



RFP No. 2024-01

On-Call Planning Services

EMAIL SUBMISSION

Huerfano County, CO

February 26, 2024 | 4:00 pm



Charity Campfield

Account Manager
307.292.1124
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Travis Reynolds, AICP

Planning Manager
303.912.7153
treynolds@safebuilt.com

Monday, February 26, 2024

Huerfano County
Attn: Carl Young, County Administrator
401 Main Street
Walsenburg, CO 81089



RE: Request for Proposals #2024-01 for On-Call Planning Services

Dear Mr. Young,

SAFEbuilt Colorado, LLC (SAFEbuilt) is pleased to submit our proposal response to Huerfano County's (County) Request for Proposals (RFP) #2024-01 for On-Call Planning Services. We are enthusiastic about the prospect of supporting the County, leveraging our expertise in providing these same services to several rural communities across Colorado. Additionally, we are expanding our footprint in Southern Colorado and are committed to delivering exceptional results tailored to the unique needs of Huerfano County.

SAFEbuilt was established in 1992 to provide community development services to Colorado municipalities. Headquartered in Loveland, CO, our 1,700 team members support over 2,000 public and private clients in 37 states and the District of Columbia. In addition to providing comprehensive building department support services, we expanded our offerings to include planning services in Colorado beginning in 2015. SAFEbuilt delivered remote Plan Review and Building Official services to Huerfano County from 2022 to 2023, and we are eager to continue our partnership with this new opportunity.

We offer a small, but agile team of planning professionals led by a Planning Manager with 28 years of industry experience. Our team comprises four experienced planners, with two members certified by the American Institute of Certified Planners (AICP). Further, we are delighted to offer the services of two Certified Floodplain Managers (CFM) with proficiency in flood risk assessments, implementing mitigation measures, and ensuring regulatory compliance.

Our planning team currently supports both local and national jurisdictional clients. In Colorado, we currently provide planning services for 20 municipalities, including rural communities like Routt County and the Towns of Nederland, Hudson, Mancos, and Foxfield. Our national clients include the District of Columbia Department of Buildings (DoB) and the Cities of New Orleans, LA; Tucson, AZ; Boise, ID; and Laurence, IN, to name a few. We hope to leverage this breadth of knowledge and experience in service to Huerfano County.

SAFEbuilt is dedicated to addressing Huerfano County's unique requirements and is adaptable to accepting new projects or services as needed. Our proposed team is ready to assist with your present and future needs, guaranteeing that our deliverables will meet or surpass your expectations in terms of quality, accuracy, and timeliness. Additionally, our firm does not have a conflict of interest with any of our employees or an official of Huerfano County.

We enthusiastically present this proposal for your review and evaluation and thank you in advance for taking the time to assess our response. I am the Account Manager and your main point of contact for any questions or clarifications. I can be contacted at 307.292.1124 or via email at ccampfield@safebuilt.com.

Best Regards,

Charity Campfield

Account Manager | SAFEbuilt Colorado, LLC





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Tab 1
Experience & Reputation



EXPERIENCE AND REPUTATION

SAFEbuilt began providing planning services in Colorado in 2015, with the City of Longmont being our first planning client. Our experience with a diverse array of communities gives us a unique perspective and insight into what drives effective community development. Our planning team serves clients across the United States, with a focus on the planning needs of Colorado communities. We currently provide on-call planning services to 19 municipal clients in Colorado. Additionally, our proposed planning team extends support to various national clients on an on-call basis, including the City of New Orleans, LA; Teton County, WY; Washington DC's Department of Buildings; and others.

PROPOSED TEAM'S EXPERIENCE IN THE TYPE OF WORK TO BE PERFORMED

Performing planning development review of land use applications and permits to ensure conformance with applicable codes, regulations, standards, and criteria. With a thorough understanding of private and public-sector development processes, our experienced planners can assist your Land Use Department in reviewing, analyzing, processing, and managing all types of entitlements, development plans, zoning cases, and building permits. We are available to support your in-house staff by providing planning and zoning review comments on current projects or managing applications and cases from initial submittal through to public hearings and permitting. Our team will thoroughly compare development applications to your zoning code and provide in-depth analysis.

By creating user guides, "facts-to-know" documents, applications, and other forms, we can communicate the details of the County's development requirements to help applicants and community members understand local processes and regulations. Our commitment to your community includes "Planner of the Day" duties to take the burden off your staff so they can focus on the most important tasks. In many communities, we perform these tasks remotely, providing various means of direct communication to citizens and applicants. Our responses are provided in real time, and our regular communication assures them that their questions are handled promptly and thoroughly. We will work with staff to clarify zoning administration processes to streamline development applications, permit reviews, and code clarifications.



In addition to our various county clients, our planners Mercedes Rivas and Jamie Hartig previously filled roles as Planner II in El Paso County and Senior Planner in Douglas counties, respectively. Their roles provided unique, “behind the scenes” experience with county issues that provided them with a detailed understanding of the unique nature of county-based land use regulations.

Reviewing marijuana license applications and reviews for conformance with applicable codes, regulations, standards, and criteria. While employed as the Planning Manager for the City of Northglenn, CO, Travis Reynolds was instrumental in shaping the land use regulations for one of Colorado’s first municipalities to adopt regulations for medical marijuana dispensaries. These regulations established land use, operational, and distance spacing standards for the placement of dispensaries. The drafting of the regulations required consideration of the City’s licensing approach and coordination with multiple regulatory disciplines in conjunction with existing state legislation. These initial regulations evolved to include regulations for retail marijuana establishments and conventional marijuana grow facilities.

In addition to drafting regulations for marijuana license applications, Mr. Reynolds was the City’s lead staff planner for administering several applicant-proposed dispensaries. Administration of these applications required a multi-disciplinary review process and specific coordination with the Municipal Clerk for appropriate processing, administration through public hearings, and licensing approval.

Drafting staff reports for Planning Commission, Board of County Commissioners, and other boards and commissions. For our planning team, the staff report is the final culmination of an often lengthy process that provides the summary and reasoning behind required decisions. Our staff reports aim to provide all the information decision-makers need to contribute effectively to land use decisions and make informed findings. We organize our reports with charts, tables, maps, and graphics that provide structured background, analysis, and conclusions sections. The organized reports allow board and commission members to act on cases and render defensible decisions confidently.

When operating remotely, our staff reports are often the keystone attachment to a summary memo to your boards and commissions, allowing for third-party, independent analysis of each case. We regularly draft reports for all decision-making bodies, including Planning Commissions, Boards of County Commissioners, Boards of Adjustment, and Historic Preservation Commissions. Examples include:

- Douglas County – Planning Commission and Board of County Commissioners
- El Paso County – Planning Commission, Board of County Commissioners, and Board of Adjustment
- Town of Elizabeth – Historic Advisory Board
- City of Commerce City – Planning Commission and City Council

Drafting updates to County regulations as requested. Our team has researched and drafted zoning code amendments for specific topics in Douglas County, such as electronic message signs in rural areas, sign code updates, accessory dwelling units, electric fences for non-agricultural uses, animal limits such as chickens and roosters, updating water resources to reflect updates to the Colorado Revised Statutes, redefine timing of water acquisition, and better organization of the water resources section within the code.

Wider scopes of updates, such as vocabulary updates, general organization, and grammar, have been processed for Douglas County to clear outdated terms, concepts, and procedures. These updates include removing conflicting information, no longer applicable regulations, and overall congruency within the zoning code. Examples include:

- Development and Bulk Plane Standards – Town of Mountain View, CO
- Bees and Chickens Regulations – City of Northglenn, CO



- Mobile Home Regulations – Town of Deer Trail, CO
- Electronic Message Signs – Douglas County, CO

Providing general land use, planning, and economic development-related consultation to the County. Our team has experience working closely with boards and commissioners in Douglas and El Paso counties. Planner Jamie Hartig led Douglas County work study sessions involving issues such as comprehensive plan updates, animal limits in certain zone districts, use of electronic message signs in rural areas, electric fences in non-agricultural areas, accessory dwelling units, home occupations, and the Colorado Cottage Foods Act. These study sessions involved thorough research, including case studies from other jurisdictions, applicability to the requesting jurisdiction, and recognizing potential impacts and consequences of adopting certain land use regulations. These considerations were presented in concise, comprehensive memos and presentations that strived to give the best interpretations and overall view of the topic at hand for the community.

Preparing and submitting land use applications on behalf of the County. Our team of experienced planners works solely in the local government arena. Most of their experience is centered around public service for local governments. Periodically, our staff acts as facilitator and applicant for land use applications filed on behalf of local governments. To date, we have not handled any applications specifically on behalf of Huerfano County.

Certified Floodplain Manager. Ms. Getsy Suthan, RPLS, PLS, CFM, is a Survey Manager with DAL-TECH Engineering, Inc., a SAFEbuilt subsidiary located in Dallas, TX. Ms. Suthan has experience working within City and extra-territorial jurisdiction (ETJ) limits, creating legal exhibits for rezoning and building setbacks, reviewing residential and commercial plats and zoning ordinances, and defining buildable areas based on FIRM maps.

Prior to joining DAL-TECH in 2022, she worked on several projects utilizing her CFM certification, including Medline Industries, a private development within the Cottonwood Creek area of Wilmer, TX. The objective was to reclaim land within the floodplain area through a letter of map revision (LOMR). For this project, she verified the topography data, defined the existing and proposed floodplain line based on the existing contours and FIRM map of the creek's location, and developed the base flood elevation for the development area.

Mr. Lyle Jenkins, PE, CFM, is also a Certified Floodplain Manager by the Association of State Floodplain Managers and is an employee of SAFEbuilt's DAL-TECH Engineering, Inc. subsidiary. He has been with DAL-TECH since June of last year. In previous positions, he has supported several projects where he utilized his skill is floodplain management and administration, including:

- *The Stoney Creek Phase 3B, 4B, and 4C Letter of Map Revision (2019 – 2021):* As the Town Engineer for the Town of Sunnyvale, TX, he reviewed and approved a conditional letter of map revision (CLOMR) submittal for floodplain reclamation for a 100+ lot residential development, and ensured that the development was built per the approved plan. He also worked with the consultant on the follow-up LOMR application once the subdivision was complete.
- *Wave Wash Car Wash (2015 – 2016):* In the role of Design Engineer, and sole engineering practitioner working on the project, he prepared and submitted a CLOMR application to FEMA for a floodplain reclamation for a commercial car wash development in De Soto, TX, and ensured that the development followed the approved plan. After construction, he prepared and submitted a LOMR application. Both applications were approved by FEMA with minimal comments.

During his tenure with the City of Garland, TX (2002 – 2018), Mr. Jenkins served as the City's Floodplain Administrator and FEMA coordinator. In this role, he assisted residents, business owners, and engineering consultants with a wide range of floodplain related issues. He also prepared over 200 separate residential Elevation Certificates; reviewed and approved multiple CLOMR/LOMR submittals; and kept the City's Community Rating System certification up to date.



PROJECT SHOWCASE AND REFERENCES

SAFEbuilt is pleased to present the following relevant project summaries and client references who will attest to the quality of our planning services.



Routt County, CO

2021 – Ongoing

Kristy Winser, Planning Director

522 Lincoln Avenue, Steamboat Springs, CO 80477

970.879.2704 | kwinser@co.routt.co.us

The County reached out to SAFEbuilt in early 2021 for supplemental support during staffing challenges that resulted in a backlog for their issuance of building permits. The County's building permit process includes a robust zoning verification and development standard review process requirement before the issuance of any permit. SAFEbuilt provided supplemental, dedicated staff to help fulfill the review requirements of the zoning discipline. Verifications and reviews for development standards, flood plain avoidance, viable access, and skyline (viewshed) regulations were all part of a coordinated and comprehensive review process. SAFEbuilt supplied the remote staffing resources during a five-month period and performed over 400 reviews for the County. The County eventually marshaled additional resources to bring their operations fully back in-house, knowing that SAFEbuilt staff is a trusted resource if the need arises.



Town of Mancos, CO

2017 – Ongoing

Heather Alvarez, Town Clerk

117 N. Main Street, Mancos, CO 81328

970.533.7725 | halvarez@mancoscolorado.com

SAFEbuilt provides various ongoing and current planning services, including development and site plan reviews and building and zoning permit reviews. Our support involves the review of zoning cases, subdivisions, variances, and other special projects. Our team Planner responds promptly to inquiries from citizens and applicants in an on-demand capacity. Our team rewrote the Town's Land Use Code, with code adoption occurring in June 2019.

"I have never received less than excellent service."

— Heather Alvarez, Town Clerk, Town of Mancos, CO





Teton County, WY

2022 – Ongoing

Chris Neubecker, Director of Planning & Building Svcs

200 S Willow Street, Jackson, WY 83001

307.733.3959 | cneubecker@tetoncountywy.gov

Since 2022, SAFEbuilt has provided planning and zoning support for Teton County. For this contract with the County, SAFEbuilt's planning team performs reviews of applications and plans for planning and zoning compliance, including zoning compliance verifications, basic use permits, administrative adjustments, boundary adjustments, and miscellaneous permits.



Town of Foxfield, CO

2018 – Ongoing

Karen Proctor, Town Administrator

PO Box 461450, Foxfield, CO 80046

303.680.1544 | kproctor@townoffoxfield.com

For eight years, the Town has trusted SAFEbuilt to manage its land development code. As Town Planner, we handle resident and development queries, from building permits to managing amendments to Planned Unit Developments. Our planning team works closely with Town staff, providing clear communication and staff reports for hearings.

In 2023, the Town hired SAFEbuilt to revise its Comprehensive Master Plan. Using a streamlined remote survey process, we engaged decision-makers in preserving the community character.



Town of Elizabeth, CO

2017 – Ongoing

Patrick Davidson, Town Administrator

PO Box 159, 151 S Banner Street, Elizabeth, CO 80107

303.646.4166 | pdavidson@townofelizabeth.org

SAFEbuilt provides ongoing and current planning services, including development and site plan review, PUD and master model home review, and the generation of staff reports for the Planning Commission. We have completed numerous special projects, including impact fee analysis, temporary use and structure regulatory analysis, RFP process support, municipal landscape planning, and staff support.





City of Edgewater, CO

2021 – Ongoing

Jocelyn Mills, Community Development Director

2401 Sheridan Boulevard, Edgewater, CO 80214

720.763.3053 | jmills@edgewaterco.com

SAFEbuilt provides ongoing and current planning services, including site plan review and zoning permit review, subdivision and plat review, and telecommunication permitting. We provide comprehensive case review services that include the creation of staff reports to be used by City staff at public hearings. We also work closely with the City’s other referral agencies (including our Building Official) to ensure projects are reviewed for all aspects of the City’s adopted codes.

“Travis and his team have been very helpful in supporting a small department with any planning-related reviews or/zoning code best practices. I appreciate [their] expertise and capacity to keep Edgewater’s planning reviews moving forward in a very streamlined and professional manner.”

— Jocelyn Mills, AICP, Deputy City Manager / Community Development Director, City of Edgewater, CO

CURRENT PLANNING CLIENTS IN COLORADO

The following matrix offers a brief snapshot of the planning services we provide to our Colorado clients.

	PLANNING CLIENT SINCE	SUPPLEMENTAL STAFFING	REMOTE SERVICES	PERMIT ADMINISTRATION	DEVELOPMENT REVIEW	SPECIAL PROJECTS
City of Aurora	2022		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
City of Dacono	2019		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City of Edgewater	2021		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Town of Elizabeth	2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City of Fort Lupton (PC)	2023		<input checked="" type="checkbox"/>			
Town of Foxfield	2018		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Town of Green Mountain Falls	2023					<input checked="" type="checkbox"/>
Town of Hudson	2023		<input checked="" type="checkbox"/>			
Town of Kiowa	2020		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Town of Mancos	2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Town of Milliken (PC)	2023		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Town of Mountain View	2018		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Town of Nederland	2021		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Routt County	2021		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Town of Superior	2021		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

(PC) - SAFEbuilt purchased ProCode, Inc. in 2022; accordingly, these clients and contracts were added to our book of business.





Tab 2 Personnel & Qualifications

PERSONNEL AND QUALIFICATIONS

SAFEbuilt is proud to offer a highly experienced team of planning professionals, many of whom have dedicated the majority of their careers to municipal service. With a wealth of experience spanning diverse communities, our team possesses unique insights into the factors that drive effective community development and government performance. Additionally, our proposed team brings extensive experience in facilitating, leading, and assisting planning staff with long-range planning initiatives.

Each professional selected to support Huerfano County individually excels in their respective backgrounds. Collectively, they demonstrate the professional expertise required to create and implement effective solutions tailored to serve the specific interests of your community. In Figure 1, we introduce the team of planning professionals proposed to support Huerfano County.



Colorado Planning Expertise



Travis Reynolds, AICP
Planning Manager

- 28 Years of Planning Experience
- Planning Manager for SAFEbuilt since 2016
- Planning Manager for the City of Northglenn, CO for 10 years



Mercedes Rivas
Sr. Planner

- 10 Years of Planning Experience
- Senior Planner with SAFEbuilt since 2022
- Previous Positions: Planner II for El Paso County, CO; Sr. Planner, Land Development, Zoning Section for the City of San Antonio, TX



Jamie Hartig, AICP
Planner

- 6 Years of Planning Experience
- Planner with SAFEbuilt since 2024
- Previous Positions: Planner III for the City of Commerce City, CO; Senior Planner for Douglas County, CO



Josue Loma
Planner

- 3 Years of Planning Experience
- Planner with SAFEbuilt since 2022
- Previously a Planning Technician for the City of Commerce City, CO for 1 Year



Certified Floodplain Managers



Getsy Suthan, RPLS, PLS, CFM
Certified Floodplain Manager

- 9 Years of Experience as a Certified Floodplain Manager
- Association of State Floodplain Manager #3053-16N



Lyle Jenkins, PE, CFM
Certified Floodplain Manager

- 20 Years of Experience as a Certified Floodplain Manager
- Association of State Floodplain Manager #0579-04N

Figure 1. SAFEbuilt's Proposed Team for Huerfano County

Our small yet efficient and experienced team of resources is well-equipped to respond promptly and effectively to the County's intermittent needs. We engage in similar tasks to those described in the RFP for several communities across the state, leveraging our collective experience to address unique challenges. By taking care of routine reviews, we effectively "clear a path" for the County, enabling its personnel to concentrate on managing high-profile, intricate, and local projects.

AVAILABILITY AND COMMITMENT OF THE TEAM TO UNDERTAKE WORK

The proposed planning team and CFMs can begin working within days of contract execution. In other jurisdictions that do not use our services full-time, we establish dedicated hours for open communication and log-in to client's online systems. We also establish a weekly or semi-monthly project management meeting for continuous coordination and quality control of critical deadlines.

As requested, our team will be available for in-person attendance at hearings before the Planning Commission or Board of County Commissioners, as well as Planning Commission meetings and workshops. Additionally, they will attend Board of County Commissioners meetings in person when applications are being discussed and will be present for site visits or meetings with applicants that cannot be conducted remotely. On-site attendance by our team members will require scheduling with a 48-hour advance notice.

February 22, 2024

Re: Letter of Reference for SAFEBuilt



To Whom It May Concern,

On behalf of the Town of Mancos I am happy to provide a letter of recommendation for the services provided by SAFEBuilt and specifically Travis Reynolds and his team. They have been highly responsive to all requests for service and have demonstrated a willingness to provide support to not only our municipality, but to help our community to achieve its land use goals. Every request for reviewing permit applications is met with a timely and professional response which is user friendly for the building department and the property owner. Additionally, when looking at policy suggestions and implications, we always receive the same attention to detail and sufficient information to allow us the ability to make informed decisions for our local community.

In summary, I would recommend Travis and his team to any prospective client seeking a highly qualified multidisciplinary team to support their community development goals.

Jason Armstrong

A handwritten signature in black ink, appearing to read "Jason Armstrong", written over a white background.

Community and Economic Development Director

Town of Mancos

970.394.4780

jarmstrong@mancoscolorado.com





TRAVIS REYNOLDS

Planning Manager

EDUCATION

University of Colorado School of
Architecture and Planning
MS, Urban and Regional Planning

State University of New York
College of Environmental
Science and Forestry

BS, Environmental Studies: Policy
Management

CERTIFICATIONS

American Institute of Certified
Planners (AICP) Certification

PROFESSIONAL AFFILIATIONS

Member, American Planning
Association (APA)

Member, APA Colorado Chapter

**Chairman of the City of
Northglenn's General
Employee's Pension Board**

Elected Member | October 2010
Chairman | 2014 – 2016

Mr. Reynolds, AICP, Colorado Planning Manager, is a planning professional with over 28 years of experience working for a wide variety of public sector entities, including the National Science Foundation, regional, county, and local government.

EXPERIENCE

- **Planning Manager** SAFEbuilt, LLC. | 2016 – Present
 - Team Manager for multi-client Planning and Zoning team providing local government support to Colorado and nationwide clients.
 - Zoning Team Manager for Washington, D.C., Dept. of Buildings.
 - Client Manager to the City and County of Denver, CO.
 - Project Manager for numerous local government entitlements processes
 - Project Manager for numerous local government land development regulation rewrites, comprehensive plans, and special topic plans.
- **Planning Manager** City of Northglenn; Northglenn, CO | 2006 – 2016
 - Managed staff in all aspects of the City's Planning Department, including long-range and current planning, budget, hiring, and human resource matters.
 - Project manager for large city-wide projects, including the City's Comprehensive Plan, Corridor Master Plan, Development Regulation Rewrite, and RTD Station Area Master Plan (STAMP).
 - Project Manager for all phases (entitlements->building permits) of numerous infill and redevelopment projects. Projects include Best Buy, Vitamin Cottage, an 11-acre retail shopping center, Napa Automotive, a 225-unit multi-family development, a Starbucks prototype container store, and a 60K sq. ft. SLC hospital.
 - Staff representative for development project negotiations, including incentives and redevelopment aid provided by the City Council and the Northglenn Urban Renewal Authority (NURA).
 - Lead staff representative to the City Planning Commission and Board of Adjustment.
- **Geographic Information Technology Specialist** Institute for the Application of Geospatial Technology (IAGT); Auburn, New York – Extension Site: UNAVCO - Boulder, Colorado | 2004 – 2006
- **Transportation Demand Management Planner** Denver Regional Council of Governments (DRCOG); Denver, Colorado | 2002 – 2004
- **Regional Planner** Denver Regional Council of Governments (DRCOG); Denver, Colorado | 1999 – 2002
- **Planner** Cayuga County Planning Department; Auburn, New York | 05/1996 – 06/1999

MERCEDES RIVAS

Senior Planner

EDUCATION

Texas A&M University

BS, Environmental Studies with
Minor in Earth Sciences

Bilingual English/Spanish

Ms. Rivas is a creative and multi-disciplinary urban planning professional with over seven years of experience in a wide range of urban, suburban, and rural settings. Her planning experience includes project management, drafting development standards and land use regulations, conducting development reviews, policy research, and public outreach. Her professional interests include urban design, community development, and comprehensive/long-range planning. Ms. Rivas has an undergraduate degree in Environmental Studies and a minor in Earth Sciences from Texas A&M University's College of Geosciences.

EXPERIENCE

- **Senior Planner** SAFEbuilt, LLC | 2022 – Present
 - Reviews submitted plans and documentation for conformance to regulations of the applicable zoning ordinance, including setbacks, bulk measurements, height, building coverage, landscaping, parking, and other specific design standards
 - Acts as the point of contact for applicants regarding the status of their review, explanation of comments, and required revisions
 - Reviews and interprets site development plans, floor plans, elevation plans, and section drawings.
 - Provides information, presentations, reports, and recommendations to various jurisdictional boards regarding development or zoning actions.
 - Reviews building plans in conjunction with their corresponding design and development overlay standards.
 - Responsible for reviewing projects for consistency with all applicable adopted plans, codes, and standards, identifying any related issues, and making appropriate recommendations.
- **Planner II** El Paso County - Planning and Community Development Department | 2021 – 2022
- **Senior Planner, Land Development, Zoning Section** City of San Planner, Land Development, Zoning Section City of San Antonio, TX - Development Services Department | 2019 – 2021
- **Planner, Land Development, Platting Section** City of San Antonio, TX - Development Services Department | 2016 – 2019
- **GIS Engineering Tech I, Asset Management** City of San Antonio, TX - Department of Transportation and Capital Improvements | 2016 – 2016
- **GIS Data Analyst, Temporary, Asset Management** City of San Antonio, TX - Department of Transportation and Capital Improvements | 2014 – 2016



JAMIE HARTIG

Planner

EDUCATION

University of Cincinnati

BS, Urban Planning

CERTIFICATIONS

American Institute of Certified Planners (AICP) Certification

PROFESSIONAL AFFILIATIONS

Member, American Planning Association (APA)

Ms. Hartig is a self-motivated and personable urban planning professional known for her excellent customer service skills and exceptional communication abilities. With a wealth of experience in fast-paced, high-volume environments, she thrives on delivering top-notch service to clients and stakeholders alike. Her proactive approach and strong interpersonal skills make her adept at building positive relationships and navigating complex planning processes effectively.

EXPERIENCE

- **Planner** SAFEbuilt, LLC | 2024 – Present
 - Supports the preparation and production of comprehensive plans, plan elements, studies, assessments, similar planning documents, and zoning ordinances, including public outreach, research, drafting, illustrating, mapping, and document layout and formatting.
 - Assists with the project management of clients and support planning services in client jurisdictions.
 - Assists with development review projects, coordinating both internal and external divisions and referral agencies.
 - Works as part of a consulting team on amendments to zoning ordinances, special zoning topics, and related projects.
 - Prepares staff reports for Planning Boards and City Commission meetings for municipal clients.
 - Organizes, prepares for, and attends public outreach events and public meetings.
 - Assists the Planning Manager with marketing and business development efforts.
- **Patient Care Technician** Lutheran Medical Center | 2023 – 2024
- **Planner III** City of Commerce City, CO | 2020 – 2022
 - Worked with citizens, committees, and staff to prepare neighborhood, redevelopment, and Comprehensive Plan update elements.
 - Managed and coordinated large development cases, and complex planning projects, including neighborhood planning and community development, economic analysis and community facilitation
- **Senior Planner** Douglas County Government; Douglas County, CO | 2016 – 2020
 - Reviewed and managed development and planning processes with developers, County departments, regional, state and federal agencies, special districts, the Planning Commission, the Board of County Commissioners, and citizen organizations for land use applications.
 - Identifying issues arising from development requests, analyzing impacts, providing resolutions, presenting data, and representing the County at Planning Commission and Board of County Commissioners hearings.
 - Analyzed land use proposals and community development activities with respect to County policies, regulations, development guidelines, sound planning practices, and land carrying capacity.

JOSUE LOMA

Planner

EDUCATION

University of Colorado Boulder
BA, Psychology and Neuroscience

Mr. Loma is a driven and hardworking professional who focuses on providing quality customer interactions to achieve developmental goals. His planning experience includes development review, municipal code drafting, planning administration, and direct customer service. Mr. Loma has a Bachelor of the Arts in Psychology and Neuroscience from the University of Colorado Boulder.

EXPERIENCE

- **Planner** SAFEbuilt, LLC | 11/2022 – Present
 - Responsible for reviewing and administering building permit plans, subdivision plats, and other entitlement processes for development projects - including residential dwellings, commercial tenant improvements, residential additions, and telecommunications.
 - Maintained consistent communication with applicants to ensure the timely resolution of requests.
 - Responded to customer requests for Development Standards information and Zoning Verification Letters.
 - **Municipalities Served:** Edgewater, CO; Washington D.C.; Mountain View, CO; Foxfield, CO; Superior, CO.
- **Planning Technician** City of Commerce City, Community Development Department, Planning Division; Commerce City, CO | 10/2021 – 10/2022
 - Coordinated the in-take and close-out of all development review projects and performed administrative duties such as generating proximity maps and other maps, ensuring development process notification milestones, maintaining departmental websites, and case management.
 - Responded to daily customer inquiries regarding planning, zoning, and land use regulations.
 - Assisted with the processing and administration of simple land use cases, such as outdoor storage permits and minor modifications.
 - Conducted departmental research for municipal code and zoning regulation updates.
 - **Major Projects:** Assisted in the research, process creation, and implementation of the new city-wide online permitting software. In addition, served on the City's first Sustainability Committee by attending monthly meetings to establish goals and benchmarks of success.



GETSY SUTHAN

Floodplain Manager

EDUCATION

Ryerson University

BS, Engineering/Civil Survey
Engineering

LICENSES & CERTIFICATIONS

State of Texas

Registered Professional Land
Surveyor #6449

Association of State Floodplain Managers

Certified Floodplain Manager
#3053-16N

TxDOT

Pre-Certification received
10/13/2015

State of New Mexico

Registered Professional Land
Surveyor #24511

PROFESSIONAL AFFILIATIONS

Texas Society of Professional
Surveyors (TSPS)

Texas Floodplain Management
Association (TFMA)

Ms. Suthan joined DAL-TECH Engineering, Inc., a SAFEbuilt Company, in April 2022 bringing more than 29 years of surveying experience in Canada and Texas. Her experience includes industrial, municipal, Texas Department of Transportation (TxDOT), Federal Emergency Management Agency (FEMA), United States Army Corps of Engineers (USACE), Schools, Parks, Oil & Gas, Atmos, and residential, industrial and commercial development projects. Her recent surveying experience has primarily been focused on survey for design for land development (commercial, industrial, and residential subdivision) and right-of-way (ROW) mapping TxDOT projects, and City of Dallas MSD Levee projects.

EXPERIENCE

- **Survey Manager/Floodplain Manager** DAL-TECH Engineering, Inc., a SAFEbuilt Company; Dallas, TX | 2022 – Present
 - Oversees all aspects of survey projects from initiation to completion, including planning, scheduling, budgeting, resource allocation, and quality control.
 - Leads and supervises a team of surveyors and technicians, providing guidance, training, and support to ensure projects are completed accurately and efficiently.
 - Assesses flood risks and vulnerabilities in specific areas by analyzing factors such as topography, hydrology, land use patterns, and historical flood data.
 - Ensures that development activities within flood-prone areas comply with local, state, and federal regulations, including floodplain ordinances, building codes, and environmental laws.
- **Team Lead of Civil and Survey** Half Associates, Inc. | 2010 – 2021
- **Residential Surveyor** ROOME Land Surveying; Plano, TX | 2004 – 2010
- **Engineering/Surveying Design** J D. Barnes; Toronto, Canada | 1998 – 2004
 - Articling Student/Party Chief/Tech Residential Subdivisions/Condominium/Town Homes
- **Engineering Intern** Toronto Hydro; Toronto, Canada | 1995 – 1997



LYLE JENKINS

Floodplain Manager

EDUCATION

University of Arkansas
BS, Civil Engineering

LICENSES & CERTIFICATIONS

State of Texas
Professional Engineer, Civil
#89022

Association of State
Floodplain Managers
Certified Floodplain Manager
#0579-04N

With 29 years in civil engineering, public works design, and construction, Mr. Jenkins excels in project management and municipal operations. He has broad experience in both private and public sectors, covering all project phases from planning to construction.

EXPERIENCE

- **Engineer/Floodplain Manager** DAL-TECH Engineering, Inc., a SAFEbuilt Company | 06/2023 – Present
 - Performs engineering services, including technical evaluation and design focused on water and wastewater treatment, distribution, collection, and transmission.
 - Prepares and reviews engineering design reports, plans, and specifications.
 - Assesses flood risks and vulnerabilities in specific areas by analyzing factors such as topography, hydrology, land use patterns, and historical flood data.
 - Ensures that development activities within flood-prone areas comply with local, state, and federal regulations, including floodplain ordinances, building codes, and environmental laws.
- **Town Engineer** Town of Sunnyvale; Sunnyvale, TX | 2018 – 2023
 - Reviewed all public and private civil development projects to ensure compliance with Town ordinances and general industry standards and practices.
 - Supervised the Town's Code Compliance Officer, Building Inspector, and Permit Tech. Also provided support to the Town's planning and general development efforts.
- **Drainage and Development Engineer** City of Garland; Garland, TX | 2002 – 2018
 - Performed engineering design and project management duties for new Capital Improvement Projects, including setting up contracts, project budgeting, site visits, plan review, and coordination with local private property owners.
 - Also acted as Floodplain Manager and FEMA liaison for the city, and worked extensively with citizens and developers regarding floodplain issues, elevation certificates, LOMAs, LOMRs.
 - Performed plan review and coordination with private engineers and property owners for residential and commercial development projects.
- **Senior Technical Professional** Civil | Halliburton KBR; Dallas, TX | 2001 – 2002
 - Performed engineering design and some project management duties for three water resources projects, including plan preparation and site visitations.
- **Project Manager** CEI Engineering Associates; Atlanta, GA | 2000 – 2001
- **Project Engineer** CEI Engineering Associates; Bentonville, AR | 1998 – 2000
- **Project Engineer** McKeehan Engineering, Inc.; Bentonville, AR | 1995 – 1997



Tab 3

Understanding the Approach

UNDERSTANDING THE APPROACH

SAFEbuilt understands that Huerfano County is seeking a qualified professional consultant to provide on-call land use planning services for the Huerfano County Land Use and Building Department, including but not limited to application review, code revisions, and regulatory updates.

Our team has a wealth of experience working with local governments, including county governments in Colorado. As your planning support team, SAFEbuilt will:

- *Perform planning development review of land use applications and permits to ensure conformance with applicable codes, regulations, standards, and criteria.* The SAFEbuilt planning team will examine each application to ensure compliance with zoning ordinances, building codes, and environmental regulations. We assess proposed developments' impact on infrastructure, sustainability, and community aesthetics. Throughout the process, we maintain open communication with applicants, addressing concerns and guiding revisions to ensure compliance with regulatory standards. Our goal is to promote responsible and sustainable development while preserving community integrity and natural resources.
- *Review marijuana license applications and reviews for conformance with applicable codes, regulations, standards, and criteria.* The SAFEbuilt planning team will conduct a thorough review of each application to ensure compliance with zoning ordinances for marijuana-related businesses and all relevant local, state, and federal regulations. They will assess factors such as location, proximity to sensitive areas like schools or residential neighborhoods, security measures, signage, and operational plans. Additionally, the team will evaluate whether the proposed business operations meet licensing requirements, health and safety standards, and environmental regulations.
- *Draft staff reports for Planning Commission, Board of County Commissioners, and other boards and commissions.* SAFEbuilt staff, acting as an extension of County staff, can review, process, and prepare staff reports for consideration by the appropriate approval body. Our approach involves gathering information about the proposed projects, including relevant zoning regulations, land use policies, and community development plans. The team will conduct thorough research and analysis to assess the potential impacts of the proposed projects on the surrounding area, including factors such as traffic, infrastructure, environmental considerations, and community character. They will ensure that all necessary documentation, including site plans, maps, and supporting materials, are included in the staff reports to provide a clear and comprehensive overview of the proposed projects.
- *Draft updates to County regulations as requested.* The SAFEbuilt team will undertake a comprehensive review of existing regulations to pinpoint areas necessitating revision or enhancement, incorporating stakeholder feedback, researching best practices, and evaluating legislative changes or community needs adjustments. Upon identifying these revisions, our team will collaborate with County officials, legal experts, and stakeholders to craft



proposed amendments, ensuring they are comprehensive, legally sound, and aligned with the community's requirements.

Throughout the drafting process, transparency and public engagement will be prioritized, with the SAFEbuilt planning team actively seeking input from residents, businesses, and stakeholders through various channels such as public meetings, workshops, and online forums. This feedback will shape the development of draft regulations to encompass diverse community perspectives and priorities.

Following the drafting phase, internal reviews will be conducted to ensure consistency, clarity, and compliance with legal standards, with potential input sought from external experts or agencies to validate proposed changes. Once the draft regulations are finalized, they will be presented to County officials for review and approval, possibly involving public hearings or meetings of the County Board of Commissioners or other relevant decision-making bodies.

- *Provide general land use, planning, and economic development-related consultation to the County.* The SAFEbuilt planning team will conduct an in-depth analysis of existing policies, economic goals, and planning initiatives, engaging County officials, stakeholders, and community members to ensure inclusivity and diversity of viewpoints. Based on this analysis, they will develop tailored recommendations addressing specific challenges, such as zoning updates, economic incentives, and sustainable growth strategies.
- *Prepare and submit land use applications on behalf of the County.* SAFEbuilt's planning team will ensure land use applications are in compliance with relevant regulations, zoning ordinances, and land use policies. They will collaborate closely with County officials, stakeholders, and project proponents to gather necessary documentation and information, ensuring the accuracy and completeness of the application. They will then prepare the application package, including maps, site plans, environmental assessments, and any required permits or approvals. Once the application is finalized, the team will submit it to the appropriate authorities, closely monitoring the review process and providing additional information or revisions to facilitate approval.

PROVEN STRATEGIES FOR MUNICIPAL PLANNING

Development cycles ebb and flow, resulting in variable workloads that communities must recognize. Contracting third-party land use planning allows Huerfano County to maintain a "right-sized" workforce in-house, while ensuring on-call services are available for peak periods of development activity. This arrangement allows the County to maintain its high standards of customer service and plan review efficiency. We understand the rigors of day-to-day operations of planning departments and aim to "clear a path" so your staff can focus on critical projects that require enhanced local knowledge.

It can be nerve wracking to trust your entitlements review to a third-party consultant. Thus, it is vital to ensure third-party reviewers are fully versed in the County's relevant regulations and policy documents. Our team has extensive experience providing on-call planning review and design review services for municipalities nationwide. We can commit and dedicate personnel resources to intermittent, periodic, or sustained workloads, and can expand our offerings as needed. Our proven on-boarding strategy guarantees that all associated team members are experts in your codes and plans from day one, including but not limited to, the County's following documents:

- Zoning Ordinance
- Subdivision Regulations
- Urban Design Districts
- Overlay Districts
- Tree and Landscape Standards
- Comprehensive Plan
- Public Works Standards and Specifications



We leverage the latest technology to serve many of our clients remotely, seamlessly adapting to their diverse permit and administration systems. This extensive experience allows us to integrate quickly with your existing setups and grasp the nuances of your daily operations. Because our planning office is located in Denver, we would need electronic copies of plans and materials or remote system access to view plans. We are skilled at working with various electronic documents and document formats, and we conduct our reviews and edits in a fully virtual space. We are flexible and can easily adjust to the County's unique processes and technologies.

PARTNERING WITH HUERFANO COUNTY

Our approach to a partnership with the Huerfano County centers on fostering open communication between our firm and the County. We commit to working with you to determine the best ways to communicate the correct information to the right people at the right time. Our priority is to ensure the best possible experience working with our team—with minimum impact on the County and its citizens.

Before receiving our first assignment, we propose meeting with County staff to verify local code policies, documentation procedures, notification protocols, and scheduling. Our team is committed to establishing and maintaining regular communication with County staff to ensure they remain apprised of ongoing project activities. Additionally, it enhances our ability to respond to any issues quickly.

We value the importance of the County's projects and are committed to meeting all project service delivery deadlines. Throughout this contract, our team members will be available to meet with County staff either via phone, teleconference, video teleconference, or in person to address questions that may come up during the project lifecycle. We will be accessible to project stakeholders, which is essential to making prompt decisions. As such, our firm commits to responding to all inquiries within one business day.

SAFEbuilt believes that maintaining frequent and consistent check-ins between the Account Manager and our clients is key to the early identification of performance risks and contributes to contract success. These meetings allow both parties to manage resources tactfully and develop the best Contractor-Client relationship. While our *Planning Manager*, **Mr. Travis Reynolds, AICP**, oversees all operational facets of service delivery, **Ms. Charity Campfield** will be the County's point of contact for customer excellence initiatives. As the *Account Manager* for the State of Colorado and surrounding areas, Ms. Campfield aims to ensure you have an independent channel for communication and additional support. Her role focuses on bringing the right people to the table should the County desire additional service options, improved technology-enabled capabilities, local or back-office support, and overall contract success and longevity.

Point of Contact

Ms. CHARITY CAMPFIELD
Account Manager

307.292.1124
ccampfield@safebuilt.com



CAPABILITY AND APPROACH TO MEETING SCHEDULES AND DEADLINES

Due to the nature of the planning services we provide to our clients, we frequently work within the framework of deadlines, rapid responses, and adherence to established service line agreements. From the outset, we establish clear review turnaround targets and deliver within those deadlines. We are keenly aware that these deadlines are not only critical to your operations, but they are essential milestones for applicant satisfaction.

Normal delivery expectations range from 24 hours to 21 days. For most requests, the typical turnaround is fast, usually taking between 5 and 7 days.

The nature of development cycles is a periodic ebb and flow of activity that requires our team to be dynamic and anticipate changes in resource demands. Our dedicated Planning Manager and core team prioritize fulfilling County requirements within set timelines. During periods of heightened demand, our team can marshal additional resources through our affiliate offices nationwide, with our Planning Manager overseeing the process and quality of the work products produced.

REMOTE SERVICE DELIVERY

SAFEbuilt's Denver-based planning team offers nationwide digital planning and zoning services. We utilize advanced technology and project management tools to streamline community development and plan review processes while maintaining excellent customer service. Our track record includes guiding numerous communities in implementing efficient digital permitting and plan review systems, leading to faster reviews and cost savings for municipalities and applicants. Below is an overview of our remote services.

APPLICANT COMMUNICATION. Customer service is our top priority and the foundation of effective plan review. Residents can reach our team directly through phone, email, and video conferencing for any planning and zoning inquiries. We uphold open and flexible communication throughout all projects, ensuring applicants are informed about the details and progress of their projects from start to finish.

PLAN SUBMITTAL. We excel in digital plan review using platforms like Bluebeam Revu, Adobe Suite, ProjectDox, Accela, and others. Whether you need physical or digital application submittals, we provide tools for expedited review. Our proprietary CommunityCore platform facilitates multidisciplinary digital permit processing, simplifying information submission for safe and timely development.

PROJECT MANAGEMENT. We oversee project administration from start to finish, coordinating referrals and responses from various disciplines and agencies to ensure prompt applicant support. Our remote project and data management tools ensure efficient and effective completion of all activities. Rest assured, thorough due diligence is conducted for every project, utilizing submittal documents, County GIS, public data, and additional research as necessary.

STAFF REPORTS. Our staff reports provide the information decision-makers need to contribute to land use decisions and make informed findings. We organize our reports with charts, tables, maps, and graphics that provide structured background, analysis, and conclusions sections. The organized reports allow board and commission members to act confidently on cases and render decisions. When operating remotely, our staff reports are often the keystone attachment to a brief summary memo to your boards and commissions, allowing for third-party, independent analysis of each case.

PERMITTING & APPROVAL. Our years of experience in local government have shown us that board and commission hearings are not the end of the line. Our staff continues remote services for applicants well after the hearings are over. We can guide them through the final stages of approval, including follow-up information for conditional approvals, the preparation of final documents, and the ancillary permits required to begin development. Our perspective is that the "finish line" is a Certificate of Occupancy that adheres to all requirements of your adopted codes.



Tab 4
Fee Proposal

FEE PROPOSAL

SAFEbuilt tailors its pricing to each contract. We work with our community partners to establish fair and competitive pricing for our services. Prices are all-inclusive, and all overhead materials and equipment are included in the proposed fees. We propose the following fee schedule.

TEAM MEMBER	HOURLY FEE
Planning Manager	\$145.00 per hour
Senior Planner	\$125.00 per hour
Planner	\$72.00 per hour

