

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-purpose Room

Date: September 5, 2012

AGENDA

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A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT AGENDA – Approval of minutes from previous meeting

E. INFORMATIONAL ITEMS

1. Finance Task Force Report - Pat Everson Chairperson
2. NDDA Directors Report - Paul Turnburke - NDDA Director
3. Nedpeds DAT Report - Pat Everson DAT-Leader

F. ACTION ITEMS

1. Consideration the hiring Sue Churches as our Board Secretary, including approval of her job description
2. Consideration of changing the date and time for our regular meetings.
3. Consideration and authorization for investigating the leasing of office space
4. Consideration of returning the money given to the Adopt-A-Planter program
5. Consideration of obtaining a cell phone so the NDDA can have a telephone number

G. DISCUSSION ITEMS

1. Discussion of hiring a Sustainability Consultant to advise the NDDA board on Sustainability portions of the projects and specifically the Nedpeds project.

H. OTHER BUSINESS (NEW)

G. ADJOURNMENT

The NDDA Board encourages citizen participation. Public hearings and the “unscheduled citizens” agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation.

The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights.

The NDDA Board of Trustees meeting packets and agendas are prepared by Friday before the Tuesday meetings and are available on the NDDA website, [www.neddda.org](http://www.neddda.org). Copies of the agendas and meeting packet are available at no cost via email from [info@neddda.org](mailto:info@neddda.org). The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.

Nederland Downtown Development District - Minutes to the Meeting  
August 14, 2012

- A. Call to Order - meeting called to order at 6:59PM
- B. Members present: Ron Mitchell, Pat Everson, Katrina Harms, Donna Kirkpatrick, Mary Ann Rodak. Members absent: Annette Croughwell and Will Guercio  
Also present: Paul Turnburke, Eva Forberger
- C. Public Comment – none
- D. Consent Agenda:
  - 1. meeting minutes approved as corrected on #4
  - 2. Treasurer's report. Discussion was held regarding how the warrants are written and when and then how they are approved. Eva brings them forward to us when they are not a budgeted item. Pat inquired as to how the contingency fund worked, and she explained it was our fund set aside for unexpected items to be covered with. She also said there is an invoice from Loris and Associates that will come forward at the next meeting. Eva also explained that the payment on the tractor for town resulted in a \$5K increase in our non TIF funds for the year. She explained how we get monthly accounting of funds for TIF. The loan from the town was structured and completed whereby we paid off the Mutual of Omaha bank loan that was set as a balloon payment note and was looming in the near future. All is now resolved and we will save some monies with a better rate through the Town of Nederland.
  - 3. Approval of Warrants - Pat made the motion to accept and pay the warrants. All approved, and motion passed.
- E. Informational items
  - 1. Ron Mitchell made a brief report on the DCI conference that he attended. He intends to write up a report in the future to share what he learned. Putting in simply terms however Ron said if you operate the DDA openly and honestly you should be able to do anything you want.
  - 2. Executive Director Report – Paul reported that the TOPO and boundary survey on 2<sup>nd</sup> Street would be done soon. They will mark everything with paint and will answer questions by the residents as they come up. They will also be doing the elevations as best as possible. A spot elevation will indicate those that are below street level. The RFP's for phase 2 are due on Friday at 4PM. Paul feels we may not have gotten a good response as we do not know where or who advertise the RFP. It should have gone out on the Epurchasing website but was apparently not done by the town. Paul said that CDOT was willing to give us an extension should we need one. He said the town advertised the way they knew best. Paul said he and Alisha reviewed 30-40 possible prospects and Paul created a list of 25-30 that direct invites were made too.
  - 3. Gift Certificate drawing was made and 3 winners selected. Paul will contact the winners as soon as possible.
  - 4. DAT report – Pat gave her report. She said we received a memo from the mayor that we should not anticipate any more money from DRCOG for

the design phase of the project. We currently will only have the original \$78K. She wants to send out a memo to the DAT that we must move forward with sustainability and go as far as we can with that money. We made an effort but did not meet the 8/15 deadline that was firm to have the engineering schematic of our project in process.

#### F. Action Items

1. Consideration of rescheduling of meeting dates - A brief discussion was held as to the possible dates we can reschedule our regular meetings to. It was decided to try for the first Wednesday of the month.
  2. Consideration of Board member participation in the Comprehensive Plan Update – Is this something that the board members want to participate in? We could form small focus groups in the DDA district and meet with small groups of people and ask questions of them as to what they would want to see come out of the Town’s Comp Plan update. Four board members expressed an interest in helping out in the process: Pat, Ron, Katrina and Donna. Mary Ann feels she has no time for this other than attending the once a month meeting.
  3. Consideration of the Adopt a Planter/flower Task Force – Donna explained that she was following up on procedure to make the appointment formal for her to head up this Task Force. Pat made a motion to form a Adopt and planter/flower task force to be headed up by Donna Kirkpatrick and including Eva Forberger and other members of the board and community. Ron seconded and the motion passed unanimously.
  4. Consideration of Communications Task Force responsibilities and strategies – and 5. Consideration of the Communications Task Force writing a column for the mtn. ear newspaper – these two were basically the same and discussed together. Per Katrina the Communications Task Force will create a strategy that lays out the framework for website, social media and the newspaper. It will provide to the public who they can connect with. The clerical staff will post the meeting minutes and project updates for the community to access for information.  
Pat stated that Katrina has volunteered to be the board member in charge of this. She wants to get to the point where someone else can do these tasks. They will also write a once a month new column for the DDA. We do not know what this will mean for Jennifer who currently does the website posting, but this can be decided later. A motion was made for the board to approve the proposal of the Communications Task Force to create and implement a communications strategy on behalf of the board. The motion was seconded and passed unanimously.
5. September 5, 2012 will be our next meeting. Meeting adjourned at 8:20 PM

Nederland Downtown Development Association  
Finance Task Force Report  
Meeting August 22, 2012

The Finance Task Force composed of Eva Forberger, Ron Mitchell and Pat Everson met at the Library Meeting Room at 5:00 on August 22, 2012. The subject was the 2013 budget.

A review of how we stand in relationship to the last approved budget shows that we have not received bills from Jason Morrison Public Works for the Town for how much for snow removal expense for the past winter. Eva felt they might be waiting for the full fiscal year before billing. We asked that she contact Jason to see if could bill for the first half of 2012, to see what type of budget figure we need for 2013.

We reviewed the following items for inclusion in the coming year:

Public Works - Tractor/snow plow equipment

Jason has talked to Eva about another piece of equipment for the tractor for snow removal. The cost of this additional piece of equipment is around \$4000. We asked that Jason submit a formal request with quotes on the cost of this additional piece for the tractor.

Renting Office Space

- Ron and Eva both had some information on current rents in Town. It was decided to plug in \$2000 for the moment and do some further research on possible locations in the District.

Paul has spoken with Serene from the Nederland Area Seniors, at Dawn's suggestion that we share a rent with them as they do not use their office all the time. This will be brought before their board for discussion and come back to us.

I have spoken with Mark Cohen at the Cohen Law Firm building and he has a variety of rooms available now as well as in the future. One small one has a place for a desk files and a secretary, for \$150 a month. Others are suites that rent for \$400 up, but some of the rooms could be around

\$200-\$300. He is very flexible and would work with us, as he feel it would be a good match and we would be back in the district. These are really nice offices in a well maintained building. I have prepared a Action item for the Board to discuss and authorize Ron and I to meet with Mark and negotiate some type of contract or lease for board approval.

### Designing New Website

It was determined by Eva that we could pay a sitting board member for Website development, but that content would be directed by the NDDA Board. How the website developed would be up to the administrator. I than spoke with Katrina Harms who had expressed an interest in developing a new website for us and asked her to submit a proposal.

### Other projects for 2012

Ron suggested that we install planters on the top of the pillars of the bridge for flowers. Some money was put aside for this.

The intersection of 119 and Lakeview discussed, with how to proceed with the NPP Process to allow us to borrow the \$40,000 we had allocated in 2012. It appears that the Nedpeds project has taken most of the volunteer time for the year 2012, but we wanted to start the process for other projects in the pipeline for consideration in 2013.

### DRCOG Grant

Later, there was further discussion on how our grant with DRCOG was to be administered. The Mayor indicated that DRCOG had not seen any bills for the Nedpeds project and were concerned with our ability to move forward with the project. They had included a copy of a newspaper article about the BoT rejecting the Grant in Jan, and wanted assurances that we were moving forward. His explanation of how the grant worked had not been explained to either Ron or I and we asked Eva to research exactly how much money we would receive this year and then moving forward to the construction phase. Also how this would be billed and reimbursed. Eva is on vacation for a week but will research and report at our next Finance or NDDA Board meeting.

Before Eva left she had determined that all expenses for the Nedpeds project had to be billed through a CDOT approved firm. That would include our matching grant portions. This is the way that CBDOT keeps track of the expenses for the project. So until we hire the Engineering firm which

we just advertised for, we will not be able to spend any money on the project.

Eva also confirmed that we will also not be able to charge Paul's Project Coordinator portion of his salary to CDOT/DRCOG, either for reimbursement or matching grant portion. For the same reason, all expenses must go through the CDOT firm. We have been paying Paul for several months under the new job description which would not qualify, since we have not hired the CDOT firm.

**Meeting Schedule for Budget Process**

We agreed to the following meeting schedule for the Finance Task Force and then the Budget Workshop with the NDDA Board and then the Joint BoT/NDDA Board budget workshop:

|   |   |
|---|---|
| <b>2013 Budget Calendar</b>                     |   |
| <b>Nederland Downtown Development Authority</b> |   |
|   |   |
|   | <b>DateItem</b>   |
|   | AugustMeet w/Finance Committee to discuss 2013 Projects             |
|   | 9/14/12First Draft Due based on input from departments              |
|   | 9/19/12 <b>DDA finance Task Force @ 5:00</b>                        |
|   | 10/1/12Advertise Budget Hearing in Mountain Ear                     |
| 10/3/12   | <b>DDA Workshop Prior to Meeting @ 6:30</b>                         |
| 10/16/12  | <b>Budget Hearing</b>   |
| 11/19/12  | <b>DDA Approve final budget</b>                                     |
| 12/4/12   | Pass 2013 Budget and Certify 2014 Mill Levy                         |
|   | 1/31/13Send Final Budget to DOLA                                    |
|   |   |
|   | <b>2012 Supplemental</b>  |
|   | 1-NovGive Notice of Budget hearing for 2012 Supplemental/Amendments |
|   | 18-DecAdopt Supplemental/Amended 2012 Budget                        |
|   |   |

Please mark your calendars for a DDA Budget Workshop on 10/3/2012 prior to our meeting.

We have certain State Requirements and times that must be met, so Eva proposed the above schedule to bring us together with the BoT and Town requirements.



fNEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
DIRECTORS' REPORT  
September 5, 2012

1. Time Reporting

The following is a breakout of my time related to the NED PED project and basic administrative tasks. Since July 6, my time breakout is as follows (as of July 6):

|                     |                        |
|---------------------|------------------------|
| NED PED time        | 30.5 hrs (55%)         |
| Administrative time | 25.5 hrs (45%)         |
| <u>Total time</u>   | <u>56.0 hrs (100%)</u> |

2. The majority of my time was directed towards the NED PED project. Some of the tasks I worked on were:

attended meetings of the Consultant Selection Committee  
talked with Town of Lyons re: DDA's per their request for information  
worked with representative of EPA re: biomimicry workshop and technical assistance  
interviewed and hired Secretary, Sue Churches, along with Ron and Katrina  
began training Sue  
developed new calendar for NedPed project  
coordinated with CDOT rep re: NedPed  
discussed possible office space with Ned Seniors

One response to the RFP for the Ned Ped project was received on 8/17. The Selection Committee interviewed the consultant and we have notified them of our intent to enter into contract negotiations.

We have hired a Secretary, Sue Churches, who brings a great skill set to our organization and who I am sure will be a real asset. Let's all welcome Sue!

Nederland Downtown Development Authority  
Board Meeting Report  
for  
Design Advisory Team  
Nedpeds Project

Over the last month, I have received many emails both supporting the project and also with concerns from property owners on the 2nd Street Route. A lot of these comments came from the announcement that the surveyor would be working in the area over the next several weeks.

Some of the stakes have been located, but others seem to be missing, so not sure of the progress the surveyor is making at this time. Most of the boundary lines indicated to date were already known by the owners of the properties. One of the exceptions are the stakes on the west side of Snyder for Ron Mitchell's property. The locator found stakes but at this point we do not know if they are accurate or not.

The DAT Selection Team for the firm to do the design of the Nedpeds project had only one response to the RFP. The Selection Team meet to decide what to do on August 24. We were advised by CDOT that we had to continue on our selection timeline, which we agreed to do. An in person presentation with a Q&A was scheduled for Tuesday, August 28 with Huitt-Zollars, Inc. from Denver.

They presented a well done power point presentation featuring their company and the team of companies that they assembled. Representative from the companies were there to answer questions from the selection team.

The selection team met on Thursday August 30, 2012 to discuss how we should go forward. It was unanimously agreed that we should move to contract talks with this firm and that for the most part they were what we were looking for in their overall concerns for Sustainability, even though they had not previously been involved with a project that emphasized this depth of sustainability within the community. It was further agreed that the negotiating team would be Alisha and the Mayor for the Town, Ron Mitchell and Pat Everson for the NDDA.

Alisha will notify the team for in depth meetings to work out the details of the scope of work for the design of the project. Members of the Selection Team will meet with them to discuss the details. After an agreement is reached, it will be reviewed by the Town Attorney and submitted for consideration of the NDDA board, who will review it and send it on to the Board of Trustees for final approval.

Paul and I have worked to shorten the timeline for the completion of the design, with movement through the NPP process to a bidding date the end of January, the beginning of February. The Mayor, Joe Gierlach, who is a project manager with the BVSD believes that we will get the best pricing by trying to go to bids early in the calendar

year, before the majority of work is let out. By doing that, we will be able to get “more bang for the buck.” This aggressive timeline will be discussed with Huitt-Zollars, Inc, to see if they can comply, although in the Q&A session they felt it was doable. The most pressing problem will be the cost of the design, which we hope will fit within the budget.

The Town requested that some changes be made to the Owners Project Requirements, by adding additional EPA -SW-4 Guidelines for Urban Stormwater Management. We will be receiving an updated OPR from the Town.

Paul will notify Huitt-Zollars, Inc that they have been awarded the proposal and either Alisha or Paul will set up meeting times in the future for contract negotiations.

Pat Everson= DAT- Leader

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: September 5, 2012**

INITIATED BY: Finance Committee - Pat Everson

INFORMATION:    ACTION: X    OR    DISCUSSION:

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**AGENDA ITEM:** Approval of Susan Churches as Secretary to the NDDA board and final approval of Job Description of Secretary to the NDDA Board

**SUMMARY:** During the budget workshop in June, 2012, the NDDA board discussed additional funds to hire a Secretary to the NDDA Board. On July 10, 2012, the NDDA voted to appoint a selection committee to hire a clerical staff person to fill that position and passed a draft job description with one modification to add “creating and maintaining archives of NDDA board documents, files and other papers and maps as required by State Laws governing the Freedom of Information Act”.

The Committee has hired Susan Churches to fill this position and desires final approval by the NDDA Board , as well as final approval of the job description of Secretary to the Board..

**ATTACHMENTS:** Final job description

**RECOMMENDATIONS:** Approve hiring of Susan Churches  
Approve final job description

**FINANCIAL CONSIDERATIONS:** Covered in previous budget reports

**September 5, 2012**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**JOB DESCRIPTION FOR**  
**SECRETARY OF THE NDDA BOARD**

CRS 31-25-815 (c)

(c) A secretary, who shall maintain custody of the official seal and of all records, books, documents, or other papers not required to be maintained by the treasurer. He shall attend all meetings of the board and keep a record of all its proceedings. He shall perform such other duties as may be delegated to him by the board.

Maintain all records, books and documents, or other papers not required to be maintained by the treasurer.

Attend all meetings of the board and keep a record of all its proceedings.

After minutes are approved, record all meeting minutes with the Town Clerk and the webmaster for publication on the website

Help create the agenda for the board meetings with the Executive Director and the Chairperson using the same format as the Town Board of Trustees.

Send out the agendas to the Town Clerk on the Friday before the meeting or 24 hrs before the meeting, as required by State Statute.

Put together the Packet for the NDDA Board members and for the website.

Send the Packet with the Agenda to NDDA Board members and others

Maintain a list of interested person who would like to be placed on the list to receive agendas and packets.

Create any forms necessary for the NDDA projects

Create and maintain archives of any and all past and current NDDA Board documents, files and other papers, maps, etc pertaining to all past and present NDDA board activity and projects, as required by State Statute under the Freedom of Information Act.

Assist any member and the executive director with clerical support for projects they maybe undertaking as approved by the NDDA Board



**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: September 5, 2012**

INITIATED BY: Finance - Pat Everson/Eva Forberger

INFORMATION:    ACTION: X    OR    DISCUSSION:

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**AGENDA ITEM:** Consideration of changing our regular meeting date to the 3rd Wednesday of the month at 6:30. in the multi-purpose room of the Community Center

**SUMMARY:** Our Treasurer needs two weeks from the first of the month to close the books for the preceding month and to give us up to date financials. We need to give her more time before our regular meeting to have valid and up to date financial information. It would also be more convenient for her to move the start of the meeting earlier.

**RECOMMENDATIONS:** Agree to change our regular meeting date and time

**FINANCIAL CONSIDERATIONS:** None

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: September 5, 2012**

INITIATED BY: Finance - Pat Everson

INFORMATION:    ACTION:X    OR    DISCUSSION:

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**AGENDA ITEM:** Discussion and authorization for Ron Mitchell and Pat Everson to explore the possibilities of renting office space from Mark Cohen in the Cohen Law Building. With the possibility of bringing back a lease or contract at the next NDDA Board meeting

**SUMMARY:** Mark has an excellent space available at a very reasonable rate and will work with the NDDA to give us the best possible rent structure. He has several rooms available presently with some other office space in the future. The one of the rooms he has available presently is a small conference room with a table and chairs. Another is a larger room without furniture. There is also the possibility of other space opening later in the year. He has internet also available in the building.

This building is within the DDA District and on the highway, where we can have a sign and better visibility.

- RECOMMENDATIONS:**
1. Authorize
  2. Do not authorize
  3. Pursue other options

**FINANCIAL CONSIDERATIONS:** Unknown at present.



**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: 09/05/12**  
**INITIATED BY: Paul Turnburke**

INFORMATION:    ACTION:X    OR    DISCUSSION:

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**AGENDA ITEM:** Discussion of how to deal with contribution of \$300 by Michael McBurnie towards the planter program.

**SUMMARY:** Michael McBurnie made a \$300 contribution to the planter program to Pat E. in June?. Michael expressed to me that he was hoping that some planters could be purchased for First St. and that he could sponsor them. I understood from board discussion of the program this year that that option would not occur. During discussions of the current flower program, Donna Sue expressed an interest in coordinating the adopt-a-planter program. On 7/11, I emailed Donna making her aware of Michaels' contribution, giving her contact information for past contributors and thoughts on how to proceed with obtaining contributions and offered my assistance. I asked Donna how she would like to handle Michael's contribution, but did not receive a response.

**RECOMMENDATIONS:** I believe we have at least two options. First, we could offer to return his donation with our apologies for not dealing with this sooner and an explanation of how the program will work next year. Or we could acknowledge his contribution publically so that the community is made aware of his generosity. Also, I could discuss the matter with him to see how would like it handled.

**FINANCIAL CONSIDERATIONS:** Keeping or returning the contribution

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: September 5, 2012**

INITIATED BY: Finance - Pat Everson

INFORMATION:    ACTION: X    OR    DISCUSSION:

=====

**AGENDA ITEM:** Authorization to buy a cell phone in the name of Nederland Downtown Development Authority to be used as the primary number for the NDDA and kept by the Secretary.

**SUMMARY:** There is a need for the NDDA to have its own telephone number and since we do not have an office presently this would solve the problem until we have a permanent location, and maybe the only phone we need.

**RECOMMENDATIONS:** 1. Authorize  
2. No do not authorize and look for other options.

**FINANCIAL CONSIDERATIONS:** Have to be determine the cost per month, but could come out of the contingency fund for this year and be budgeted next year.

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: September 5, 2012**

INITIATED BY: Nedpeds/DAT - Pat Everson

INFORMATION:    ACTION:    OR    DISCUSSION:x

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**AGENDA ITEM:** Discussion of Hiring a Sustainability Consultant to aid the board with Sustainability Questions that may arise connected with various projects within the Downtown Development District.

**SUMMARY:** The State Statute under [CRS 31-25-815](#) states the following:

[\(d\) Upon recommendation of the director, such clerical, technical, and professional assistants, including but not limited to persons in the fields of engineering, planning, and economic research, as shall, in the opinion of the board, be necessary to provide for the efficient performance of the functions of the board.](#)

We have been asked by the Board of Trustees of the Town of Nederland to hire a Sustainability Consultant for the design and implementation of the Nedpeds project. It is the feeling of many members of the BOT that in order to comply with various Resolutions and the Sustainability Resolution - , professional people or person should have oversight of this project and any other project the NDDA undertakes.

At the present time, we are not sure of the full scope of the duties of the Sustainability Consultant, or if it will be on an “on call basis”, for this project and for others. We are also not sure exactly how much this will cost or where in the budgeting process we will be able to find the money.

The DAT for Nedpeds, is asking the NDDA board for authorization to pursue a Sustainability Consultant and formalize a RFP for this position.

ATTACHMENTS: RFP for Sustainability Consultant prepared by Kevin Mueller

**RECOMMENDATIONS:**

1. Move to an action item and approve the authorization to move forward
2. Reject

**FINANCIAL CONSIDERATIONS:**



Request for Qualifications

For

A Sustainability Coordinator and  
Sustainable Design Assistance

September 2012

**Contents**

Introduction.....2

Scope.....2

Budget.....2

Schedule.....2

Submission Requirements.....2

Evaluation Methodology.....2

**Appendix A**

**Appendix B**







## **Introduction**

The Town of Nederland is requesting qualifications from individuals and/or firms to provide sustainable design assistance, design phase project management and project sustainability measurements for the Nederland Pedestrian Enhancement Design & Nederland Pedestrian Management Improvement Project CDOT Project No. STU M935-003.

The Town of Nederland has committed to becoming a sustainable community. To help achieve this goal, the Town wishes to hire a sustainability consultant that can perform the tasks listed under Scope.

Respondents shall have proven sustainable design experience in the areas of LEED-Neighborhood Development, smart growth, low impact design, green development and recycled and renewable material utilization.

## **Scope**

- Coordinate workshops with Town participants that summarizes the intent, points and credits of the LEED-ND rating system, The Sustainable Sites Initiative and other sustainable rating system that may apply.
- Review the proposed design and provide a list of points/credits from selected rating systems that may be successfully applied to the project.
- Work with the design team and Town participants to document the level of sustainability, i.e. points/credits achieved accompanied by explanations/documentation of how each credit is achieved, will be achieved or explanation of why the credit/point will not be achieved.
- Assist the Town and design team in completing and maintaining the Owner's Project Requirements (OPR).
- Review the Basis of Design and verify to what extent the OPR is satisfied.
- Coordinate with selected design team on be-half of the Town to maintain the design schedule and budget.
- Keep the Town abreast on status of design phase tasks, responsible party, expected completion and all circumstances related to said tasks.

## **Budget**

Provide break out of tasks performed, hours and cost per hour of individuals involved in tasks for each phase. Range of costs is acceptable. Final tasks and budget will be negotiate with selected firm/individual.

## **Schedule**

Contracts for this work will need to be finalized by \_\_\_\_\_. The schedule of deliverables is currently very flexible and will be coordinated once contracts are signed.

## **Submission Requirements**

- cover letter
- introduction to the firm and team
- explanation of approach, philosophy
- explanation of work to be performed
- project schedule
- resumes of key personnel
- list of green design "tools" that the team would use (and why they are appropriate)
- lists of subconsultants and their qualifications
- statement of qualifications
- compensation (broken down by phase) or fee structure
- sample projects and other relevant experience
- references

Submit qualifications electronically to the following email addresses  
by \_\_\_\_\_

[alishar@nederlandco.org](mailto:alishar@nederlandco.org)

[patricia.everson@gmail.com](mailto:patricia.everson@gmail.com)

Questions, concerns or clarifications may also be sent to the above email addresses.

## **Evaluation Methodology**

The Town will choose multiple individuals/firms in order to compare performance during this phase for selection of individual/firms for an implementation phase (full design documents and implementation assistance).

The Town will review qualification packages and be in contact with the most qualified individuals/firms based on the following criteria:

- Demonstrated ability to communicate and perform specialized sustainability coordination and sustainable design assistance services with an emphasis on addressing the objectives listed in the OPR.
- Ability to communicate design ideas and to offer a wide range of options.
- Ability to obtain funding for any aspect of a similar remodel project.
- Experience of comparable projects.
- Estimated cost to provide scope.





## Appendix A

## Appendix B