



January 31, 2025
Town Of Palmer Lake
Dawn Collins, Town Administrator
42 Valley Crescent
Palmer Lake, CO 80133

RE: REQUEST FOR PROPOSAL - PUBLIC SAFETY FEASIBILITY STUDY FOR TOWN OF PALMER LAKE

Dear Dawn and Evaluation Team,
This Proposal is submitted for the Feasibility Study for the Combined Public Safety Facility to be located in the Town of Palmer Lake. Thank you for your thoughtful consideration.

Architvity is an established architecture firm practicing in the Colorado Springs area with experience designing commercial, educational, and residential projects. Ron Conder, leading the design team, is a licensed architect in the state of Colorado practicing for more than 35 years. Ryan Koeniger is an associate architect with 25 years of design practice in Colorado and abroad, and will work directly with Ron on the Feasibility Study. Our relevant experience is based on designing similar building types for Ellicott School District, the Independence Center in Colorado Springs, and several industrial businesses in Monument, among numerous other projects over the years. We are not a large corporate firm, but rather just a two-person association. We believe the Town will receive the best possible service from Architvity because we will be doing the work ourselves, and it will not be delegated to junior staff with only cursory senior review (as other, larger firms may do).

Our understanding of the project goals for the Feasibility Study for the Combined Public Safety Facility are to:

- 1) **Conduct a professional assessment and comparative evaluation** of three potential building sites.
- 2) **Research** each proposed site with consideration of future development set forth in the accompanying Scope Outline.
- 3) **Provide recommendation** on the merits and limitations of each site.
- 4) **Equip the Town with information** to determine the best possible location for a combined public safety facility.

The requirements of the Feasibility Study will include physical visits to each proposed site location, research regarding the sites based on the existing conditions and proposed use, and a written report with diagrams that document our findings and recommendations.

We appreciate the opportunity to offer this design proposal and hope we can work with you on this important project.

This proposal is valid for 60 days from the submittal deadline.

Sincerely,

Ron Conder, Architect

BILLING RATES:

The following Billing Rates shall be applied to the project based the staff person/role:

Owner/ Principal - \$190/hr

Associate Architect: \$95/hr

PROPOSED SCOPE OF WORK FOR PUBLIC SAFETY FEASIBILITY STUDY:

The Feasibility Study will evaluate three potential building sites for the combined Public Safety Facility using the following criteria as a Scope of Work:

- **Vehicular access:** emergency services and general use to the site and within the site
 - Research the existing adjacent street capacity, angle of approach, turning radii, and maneuvering for existing trucks (Type 1 Engines, Rescue, Type 3 Wildland, and/or other specific equipment as provided by the Town.)
 - Analyze parking requirements and space availability per site
 - Consideration for public access and typical vehicle circulation within each site

- **Traffic impact analysis** (*not to include a full traffic study*)
 - Evaluate the impact to typical town road / highway traffic during normal operations as emergency vehicles exit and enter the site (identifying potential congestion issues or safety concerns when emergency equipment is deploying or returning to the site)
 - Suggest possible mitigation for impacts with road improvements, signaling, or access point adjustments

- **Comparing Undeveloped vs Developed land**
 - Create a comparative matrix for the pros and cons of each site based on criteria from the Scope of Work outline
 - Quantify development considerations for three properties - new or rehabilitated infrastructure, demolition and/or site preparation, site grading and drainage, environmental impacts (*See below for further descriptions of some of these areas.*)
 - Evaluate the future financial implications to maintain ongoing use of each property (purchase, long-term lease, existing ownership, etc.)

- **Utility service availability:** options for all public utilities such as water, sewer, electric, gas, fiber optic, etc., and anticipated public safety communications
 - Evaluate the availability, accessibility, and limitations of utilities and services for each property
 - Determine which properties will require additional improvements and associated costs to access services that are not currently available



- **Site analysis:** physical, environmental, social, historical, and infrastructure characteristics
 - Analysis of each site's physical properties - topography, orientation, geology, existing vegetation, existing structures or man-made features
 - Evaluate potential noise disruption for each site - caused by normal operations
 - Provide site analysis diagrams of prevailing wind, solar exposure, water erosion/drainage potential, site characteristics and aesthetics, visual impact to neighboring properties
 - Research any governmental agencies that may have requirements, submittals, or fees associated with each site. (For example, environmental impact study, rezoning, geohazard reports)
 - Seek to understand the historical nature of each site and its bearing on new development
 - Document existing or required infrastructure for each site

- **Site security:** equipment and facility protection against vandalism and acts of violence
 - Discuss possible scenarios of safety, security and visibility and potential vulnerabilities of each property
 - Consider viability of mitigation strategies for each site

- **Site improvement cost estimates**
 - Utilize consultants within our network who are familiar with the type of project to obtain rough budget for some of the infrastructure development costs
 - Evaluate the development cost differences between each site

- **Planning, zoning and code implications for each site**
 - Research easements, geological hazards study/report requirements, potential re-zoning implications, and Palmer Lake Zoning Code for possible impacts and considerations for development of each property



Fee & Proposed Schedule of Services

The design fee for the above Scope of Work for the Public Safety Feasibility Study shall be a fixed amount totaling **\$24,000**.

Payment:

The fee shall be invoiced to the Town of Palmer Lake in 25% increments, (or four equal payments), with a retainer portion due upon signing of the Professional Services Agreement. Architivity will invoice the Town for the retainer fee (\$6000). The remaining three invoices will be sent incrementally as the project progresses.

Schedule:

Upon Approval by the Town's Board of Trustees, and the signing of the Professional Service Agreement, Architivity shall begin work on or around the week of March 17, 2025. A review draft of the Feasibility Study will be provided to the Town by the end of June, 2025. Following the Town's review and acceptance of the draft Document, Architivity shall provide the finalized copy including any necessary edits within 1 month of the review.

Exclusions:

This fee does not include any type of building design or architectural or engineering design services for the potential future Public Safety Building. It does not include Civil engineering or Geotechnical engineering, nor any other consultant design services related to construction documents.

