### Education

University of Wisconsin - Platteville,  
BS Mechanical Engineering

### Registrations

Professional Engineer  
Arizona (59496)  
Colorado (PE.0040945)  
Hawaii (PE-15110)  
Massachusetts (47705)  
Mississippi (27335)  
New Hampshire (14641)  
New York (86820)  
North Dakota (PE-6179)  
South Carolina (32110)  
Virginia (0402054193)  
Wisconsin (38219-6)

### Accreditations

LEED Accredited Professional  
Qualified Commissioning Process Provider  
High Performance Building Design Professional

### Affiliations

ASHRAE  
ASPE

## Angela Huber, PE, CLEP, LEED AP

### ELECTRICAL ENGINEER



Possessing over 28 years experience, Angie engineers and manages projects in a variety of markets including telecommunications, commercial, municipal, museums, and retail. Angie is a Certified Lighting Efficiency Professional (CLEP), which distinguishes her as a leader in the field of lighting efficiency. Her extensive experience in lighting design, with an emphasis on energy efficiency, includes many different lighting control systems ranging in complexity and size. She designs systems to optimize energy savings for the owner, whether the project is a renovation or new building. She has also completed lighting designs for historic buildings where existing building construction and finishes were to be disturbed as little as possible. Angie has developed photometric studies and plans for projects where local jurisdictions had specific light level guidelines and has worked on many projects with aggressive energy goals or certification requirements such as LEED and WELL building.

### PROJECT HIGHLIGHTS

**City and County of Denver, Denver, CO**, 14,250-SF Courtroom Renovation

**City of Aspen, CO**

- Aspen City Offices Schematic Evaluation, Including Daylight
- 18,515-sf New City of Aspen Police Department and Affordable Housing Complex, **LEED Silver and WELL Silver**

**City of Golden, CO**, Ulysses Park Design & Bidding Services, Includes Softball Fields Conversion to Multi-Use Fields, New Restroom and Pavilion, Storage, Trail Improvements, Dog Park, and Utility and Drainage Improvements

**Colorado Department of Transportation**

- Electrical and Lighting of Pedestrian Tunnel System Loveland, CO
- 325,000-sf CDOT Region One Headquarters Building, Denver, CO - **Pursuing LEED Silver**
- Denver Water, Denver, CO, 186,000-sf Operations Complex Redevelopment, **LEED Platinum**

**Gunnison County Facilities, Gunnison, CO**, 46,000-sf Courthouse Replacement and Modernization

**Omnipark Metro Dist, Lone Tree, CO**, Monument Sign Improvements

**Town of Silverthorne, CO**

- 4,500-sf Silverthorne Town Hall Police and Admin Renovation
- Adaptive Re-use of Old Fire House for New Art Maker Space
- Recreation Center Pool Lighting Upgrade

### Experience

29 Total, 26 with IMEG

### Education

University of Kentucky, BS Electrical Engineering, 1994

### Registrations

Professional Engineer

Colorado, Georgia, Hawaii, Illinois, Kentucky, Massachusetts, Montana, Nevada, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Vermont, Virginia, and Wyoming

### Accreditations

LEED Accredited Professional

Certified Lighting Efficiency Professional (CLEP)

### Affiliations

Association of Energy Engineers

National Council of Examiners for Engineering and Surveying (NCEES)

# RELEVANT EXPERIENCE

# ON-CALL/IDIQ CONTRACTS COLORADO

IMEG has vast experience with facilitating on-call type contracts. Our team is well-versed in managing municipal contracts and providing engineering services while serving as an extension of the organization.

Provided below are current on-call type contracts.

**CITY OF GOLDEN - 35+ YEARS**

- On-Call Civil Engineering & Land Surveying
- Utility Replacement
- Water Distribution
- Detention Pond Projects
- Potable Water Infrastructure, Non-Potable Water Infrastructure, Storm Water, Sewer Collection, Transportation, Trails, Parks, Etc.

**CITY OF LONE TREE - 25+ YEARS**

- On-Call Civil Engineering & Land Surveying and Development Review Services
- Storm Water, Transportation, Trails, Parks, Etc.
- Development of Design/Construction Standards
- GESC Standards

**PARK MEADOWS METRO DISTRICT - 25+ YEARS**

- On-Call Civil Engineering/Surveying/GIS Asset Management Services
- Streetscape Improvements Design

**TOWN OF JOHNSTOWN - 12+ YEARS**

- Sanitary Sewer Design
- On-Call Civil Engineering & Land Surveying and Development Review Services
- Potable Water Infrastructure, Non-Potable Water Infrastructure, Storm Water, Sewer Collection, Transportation Projects

**TOWN OF MORRISON - 13 YEARS**

- On-Call Civil Engineering & Land Surveying and Development Review Services
- Potable Water Infrastructure, Non-Potable Water Infrastructure, Sewer Collection & Treatment, Transportation Projects
- Grant Writing and Administration

**CASTLE PINES METROPOLITAN DISTRICT - 7 YEARS**

- On-Call Civil Engineering & Land Surveying and Development Plan Review Services
- Street/Roadway Rehabilitation
- Potable Water Infrastructure, Sewer Collection, Storm Water, Transportation, Trails, Etc.

**CENTRAL CITY - 4 YEARS**

- On-Call Civil Engineering & Land Surveying and Development Plan Review Services

**CITY OF GREELEY - 1 YEAR**

- Civil Engineering Services
- Apricot Avenue Roadway Improvements

**CITY OF GLENWOOD SPRINGS \*NEW\***

- On-Call Engineering Services

**CITY OF CAÑON CITY \*NEW\***

- Bridge Design and Civil Engineering Services

## Ancillary Services

- Risk Assessment
- Drone Flights
- Grant Writing
- Master Plans for Critical Infrastructure
- Capital Improvement Planning
- Environmental Services
- Emergency Assistance during Natural Disasters
- Bridge Assessments
- Scientific Modeling of System Hydraulic Performance
- 3-D models of Water/Wastewater Pump Stations
- Representation of Clients to Regional Partners

## PAST CLIENTS

- > BACA GRANDE WATER & SANITATION DISTRICT, CRESTONE, CO
- > CITY OF MANITOU SPRINGS, CO
- > CITY OF RAWLINS, WY
- > CITY OF ROCKY FORD, CO
- > CITY OF TORRINGTON, WY
- > CITY OF WRAY, CO
- > PARKER WATER & SANITATION DISTRICT, PARKER, CO
- > TODD CREEK METROPOLITAN DISTRICT, BRIGHTON, CO
- > TOWN OF FOWLER, CO
- > TOWN OF LAGRANGE, WY
- > TOWN OF LUSK, WY



# FOUNTAIN CREEK WATERSHED DISTRICT JACKSON CREEK PRE-PROJECT SCOPING REPORT

MONUMENT, CO

**Owner's overall goal or reason for the project:** Significant development and population growth have occurred throughout Monument, increasing erosion and degrading the southernmost segment of Jackson Creek. The streambed has incised several feet with a deep head cut migrating further upstream. The erosion is negatively affecting water quality with large sediment loads traveling downstream onto the United States Air Force Academy (USAF) property.

**Design approach:** The Fountain Creek Watershed District (FCWD) initiated this pre-project scoping report to identify and research potential project roadblocks proactively in advance of securing alternative funding for the design and construction of a watershed stabilization project. The report outlined the stakeholders, land ownership, legal constraints and environmental permitting aspects that are expected to arise during the design and construction phases of the future watershed restoration project on Jackson Creek.

## Unique or innovative aspects of the design or project:

The Jackson Creek Watershed was once a pristine, undeveloped environment before western colonization and the gold rush. In the decades following the urbanization of Monument, pressure has been put on the watershed to accommodate the expanding population. Modern pressures include placement of the railroad, interstate, and traditional land development projects. Jackson Creek's lateral bank migration, fueled by increased runoff in highly erodible soils, has caused significant erosion that threatens adjacent land (including a water treatment plant and downstream military installation). This accelerated migration extends the duration of constant water flow, undermining the creek banks and negatively impacting the stability of its riparian corridor. A major task associated with this scoping project was to determine all the necessary stakeholders and interview them. The goal of the interview was to introduce them to the FCWD, discuss how the erosion of Jackson Creek has impacted their property, highlight how they may benefit from an improvement project, and ask if they would consider acting as a stakeholder. By combining physical factors with the willingness of each stakeholder for future improvement projects along Jackson Creek, a Risk Matrix was developed to rate and compare the risks of each stakeholder. A total of 10 risk factors were used to evaluate the stakeholders and varying multipliers were assigned to weigh the factors with the highest risk. A Permit Matrix was also prepared to inform the FCWD of permitting needs as the project advances to design and construction.



| FCWD JACKSON CREEK SCOPING - PERMIT MATRIX |                              |                                                                                                                                                                                            |                    |                                                      |                                                    |
|--------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------|----------------------------------------------------|
| PERMITTING AGENCY                          | PERMIT NAME                  | PERMIT DESCRIPTION                                                                                                                                                                         | PERMIT COST        | REVIEW DURATION                                      | COMMENTS                                           |
| U.S. Army Corps of Engineers               | Clean Water Act Section 404  | Depending on project scope, either an individual or nationwide permit will be required. Type of permit is determined based on specific project details & potential water resource impacts. | \$100              | <45 days (national)<br>90-120 days min. (individual) |                                                    |
| CDOT                                       | Special Use                  | Provided to entities external to CDOT to manage and install utilities, or perform other project work, within the highway right-of-way.                                                     | Free               | 2 weeks (depends on Region & work load)              | Permit active for 90 days.                         |
| CDPIE                                      | NPDES COR400000              | Required for stormwater discharges associated with construction activities.                                                                                                                | \$1,100 - \$2,420  |                                                      |                                                    |
|                                            | Dewatering                   | Required for discharges from construction dewatering.                                                                                                                                      | \$87.50 - \$190.50 |                                                      |                                                    |
| Union Pacific Railroad                     | Supplemental Agreement       | Required for any upgrades/changes, that are not considered maintenance, to an existing utility. The Agreement will be issued to amend the original utility agreement.                      | License Fee        |                                                      | Culverts fall under the pipeline utility category. |
|                                            | Non-Intrusive Survey         | Allows entry to a UPRR property for survey work.                                                                                                                                           | Free               |                                                      |                                                    |
|                                            | Temporary Right-of-Entry     | Allows access to UPRR right-of-way for preliminary work such as geotechnical boring, potholing, vegetation control, etc.                                                                   | \$1,045            |                                                      | Project duration cannot exceed 1 year.             |
|                                            | Environmental Right-of-Entry | Required for environmental testing work conducted in UPRR right-of-way.                                                                                                                    | \$2,000            |                                                      |                                                    |

|            |                                        |
|------------|----------------------------------------|
| SIZE       | 3,000 LF Watershed Restoration Project |
| COST       | \$24,000                               |
| COMPLETION | 2025                                   |
| SERVICE    | Civil, Floodplain Management           |

# CITY OF GOLDEN CITY ENGINEER

GOLDEN, CO



## MULTIPLE PROJECTS

Since 1988, IMEG has provided civil engineering services to the City of Golden, Public Works Department under an indefinite services contract. These projects have involved planning, permitting, GIS and surveying services. During this time, we estimate completing 500 civil engineering services to the City. A sampling of these projects include:

### System Planning and Operation

- Water System Master Plan. Water system analysis and master plan to guide the City's capital improvements priorities in response to growth and regional planning
- Third-party review and approval of reports and construction drawings

### Water Distribution and Storage Systems

- 6000 North and South Concrete PT Tanks
- 6260 Pump Station. Sizing, design and construction of a 400gpm potable water pump station
- 6170 Pump Station. Sizing, design and construction of a 700gpm potable water pump station
- Utility Replacement Projects. Design and construction of the annual replacement of existing water infrastructure (from 1990 to present)

### Water Treatment Facilities

- Water Treatment Plant Upgrades. Projects included rebuild of filters, filter gallery piping, motor control center replacements, plate settler addition, and other miscellaneous projects

### Recreational Facilities

- Highway 58 and Highway 93 Pedestrian Overpasses
- Design and construction engineering of a regional trail system along US 6
- Fossil Trace Golf Course. Participated on the design and construction team for a public golf course, including drainage and trail integration
- Delong Park. Design and construction of a new neighborhood park

### Sanitary Sewer Collection

- Utility Replacement Projects. Design and construction of the annual replacement of existing sewer infrastructure (from 1990 to present)

|            |                    |
|------------|--------------------|
| COST       | Varies             |
| COMPLETION | Ongoing since 1988 |
| SERVICES   | Civil, Survey      |



# TOWN OF JOHNSTOWN MULTIPLE PROJECTS

JOHNSTOWN, CO



Since 2013, IMEG has provided project-specific and Town engineering services to the Town of Johnstown. Our staff provides engineering support on minor and major capital projects such as street improvements, storm drainage analysis and improvements, and other water and wastewater infrastructure needs. Over the past few months IMEG has been providing master plan services for the Town’s Wastewater Collection System.

In addition to design services, IMEG works closely with the Town to review incoming development within the Town boundaries. Services include engineering review of all the individual site plans and multi-lot subdivisions. This involves reviewing development documents (plans and reports) for conformance with Town standards pertaining to grading, drainage and storm sewer design, storm water quality and detention, sanitary and water main, street design, and any other associated engineering issues.

IMEG also partnered with the Town of Johnstown to deliver comprehensive sewer infrastructure upgrades through the Central and North Sewer Interceptor projects, addressing both immediate needs and long-term growth within the Town’s statutory growth boundary. For both projects, IMEG prioritized maximizing use of existing facilities, eliminating aging lift stations, and reducing long-term operational and maintenance costs by introducing efficient gravity-based systems and strategically placed lift stations. The Central Interceptor project focused on phasing improvements, replacing undersized facilities, and planning future system expansions, while the North Interceptor involved the installation of approximately 40,000 linear feet of deep gravity sewer and the design of the WCR 50 Lift Station and dual force

mains to serve the Town’s ultimate buildout. Both projects included detailed evaluations of capacity limitations, constructability, and alignment challenges—such as river crossings, railroads, and varied land uses—requiring close collaboration with the Town, CMAR, and contractors to ensure timely, cost-effective delivery. These efforts collectively enhance wastewater service capacity, support ongoing development, and promote public health and community resilience.

IMEG has also provided survey services to the Town including horizontal vertical and control surveying, topographic mapping and preparation of exhibits and legal descriptions for obtaining sewer easements and temporary construction easements.

|            |                                                  |
|------------|--------------------------------------------------|
| SIZE       | Varies                                           |
| COST       | Varies                                           |
| COMPLETION | On-Going                                         |
| SERVICES   | Civil, Survey, Wastewater Collection Master Plan |

# CITY OF CENTRAL CITY ENGINEERING SERVICES

CENTRAL CITY, CO



## ON-CALL ENGINEERING SERVICES

Since 2021, IMEG has been a trusted engineering partner for the City of Central City, providing a wide range of professional services to support the city's growth, infrastructure improvements, and sustainability efforts. Our team has worked closely with city officials and stakeholders to deliver high-quality engineering solutions across multiple disciplines, ensuring projects meet the community's needs while adhering to regulatory requirements and industry best practices.

Our contributions include development plan reviews to help guide responsible growth and land use planning, as well as comprehensive trail design to enhance recreational opportunities for residents. IMEG has also played a key role in roadway design projects, improving transportation infrastructure to support safety and efficiency. Additionally, we have provided contract administration assistance, helping streamline project execution and compliance.

Beyond these services, IMEG has supported the city in floodplain management, providing technical guidance to mitigate flood risks and enhance resilience against extreme weather events. Our multidisciplinary expertise and commitment to innovation continue to support Central City's development initiatives, fostering a more sustainable and well-connected community.

|                   |                   |
|-------------------|-------------------|
| <b>COST</b>       | \$100,000         |
| <b>COMPLETION</b> | Ongoing from 2021 |
| <b>SERVICE</b>    | Civil, Structural |



# CITY OF MANITOU SPRINGS WATER MASTER PLAN

MANITOU SPRINGS, CO



IMEG's master plan involved the evaluation of the entire water system, including the raw water reservoir, water treatment facilities, and distribution system. Two models were created and interconnected using a proprietary "Dashboard" tool, allowing the City to evaluate the system under specific conditions, such as drought events. Using the Water Distribution Model, IMEG evaluated the efficiency, water age, velocities, and pressure throughout the entire system and make improvement recommendations to the City.

|                   |                                                                                     |
|-------------------|-------------------------------------------------------------------------------------|
| <b>COST</b>       | \$98,940                                                                            |
| <b>COMPLETION</b> | 2019                                                                                |
| <b>SERVICES</b>   | Civil, Master Planning, System Evaluation, Regulation Development, Utilities Design |

One of the main discussion points in the Master Plan was on the existing 2 MG tank that provided water to 70% of the City. This tank had never been taken offline for maintenance because there was no known by-pass line, meaning that most of the City would be without water. To remediate this issue, our team recommended that the City install a new 750,000-gallon water tank that will act as a redundant tank to the existing 2 MG tank, allowing it to be taken offline for maintenance. IMEG alongside Gene Schaefer with SDG conducted an analysis to determine the most beneficial location and material for the new storage tank.

This work lead the IMEG team into an on-call engineering contract with the City in which we provided both water and wastewater design, development and system reviews, SOP development along with other services.

# CITY OF MANITOU SPRINGS SCHRYVER PARK IMPROVEMENTS

MANITOU SPRINGS, CO



## CITY PARK FACILITY IMPROVEMENTS

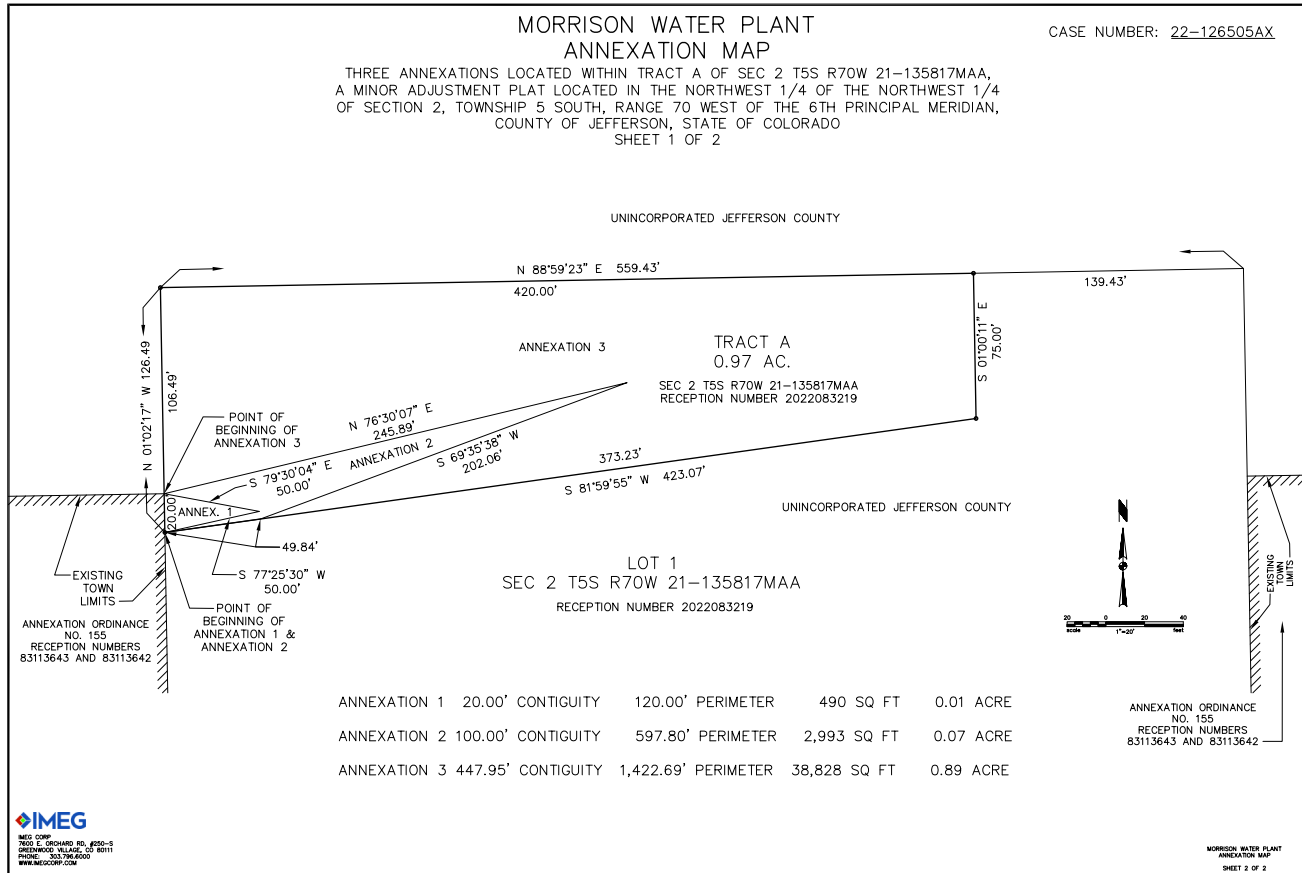
IMEG developed four low impact design alternatives and designed the selected alternative for a City park facility improvement. The project design included improving parking lot circulation for passenger vehicles and busses, increasing available parking spaces, providing ADA accessible parking spaces and compliant sidewalks.

IMEG also designed a new ADA accessible playground area. Integrated into the design was the City's first water quality pond and first electric vehicle charging station at a City facility. Runoff from the parking lot was directed to a water quality pond in the parking lot's center, which included an ADA walkway for improved access to the City's community pool. In addition to completing the design on time and within budget, IMEG staff secured a grant from TESLA for the charging stations.

|                   |                             |
|-------------------|-----------------------------|
| <b>COST</b>       | \$250,000                   |
| <b>COMPLETION</b> | 2019                        |
| <b>SERVICES</b>   | Civil and Electrical Design |

# TOWN OF MORRISON WATER TREATMENT PLANT PROPERTY ACQUISITION

MORRISON, CO



## MINOR ADJUSTMENT PLAT - ANNEXATION EXHIBIT - MISCELLANEOUS EXHIBITS

The Town of Morrison was in the process of building a new water treatment facility in coordination with the Mount Carbon Metropolitan District. In the course of the design, it was identified that the new treatment facility would not fit on the existing Lease Area that the Town has for the existing plant on the Mount Morrison CCC Camp property owned by Denver Mountain Parks. As such, an adjacent private landowner was approached and a deal was finalized for the Town to acquire a 1-acre parcel to construct the new treatment facility.

IMEG, as the Town Engineer and Surveyor, was retained to prepare an Annexation Exhibit for the Parcel, a Minor Adjustment Plat, and various easement agreements to facilitate the procurement.

|                           |              |
|---------------------------|--------------|
| <b>SIZE</b>               | 1-acre       |
| <b>TOTAL PROJECT COST</b> | \$10 million |
| <b>COMPLETION</b>         | 2023         |
| <b>SERVICES</b>           | Survey       |



# **REGULATORY KNOWLEDGE AND SYSTEM OPERATIONS**

# REGULATORY KNOWLEDGE AND SYSTEM OPERATIONS



IMEG is thoroughly familiar with the laws and regulations that govern public water, stormwater, and transportation systems in Colorado, particularly those impacting growing municipalities like the Town of Monument. Our team routinely works within the framework of state and federal regulations, including CDPHE permitting standards for water and wastewater systems, MS4 stormwater requirements, and CDOT guidelines for roadway and traffic infrastructure. We have deep expertise in the design, permitting, construction, and long-term maintenance planning of infrastructure systems, including water distribution networks, detention and conveyance systems, and multimodal roadway corridors.

Our engineers stay current on evolving regulatory requirements, funding mechanisms, and permitting processes, allowing us to proactively integrate compliance measures into each phase of a project. We also assist municipal clients with technical reviews, code and ordinance updates, and long-term infrastructure planning, helping them align with both regulatory standards and future growth needs. Through our ongoing work with municipalities across Colorado, we understand the operational realities and budgetary pressures facing communities like Monument—and we're prepared to serve as a trusted partner in navigating these challenges.



# **SPECIALIZED EXPERTISE**

# SPECIALIZED EXPERTISE

## **CIVIL, STRUCTURAL, MECHANICAL, ELECTRICAL, AND TRANSPORTATION ENGINEERING**

IMEG offers comprehensive engineering services across multiple disciplines. Our civil engineers specialize in municipal infrastructure, including roadway design, stormwater management, and utility systems. Structural engineers provide solutions for buildings, bridges, and other critical structures. Our mechanical and electrical teams design efficient HVAC systems, lighting, and power distribution networks. In transportation engineering, we develop plans for roadways, intersections, and traffic flow improvements, ensuring compliance with local and federal standards.

## **SURVEYING SERVICES**

Our surveying team is proficient in creating precise legal descriptions, developing detailed exhibits, and conducting peer reviews of plats. We have a thorough understanding of the Oregon Revised Statutes (ORS) as they pertain to surveying practices. Additionally, our experts are experienced in preparing and submitting Letter of Map Amendment (LOMA) applications, facilitating accurate floodplain determinations.

## **ENVIRONMENTAL PERMITTING**

IMEG has a strong track record in navigating environmental regulations. We assist clients with wetland delineations, hillside development assessments, and floodplain permitting processes. Our team ensures that projects comply with the Clean Water Act and local environmental guidelines, minimizing ecological impacts while advancing development goals.

We assure compliance with FEMA 44 CFR, and routinely act as Floodplain Administrator for the small municipalities we serve. For Monument, our team knows the regional Floodplain Administrator well, and we will work to assure that submittal to and coordination with the PPRBD is achieved for each project that is impacted by regulatory floodplain.

## **WATER TREATMENT AND DISTRIBUTION SYSTEMS**

Our engineers design and implement gravity-fed membrane filtration systems, enhancing water quality for municipal clients. We also develop comprehensive water distribution networks, including the integration of pump stations and storage facilities, to ensure reliable and efficient water delivery.

## **WASTEWATER COMPLIANCE**

Our team is well-versed in Water Pollution Control Facility (WPCF) and National Pollutant Discharge Elimination System (NPDES) permit regulations. We support municipalities in achieving compliance through effective wastewater treatment solutions and regulatory reporting.



## **Expertise across disciplines. Solutions for every challenge.**

## **TRANSPORTATION SYSTEMS**

IMEG has extensive experience with municipal transportation systems, including those involving state and federal highways. We design and manage projects that improve traffic flow, enhance safety, and meet the requirements set forth by transportation authorities.

## **ROAD MAINTENANCE TECHNIQUES**

Our civil engineers apply advanced road maintenance techniques, such as microsurfacing, to extend the lifespan of pavement surfaces. These methods provide cost-effective solutions for preserving roadway integrity and ensuring public safety.

## **LAND USE PLANNING AND INFRASTRUCTURE**

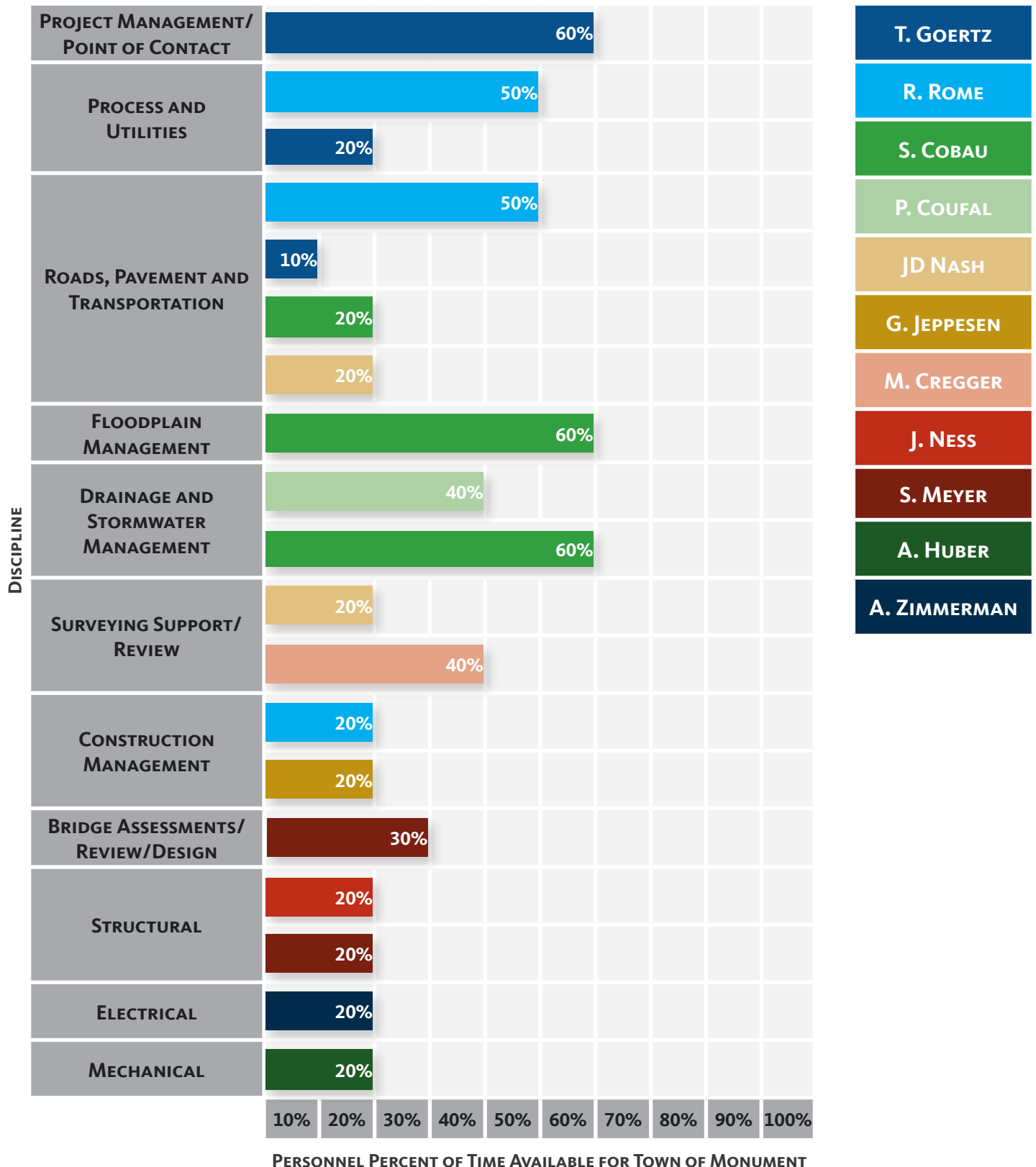
We offer expertise in Colorado land use law, assisting municipalities with planning and development-related infrastructure issues. Our services include zoning analysis, infrastructure planning, and coordination with planning commissions to support sustainable growth. We provide technical review of development projects, offering a comprehensive and complete initial review to expedite the entitlement process and by close coordination with applicant's as they endeavor to meet federal, state and local code criteria.

## **PUBLIC IMPROVEMENT CONTRACTING**

IMEG supports public improvement projects through comprehensive contracting and administration services. We manage bidding processes, oversee construction activities, and ensure that projects adhere to budgetary and regulatory requirements.

# **WORKLOAD CAPACITY AND AVAILABILITY**

# WORKLOAD CAPACITY AND AVAILABILITY



# **FACILITIES AND SUPPORT STAFF**

# FACILITIES AND SUPPORT STAFF

## COLORADO PRESENCE AND LOCAL AVAILABILITY

IMEG is proud to have a strong and established presence across Colorado, with four strategically located offices—our primary hub being in Greenwood Village. This local presence ensures that our team is accessible, responsive, and attuned to the unique regulatory and environmental context of the region. We currently have over 100 professionals located within the state, including licensed civil, structural, mechanical, and electrical engineers; land surveyors; GIS analysts; and construction observation staff. Our local team is experienced in supporting municipalities similar in size and structure to the Town of Monument.

**With four Colorado offices and over 2,800 professionals nationwide, IMEG brings both local responsiveness and firmwide strength to every task order.**

## NATIONAL RESOURCES AND FIRMWIDE DEPTH

While our Colorado team provides day-to-day responsiveness and hands-on support, they are backed by the strength of IMEG's 2,800-person workforce across more than 80 offices nationwide. This enables us to quickly scale up resources, draw on specialized technical expertise, and supplement staffing as needed—without delay or disruption to project schedules. Our “One IMEG” culture ensures a seamless, collaborative workflow across all offices and disciplines, maintaining high quality and consistency on every task.

## MULTIDISCIPLINARY TEAM COVERAGE

IMEG is a full-service engineering and consulting firm, and our team proposed for the Town Engineer of Record includes a deep bench of professionals across multiple disciplines:

- **Civil Engineering** – Roadways, utilities, grading, drainage, stormwater, water/wastewater, and land development
- **Structural Engineering** – Facility assessments, retrofit designs, retaining walls, culverts, and bridge engineering
- **Mechanical, Electrical, and Plumbing (MEP)** – Facility systems design, energy efficiency, and sustainable infrastructure
- **Surveying** – Boundary surveys, legal descriptions, construction staking, right-of-way and easement mapping, ALTA/NSPS surveys
- **GIS and Technology Services** – Asset mapping, data visualization, and integration of 3D scanning and drone imagery into design workflows

All of these disciplines are coordinated internally, allowing for smoother integration, faster turnaround, and fewer delays related to cross-discipline communication.

## TECHNOLOGY AND EQUIPMENT

IMEG invests heavily in advanced tools and platforms to support accuracy, efficiency, and innovation. Our capabilities include:

- Civil 3D and Revit modeling software for fully coordinated design
- 3D laser scanning and LiDAR for millimeter-precision documentation
- UAV drone mapping and FLIR thermographic surveys for aerial data capture, volumetrics, and site inspection
- Subsurface Utility Engineering (SUE) with geophysical tools for accurate utility locating
- Hydraulic and hydrologic modeling software including HEC-RAS, StormCAD, WaterCAD, and SewerCAD
- GIS platforms for infrastructure inventory, asset management, and customized map deliverables

These tools allow us to deliver highly accurate, field-verified data and reduce the need for repeated site visits—translating to better decision-making and cost savings for the Town.



**Multidiscipline support.  
Local presence.  
National resources.**

## FLEXIBLE STAFFING AND RAPID RESPONSE

As an on-call consultant, our team is structured for responsiveness. We routinely support municipalities in managing fluctuating workloads, project surges, and urgent task orders. We are experienced in mobilizing quickly—often attending kickoff meetings within days of a request and delivering detailed scopes, schedules, and fee proposals shortly thereafter. Our Greenwood Village office is 25 minutes away, and we have a number of staff that reside in Colorado Springs.

Each task order issued by the Town will be staffed with professionals appropriate to the task's scope and complexity. For multidisciplinary efforts, our in-house experts collaborate in real-time to coordinate across design disciplines and ensure seamless delivery.

## COMMITMENT TO CLIENT SERVICE

We understand that availability is more than just staffing—it's about partnership. IMEG's team is committed to open communication, reliable responsiveness, and consistent follow-through. Our proposed Town Engineer, Taylor Goertz, PE, will serve as the primary point of contact and client liaison, backed by a dependable team that acts as an extension of your staff. This approach allows the Town of Monument to access a broad range of technical expertise with the ease and responsiveness of a local team.



# **PROOF OF INSURANCE**



# CERTIFICATE OF LIABILITY INSURANCE

2/1/2026

DATE (MM/DD/YYYY)

1/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|          |                                                                                                                         |                                                            |                |
|----------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------------|
| PRODUCER | Lockton Companies, LLC<br>444 W. 47th St., Ste. 900<br>Kansas City MO 64112-1906<br>(816) 960-9000<br>kcasu@lockton.com | CONTACT NAME:                                              |                |
|          |                                                                                                                         | PHONE (A/C, No, Ext):                                      | FAX (A/C, No): |
|          |                                                                                                                         | E-MAIL ADDRESS:                                            |                |
|          |                                                                                                                         | INSURER(S) AFFORDING COVERAGE                              | NAIC #         |
|          |                                                                                                                         | INSURER A : Liberty Insurance Corporation                  | 42404          |
|          |                                                                                                                         | INSURER B : Liberty Mutual Fire Insurance Company          | 23035          |
|          |                                                                                                                         | INSURER C : Travelers Property Casualty Company of America | 25674          |
|          |                                                                                                                         | INSURER D : The First Liberty Insurance Corporation        | 33588          |
|          |                                                                                                                         | INSURER E : Continental Casualty Company                   | 20443          |
|          |                                                                                                                         | INSURER F :                                                |                |

**COVERAGES** **CERTIFICATE NUMBER:** 20691874 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                   | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | N         | N        | TB7-Z91-469988 | 2/1/2025                | 2/1/2026                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                        | N         | N        | AS2-Z91-469988 | 2/1/2025                | 2/1/2026                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$ XXXXXXXX<br>BODILY INJURY (Per accident) \$ XXXXXXXX<br>PROPERTY DAMAGE (Per accident) \$ XXXXXXXX<br>\$ XXXXXXXX                                               |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$                                                                                               | N         | N        | CUP-0T461340   | 2/1/2025                | 2/1/2026                | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>\$ XXXXXXXX                                                                                                                                                                           |
| D        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                       | Y/N       | N/A      | WC6-Z91-469988 | 2/1/2025                | 2/1/2026                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                         |
| E        | PROFESSIONAL LIAB. / CONTR. POLL LIAB.                                                                                                                                                                                                                                                                              | N         | N        | AEH591925822   | 2/1/2025                | 2/1/2026                | EACH CLAIM \$10,000,000<br>AGGREGATE \$10,000,000                                                                                                                                                                                                 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

**20691874**  
EVIDENCE OF COVERAGE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Joseph M. Agnello*

## **REFERENCES**

# REFERENCES

## **CITY OF GOLDEN**

### **ANNE BEIERLE**

Public Works Director  
911 10th Street  
Golden, CO 80401  
T: 303.384.8000  
E: abeierle@cityofgolden.net

## **TOWN OF MORRISON**

### **FRITZ FOUTS**

Public Works Director  
321 Highway 8  
Morrison, CO 80465  
T: 303.697.8749  
E: ffouts@morrisonco.us

## **CITY OF CENTRAL CITY**

### **MARC JOHNS**

Public Works/Utilities Director  
141 Nevada Street  
Central City, CO 80427  
T: 303.582.5251 x61  
E: mjohns@cityofcentral.co

## **FOUNTAIN CREEK WATERSHED DISTRICT**

### **ALLI SCHUCH**

Executive Director  
PO Box 1834  
Colorado Springs, CO 80901  
T: 719.650.7474  
E: fountainckdist@gmail.com

## **TOWN OF JOHNSTOWN**

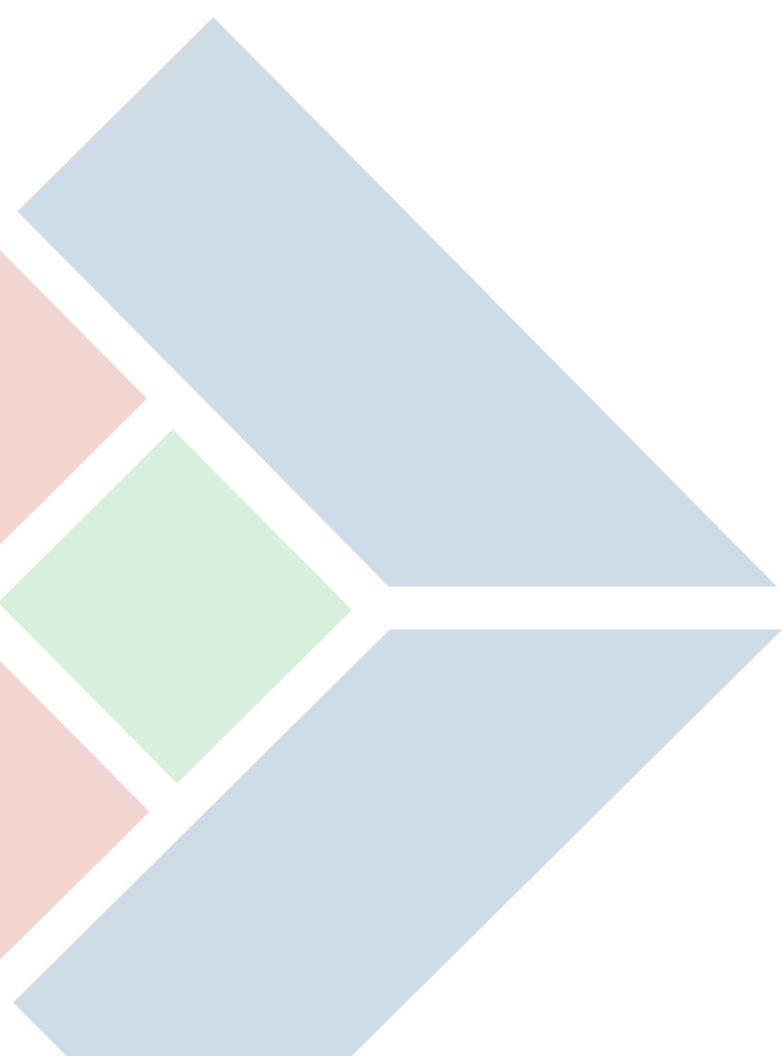
### **DOUG GOSSETT**

Town Engineer  
450 S Parish Ave  
Johnstown, CO 80534  
T: 970.829.7878  
E: dgossett@johnstownco.gov

## **CITY OF MANITOU SPRINGS**

### **SARA HARTLEY**

Former Hazardous Mitigations Officer  
301 S. Park Ave.  
Helena, Montana 59601  
719.492.3914  
nokolisara@gmail.com



# **AFFIRMATIONS AND SERVICES AGREEMENT**

# AFFIRMATIONS AND STANDARD SERVICES AGREEMENT

## **NONDISCRIMINATION AND DRUG-FREE WORKPLACE POLICIES**

IMEG affirms that it maintains a strict policy of nondiscrimination in all employment practices and is committed to providing equal employment opportunity to all individuals regardless of race, age, color, sex, religion, national origin, mental or physical disability, political affiliation, marital status, or any other protected class. We are also firmly committed to maintaining a drug-free workplace in accordance with all applicable federal and state laws.

## **LICENSED CIVIL ENGINEER IN COLORADO**

IMEG confirms that Taylor Goertz, PE—our proposed Town Engineer—is a licensed Professional Civil Engineer in the State of Colorado and is authorized to perform engineering services within the state. His license is current and in good standing.





# **COST PROPOSAL**

# HOURLY RATES 2025

| IMEG STANDARD HOURLY RATES                                                            |       |
|---------------------------------------------------------------------------------------|-------|
| Discipline/Service: Civil, Land Survey, Landscape Architecture                        |       |
| Role                                                                                  | Rate  |
| Senior Client Exec/Senior Market Director/VP                                          | \$260 |
| Client Executive/Market Director                                                      | \$245 |
| Project Executive                                                                     | \$205 |
| Senior Project Manager 2                                                              | \$200 |
| Senior Project Manager I                                                              | \$185 |
| Engineer of Distinction/Landscape Architect of Distinction/<br>Planner of Distinction | \$210 |
| Senior (Engineer/Landscape Architect/Planner) 3                                       | \$195 |
| Senior (Engineer/Landscape Architect/Planner) 2                                       | \$175 |
| Senior (Engineer/Landscape Architect/Planner) 1                                       | \$165 |
| Project (Engineer/Landscape Architect/Planner) 2                                      | \$155 |
| Project (Engineer/Landscape Architect/Planner) 1                                      | \$145 |
| Graduate (Designer/Survey) 2                                                          | \$125 |
| Graduate (Designer/Survey) 1                                                          | \$115 |
| Senior Land Surveyor 3                                                                | \$165 |
| Senior Land Surveyor 2                                                                | \$150 |
| Senior Land Surveyor 1                                                                | \$140 |
| Project Surveyor 2                                                                    | \$135 |
| Project Surveyor 1                                                                    | \$130 |
| Designer of Distinction                                                               | \$175 |
| Senior (Designer/Crew Chief) 3                                                        | \$160 |
| Senior (Designer/Coordinator/ Crew Chief) 2                                           | \$150 |
| Senior (Designer/Coordinator/ Crew Chief) 1                                           | \$140 |
| Project (Designer/Senior Technical Crew Chief) 2                                      | \$130 |
| Project (Designer/Senior Technical Crew Chief) 1                                      | \$125 |
| Designer 2/Planner 2/Technician 4                                                     | \$115 |
| Designer 1/Planner 1/Technician 3                                                     | \$105 |
| Design Technician 2/Technician 2                                                      | \$95  |
| Design Technician 1/Technician 1/Intern                                               | \$85  |
| Senior Construction Administrator                                                     | \$145 |
| Construction Administrator                                                            | \$135 |
| GIS System Architect                                                                  | \$135 |
| GIS Analyst                                                                           | \$125 |
| Graduate (GIS Analyst) 2                                                              | \$120 |
| Graduate (GIS Analyst) 1                                                              | \$110 |
| Administrative Assistant                                                              | \$85  |

**Note:**

1. These rates are for staff located in the office providing the service. Staff based in one of IMEG's other offices may have different billing rates. These rates can be provided as requested
2. Rates are adjusted annually.

**Reimbursables:**

- Postage and delivery charges
- Travel Expense: Automobile mileage will be invoiced at the IRS rate in effect at the time of travel. Travel expenses include mileage, tolls, parking fees, taxi, train, airfare, rental car, fuel, and other out of pocket travel related expenses
- Meals and lodging, when required to travel overnight
- Project-specific insurance coverage riders or amendments necessary to comply with required insurance requirements above current IMEG limits and conditions
- Reproduction costs for existing facility documents, and for one record set of contract document deliverables at each project phase/milestone when not provided to IMEG by the Client
- Reproduction and distribution costs associated with issuing contract documents
- Payment of plan review fees or other imposed governmental agency fees
- State filing and/or permit fees
- Necessary consultants as approved by Client

**IMEG STANDARD HOURLY RATES - 2025**

**Discipline/Service:**

**Structural, MEP, Technology, Medical Equipment Planning, Commissioning**

| <b>Role</b>                                                | <b>Rate</b> |
|------------------------------------------------------------|-------------|
| Senior Client Exec/Senior Market Director/VP               | \$310       |
| Client Executive/Market Director                           | \$285       |
| Project Executive                                          | \$265       |
| Senior Project Manager 2                                   | \$240       |
| Senior Project Manager I                                   | \$220       |
| Engineer of Distinction                                    | \$250       |
| Senior (Engineer/Planner/Consultant) 3                     | \$235       |
| Senior (Engineer/Planner/Consultant) 2                     | \$205       |
| Senior (Engineer/Planner/Consultant) 1                     | \$190       |
| Project (Engineer/Consultant) 2                            | \$170       |
| Project (Engineer/Consultant) 1                            | \$155       |
| Graduate (Designer/Consultant/Planner/Authority/Analyst) 2 | \$140       |
| Graduate (Designer/Consultant/Planner/Authority/Analyst) 1 | \$125       |
| Designer of Distinction                                    | \$215       |
| Senior (Designer/Authority) 3                              | \$195       |
| Senior (Designer/Authority) 2                              | \$190       |
| Senior (Designer/Authority) 1                              | \$170       |
| Project (Designer/Authority) 2                             | \$155       |
| Project (Designer/Authority) 1                             | \$140       |
| Designer (Authority/Analyst) 2                             | \$125       |
| Designer (Authority/Analyst) 1                             | \$115       |
| Design Technician 2                                        | \$100       |
| Design Technician 1/Intern                                 | \$90        |
| Senior Construction Administrator                          | \$190       |
| Construction Administrator                                 | \$155       |
| Senior Procurement Manager                                 | \$265       |
| Senior Procurement Specialist                              | \$240       |
| Project Coordinator                                        | \$130       |
| Senior Virtual Design Coordinator 2                        | \$145       |
| Senior Virtual Design Coordinator 1                        | \$135       |
| Virtual Design Coordinator 2                               | \$130       |
| Virtual Design Coordinator 1                               | \$115       |
| Virtual Design Technician                                  | \$100       |
| Administrative Assistant                                   | \$90        |

**Note:**

1. These rates are for staff located in the office providing the service. Staff based in one of IMEG's other offices may have different billing rates. These rates can be provided as requested

2. Rates are adjusted annually

**Reimbursables:**

- Postage and delivery charges
- Travel Expense: Automobile mileage will be invoiced at the IRS rate in effect at the time of travel. Travel expenses include mileage, tolls, parking fees, taxi, train, airfare, rental car, fuel, and other out of pocket travel related expenses
- Meals and lodging, when required to travel overnight
- Project-specific insurance coverage riders or amendments necessary to comply with required insurance requirements above current IMEG limits and conditions
- Reproduction costs for existing facility documents, and for one record set of contract document deliverables at each project phase/milestone when not provided to IMEG by the Client
- Reproduction and distribution costs associated with issuing contract documents
- Payment of plan review fees or other imposed governmental agency fees
- State filing and/or permit fees
- Necessary consultants as approved by Client

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN**

**TOWN OF MONUMENT  
AND  
IMEG CONSULTANTS CORP**

**THIS SERVICES AGREEMENT** (“Agreement”) is made and entered into the most recent day and year set forth below by and between the **TOWN OF MONUMENT**, a home-rule municipality organized under the laws of the State of Colorado (“Town”), whose mailing address is 645 Beacon Lite Road, Monument, CO 80132, and **IMEG CONSULTANTS CORP** (“IMEG”), a New York corporation whose mailing address is 7600 East Orchard Road, Suite 250-S, Greenwood Village, CO 80111. The Town and IMEG are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

**WITNESSETH:**

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the Parties as follows:

1. Scope of Services. IMEG agrees to serve as the Town Engineer and provide engineering services, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference (“Scope of Services”). All provisions of **Exhibit A**, including without limitation any terms and conditions included therein, shall be subject to the provisions of this Agreement. In the event of a conflict or inconsistency between a provision in the body of this Agreement and a provision in **Exhibit A** or any other exhibit or schedule attached hereto, the provision in the body of this Agreement shall control. The Town Engineer shall not commence any work or provide any services under this contract unless and until prior written authorization to perform the specific work or services has been received from the Town or its designated representative. No work performed or services provided by the Town Engineer prior to receipt of such written authorization shall be compensable or considered approved by the Town.

2. Time of Commencement. The services to be performed pursuant to this Agreement shall commence on August 5, 2025 and shall be provided until such time as this Agreement is terminated.

3. Termination by the Town. The Town may terminate this Agreement at any time without cause by providing written notice of termination to IMEG. Such notice shall be delivered at least three (3) days prior to the termination date contained in said notice unless otherwise agreed in writing by the Parties. In the event of any such early termination by the Town, IMEG shall be paid for services rendered prior to the date of termination, subject only to the satisfactory performance of IMEG’s obligations under this Agreement. IMEG understands and agrees that such payment shall be IMEG’s sole right and remedy for such

termination.

4. Suspension. Without terminating this Agreement or breaching its obligations hereunder, the Town may, at its convenience, suspend the services of IMEG by giving IMEG written notice one (1) day in advance of the suspension date. Upon receipt of such notice, IMEG shall cease its work in as efficient a manner as possible so as to keep its total charges to the Town for services under this Agreement to the minimum, but in no circumstance later than three (3) business days after receipt of the notice of suspension. No work shall be performed during such suspension except with prior written authorization by the Town Representatives (as defined below). If a suspension is still in effect thirty (30) calendar days after IMEG's receipt of the notice of suspension, IMEG may terminate this Agreement by providing the Town with written notice of termination. Upon the Town's receipt of such notice of termination from IMEG, this Agreement will be deemed terminated.

5. Compensation. In consideration of the services to be performed pursuant to this Agreement, the Town agrees to pay IMEG the amounts set forth in **Exhibit A**. Total compensation shall not exceed one million Dollars (\$1,000,000.00) each budget year or the approved budget for the service provided, whichever is less. The Town shall provide no benefits to IMEG other than the compensation stated above. IMEG shall bill its charges to the Town periodically, but no more frequently than once a month.

6. Qualifications on Obligations to Pay. No partial payment made by the Town shall be considered final acceptance or approval of that part of the Scope of Services paid for or shall relieve IMEG of any of its obligations under this Agreement. Notwithstanding any other terms of this Agreement, the Town may withhold any payment (whether a progress payment or final payment) to IMEG if any one or more of the following conditions exists:

(a) IMEG is in default of any of its obligations under this Agreement, including without limitation the obligation to maintain insurance and provide Certificates of Insurance to the Town in accordance with Section 13 (Insurance).

(b) Any part of such payment is attributable to services that are not performed in accordance with the terms of this Agreement and its associated exhibit(s). The Town will pay for any portion of the services performed in conformance with this Agreement and its associated exhibit(s).

(c) IMEG has failed to make payments promptly to any third-party used to perform any portion of the services hereunder, subject to Paragraph 9, for which the Town has made payments to IMEG.

7. Town Representatives. The Town designates the Director of Public Works and the Director of Planning as its project representatives (the "Town Representatives") who shall make, within the scope of their authority, all necessary and proper decisions with reference to the Scope of Services. All requests for contract interpretations, change orders, and other clarification or instruction shall be directed to the Town Representatives.

8. Independent Contractor. IMEG agrees that the services to be performed by IMEG are those of an independent contractor and not of an employee of the Town. **IMEG is obligated to pay federal and state income tax on any moneys earned pursuant to this Agreement. Neither IMEG nor its employees, if any, are entitled to workers' compensation benefits from the Town for the performance of the services described in this Agreement.**

9. Assignment. IMEG shall neither assign any responsibilities nor delegate any duties arising under this Agreement to a third party without the prior written consent of the Town, which may be granted or denied in the Town's sole discretion.

10. Standard of Care. IMEG shall perform its services with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances at the same time and in the same or similar locality.

11. Accuracy of Work. IMEG represents, covenants, and agrees that its work will be accurate and free from any material errors. IMEG shall correct any errors or deficiencies in IMEG's services of which it becomes aware promptly and without additional compensation unless such corrective action is directly attributable to errors or deficiencies in information furnished by the Town. The Town's approval of IMEG's services shall not diminish or release IMEG's duties or obligations hereunder, since the Town is ultimately relying upon IMEG's skill and knowledge to perform the Scope of Services. The obligations contained in this Section 11 shall survive for a period of two (2) years following termination of this Agreement.

12. Duty to Warn. IMEG agrees to call to the Town's attention errors in any drawings, plans, sketches, instructions, information, requirements, procedures, and other data supplied to IMEG by the Town or a third-party that it becomes aware of and believes may be unsuitable, improper, or inaccurate in a material way. However, IMEG shall not independently verify the validity, completeness, or accuracy of such information unless otherwise expressly engaged to do so by the Town. Nothing shall detract from this obligation unless IMEG advises the Town in writing that such data may be unsuitable, improper, or inaccurate and the Town nevertheless confirms in writing that it wishes IMEG to proceed according to such data as originally given.

13. Insurance.

(a) During the term of this Agreement, IMEG shall purchase and maintain, at its own cost and expense, the following:

(i) Workers' compensation insurance for its employees, if any, as required by Colorado law with limits of at least \$500,000 per injury or illness an employee suffers as a result of providing the services hereunder, with a \$500,000 aggregate per occurrence.

(ii) Employer's liability insurance with limits of at least \$500,000 per employee/accident and \$1,000,000 aggregate.

(iii) Commercial general liability insurance covering, without limitation, premises operations, products-completed operations, contractual liability insuring the obligations assumed by IMEG under this Agreement, personal and advertising injury, and broad form property damage, with limits of at least \$2,000,000 per occurrence for bodily injury, death or damage to property; \$2,000,000 per occurrence for personal and advertising injury; \$2,000,000 products-completed operations; and \$2,000,000 general aggregate; and

(iv) Automobile liability insurance covering all owned, hired and non-owned vehicles used in the performance of IMEG's services under this Agreement with a limit of at least \$2,000,000 combined per accident for bodily injury and property damage; and

(b) The insurance required herein may be satisfied through any combination of primary and excess/umbrella liability policies.

(c) The insurance required herein shall be written by an insurance company or companies that (i) have an A.M. Best Company rating of "A-VII" or better, and (ii) are authorized to issue insurance in the State of Colorado.

(d) The Town, the Town Representatives, and the Town's directors, officers, employees, and Town Council shall be endorsed as "Additional Insureds" under the (i) commercial general liability insurance policy for both ongoing and completed services for a period of two (2) years; and (ii) automobile liability policy.

(e) IMEG shall provide a waiver of subrogation endorsement, or its equivalent, under the (i) workers' compensation; (ii) commercial general liability; and (iii) automobile liability insurance policies in favor of the Town, its directors, officers, agents, employees, and Town Council.

(f) All liability insurance policies required herein shall provide that the coverage is primary and non-contributory to other insurance available to the Town and its directors, officers, agents, and employees. Any insurance maintained by the Town and its directors, officers, agents, and employees shall be excess of and shall not contribute with IMEG's insurance.

(g) Prior to commencement of performance, IMEG shall provide certificates of insurance satisfactory to the Town that clearly evidence all insurance coverages required herein, including but not limited to endorsements (individually and collectively, "Certificates of Insurance"). IMEG agrees that, until the Town is supplied with Certificates of Insurance, no payment under this Agreement will be made by the Town. IMEG will provide the Town with updated Certificates of Insurance within ten (10) calendar days of the anniversary of the effective date of coverage. Failure of the Town to require Certificates of Insurance or to identify a deficiency in coverage shall not relieve IMEG of its responsibility to provide the specific insurance coverages set forth herein.

(h) Subject to Section 9 (Assignment), IMEG shall require each



subcontractor and/or third-party performing work for IMEG related to the Scope of Services to purchase and maintain insurance of the types and with policy limits no less than those required of IMEG under this Section 13. All general liability policies carried by a subcontractor and/or third-party shall be endorsed to include the Additional Insureds identified above. Each subcontractor and/or third-party shall be required to provide IMEG, upon request, with certificates of insurance evidencing such coverage prior to commencement of work by a subcontractor and/or third party.

(i) The insurance policies afforded hereunder shall not be cancelled or allowed to expire unless at least thirty (30) days' prior written notice has been delivered to the Town, except in the event of cancellation due to non-payment of a premium, in which case notice shall be given to the Town no later than ten (10) days prior to cancellation of the policy. Upon receipt of any notice of cancellation or non-renewal, IMEG shall, within five (5) days, procure other policies of insurance as necessary to comply with this Section 13 and provide Certificates of Insurance evidencing the same to the Town. Notwithstanding the provisions contained in Section 18 (Remedies), if IMEG fails to procure the required insurance or provide the Town with Certificates of Insurance within the timeframe provided, the Town may terminate or suspend this Agreement upon written notice to IMEG.

14. Accessibility Standards. IMEG shall ensure all equipment provided pursuant to the Agreement is in compliance with all applicable provisions of § 24-85-101, *et seq.*, C.R.S., and the Accessibility Standards for Individuals with a Disability, as established by the Colorado Governor's Office of Information Technology ("OIT") pursuant to Section 24-85-103 (2.5), C.R.S. (collectively, the "Accessibility Standards"). IMEG shall indemnify, defend, and hold harmless the Town against any and all costs, expenses, claims, damages, liabilities, court awards and other amounts (including attorneys' fees and related costs) incurred by the Town in relation to IMEG's failure to comply with the Accessibility Standards.

15. Compliance with Laws. IMEG is obligated to familiarize itself and comply with all laws applicable to the performance of the Scope of Services, including without limitation all state and local licensing and registration requirements. This includes, but is not limited to, Chapter 2.26 of Title 2 of the Monument Municipal Code.

16. Acceptance Not Waiver. The Town's approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights or benefits provided to the Town under this Agreement.

17. Default. Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either Party should fail or refuse to perform according to the terms of this Agreement, such Party may be declared in default.

18. Remedies. Except as provided in Section 13(i) (Insurance), in the event a Party declares a default by the other Party, such defaulting Party shall be allowed a period of ten (10) days within which to cure said default. In the event the default remains uncorrected, the Party declaring default may elect to (a) terminate the Agreement and seek damages; (b) treat

the Agreement as continuing and require specific performance; or (c) avail itself of any other remedy at law or equity. If the non-defaulting Party commences legal or equitable actions against the defaulting Party, the defaulting Party shall be liable to the non-defaulting Party for the non-defaulting Party's reasonable attorney fees and costs incurred because of the default.

19. Indemnification; No Waiver of Liability or Immunity. IMEG agrees to indemnify and hold harmless the Town and its officers, directors, employees, agents, and attorneys from any and all damages and liabilities arising from IMEG's performance of the Scope of Services to the extent caused by negligent acts, errors, or omissions of IMEG in the performance of professional services. As part of this obligation, IMEG shall compensate the Town for the time, if any, spent by its legal counsel in connection with such claims or actions for reasonable attorney's fees. IMEG's obligations under this Section 19 shall be to the fullest extent recovered under applicable law and shall survive termination or expiration of this Agreement. **Notwithstanding any other provision contained in this Agreement, including but not limited to Exhibit A, the Town does not agree to defend, indemnify, or hold harmless IMEG or waive or limit IMEG's liability (either by type of liability or amount).** The Town is relying on and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, defenses, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S., as from time to time amended, or otherwise available to the Town or its officers or employees.

20. Limitation of Liability. To the fullest extent permitted by law, IMEG's total liability to the Town for any and all injuries, claims, losses, expenses, or damages arising out of or in any way related to the services provided under this Agreement, from any cause or causes, shall not exceed \$2,000,000 or the amount of IMEG's professional liability insurance, whichever is greater.

21. Binding Effect. This writing constitutes the entire agreement between the Parties and shall be binding upon the Parties, their officers, employees, agents and assigns and shall inure to the benefit of the Parties' respective survivors, heirs, personal representatives, successors and permitted assigns.

22. Amendment. No amendment or modification of this Agreement shall be binding upon the Parties unless the same is in writing and approved by a duly authorized representative of each Party.

23. Law; Venue. The laws of the State of Colorado shall govern the construction, interpretation, execution, and enforcement of this Agreement. Venue for any dispute between the Parties arising out of or relating to this Agreement shall be in the State of Colorado District Court for El Paso County.

24. Severability. In the event any term or condition of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

25. Annual Appropriation. The Town's obligations hereunder are subject to the annual appropriation of funds necessary for the performance thereof, which appropriations shall be made in the sole discretion of the Town Council.

26. Ownership of Work Product. All documents such as reports, plans, drawings and contract specifications, information, and other materials prepared or furnished by IMEG (or IMEG's independent professional associates, permitted subcontractors, and consultants) and paid in full pursuant to this Agreement are instruments of public information and property of the Town. All internal documents which support the public information such as field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by IMEG as instruments of service shall be provided to the Town. The Town understands such documents are not intended or represented to be suitable for reuse by the Town or others for purposes outside the specific scope and conditions of the Scope of Services. Any reuse without written verification or adaptation by IMEG for the specific purpose intended will be at the Town's sole risk and without liability or legal exposure to IMEG, or to IMEG's independent professional associates, permitted subcontractors, or consultants. Transfer of ownership of documents does not shift liability to IMEG for unauthorized reuse. IMEG retains the right to use copies of all documents for reference and marketing purposes.

27. Taxes. The Town is a governmental entity and is therefore exempt from state and local sales and use tax. The Town will not pay for or reimburse any sales or use tax that may not directly be imposed against the Town. IMEG shall use the Town's sales tax exemption for the purchase of any and all products and equipment on behalf of the Town.

28. Time is of the Essence. All times stated in this Agreement are of the essence.

29. Notices. All notices which are required, or which may be given under this Agreement shall be effective when mailed via registered or certified mail, postage prepaid and sent to the address first set forth above.

30. Counterparts, Electronic Signatures, and Electronic Records. This Agreement may be executed in multiple counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument. The Parties consent to the use of electronic signatures and agree that the transaction may be conducted electronically pursuant to the Uniform Electronic Transactions Act, § 24-71.3-101, *et seq.*, C.R.S.

31. No Third-Party Beneficiaries. The Parties to this Agreement do not intend to benefit any person not a party to this Agreement. No person or entity, other than the Parties to this Agreement, shall have any right, legal or equitable, to enforce any provision of this Agreement.

32. Section Headings. The section headings in this Agreement have been inserted for convenience of reference only and shall not affect the meaning or interpretation of any part of this Agreement.

33. Not Construed Against Drafter. Each Party acknowledges that it has had an adequate opportunity to review each and every provision contained in this Agreement, including the opportunity to consult with legal counsel. Based on the foregoing, no provision of this Agreement shall be construed against either Party by reason of such Party being deemed to have drafted such provision.

**ATTACHMENT B – RESOLUTION NO 53-2025**  
**EXHIBIT A**

**TOWN:**

**TOWN OF MONUMENT**, a home-rule  
municipality organized under the laws of the  
State of Colorado

By: \_\_\_\_\_  
Name: Madeline VanDenHoek  
Title: Town Manager  
Date: \_\_\_\_\_

**IMEG:**

**IMEG CONSULTANTS CORP**, a New York  
corporation

By: \_\_\_\_\_  
Name: Taylor C. Goertz  
Title: Client Executive / Principal  
Date: \_\_\_\_\_

**ATTACHMENT B – RESOLUTION NO 53-2025  
EXHIBIT A**

**EXHIBIT A**

**IMEG CONSULTANT CORP PROPOSAL, DATED 5/5/2025**

**SCOPE OF SERVICES AND COMPENSATION**



## **MEMORANDUM**

TO: The Honorable Mayor and Town Council  
FROM: Madeline VanDenHoek, Town Manager  
DATE: August 18, 2025  
RE: Approval of an Amendment to an Intergovernmental Agreement (IGA) with the Colorado Department of Transportation (CDOT) for the Jackson Creek Parkway Design and Expansion, Resolution 54-2025

---

**BACKGROUND:** In 2020, Resolution 41-2020 approved an IGA with CDOT for state and federal funding to support the design and expansion of Jackson Creek Parkway.

**DISCUSSION:** CDOT is requesting an amendment to the contract due to a reduction of Multimodal Transportation and Mitigation Options Funds by \$684,595, making the new contract amount \$8,177,446. The amount of state and federal funding available is \$7,310,077 and with local (the Town) funding of \$867,369 as a required match. Staff requests approval of Resolution 54-2025.

**ATTACHED:**

- 1) Resolution 54-2025
- 2) The Intergovernmental Agreement



**TOWN OF MONUMENT**

**RESOLUTION NO. 54-2025**

**A RESOLUTION AMENDING AN INTERGOVERNMENTAL AGREEMENT WITH  
THE COLORADO DEPARTMENT OF TRANSPORTATION FOR THE DESIGN AND  
EXPANSION OF JACKSON CREEK PARKWAY PROJECT**

**WHEREAS**, the Town of Monument, El Paso County, Colorado, desires to improve Jackson Creek Parkway from Higby Road to Highway 105; and,

**WHEREAS**, the Town of Monument had entered into an IGA with CDOT in October of 2020; and,

**WHEREAS**, CDOT is requesting an amendment to the contract due to a reduction of Multimodal Transportation and Mitigation Options Funds by \$684,595, making the new contract amount \$8,177,446; and,

**WHEREAS**, the amount of state and federal funding available is \$7,310,077.00 with local (the Town) funding of \$867,369 as a required match.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO THAT:**

Resolution No. 54-2025 is hereby adopted authorizing an amendment to an intergovernmental agreement with the Colorado Department of Transportation reducing the contract by \$684,595 to \$8,177,446 with local matching funds in the amount of \$867,369 to provide design and construction for the Jackson Creek Parkway Expansion project.

**PASSED AND RESOLVED** by the Town Council of the Town of Monument, El Paso County, Colorado, this 18<sup>th</sup> day of August, 2025 by a vote of \_\_\_\_ for and \_\_\_\_ against.

TOWN OF MONUMENT

\_\_\_\_\_  
Mitch LaKind  
Mayor

ATTEST:

\_\_\_\_\_  
Tina Erickson  
Town Clerk

# STATE OF COLORADO AMENDMENT

**Amendment #: 2**

**Project #: STU M915-012 (23291)**

## SIGNATURE AND COVER PAGE

|                                                     |                |                                                                 |
|-----------------------------------------------------|----------------|-----------------------------------------------------------------|
| <b>State Agency</b><br>Department of Transportation |                | <b>Amendment Routing Number</b><br>21-HA2-XC-03103-M0005        |
| <b>Local Agency</b><br>TOWN OF MONUMENT             |                | <b>Original Agreement Routing Number</b><br>21-HA2-XC-03103     |
| <b>Agreement Maximum Amount</b>                     | \$8,177,446.00 | <b>Agreement Performance Beginning Date</b><br>October 21, 2020 |
|                                                     |                | <b>Initial Agreement expiration date</b><br>September 15, 2030  |

**THE PARTIES HERETO HAVE EXECUTED THIS AMENDMENT**

Each person signing this Amendment represents and warrants that he or she is duly authorized to execute this Amendment and to bind the Party authorizing his or her signature.

|                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STATE OF COLORADO</b><br><b>Jared S. Polis, Governor</b><br>Department of Transportation<br>Shoshana M. Lew, Executive Director                                                                                                                                                |                                                                                                                                                                                                                                                                                                                         |
| _____<br>Keith Stefanik, P.E., Chief Engineer                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                         |
| Date: _____                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                         |
| <b>LOCAL AGENCY</b><br><b>TOWN OF MONUMENT</b><br><br>By: _____<br><div style="text-align: center;">*Signature</div><br>Name: _____<br><div style="text-align: center;">(Print Name)</div><br>Title: _____<br><div style="text-align: center;">(Print Title)</div><br>Date: _____ | <b>SECOND LOCAL AGENCY SIGNATURE,</b><br><b>IF NEEDED</b><br><b>TOWN OF MONUMENT</b><br><br>By: _____<br><div style="text-align: center;">*Signature</div><br>Name: _____<br><div style="text-align: center;">(Print Name)</div><br>Title: _____<br><div style="text-align: center;">(Print Title)</div><br>Date: _____ |

In accordance with §24-30-202 C.R.S., this Amendment is not valid until signed and dated below by the State Controller or an authorized delegate.

**STATE CONTROLLER**  
**Robert Jaros, CPA, MBA, JD**

By: \_\_\_\_\_  
Department of Transportation

Amendment Effective Date: \_\_\_\_\_

**1) PARTIES**

This Amendment (the "Amendment") to the Original Agreement shown on the Signature and Cover Page for this Amendment (the "Agreement") is entered into by and between the Local Agency and the State.

**2) TERMINOLOGY**

Except as specifically modified by this Amendment, all terms used in this Amendment that are defined in the Agreement shall be construed and interpreted in accordance with the Agreement.

**3) EFFECTIVE DATE AND ENFORCEABILITY**

**A. Amendment Effective Date**

This Amendment shall not be valid or enforceable until the Amendment Effective Date shown on the Signature and Cover Page for this Amendment. The State shall not be bound by any provision of this Amendment before that Amendment Effective Date, and shall have no obligation to pay the Local Agency for any Work performed or expense incurred under this Amendment either before or after the Amendment term shown in **§3.B** of this Amendment

**B. Amendment Term**

The Parties' respective performances under this Amendment and the changes to the Agreement contained herein shall commence on the Amendment Effective Date shown on the Signature and Cover Page for this Amendment and shall terminate on the termination of the Agreement.

**4) PURPOSE**

The Parties entered into this agreement for the Monument Jackson Creek Parkway Expansion project. Now the parties wish to decrease funding from \$8,620,466.00 to \$8,177,446.00.

**5) MODIFICATIONS**

a) Decrease funding from \$8,620,466.00 to \$8,177,446.00.

b) Exhibit C-5 shall be replaced by the attached Exhibit C-6. Any reference in the Agreement to any prior Exhibit C shall be a reference to Exhibit C-6.

**6) LIMITS OF EFFECT**

This Amendment is incorporated by reference into the Agreement, and the Agreement and all prior amendments or other modifications to the Agreement, if any, remain in full force and effect except as specifically modified in this Amendment. Except for the Special Provisions contained in the Agreement, in the event of any conflict, inconsistency, variance, or contradiction between the provisions of this Amendment and any of the provisions of the Agreement or any prior modification to the Agreement, the provisions of this Amendment shall in all respects supersede, govern, and control. The provisions of this Amendment shall only supersede, govern, and control over the Special Provisions contained in the Agreement to the extent that this Amendment specifically modifies those Special Provisions.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

## **EXHIBIT C-6 - FUNDING PROVISIONS**

### **Town of Monument - STU M915-012 (23291)**

#### **A. Cost of Work Estimate**

The Local Agency has estimated the total cost of the Work to be \$8,177,446.00, which is to be funded as follows:

##### **1. FUNDING**

###### **MPP**

- |    |                                          |                |
|----|------------------------------------------|----------------|
| a. | Federal Funds (82.79% of MPP Award)      | \$3,600,000.00 |
| b. | Local Agency Funds (17.21% of MPP Award) | \$748,351.00   |

###### **TPP**

- |    |                                       |              |
|----|---------------------------------------|--------------|
| c. | Federal Funds (80% of TPP Award)      | \$309,772.00 |
| d. | Local Agency Funds (20% of TPP Award) | \$77,443.00  |

###### **CRP**

- |    |                                          |              |
|----|------------------------------------------|--------------|
| e. | Federal Funds (82.79% of CRP Award)      | \$200,000.00 |
| f. | Local Agency Funds (17.21% of CRP Award) | \$41,575.00  |

###### **MMO**

- |    |                                    |                |
|----|------------------------------------|----------------|
| g. | State Funds<br>(100% of MMO Award) | \$3,200,305.00 |
|----|------------------------------------|----------------|

---

#### **TOTAL FUNDS ALL SOURCES**

**\$8,177,446.00**

---

##### **2. OMB UNIFORM GUIDANCE**

- |    |                                                                    |                            |
|----|--------------------------------------------------------------------|----------------------------|
| a. | Federal Award Identification Number (FAIN):                        | 693JJ22230000Z230COM915012 |
|    |                                                                    | 693JJ22230000Z23ECOM915012 |
|    |                                                                    | 693JJ22330000Y230COM915012 |
| b. | Name of Federal Awarding Agency:                                   | FHWA                       |
| c. | Local Agency Unique Entity Identifier                              | VNDTK5339BL7               |
| d. | Assistance Listing # Highway Planning and Construction             | ALN 20.205                 |
| e. | Is the Award for R&D?                                              | No                         |
| f. | Indirect Cost Rate (if applicable)                                 | N/A                        |
| g. | Amount of Federal Funds Obligated by this Action:                  | \$0.00                     |
| h. | Amount of Federal Funds Obligated to Date (including this Action): | \$1,424,797.00             |

---

##### **3. ESTIMATED PAYMENT TO LOCAL AGENCY**

- |    |                                                     |                |
|----|-----------------------------------------------------|----------------|
| a. | Federal Funds Budgeted                              | \$4,109,772.00 |
| b. | State Funds Budgeted                                | \$3,200,305.00 |
| c. | Less Estimated Federal Share of CDOT-Incurred Costs | \$0.00         |

---

|                                                |               |                       |
|------------------------------------------------|---------------|-----------------------|
| <b>TOTAL ESTIMATED PAYMENT TO LOCAL AGENCY</b> | <b>89.39%</b> | <b>\$7,310,077.00</b> |
| <b>TOTAL ESTIMATED FUNDING BY LOCAL AGENCY</b> | <b>10.61%</b> | <b>\$867,369.00</b>   |

|                                        |                |                       |
|----------------------------------------|----------------|-----------------------|
| <b>TOTAL PROJECT ESTIMATED FUNDING</b> | <b>100.00%</b> | <b>\$8,177,446.00</b> |
|----------------------------------------|----------------|-----------------------|

---

##### **4. FOR CDOT ENCUMBRANCE PURPOSES**

###### **MPP Funds**

- |    |                                                         |                |
|----|---------------------------------------------------------|----------------|
| a. | Total Encumbrance Amount (Federal + Local Agency Funds) | \$4,348,351.00 |
| b. | Less ROW Acquisition 3111 and/or ROW Relocation 3109    | \$0.00         |

###### **TPP Funds**

- |    |                                                         |              |
|----|---------------------------------------------------------|--------------|
| a. | Total Encumbrance Amount (Federal + Local Agency Funds) | \$387,215.00 |
|----|---------------------------------------------------------|--------------|

b. Less ROW Acquisition 3111 and/or ROW Relocation 3109 \$0.00

**CRP Funds**

a. Total Encumbrance Amount (Federal + Local Agency Funds) \$241,575.00

b. Less ROW Acquisition 3111 and/or ROW Relocation 3109 \$0.00

**MMO Funds**

a. Total Encumbrance Amount (Only State funds are encumbered) \$3,200,305.00

b. Less ROW Acquisition 3111 and/or ROW Relocation 3109 \$0.00

---

**NET TO BE ENCUMBERED BY CDOT IS AS FOLLOWS \$8,177,446.00**

---

Note: Only \$1,720,977.00 in Design funds are currently available. Additional funds will become available after execution of an Option letter (Exhibit B) or formal Amendment.

---

**MPP Award**

WBS Element 23291.10.30 Performance Period Start\*/End Date Design 3020 \$1,720,977.00  
02/04/2021–03/31/2026

WBS Element 23291.20.10 Performance Period Start\*/End Date Const. 3301 \$0.00  
TBD-TBD

**TPP Award**

WBS Element 23291.10.30 Performance Period Start\*/End Date Design 3020 \$0.00  
TBD-TBD

WBS Element 23291.20.10 Performance Period Start\*/End Date Const. 3301 \$0.00  
TBD-TBD

**CRP Award**

WBS Element 23291.10.30 Performance Period Start\*/End Date Design 3020 \$0.00  
TBD-TBD

WBS Element 23291.20.10 Performance Period Start\*/End Date Const. 3301 \$0.00  
TBD-TBD

**MMO Award**

WBS Element 23291.10.30 Performance Period Start\*\*/End Date Design 3020 \$0.00  
N/A-N/A

WBS Element 23291.20.10 Performance Period Start\*\*/End Date Const. 3301 \$0.00  
N/A-N/A

---

\*The Local Agency should not begin work until all three (3) of the following are in place: 1) Phase Performance Period Start Date; 2) the execution of the document encumbering funds for the respective phase; and 3) Local Agency receipt of the official Notice to Proceed. Any work performed before these three (3) milestones are achieved will not be reimbursable.

\*\*The Local Agency should not begin work until both of the following are in place: 1) the execution of the document encumbering funds for the respective phase; and 2) Local Agency receipt of the official Notice to Proceed. Any work performed before these two (2) milestones are achieved will not be reimbursable.

**B. Funding Ratios**

The funding ratio for the federal & State funds for this Work is 89.39% federal & State funds to 10.61% Local Agency funds, and this ratio applies only to the \$8,177,446.00 that is eligible for federal & State funding. All other costs are borne by the Local Agency at 100%. If the total cost of performance of the Work exceeds \$8,177,446.00, and additional federal & State funds are not available, the Local Agency shall pay all such excess costs. If the total cost of performance of the Work is less than \$8,177,446.00, then the amounts of Local Agency and federal & State funds will be decreased in accordance with the funding ratio described in A1. **This applies to the entire scope of Work.**

**C. Maximum Amount Payable**

The maximum amount payable to the Local Agency under this Agreement shall be \$7,310,077.00. For

CDOT accounting purposes, the federal funds of \$4,109,772.00, the State funds of \$3,200,305.00 and the Local Agency funds of \$867,369.00 will be encumbered for a total encumbrance of \$8,177,446.00. The total budget of this project is \$8,177,446.00, unless this amount is increased by an executed amendment before any increased cost is incurred. The total cost of the Work is the best estimate available, based on the design data as approved at the time of execution of this Agreement, and any cost is subject to revisions agreed to by the parties prior to bid and award. **This applies to the entire scope of Work.**

#### **D. Single Audit Act Amendment**

All state and local government and non-profit organizations receiving \$750,000 or more from all funding sources defined as federal financial assistance for Single Audit Act Amendment purposes shall comply with the audit requirements of 2 CFR part 200, subpart F (Audit Requirements) see also, 49 CFR 18.20 through 18.26. The Single Audit Act Amendment requirements applicable to the Local Agency receiving federal funds are as follows:

**i. Expenditure less than \$750,000**

If the Local Agency expends less than \$750,000 in Federal funds (all federal sources, not just Highway funds) in its fiscal year then this requirement does not apply.

**ii. Expenditure of \$750,000 or more-Highway Funds Only**

If the Local Agency expends \$750,000 or more, in Federal funds, but only received federal Highway funds (Catalog of Federal Domestic Assistance, CFDA 20.205) then a program specific audit shall be performed. This audit will examine the "financial" procedures and processes for this program area.

**iii. Expenditure of \$750,000 or more-Multiple Funding Sources**

If the Local Agency expends \$750,000 or more in Federal funds, and the Federal funds are from multiple sources (FTA, HUD, NPS, etc.) then the Single Audit Act applies, which is an audit on the entire organization/entity.

**iv. Independent CPA**

Single Audit shall only be conducted by an independent CPA, not by an auditor on staff. An audit is an allowable direct or indirect cost.



## **MEMORANDUM**

TO: Mayor and Town Council  
FROM: Jennifer Phillips, Finance Director  
DATE: August 18, 2025  
RE: Authorizing the Town to Recover Cost Related to Receiving Payment

---

### **BACKGROUND:**

When the Town of Monument transitioned to on-line bill pay through Xpress Bill Pay, a decision was made not to pass along the processing costs of this service with the goal of encouraging customers to utilize on-line bill pay. As on-line bill paying has become more accepted and provides benefits to customers, passing along the processing fees has become more common place in both the public and private sectors.

One of the Town Council's Strategic Goals is to ensure long term financial health and sustainability. To accomplish this, the Town Council expects staff to take steps to support long-range financial health, forecasting and sustainability to ensure efficient and resilient town services and invest in the Monument community.

Financial Policy 4 – Revenues and Collections, Section 4.01 – The Town's goal is a diversified General Fund revenue base which includes sales taxes, state shared revenues, impact fees and other revenue sources and Section 4.02 (b) Establishing new charges and fees as appropriate and as permitted by law.

### **DISCUSSION:**

Staff continue to evaluate expenditure reductions along with revenue enhancing options and have identified that passing through the costs associated with on-line payments is appropriate and legal. The following fees are recommended to pass along to the customer allowing the Town to recover these costs.

|                                               |                 |
|-----------------------------------------------|-----------------|
| <b>EFT Web Transactions</b>                   | <b>\$ 0.74</b>  |
| <b>EFT Returned Item Basic</b>                | <b>\$ 7.00</b>  |
| <b>EFT Return NSF or Account Close</b>        | <b>\$ 14.00</b> |
| <b>EFT Return Stop Payment or Charge Back</b> | <b>\$ 30.00</b> |
| <b>Credit /Debit Card Web Transactions</b>    | <b>\$ 0.74</b>  |
| <b>Bank Bill Pay Transactions</b>             | <b>\$ 0.25</b>  |

**RESOLUTION:** Staff have submitted Resolution 55-2025 to request the Town Council to authorize the Town of Monument to recover cost related to processing on-line payments effective September 1, 2025.





**TOWN OF MONUMENT**  
**RESOLUTION NO. 55-2025**

**A RESOLUTION AUTHORIZING THE TOWN TO RECOVER COST RELATED TO RECEIVING PAYMENTS**

**WHEREAS**, the Town Council of the Town of Monument contracted to receive on-line payments for utilities, permits and other fees; and

**WHEREAS**, The Town has been incurring all fees charged for receiving on-line payments and not passing these fees on to the customer as an incentive to utilize on-line bill pay; and

**WHEREAS**, The current fee schedule charged to the Town reflects:

|                                               |                 |
|-----------------------------------------------|-----------------|
| <b>EFT Web Transactions</b>                   | <b>\$ 0.74</b>  |
| <b>EFT Returned Item Basic</b>                | <b>\$ 7.00</b>  |
| <b>EFT Return NSF or Account Close</b>        | <b>\$ 14.00</b> |
| <b>EFT Return Stop Payment or Charge Back</b> | <b>\$ 30.00</b> |
| <b>Credit /Debit Card Web Transactions</b>    | <b>\$ 0.74</b>  |
| <b>Bank Bill Pay Transactions</b>             | <b>\$ 0.25</b>  |

; and

**WHEREAS**, The Town of Monument shall pass these fees onto the consumers in accordance with Finance Policy 4 - Revenue and Collections, Section 4.02.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO THAT:**

On-line payment fees shall be charged to the consumer at the time of payment or the time a penalty is applied effective September 1, 2025.

**PASSED AND RESOLVED** by the Town Council of the Town of Monument, Colorado, this 18th day of August 2025 by a vote of \_\_\_\_ for and \_\_\_\_ against.

TOWN OF MONUMENT

\_\_\_\_\_  
Mitch LaKind, Mayor

ATTEST:

\_\_\_\_\_  
Tina Erickson, Town Clerk

# Monthly Report to Town Council

JULY 2025

Prepared by  
Madeline VanDenHoek,  
Town Manager



Several employees decorated one of the Public Works trucks and represented the Town of Monument in the Annual 4<sup>th</sup> of July parade!



## Town Manager's Message

In July, we welcomed Councilmember Chad Smith to the Town Council. He has been actively meeting with departments and familiarizing himself with Town operations and staff.

Summer is in full swing, and the Town successfully celebrated Independence Day. This event requires months of planning and coordination across multiple departments, and we are grateful for the hard work that made it both safe and enjoyable. This year, staff volunteers decorated a float and participated in the parade, while the Monument2040 Planning Team hosted a booth at the street fair to gather input for the Comprehensive Plan. In addition to Monument's festivities, our Police Department also assisted with events in Palmer Lake. I received numerous compliments from citizens and partner organizations praising our staff's professionalism and dedication.

Concerts in the Park continue to draw strong attendance. Unfortunately, the final two weeks of July brought rain, and the July 30th concert had to be canceled. We are exploring options to reschedule in September. Special thanks to our Parks staff, who prepare the venue and handle setup and teardown each week. Their extra efforts are deeply appreciated.

We are pleased to share that the El Paso County Commissioners awarded a \$100,000 Community Development Block Grant to support the parking lot for the Heart of Monument Park playground. Construction is anticipated to begin in spring 2026.

Departments have begun planning their 2026 budgets. In August, the Finance Department will collaborate with the Citizens Service Levels Advisory Committee, with the first draft of the budget scheduled for presentation to Council in September. Our Strategic Planning consultant, John Trylch, has also begun working with staff to develop objectives aligned with Council's strategic priorities. We expect to present these to Council in October.

Efforts are underway to reduce costs by cleaning out rented storage space. Our Records Manager, Kat, has been working closely with departments to implement the Laserfiche software and provide training.

Public Works staff have been busy with summer maintenance and projects across stormwater, streets, parks, and fleet. The good weather has allowed for increased activity, and we are thankful for their dedication to keeping our town safe and looking its best.

I attended the ribbon cutting for Route Outfitters' expansion in Downtown Monument. They have closed their Colorado Springs location and are now focusing their business efforts here in Monument. This month, I met with representatives from Triview, the Monument Fire District, El Paso County, Lewis-Palmer School District, Tri-Lakes Chamber of Commerce, Loop Water Authority, and Palmer Lake administration. I also participated in the Regional Comprehensive Economic Development Strategy session with PPACG, which included a tour of the UCCS Cybersecurity Center.



Downtown Monument is full of summer sights, sounds, and sensations! Residents, visitors, and staff can be seen enjoying Concerts in the Park, 4<sup>th</sup> of July activities, and tasty treats at Lolley's!

## Events

- Our summer Concerts in the Park series has been a tremendous success! Attendance continues to grow each week, with enthusiastic crowds and fun staff and Council participation. July's lineup has included Ashtoz, Mimic, The 719 Band, and Skin & Bones.
- This year's 4th of July festivities were once again a highlight for Monument. We welcomed two new bands, El Paso County Outlaw Band and Funkology, to Limbach Park. Both bands brought great energy to the beer garden and overall celebration.

## Communications

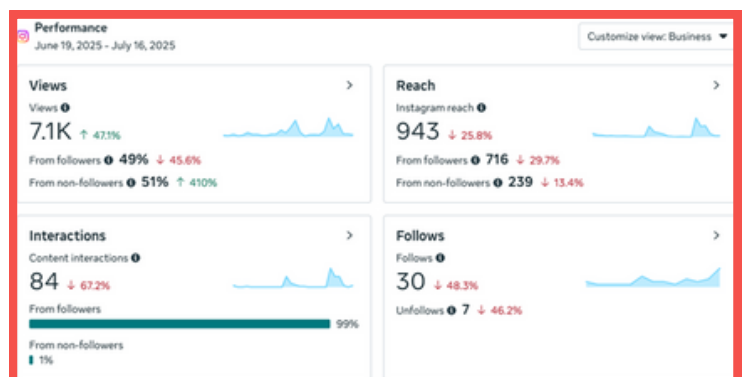
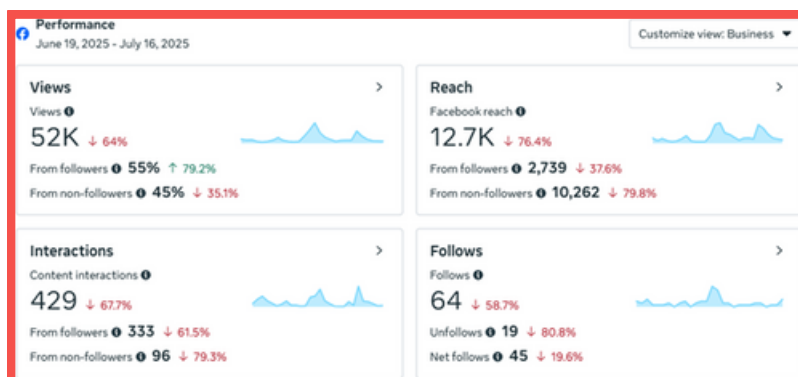
- We've begun developing a new Shop Small/Shop Local campaign designed to strengthen community engagement and support local businesses. The campaign will include a unifying theme, scheduled social media content, community events, and storytelling highlights about local business success and milestones.

## Clerk's Office

- Sylvia completed Year 2 of the Colorado Municipal Clerks Association certification program and successfully clerked her first solo Council meeting on July 7.
- Jennifer helped coordinate and manage the 4th of July application process.
- Both Sylvia and Jennifer supported Parks with a recent cemetery interment and scheduled another upcoming interment.
- Parks reservations remain in high demand and continue to be processed.

## Director's Activities

- Updated and distributed the Councilmember Orientation Manual.
- Sent strategic planning overview to Councilmember Smith.
- Trained staff on CivicClerk software (Rey and Brooke for Planning Commission; Jennifer for the Citizens Service Level Advisory Committee).
- Filed DOLA energy performance grant reports with Suzanne.
- Collaborated with Madeline and Jennifer to review attorney costs.
- Participated in Laserfiche records liaison training and continued to transition permanent records into the system.
- Edited and formatted the July Council report.
- Helped plan and facilitate the Strategic Objectives Workshop scheduled for July 29.
- Audited the ordinance codification process and provided recommendations.
- Set a goal for a candidate orientation session ahead of the 2026 election and provided a draft curriculum.
- Met with Councilmember Smith to provide an overview of administrative operations.
- Worked with Communications to enhance business outreach and spotlights.
- Participated in 2026 budget planning for Admin, Clerk, Community Development, and Town Council.
- Reviewed Title 8 updates related to the Home Rule Charter and nuisance code revisions.



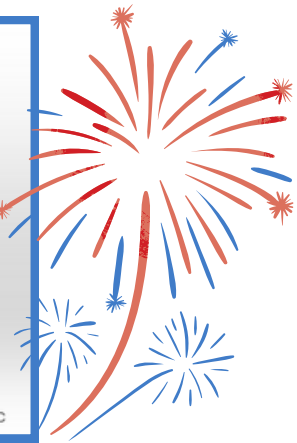
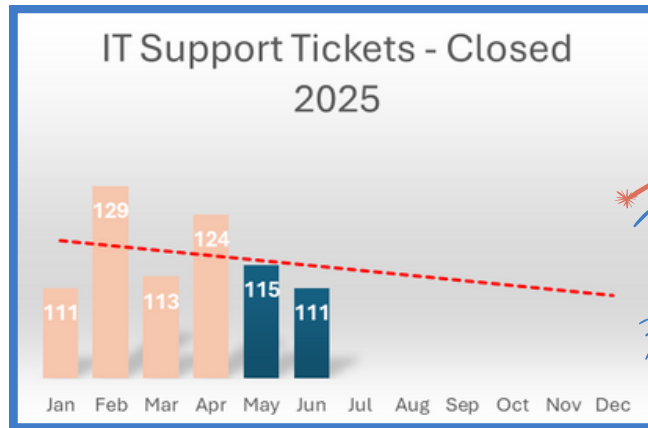
## Finance & Human Resources

- Kicked off the cost allocation plan, fee study, and water rate study with consultants from Willdan.
- Participated in the revisions to Title 6 and Title 13, both adopted by Town Council on July 7.
- Prepared documentation for the upcoming Citizens Service Levels Advisory Committee's first meeting on August 7.
- Cleared the department's storage unit, saving the Town \$200/month in rental fees.
- Attended four 3-hour virtual Caselle trainings to increase efficiency and maximize software use.
- Began compiling the draft 2026 Town Budget after receiving departmental expense submissions and creating revenue projections.
- Jennifer presented a virtual training session on Strategic Thinking and Decision Making for the Colorado Government Finance Officers Association.
- Implemented new Title 13 regulation requiring water utility billing to be directed to property owners.
- Human Resources successfully onboarded the new Senior Planner for the Planning Department.
- Human Resources continues to pursue training and development opportunities to strengthen employee skillsets.

## Information Technology

### Support Tickets

- In June, a total of 111 IT support tickets were completed, with the IT Director handling 59%.
- As of mid-July, 65 tickets have been completed, with the IT Director completing 65%, largely due to increased onsite projects and support tickets and mobile phone management.



### Completed Projects

- Council Chambers: repositioned digital name plates, set up fingerprint login and email for Councilmember Smith, and resolved brightness issues on name plates.
- Upgraded several mobile phones.
- Set up four Samsung tablets for the Planning Department, including Intune app configuration and just-in-time user training.
- Reconfigured Police Department Ops Office: added two desks with full setup and network connections, installed a new network printer, configured printer software on five PCs, and resolved three faulty data ports with low-voltage support.

### Ongoing Projects

- Council Chambers: configuring workstations and camera positions for the Attorney, Town Manager, and Town Clerk; assisting five Councilmembers with fingerprint login.
- Working on self-service password reset on Office 365 and fingerprint recognition login capabilities for Councilmembers.
- Working on 2026 budget preparation, including updates to each department's IT support breakdown spreadsheet shared earlier this year. This breakdown outlines costs for Managed Service Providers (MSPs), mobile devices, RingCentral phone systems, PCs, software, and public service time.

### Community & Public Engagement

- Provided 5 hours of IT support at the Town's 4th of July booth.
- Delivered a one-hour presentation at Silver Key on July 11, focused on "Top 10 IT Security Awareness Tips for Older Adults."



# Planning

## Administration

- I'm pleased to welcome Maryam Moradian to the Planning Department team as our new Senior Planner. Maryam is an Iranian American citizen with over twenty years of experience in architecture and urban planning, including her most recent role as Senior Planner for the City of Pittsburgh. She offers a rich and diverse perspective shaped by her work across multiple states and communities. Maryam is excited to contribute to Monument's long-range planning initiatives and land development services. With her arrival, the Planning Department is now fully staffed and well-positioned to continue advancing the Town's goals.
- During the month of July, Brooke issued 23 permits and currently has 29 in review. Along with another heavy permit month, she has also been working with our Community Core representative to streamline the permitting process. Brooke continues to coordinate outreach for the MONUMENT 2040 Comprehensive Plan, which has been very successful so far. With the help of the Town staff, our Steering Committee, Town Council and Planning Commission members, the department has been receiving great feedback from the community and will continue outreach events into the Fall.

| PERMITS ISSUED PER MONTH AND BY CATEGORY |        |        |        |        |        |        |        |        |        |        |        |        |            |
|------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|
| Category                                 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 | Total-2025 |
| Commercial Alteration                    | 0      | 0      | 0      | 1      | 0      | 0      | 0      |        |        |        |        |        | 1          |
| Commercial New                           | 1      | 0      | 1      | 0      | 1      | 0      | 1      |        |        |        |        |        | 4          |
| Commercial One Stop                      | 3      | 6      | 0      | 1      | 2      | 4      | 2      |        |        |        |        |        | 18         |
| Land Use                                 | 0      | 1      | 3      | 2      | 0      | 3      | 0      |        |        |        |        |        | 9          |
| Miscellaneous                            | 0      | 0      | 0      | 1      | 0      | 0      | 0      |        |        |        |        |        | 1          |
| One Stop                                 | 2      | 1      | 2      | 2      | 1      | 4      | 1      |        |        |        |        |        | 13         |
| Public Works                             | 2      | 0      | 2      | 1      | 2      | 3      | 0      |        |        |        |        |        | 10         |
| Residential Alteration                   | 1      | 5      | 2      | 3      | 3      | 6      | 4      |        |        |        |        |        | 24         |
| Residential New                          | 7      | 8      | 19     | 14     | 10     | 11     | 15     |        |        |        |        |        | 84         |
| subtotal                                 | 16     | 21     | 29     | 25     | 19     | 31     | 23     |        |        |        |        |        | 164        |

## Business News

- Monument area residents, Greg and Jill Bland recently developed Ziggi's Coffee on Jackson Creek Parkway in the Monument Market Place North shopping area, just south of KFC. They were a pleasure to work with throughout the development review and approval process, and we wish them the best of success.
- As many have reported, Planet Fitness is remodeling and planning to move into the former Staples store at the Monument Market Place Shopping Center. The date of its grand opening has not been shared with the Planning Department.

## Monument 2040 Comprehensive Plan Update

- On July 21, the Planning Commission and Town Council, during a joint study session, were presented with the Monument 2040 Existing Conditions Report. The Report is a comprehensive collection of important data and information that will serve as the foundation in the development of the Town's long-range plan, Monument 2040, addressing critical areas such as housing, economic development, stormwater management, parks, and a special focus on the downtown area. A copy of the report can be found at [www.monument2040.com](http://www.monument2040.com).
- While Phase One is complete, continue to learn about Monument 2040 and share your thoughts under the Town of Monument Tent at Summer Concert Wednesdays, Farmers Market Saturdays, Art Hop Fridays, National Night Out (Aug 9) and other events!
- Phase Two, "Envision", will provide the Monument community opportunities to explore different land use strategies and planning scenarios through a series of hands-on workshops and visioning sessions.

## Maps

- Coordinated and recorded the Old Denver Road Annexation Plat.
- Continued building out processing, automation and task management procedures.
- Created a cemetery location map, a Parks Department lawn care map, and a July 4<sup>th</sup> Festival operations map for the Police and Public Works departments.

## Current Planning

- On July 7, Town Council approved a land transfer and intergovernmental agreement with El Paso County to facilitate the rerouting of Old Denver Road across two sections of the Santa Fe Trail. The new Old Denver Road will make way for a new residential neighborhood, creating greater separation between the new Conexus commercial development and the existing neighborhood to the west. Council considered establishing a new Neighborhood Commercial Zoning District, a land use designation providing commercial opportunities serving their adjacent residential neighborhoods. Council appointed John Parr as the Planning Commission's newest member, replacing Chad Smith who earlier was appointed to Council.
- On July 21, Council was presented with a long list of state mandated regulations affecting our municipality's ability to make certain land use decisions. The mandates require that the Town amend its various codes and standards in compliance with these new mandates.
- On July 9, the Planning Commission welcomed Commissar Parr and voted Commissioners Egle and Peterson as Chair and Vice Chair. They also held a public hearing for a PUD amendment for Native Sun Construction's new office complex on Woodcarver Road, south of UPS. The Commission's recommendation to approve is scheduled to be heard by Town Council on August 4.
- The Planning Department continues to facilitate the review of five (5) Planned Unit Development applications, two (2) Site Plan applications, and two (2) Final Plat applications. Additionally, the Department is preparing to issue land development permits for seven projects; details are outlined in the Development Projects story map and shared at [Development Review Projects | Monument, CO](#).

## Police



### Personnel

- Amy Stalnaker, our Records Specialist, has completed extensive training in partnership with a Records Specialist from the Fountain Police Department. This hands-on training has enhanced her knowledge of law enforcement records procedures and compliance.
- Officer Hileigh Leseberg has successfully advanced to Phase Two of the Field Training Program. After completing her observation period in Phase One, she is now actively handling calls for service, operating a patrol vehicle, and communicating via radio. She is showing strong progress in her development.

### Projects, Training, and Community Outreach

- The Monument Police Department coordinated and executed a highly successful 4th of July Parade with assistance from partner agencies. The event was incident-free and received positive feedback from the public, with several compliments extended to officers throughout the day.
- All officers completed their annual active shooter response training. This year's program included four hours of classroom instruction and five hours of reality-based scenario training, ensuring preparedness for critical incidents.
- Community Resource Officer Reifel secured basketballs and soccer balls donated by Scheels for the Play MoTown project. Each patrol vehicle is now equipped with a sports ball to hand out to children during interactions, strengthening community relationships.

### Code Enforcement

- Code Enforcement received multiple residential complaints related to overgrown grass and weeds. Public Safety Aides followed up with all properties, resulting in full compliance.
- Proactive Sunday patrols have been conducted to monitor for violations of construction hour regulations. No violations have been observed. Thanks to the department's year-long educational outreach to contractors and developers, violations have significantly decreased. Continued compliance reflects the success of this proactive strategy.



# Public Works

## Engineering

- Conducted stormwater inspections across multiple areas, including Highway 105, Jackson Creek Parkway, and Mitchell Road near the railroad tracks.
- Oversaw manhole placement as part of the Falcon Commerce Center project.
- Provided ongoing monitoring and guidance to contractors throughout town, ensuring projects progressed efficiently and challenges were addressed promptly.



## Facilities

- Partnered with Veregy to replace lighting across all Town facilities.
- Installed roof flashing on the Chamber of Commerce building.
- Addressed A/C issues in Town Hall's IT room by installing a temporary portable unit until a permanent solution is acquired. Also inspected the Finance Department's A/C system.
- Repaired airlines at the Public Works shop located at 506 Jefferson Street.
- Relocated the Finance Director to a new office, repurposed the vacated office into a new second-floor conference room. The previous conference room space is now an expanded employee break room.
- Performed maintenance on the front double doors at Town Hall.
- Installed wiring and mounted name plates in the Town Council Chamber.
- Relocated the administrative office, repaired blinds, and mounted a TV in the operations room in the Police Department.
- Diagnosed and repaired the solar charger in the PD Conex.
- Assisted Parks with the installation and removal of ArtSite public art displays.







## Fleet

- Supported the 4th of July celebration by preparing and maintaining equipment and vehicles for Public Works and Police Department use and participated in the parade.
- Performed regular maintenance on the street sweeper, mowers, and other heavy equipment.
- Continued repairs and maintenance on Town fleet vehicles.
- Replaced the valve body in Public Works truck W3.
- Repaired Police Department vehicles 2141 and 2191. For unit 2141, replaced the fuel pump, changed oil, rotated tires, and installed a new air filter.

## Parks

- Conducted trash removal, mowing, and trimming townwide to include the areas around Town Hall, Safeway, the bulk fill station, and Jackson Creek Parkway.
- Mowed native areas and mowed and trimmed six miles of road verge along Old Denver Highway.
- Performed opening and closing of burial sites.
- Repaired and maintained walking paths by adding "Breeze" material following recent rains.
- Tilled fall zones at all Town playgrounds, volleyball courts, and horseshoe pits for safety.
- Continued weekly mowing and maintenance of irrigated parks.
- Worked with Police and Streets Departments to set up and take down Jersey barriers and concrete blocks for the 4th of July parade route.
- Provided weekly setup and takedown of equipment for Concerts in the Park.
- Removed and disposed of the old shed along the Monument Lake pathway.
- Secured a \$100,000 Community Development Block Grant to build ADA parking near Downtown and the Heart of Monument Playpark. Construction is planned for Spring 2026.





## Streets

- Collaborated with Parks and Police to set up and dismantle barricades and cones for the 4th of July parade.
- Repainted and restriped parking lots, including those at the Chamber of Commerce, Town Hall, the Coffee Cup, and Front Street. Repainting handicap stalls at the Chamber of Commerce and Town Hall.
- Began re-patching Adams Street, with additional patching throughout town to follow.



## Water

- Installed a dedicated bacteriological sampling station at Willow Springs to streamline water quality testing and reduce the cross-contamination risk.
- Updated and revised the annual Consumer Confidence Report to ensure regulatory compliance and accurate public information.
- Assisted an outside contractor with a stalled water service tap installation on Synthes Avenue.
- Responded to a potential water leak in the QED area to minimizing service disruptions and water loss.
- Excavated a water main, installed a new tap using the “wet tap” technique, and ran a new service line to a sample station and an irrigation line at Monument Lake.
- Installed a dedicated sample line at Well 8 to improve access for water quality monitoring.
- Responded to a late-night emergency at Monument Meadows, isolated and repaired a line in waist-deep water to prevent further damage.
- Responded to an emergency call for service of a property owner hearing water flowing under the residence. Water operators determined the quickest resolution would be to isolate the water line from the home’s crawl space rather than attempting to locate the curb-stop valve in the front yard. After obtaining property owner permission, water operators entered the crawl space and quickly isolated the leak.
- Completed high-density polyethylene pipe fusion training, increasing internal capacity for future pipe installations and repairs.
- Repaired a water main break on Jefferson Street, quickly restoring service and stabilizing system pressure.
- Excavated and repaired a valve on Beacon Lite Road, replacing a broken operating nut on a 12-inch valve.

