

**GMS, INC.**  
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December 8, 2023

Ms. Dawn Collins, Town Administrator/Clerk  
Town of Palmer Lake  
42 Valley Crescent  
Palmer Lake, CO 80133

*Via Electronic Mail: [dawn@palmer-lake.org](mailto:dawn@palmer-lake.org)  
No Hard Copy to Follow*

RE: Town of Palmer Lake  
Highway 105 Sidewalk Improvements Project  
Proposal for Consulting Services

Dear Ms. Collins:

Thank you for considering GMS, Inc. for the design of the Town's Highway 105 Sidewalk Improvements project. The project will be a great benefit to the Town of Palmer Lake by improving pedestrian safety and mobility through the downtown area and bolstering downtown businesses with enhanced access and customer traffic. Based on the details of our previous conversations, and our meeting with the local Colorado Department of Transportation (CDOT) representative, we are pleased to offer the following proposal for GMS, Inc. to complete the design scope of services for the project.

**Firm Overview:**

GMS, Inc. has over 45 years of extensive experience providing engineering, planning, surveying, funding administration, GIS consulting, and construction management/administration to our clients throughout Colorado. The GMS, Inc. team has focused primarily on servicing local governmental agencies, including cities, towns, counties, and special districts, on their water, wastewater, stormwater, drainage, and roadway infrastructure needs. The staff of GMS, Inc. is presently composed of 26 individuals.

- Seven licensed professional engineers
- Two licensed professional land surveyors
- Five staff engineers
- Two staff surveyors
- Five design technicians/resident project representatives
- Five administrative and technical support staff

Our experienced staff makes our firm extremely unique compared to other firms of similar size and background, coupled with the longevity of over 45 years in business. GMS, Inc. has been fortunate to create a professional employment environment where a significant number of staff personnel have committed many years to decades, and in some cases their entire professional lifetime, to providing services to GMS, Inc. clients.



GMS, Inc. has an extensive background in civil engineering design for numerous towns, municipalities, special districts and non-profit agencies throughout Colorado. Several GMS, Inc. projects are similar to the Highway 105 Sidewalk Improvements project and range from roadway designs, to parking facility designs, to streetscape designs with retaining walls and drainage accommodations. Our project experience also extends into the realm of CDOT project administration services, such as those required on the Palmer Lake Elementary School project currently in design. Our past and current CDOT projects include similar Main Street revitalization type projects for both on-system and off-system locations. Extensive coordination with CDOT representatives is required for these types of projects throughout the design process, particularly for on-system projects such as this Highway 105 Sidewalk Improvements project. We have successfully managed the appropriate CDOT processes in order to navigate the various team meetings and design reviews which are required to obtain the clearances and design approvals for the projects.

### **Scope of Work:**

GMS, Inc. will complete the design and preparation of Construction Drawings and the Project Manual, which will include bidding documents, contract documents and the project specifications. These documents will be prepared in accordance with the appropriate CDOT templates and formatting requirements. GMS, Inc. will also facilitate the myriad of CDOT processes, procedures and requirements through the design process, which generally encompass the following major categories:

- Project administration and coordination with various CDOT teams
- Scoping meeting
- Field inspection review (FIR) meeting
- Final office review (FOR) meeting
- Right-of-way (ROW) plans, including easements
- ROW clearances
- Utility clearances
- Environmental clearances, including the necessary biological and historical clearances
- Final approval request letters

CDOT representatives have agreed to perform the field survey along the immediate corridor of work. GMS, Inc. will have a limited scope of field survey work to complete outside of the CDOT survey boundaries, and will coordinate with CDOT survey personnel to incorporate their data into the design documents. A review of the drainage conditions and the completion of the appropriate drainage calculations and summaries will also be completed under the scope of work, as well as the appropriate geotechnical investigations and engineering. This proposal represents design services only. It does not extend into contract administration or construction administration services.

The design documents will be presented to Town staff at a workshop for review and discussion. Any comments, additions or revisions which result from the workshop can be incorporated into the final project documents.



Ms. Dawn Collins, Town Administrator/Clerk  
December 8, 2023  
Page 3

**Scope of Fees:**

In order to properly quantify the scope of services and level of effort required for the various CDOT related items, we contacted the Town's local CDOT representative Matthew Pettit. Mr. Pettit was able to join us in a meeting to review the processes, requirements and expectations of CDOT for this particular project and assist us in accurately determining the scope of work necessary. Based on that meeting, GMS, Inc. will perform the above Scope of Work for the Lump Sum Fee of \$218,000.

We appreciate the opportunity to submit this proposal to provide consulting engineering services for the Town of Palmer Lake. If the proposal is acceptable to the Town, please indicate that to us and we will proceed with a Professional Services Agreement for the scope of work described above. In the interim, should you have any questions or desire to discuss any details of this proposal, please feel free to contact us at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mark A. Morton', with a long horizontal flourish extending to the right.

Mark A. Morton, P.E.

MAM/cag