

# NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, March 12, 2025

Regular Session starting at: 7:00 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

## CALL REGULAR MEETING TO ORDER:

The special meeting of the Town of Norwood Board of Trustees, San Miguel County, and State of Colorado was called to order by Mayor Candy Meehan at 7:00 pm.

## BOARD ATTENDANCE:

MAYOR - CANDY MEEHAN- PRESENT

MAYOR PRO TEM - SHAWN FALLON- PRESENT

TRUSTEE – NIVEN DRYBROUGH- ABSENT

TRUSTEE – MICHAEL GRADY- PRESENT

TRUSTEE – LIZA TANGUAY – PRESENT

## STAFF ATTENDANCE:

ADMINISTRATIVE DIRECTOR – SARA OWENS - PRESENT

TOWN CLERK – AMANDA PIERCE- PRESENT

PUBLIC WORKS DIRECTOR – RANDY HARRIS- PRESENT

DEPUTY TOWN CLERK – BECKY HANNIGAN- PRESENT

**OTHER ATTENDANCE:** Multiple community members via Zoom. Those in person are asked to sign in on the sign in sheet.

## PUBLIC COMMENT:

Marsha West talked about her document that she had sent to the board in regard to the Community Gardens. Marsha stated some concerns about the use of the property and would like to have an education partnership with the County Extension office.

Kerry Welch stated that during the board meeting on 10.12.2024 she requested the attorney bill that was, CORA requested be unredacted as for the other attorney bills CORA requested. She mentioned that during the 10.12.24 board meeting three board members didn't have an issue per her request. She asked that the board coordinate with the attorney and see if her request can be completed.

## SPECIAL DISTRICT AND STAKEHOLDER REPORTS OR ANNOUNCEMENTS:

None

## CONSENT AGENDA:

- a. Minutes of February 12, 2025
- b. February Financials
- c. Special Event Liquor License Application, Nowood Parks and Recreation District, 1555 Summit Street Norwood CO 81423
- d. Resolution No. 0312 Series 2025, A RESOLUTION PLEDGING TO PRACTICE AND PROMOTE CIVILITY IN THE TOWN OF NORWOOD

**MOTION:** Shawn Fallon made a motion to approve the consent agenda.

- a. Mike Grady seconded.
- b. Liza Tanguay recused herself on the voting for the Special Event Liquor License application only. All others approved. Motion Passed.

Continued, next page

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## **BOARD BUSINESS AGENDA:**

### Town Planner Proposal Reviews

Amanda spoke of the process on staff's part for all RFP's

Presentations were made by TJ Dlubac with CPS, Sherryn with Insite, Drew Nelson with Drew Nelson, AICP, Jason Reimer, and Kat Herbert, with KLJ. Questions were asked from the Board and Staff.

**MOTION:** Mike Grady made a motion to accept KLJ based on the votes.

- a. Liza Tanguay seconded.
- b. Shawn Fallon voted No, All others approved. Motion Passed.

### Energy Façade Incentive Program

**MOTION:** Shawn Fallon made a motion to let staff take the reins on the Energy Façade Incentive Program up to \$1000.00.

- a. Mike Grady seconded.
- b. All others approved. Motion Passed.

### Intergovernmental Agreement Between Town of Norwood and San Miguel County Sherriff for Peacekeeping Services

**MOTION:** Shawn Fallon made a motion to approve the Intergovernmental Agreement between the Town of Norwood and San Miguel County Sherriff's Peacekeeping Services for 2025.

- a. Mike Grady seconded.
- b. All others approved. Motion Passed.

### Salary for Town Clerk, Amanda Pierce and Deputy Town Clerk, Becky Hannigan

(both employees have waived Executive Session)

**MOTION:** Mike Grady made a motion to extend the current salaries to the pay period ending May 18<sup>th</sup> when we will revisit the salaries and job descriptions for both Amanda Pierce, Town Clerk and Becky Hannigan, Deputy Town Clerk.

- a. Liza Tanguay seconded.
- b. All others approved. Motion Passed.

### Discussion on local Marijuana Application Fees

Mike Grady removed himself from this discussion.

**MOTION:** Liza Tanguay made a motion to reduce the renewal of the Marijuana License fee to \$250.00 a year.

- a. Shawn Fallon seconded.
- b. Mike Grady recused himself from the vote. All others approved. Motion Passed.

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## STAFF REPORTS:

San Miguel Sheriff's Office, Sargent Donnellon, presented this month's report and a informative discussion with the board regarding the report.

Public Works Director, Randy Harris – Written report in supporting documents on the Town of Norwood website and in the complete packet.

- The new Public Works truck is a Hybrid and is getting good MPG.
- Chip and Seal is being investigated for the Spring/Summer.
- Did have a leak near Redvale that was repaired.
- With the newly written report added in the Water Commission and Norwood Sanitation information.

Administrative Director, Sara Owens – Written report in supporting documents on the Town of Norwood website and in the complete packet.

- Personnel Policy- Think about a joint work session for all the boards and commissions to go over the updates to the Personnel Policy.
- Community Garden property discussion is needed with a special meeting and executive session.

**MOTION:** Shawn Fallon made a motion for an executive session discussion of the Community Garden property.

- a. Mike Grady seconded.
- b. All others approved. Motion Passed.

Grant opportunity with EcoAction Partners available, Sara Owens asking permission to apply for it.

**MOTION:** Mike Grady made a motion for Ms. Owens' request to proceed with the Climate Services Collaborative initiatives Grant as soon as possible.

- a. Shawn Fallon seconded.
- b. All others approved. Motion Passed.

Town Clerk, Amanda Pierce –Written report in supporting documents on the Town of Norwood website and in the complete packet.

- Excited for the town planner, we can get moving on the applications.
- BRECC conference in Washington DC was a great experience and would like to thank the board for taking the initiative due to the Federal freeze funding being in question, to ensure that Amanda could go as well as the whole team. The funds were not needed due to the lift of the Federal freeze.
- Norwood High School Graduation scholarship board committee volunteers are Mike Grady and Liza Tanguay.
- William Babble does the Flag poles and no cost and looked at the Town Hall flag polls and will move the polls to a different location with lighting.
- Community Garden MOU discussion on the board. Will add to the Special Meeting Executive session with the Community Garden discussion.

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## MAYOR AND TRUSTEE REPORTS AND ANNOUNCEMENTS:

Mayors Report – Written report in supporting documents on the Town of Norwood website and in the complete packet.

- Discussed CDS meeting with Finn, Water Board Chair
- Continuing will all meetings listed in the report
- 2025 CML training is almost at the leadership level
- During the Club 20 meeting, through networking there might be an opportunity to get additional funds to help with the master plan.

Liza Tanguay reported on Norwood Parks and Rec. Dist. updates

- Outdoor Pickleball is coming.
- Music on the Mesa sponsorships and pledges are over \$15,000 and Picken Production
- Zombies play open tomorrow night, cast age 11 to 18. Check NPRD Calander for the show dates
- Song Writers April 4<sup>th</sup> and 5th with youth and adults focused
- Went to Family Bingo night and Norwood Public School, had a great time doing literally bingo, and hope they do it again.

## ADJOURN:

**MOTION:** Mike Grady made a motion to adjourn at 9:38 pm

- a. Liza Tanguay seconded.
- b. All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

\_\_\_\_\_  
Minutes Taken by: Becky Hannigan, Deputy Town Clerk

\_\_\_\_\_  
Amanda Pierce, Town Clerk

# NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, March 26, 2025

Special Meeting starting at: 6:30 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

## CALL REGULAR MEETING TO ORDER:

The special meeting of the Town of Norwood Board of Trustees, San Miguel County, and State of Colorado was called to order by Mayor Candy Meehan at 6:30pm.

## BOARD ATTENDANCE:

MAYOR - CANDY MEEHAN- PRESENT

MAYOR PRO TEM - SHAWN FALLON- PRESENT

TRUSTEE – NIVEN DRYBROUGH- ABSENT

TRUSTEE – MICHAEL GRADY- PRESENT VIA ZOOM

TRUSTEE – LIZA TANGUAY – PRESENT

## STAFF ATTENDANCE:

ADMINISTRATIVE DIRECTOR – SARA OWENS - PRESENT

TOWN CLERK – AMANDA PIERCE- PRESENT

PUBLIC WORKS DIRECTOR – RANDY HARRIS- PRESENT

DEPUTY TOWN CLERK – BECKY HANNIGAN- PRESENT

Mayor Meehan requested additions to the agenda, line item d. - Letter of Support for Dieman Brooks for funding for his historical site and line item e. - Permission to approach other funders to support Norwood Public School

**MOTION:** Shawn Fallon made a motion to add the two agenda items mentioned by Mayor Meehan

- a. Liza Tanguay seconded.
- b. All others approved. Motion Passed.

## EXECUTIVE SESSION:

- a. **For the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiation; and instruction to negotiators under C.R.S. Section 24.6.402(4)(e). The following additional information is provided: concerning Community Gardens Property and Rocky Mountain Arts MOU.**

**MOTION:** Shawn Fallon made a motion to go into executive session for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiation; and instruction to negotiators under C.R.S. Section 24.6.402(4)(e) concerning Community Gardnes Property and Rocky Mountain Arts MOU.

- b. a. Liza Tanguay seconded.
- c. b. All others approved. Motion Passed.

- Mayor Meehan read, the time is now 8:03 pm and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record."
  - No concerns were given.

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- d. For a conference with the Town attorney, for the purpose of receiving legal advice on a specific legal question under C.R.S. Section 24.6.402(4)(b) regarding CORA requests.

**MOTION:** Shawn Fallon made a motion to go into an executive session for a conference with the Town attorney, for the purpose of receiving legal advice on a specific legal question under C.R.S. Section 24.6.402(4)(b) regarding CORA requests.

- a. Liza Tanguay seconded.
- b. All others approved. Motion Passed.

- Mayor Meehan read, the time is now 8:17 pm and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.
- No concerns were given.

## BOARD BUSINESS AGENDA:

- a. Community Gardens Property

**MOTION:** Shawn Fallon made a motion for legal to go ahead with negotiations.

- a. Mike Grady seconded.
- b. All others approved. Motion Passed.

- b. Rocky Mountain Arts MOU

**MOTION:** Liza Tanguay made a motion that the board grants authorization for Amanda to continue to work with the town attorney to finalize the MOU per our discussion.

- a. Mike Grady seconded.
- b. All others approved. Motion Passed.

- c. CORA Requests

Diane Long made a statement on the fee for CORA requests. Under the statute the first hour for research and retrieval is free, no charge. As of July 1, 2024, after the first hour, the hourly rate is \$41.37 per hour and there can only be a charge if there has been a notice and is on the website. There can be an attorney's review time for that as well, but can not charge \$41.37 per hour.

**MOTION:** Liza Tanguay made a motion to continue to follow the town attorney's advice regarding redaction to CORA requests.

- a. Mike Grady seconded.
- b. All others approved. Motion Passed.

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**MOTION:** Liza Tanguay made a motion that the town adopt the updated fee schedule per the Colorado Revised Statute CRS 24-72-205(6) to be included in the town's procedures.

- a. Mike Grady seconded.
- b. All others approved. Motion Passed.

- d. Letter of support for Demian Brooks for funding his historical site.

**MOTION:** Shawn Fallon made a motion to approve a letter of recommendation for historical grant for Demian for the hardware store.

- a. Mike Grady seconded.
- b. Mayor Meehan abstained. All others approved. Motion Passed.

- e. Permission for Mayor Meehan to approach other funders to support Norwood Public School for money.

**MOTION:** Mike Grady made a motion to allow Mayor Meehan to continue to seek funds for the BEST grant.

- a. Shawn Fallon seconded.
- b. All others approved. Motion Passed.

## ADJOURN:

**MOTION:** Shawn Fallon made a motion to adjourn at 8:30 pm

- a. Mike Grady seconded.
- b. All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

\_\_\_\_\_  
Minutes Taken by: Becky Hannigan, Deputy Town Clerk

\_\_\_\_\_  
Amanda Pierce, Town Clerk

**TOWN OF NORWOOD**  
**ACCOUNTS PAYABLE - March 2025**

		<b>TOWN PAID</b>	<b>NWC Portion</b>	<b>NSD Portion</b>	
1043210	Adobe	Annual subscription	<b>575.76</b>	\$ 287.88	\$ 287.88
1022250	Aflac	Employee Insurance	\$ 1,331.44	\$ -	\$ -
1043250	All Copy Products	FP mailings, feeder, meter, and annual pks	\$ 11,600.00	\$ -	\$ -
1043240	Amazon	Office Supplies	\$ 161.98	\$ -	\$ -
1041230	Amazon	Board Meeting Supplies	\$ 251.43	\$ -	\$ -
1043230	Amanda Pierce	Reim for BRECC DC trip	\$ 372.36	\$ -	\$ -
1060280	AT&T/ FirstNet	Telephone	\$ 116.73	\$ 91.89	\$ 56.73
1052275	Black Hills Energy	1670 Naturita St.	\$ 226.49	\$ -	\$ -
1060270	Bruin Waste Mngt.	1475 S Pine	\$ 42.80	\$ -	\$ -
1052495	Bruin Waste Mngt.	Trash Service at Town Hall 1670 Naturita	\$ 179.76	\$ -	\$ -
1060270	Bruin Waste Mngt.	Trash Service at PW Shop 2096 Cnty Rd	\$ 118.77	\$ -	\$ -
1043230	CAMCA	Court Membership for Town Clerk, Deputy T	\$ 100.00	\$ -	\$ -
1043250	Caselle Inc	Annual Support	\$ 2,857.67	\$ 2,857.67	\$ 2,857.66
1052260	Capital One Trade Credit	Building Cleaning and Maint	\$ 284.03	\$ -	\$ -
1043132	CEBT	Employee Insurance	\$ 2,980.70	\$ 1,804.20	\$ 945.70
1054372	Clearnetworkx	PD Office Phones	\$ 260.00	\$ -	\$ -
1043240	Clarks	Office supplies	\$ 18.07	\$ -	\$ -
1043230	CML	CML 2025 Annual Conference	\$ 295.00	\$ -	\$ -
1050310	Dufford Waldeck	Legal Services Feb. Acct: 002 and 003	\$ 5,087.04	\$ -	\$ -
1044420	FP Mailing Solutions	Postage	\$ 100.00	\$ 347.97	\$ 255.52
1060250	Harbor Freight	Tools, Bench Vise	\$ 207.91	\$ -	\$ -
1060480	J&T Investments Inc.	Public Works Fuel	\$ 159.53	\$ -	\$ -
1060270	JC Propane	Propane at PW Shop	\$ 619.02	\$ -	\$ -
1060250	Murdoch's		\$ 514.99	\$ -	\$ -
1043455	Norwood Cementary	Donation	\$ 4,400.00	\$ -	\$ -
1060250	Norwood Pit Stop	Parts and Supplies	\$ 15.00	\$ -	\$ -
1060480	Norwood Water Commission	Reim for Parish Gas over payment	\$ 224.58	\$ -	\$ -
1060480	Norwood Sanitation District	Reim for Parish Gas over payment	\$ 554.48	\$ -	\$ -
1043285	Norwood Water Commission	Employee Water (Jan, Feb, March)	\$ 135.00	\$ -	\$ -
1043285	NWC	1475 S Pine	\$ 45.65	\$ -	\$ -
1060480	Parish Oil CO	Regular Unleaded Gas	\$ 2,540.34	\$ -	\$ -
1043210	Region 10	Membership Admin, AA of Aging	\$ 1,032.00	\$ -	\$ -
1080605	San Miguel County	Ford F150 2024 Plate Fee	\$ 13.03	\$ -	\$ -
1054300	San Miguel County	Quarterly Peace Keeping Contract	\$ 26,500.00	\$ -	\$ -
1058310	San Miguel County	Building Inspector	\$ 100.00	\$ -	\$ -
1043270	San Miguel Power Association	Community Center 1670 Naturita St.	\$ 200.29	\$ -	\$ -
1052270	San Miguel Power Association	PW Shop 2096 Cty Rd	\$ 243.56	\$ -	\$ -
1060270	San Miguel Power Association	1130 Lucerne St.	\$ 28.54	\$ -	\$ -
1060270	San Miguel Power Association	Lights and Flashers	\$ 637.21	\$ -	\$ -
106270	San Miguel Power Association	1475 S Pine	\$ 345.00	\$ -	\$ -
1043210	San Miguel Basin Forum	Subscription	\$ 45.00	\$ -	\$ -
1035100	Sharon Pape	Muni Court order assist with Vet bill	\$ 100.00	\$ -	\$ -
1042310	Law Office of Daniel T Zemke	Municipal Judge	\$ 400.00	\$ -	\$ -
1043610	The Divide Restaurant	Board of Trustees CML Training	\$ 63.82	\$ -	\$ -
1043132	United Life Ins	Emp. Life Ins	\$ 61.34	\$ 6.05	\$ 5.19
	TG Allocation	Employee Salaries	\$ 21,974.63	\$ 11,918.46	\$ 5,871.12
1022210	US Bank	Emp. SS & Med March 15th	\$ 1,521.31	\$ -	\$ -
1022210	US Bank	Town SS & Med March 15th	\$ 1,521.31	\$ -	\$ -
1022220	US Bank	Emp. FWT March 15th	\$ 1,669.63	\$ -	\$ -
1022210	US Bank	Emp. SS & Med March 22nd	\$ 1,533.24	\$ -	\$ -
1022210	US Bank	Town SS & Med March 15th	\$ 1,533.24	\$ -	\$ -
1022220	US Bank	Emp. FWT March 15th	\$ 1,696.48	\$ -	\$ -
1043132	United Life Ins	Emp. Life Ins	\$ 61.34	\$ 6.05	\$ 5.19
1060310	Vero Broadband LLC	Wireless internet	\$ 38.00	\$ -	\$ -
1043250	Vyanet	Security Services	\$ 78.36	\$ 78.36	\$ 78.36
1060130	West End Wash	Vehicle wash	\$ 35.62	\$ -	\$ -
	Weather Tech	PW Truck equipment	\$ 276.90	\$ -	\$ -
1043430	Zoom	Annual and Monthly Cloud Storage	\$ 71.24	\$ 60.54	\$ 60.54
			<b>\$ 97,581.86</b>		

**RAW WATER**

San Miguel Power Association	Raw Water Shack	\$ 78.79
Town of Norwood	Reim for billing postage	\$ 110.51

Departmental Use Only

\$100.00/ Fee  
\$25.00/ per day  
# 125.00

# Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

3/27/25

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- Social       Athletic       Philanthropic Institution
- Fraternal       Chartered Branch, Lodge or Chapter       Political Candidate
- Patriotic       National Organization or Society       Municipality Owned Arts Facilities
- Political       Religious Institution       Chamber of Commerce

**LIAB      Type of Special Event Applicant is Applying for:**

- 2110       Malt, Vinous And Spirituous Liquor      \$25.00 Per Day
- 2170       Fermented Malt Beverage      \$10.00 Per Day

Name of Applicant Organization or Political Candidate      State Sales Tax Number (Required)

*Nonwood Chamber of Commerce*

Mailing Address of Organization or Political Candidate

*PO box 116*

City      State      ZIP Code

*Nonwood*

*CO*

*81423*

Address of Place to Have Special Event

*1455 Pimpon st*

City      State      ZIP Code

*Nonwood*

*CO*

*81423*

Authorized Representative of Qualifying Organization or Political Candidate

*Becky Nunnigan President*

Date of Birth (MM/DD/YY)

*9/4/60*

Phone Number

*970-596-8137*

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

*PO Box 206*

City      State      ZIP Code

*Remvale*

*CO*

*81431*

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date

May 3, 2025

From:

6:00 pm

To:

10:00 pm

Date

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*parking in yellow -*



Room 1001 - Entry & Coat

Kitchen



## Summary

### For this Record...

Filing history and documents  
Get a certificate of good standing  
File a form

Subscribe to email notification  
Unsubscribe from email notification  
Subscribe to text notification  
Unsubscribe from text notification

Business Home

Business Information  
Business Search

FAQs, Glossary and Information

Details			
<b>Name</b>	Norwood Chamber of Commerce of Wright's Mesa		
<b>Status</b>	Good Standing	<b>Formation date</b>	09/14/2015
<b>ID number</b>	20151590399	<b>Form</b>	Nonprofit Corporation
<b>Periodic report month</b>	September	<b>Jurisdiction</b>	Colorado
<b>Principal office street address</b>	1455 Pinion Street, Norwood, CO 81423, US		
<b>Principal office mailing address</b>	PO Box 116, Norwood, CO 81423, US		

Registered Agent	
<b>Name</b>	Madison Alexander
<b>Street address</b>	1455 PINION ST, Norwood, CO 81423, US
<b>Mailing address</b>	PO Box 116, Norwood, CO 81423, US

[Filing history and documents](#)

[Get a certificate of good standing](#)

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Back

## Becky Hannigan

---

**From:** Becky Hannigan <beckyhannigan@gmail.com>  
**Sent:** Thursday, April 3, 2025 4:14 PM  
**To:** Becky Hannigan  
**Subject:** Fwd: Event May 3rd

Sent from my iPad

Begin forwarded message:

**From:** Todd Bittner <lclldirector24@gmail.com>  
**Date:** April 3, 2025 at 4:12:49 PM MDT  
**To:** Becky Hannigan <beckyhannigan@gmail.com>  
**Subject:** Event May 3rd

Dear Becky,

The Norwood Wrights Mesa Chamber of Commerce has permission to use our facility on May 3rd for their event.

Best Regards,

Todd Bittner, Director

--

[Lone Cone Library](#)

Todd Bittner, Director

1455 Pinion St.  
PO Box 127

Norwood, CO 81423  
[director@loneconelibrary.org](mailto:director@loneconelibrary.org)

970-327-4833

# Night of Elegance

Dress up and Celebrate with the  
Norwood Chamber of Commerce of Wrights Mesa's  
members and non-members!

May

SATURDAY

3

7:00 PM

2025

1455 S. Pinon Street, Norwood  
Doors open at 6:00 pm

6:00 PM Happy Hour  
Welcome with Music and Refreshments | Dinner and  
Awards | Photo Booth | Silent Auction

Tickets available through:  
Town Hall, contact Becky Hannigan  
Lone Cone Library, contact Kerry Bentler  
or via email at [norwoodcoc@gmail.com](mailto:norwoodcoc@gmail.com)

Pre-sale to members for \$25 until April 20, 2025.  
Non-members and members price \$35 per person.



## **TOWN OF NORWOOD**

### **POLICY GOVERNING** **FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI)** **CHECKS MADE FOR NON-CRIMINAL JUSTICE PURPOSES**

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

#### **I. Requesting CHRI Checks**

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and CBI, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

#### **II. Acceptable Use**

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Colorado Bureau of Investigation (CBI) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

#### **III. Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CBI and FBI Security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

#### **IV. Retention of CHRI**

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal Town of Norwood documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests.
- Dispute of the accuracy of the record.
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in:

- V. Hard copy form in personnel files located in the locked filing cabinet located in the locked filing room.
  - A. CHRI will be maintained for *one year*. At the end of this term, the CHRI will be disposed of according to the *Disposal of Physical Media policy*.

#### **VI. CHRI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at *Town of Norwood* will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on an annual basis. This training will be accomplished using the training provided by CJIS Online.

#### **VII. Adverse Decisions Based on CHRI**

If inclined to make an adverse decision based on an individual's CHRI, *Town of Norwood* will take the following steps prior to making a final adverse determination:

- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time to correct or complete the CHRI.

### **VIII. Local Agency Security Officer**

Each NCJA receiving CHRI is required to designate a Local Agency Security Officer (LASO). An individual designated as LASO is:

- An individual who will be considered part of the NCJA's "authorized personnel" group.
- An individual that has completed a fingerprint-based background check and been found appropriate to have access to CHRI.
- An employee directly involved in evaluating an individual's qualifications for employment or assignment.

The *Agency's* LASO is *Name*. The LASO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI.
- Ensuring that personnel security screening procedures are being followed as stated in this policy.
- Ensuring the approved and appropriate security measures are in place and working as expected.

When changes in the LASO appointment occur, the *Town of Norwood* shall notify the CBI of the change.

### **IX. Personnel Security**

All personnel requiring access to CHRI must first be deemed "Authorized Personnel." The CBI will review and determine if access is appropriate. Access is denied if the individual has ever had a felony conviction, of any kind, no matter when it occurred. Access may be denied if the individual has one or more recent misdemeanor convictions.

In addition to the above, an individual believed to be a fugitive from justice, or having an arrest history without convictions, will be reviewed to determine if access to CHRI is appropriate. The CBI will take into consideration extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.

Persons already having access to CHRI and who are subsequently arrested and/or convicted of a crime will:

- Have their access to CHRI suspended until the outcome of an arrest is determined and reviewed by the CBI in order to determine if continued access is appropriate.
- Have their access suspended indefinitely if a conviction results in a felony of any kind.
- Have their access denied by the CBI where it is determined that access to CHRI by the person would not be in the public's best interest.

All access to CHRI by support personnel, contractors, and custodial workers will be denied. If a need arises for such persons to be in an area(s) where CHRI is maintained or processed (at rest or in transit), they will be escorted by, or be under the supervision of, authorized personnel at all times while in these area(s).

#### *Personnel Termination*

The LASO shall terminate access to CHRI immediately upon notification of an individual's termination of employment.

*Town of Norwood* CHRI access termination process:

- Notification will be sent via email to the CBI.
- This is to be done within 24 hours of receiving notification of termination.
- All keys, email accounts, etc. will be obtained/disabled from the user within 24 hours.

## **X. Media Protection**

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all of its forms.

#### *Physical Storage and Access*

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

- Is to be stored within employee records when feasible or by itself when necessary.
- Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, or other secure container.

#### *Media Storage and Access*

Electronic CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Electronic CHRI media:

- Is to be stored on secure servers within a physically secure location when feasible.

## **XI. Destruction of CHRI**

### *Disposal of Physical Media*

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by the Town of Norwood, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. The Town of Norwood will ensure such destruction is witnessed or carried out by authorized personnel:

- The LASO shall witness or conduct disposal.
- Cross-cut shredding will be the method of destruction used by the Town of Norwood.

### *Media Sanitization and Disposal (Disposal of Electronic Media)*

Once electronic CHRI media (data stored on computers) is determined to be no longer needed by the Town of Norwood, it shall be destroyed and disposed of appropriately.

*If the computer/device that the CHRI data is stored on is no longer operational, the NCJA must physically destroy the device. Destruction of the device containing electronic CHRI must be completed or witnessed by authorized personnel within the Town of Norwood.*

## **XII. Incident and Disciplinary Response**

## **Incident Response**

The security of information and systems in general, and of CHRI in particular, is a top priority for *Town of Norwood*. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

- All incidents will be reported directly to the LASO.
- If any records were stolen, the incident will also be reported to appropriate authorities.
- Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy.

In addition to the above, the LASO shall report all security-related incidents to the CBI within 24 hours.

All Town of Norwood personnel with access to FBI and/or CBI CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and Town of Norwood regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.



## Marijuana License Renewal Application Checklist

PLEASE HAVE YOUR APPLICATIONS AND DOCUMENTS IN AN ORGANIZED, EASY TO NAVIGATE

APPLICATION ATTACHMENTS	
	<b>\$1500 Renewal Fee</b> payable to the Town of Norwood
	\$500 Late Renewal Fee if received less than 45 days prior to expiration
✓	Complete, and <b>notarized</b> Town of Norwood Renewal Application - Signed by officer. We will not accept applications signed by employees or managers
✓	Lease Agreement OR Deed - Copy of current lease or deed, <b>in the name of the business</b> , fully executed and signed. - We will not accept a lease in an individual's name.
✓	Copy of current Town of Norwood Business License
✓	Copy of current State of Colorado Marijuana License
✓	Copy of current Certificate of Good Standing if applicable
✓	Dual License Affidavit Signed and Notarized
✓	List of <b>ALL</b> employees and principles including Name, Badge No, Badge Type, Badge Expiration
	<p><b>Individual History forms for all</b></p> <ul style="list-style-type: none"> <li>• Each individual applicant</li> <li>• All officers and directors of a corporation and stockholders owning 5% or more of the stock of such corporation and any person who has day to day authority to manage, or actually does manage, the corporation's finances</li> <li>• All members of an LLC and any person who has day to day authority to, or actually does manage the entity's finances</li> <li>• All general partners of a partnership or limited partners who have a 5% or greater interest in the partnership and any person who has day to day authority to manage, or actually does manage, the partnership's finances</li> <li>• Registered Managers</li> <li>• All employees of an existing or proposed marijuana facility</li> </ul> <p>All new employees of any licensed marijuana facility within 10 days of hire</p>
✓	Copy of Security Monitoring Agreement with off-site monitoring company if applicable
✓	Contract with a Retail Marijuana Store OR Medical Marijuana Center if applicable
✓	Fire inspection scheduled and/or completed as required for all cultivation operations



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; [www.norwoodtown.com](http://www.norwoodtown.com)

## MARIJUANA RENEWAL APPLICATION

This application contains terms that may be defined in the Norwood Municipal Code, Ordinance No. 1209 Series 2020 or the Colorado Retail and Medical Marijuana Codes, codified at C.R.S. § 12-43.4-101 and § 12-43.3-101 et seq. Please complete all applicable sections in ink, attaching additional pages for required explanations, and return the completed Application with attachments as noted herein.

**NOTE:** An Individual History for the applicant or primary contact and all employees, corporate officers and directors, corporate stockholders owning 5% or more of the corporation's stock, general partners, limited partners who have 5% or more interest in the partnership, and persons managing the licensee's finances must accompany the Application

LICENSE TYPE RENEWAL			
<input type="checkbox"/> Medical Marijuana Center:		<input type="checkbox"/> Retail Marijuana Product Manufacturing Facility <b>\$1500</b>	
<input checked="" type="checkbox"/> Retail Marijuana Store: <del>\$1500</del> \$250		<input type="checkbox"/> Medical Marijuana-Infused Products Mfg. Facility: <b>\$1500</b>	
		<input type="checkbox"/> Retail Marijuana Testing Facility <b>\$1500</b>	
Applying as a: <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company			
<input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Other Describe Other: _____			
LICENSEE AND PREMISES			
Applicant/Licensee's Legal Business Name		Trade Name/DBA	
Alpine Wellness, LLC		Alpine Wellness	
Physical Address		Norwood Marijuana Lic #	Bus Lic # Bus. Phone
1630 Grand Ave		009	402R-00905 (State) 970-708-4463
Mailing Address		City	State Zip
PO Box [REDACTED]		Norwood, CO	81423
PRIMARY CONTACT			
Name		Phone	Email
Michael Grady		[REDACTED]	[REDACTED]
Physical Street Address		City	State Zip
[REDACTED]		Norwood	CO 81423
REGISTERED AGENT - IF APPLICABLE			
Registered Agent			
Michael Grady			
Mailing Address		City	State Zip
PO Box [REDACTED]		Norwood	CO 81423
LICENSE INFORMATION			
Town of Norwood Retail Sales Tax and Business License #: 009 _____			
Attach Copy of Current Business License			
State of Colorado Sales and Use Tax License #: 05177135-0003 _____			





**SECURITY PLAN**

1. Since the time the Applicant's License was first issued, have there been any significant changes to the original Security Plan or security measures for the Licensed Premises or the Adjacent Grounds **that have not already been reported to and/or approved by the Licensing Authority?** Yes

If there **have been** any significant unapproved and/or unauthorized changes to the existing approved Security Plan for the Licensed Premises or to its Adjacent Grounds, submit a Revised Security Plan for the Licensed Premises showing and explaining the significant changes made to any of the following security measures:

- A All doors, windows and other points of entry have secured and functioning locks:
- B A locking safe or enclosed metallic lockable storage vault located inside the Licensed Premises in which any harvested marijuana and marijuana infused products will be secured when the Licensed Premises are not open to the public:
- C If the Licensed Premises are connected by any passage or entryway to any other premises there is a door between the two premises that can be locked from the licensee's side and cannot be opened from the other side:
- D A professionally monitored burglar alarm system that detects unauthorized entry of all doors, windows and other points of entry to the Licensed Premises:
- E Windows facing the Adjacent Grounds and lighting of the Adjacent Grounds sufficient to ensure that customers entering and leaving the Licensed Premises, entering and exiting parked cars on the Adjacent Grounds, and walking across the Adjacent Grounds can be observed by employees from inside the Licensed Premises:
- F Methods to prevent and protect employees, patients, primary caregivers and others from robberies and assaults on the Licensed Premises and Adjacent Grounds;
- G A Planning Department approved plan showing exterior lighting of the building and Adjacent Grounds: and
- H A plan showing a limited access area, limited access area barrier, and location of "Employees Only" signs as required under Colorado Retail and Medical Marijuana Codes, Title 7 of the Norwood Municipal Code and Ordinance No 1209 Series 2020.

**OPERATIONAL PLAN**

1. Since the time the Applicant's License was first issued, have there been any significant changes to the original Operational Plan for the Licensed Premises and Adjacent Grounds **that have not already been reported to and/or approved by the Licensing Authority?** Yes

If there **have been** any significant unreported and/or unauthorized changes to the existing approved Operational Plan for the Licensed Premises or its Adjacent Grounds, submit a Revised Operational Plan for the Licensed Premises showing and explaining the significant changes in how the business, Licensed Premises and Adjacent Grounds will be operated, including but not limited to:

- A How or where marijuana is cultivated, processed, stored, packaged, purchased, exchanged, exhibited, advertised or sold
- B How the business, Licensed Premises, and Adjacent Grounds comply with each requirement contained in State law and Town ordinances, especially Colorado Retail and Medical Marijuana Codes, Title 7 of the Norwood Municipal Code and Ordinance No 1209 Series 2020.
- C How the operation reduces or mitigates adverse effects on the area in which it is situated, including but not limited to any adverse effects related to crime, odors, traffic, parking, noise and lighting
- D How the cultivation area of the Licensed Premises is equipped with a ventilation system with carbon filters sufficient in type and capacity to eliminate marijuana odors, discernable by a reasonable person, and to prevent such odors from emanating from the interior to the exterior of the building in which the Licensed Premises are located, including any public property or right of way
- E Hours of operation
- F Names of all employees
- G Parking for employees and customers on the Adjacent Grounds



H	Traffic flow into and out of the Licensed Premises and Adjacent Grounds
I	Colorado Retail and Medical Marijuana Codes. Title 7 of the Norwood Municipal Code and Ordinance No 1209 Series 2020.
J	Procedures for confirming the identity and age of patients/patrons prior to making sales

**APPLICANTS, PRINCIPALS AND REGISTERED MANAGER**

1. Since the Applicant's License was last issued, has the Applicant's Registered Manager changed?	Yes	<input checked="" type="checkbox"/>
2. If yes, was this Major Change reported to and approved by the Licensing Authority?	Yes	<input checked="" type="checkbox"/> <i>NA</i>
3. Has the Applicant, any Principal or the Registered Manager held an interest in any liquor license, marijuana license, or other license issued by any Town, County, political subdivision or State that has been revoked, suspended, or fined within the preceding two (2) years?	Yes	<input checked="" type="checkbox"/>
4. Is the Applicant in default on any Town, County, State or Federal taxes fees, fines, or charges?	Yes	<input checked="" type="checkbox"/>
5. Does the Applicant have outstanding liens, judgments, parking tickets or any other payables owed to the Town?	Yes	<input checked="" type="checkbox"/>
6. Does the Applicant or any Principal owner of the Applicant have an ownership or financial interest in more than one Marijuana Facility or Application for a Marijuana Facility in the Town of Norwood or in any other municipality or legal jurisdiction in Colorado?		<input checked="" type="checkbox"/> No
<b>If yes, on a separate sheet list all licenses or pending applications and the jurisdiction that issued each license or with which each application is pending.</b>		

**SPECIFIC TO MEDICAL MARIJUANA CENTERS**

1. Does the Applicant continue to cultivate, either directly or through a permitted vertical integration methodology under the State Medical Marijuana Code, at least seventy percent (70%) of the marijuana sold or exchanged on the Licensed Premises?	Yes	<input checked="" type="checkbox"/> <i>NA</i>	No
2. Is the Licensed Premises equipped with a ventilation system with carbon filters sufficient in type and capacity to eliminate marijuana odors, discernable by a reasonable person, and to prevent such odors from emanating from the interior to the exterior of the building in which the Licensed Premises are located, including any public property or right of way?	Yes		No

**SPECIFIC TO RETAIL AND MEDICAL MARIJUANA MANUFACTURING FACILITIES**

1. Is the Applicant currently under contract with a Retail Marijuana Store OR Medical Marijuana Center stating the type and quantity of Marijuana Products that its operation will purchase from the Applicant? <b>If yes, an attach copy.</b>	Yes	<input checked="" type="checkbox"/> <i>NA</i>	No
2. Does the Applicant continue to cultivate 70% of the marijuana necessary for its operation? (TMC requirement.)	Yes		No
3. Does the Applicant obtain marijuana from no more than five (5) marijuana providers, including its own cultivation operations, to manufacture its Marijuana Products?	Yes		No
4. Can the Applicant demonstrate compliance with all applicable laws and regulations regarding cultivation and/or lawful procurement of marijuana necessary for its operation, as well as compliance with all applicable provisions of the Colorado Revised Statutes and the Colorado Department of Revenue, Marijuana Enforcement Division, Marijuana Code Rules?	Yes		No



**AFFIRMATION** (Initial each box)

Initial	I understand that the employees of a Marijuana Facility, including the Applicant, jointly or severally, applying for this license, may be subject to prosecution under federal law.
MG	I understand that the Town of Norwood, Colorado accepts no legal liability in connection with the approval and subsequent operation of a Marijuana Facility. I hereby release the Town of Norwood, Colorado, Town employees and elected/appointed officials from any and all liability in connection with the approval and operation of the Marijuana Facility.
MG	I agree and authorize that Service of Process may be made upon any employee of the Licensee on behalf of myself, all owners, officers, directors, partners, managing members, business managers, financiers, primary caregivers and any other individual or entity that owns any percentage of Applicant.
MG	I understand that I shall not make any major changes to the License, Licensed Premises, or Adjacent Grounds without first obtaining written approval of the Authority.

**I Affirm That the Following Are Posted In A Prominent Place Per The Norwood Municipal Code:**

MG	a. State Marijuana License
MG	b. Local Marijuana License
MG	c. Management Information
MG	d. Instructions for Reporting Concerns
MG	e. Sanctions Imposed During the Past 5 Years (If Applicable)
MG	g. Diversion and Health Risk Information
MG	h. Employee Notice Regarding Inspections

**I Agree to Report the Following Events In Writing To The Licensing Authority Within Ten (10) Days Of Such Events:**

MG	Any new credits or debts that the Licensee or its Principals may incur that are related to the Licensed Premises, Adjacent Grounds, or any ownership interest in the Licensee in a single or cumulative amount greater than ten thousand (\$10,000)
MG	Any charges filed against or any conviction of any Principal, Registered Manager, or Employee for any felony, misdemeanor, or serious traffic offense (8 pts or more), including but not limited to any deferred judgment or entry into any diversion program ordered or supervised by a court of law
MG	The hiring, dismissal, or resignation of any Employee

I, Michael R. Grady UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, ATTEST THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature: [Signature] Date: 3-27-25

STATE OF COLORADO )  
San Miguel COUNTY ) ss.  
TOWN OF Norwood )

Subscribed, sworn to, and acknowledged before me on this 27 day of March, 2025  
by Michael R. Grady (name of applicant).

[Signature]  
Notary Signature

(Seal) **CARRISSA REINER**  
**NOTARY PUBLIC**  
**STATE OF COLORADO**  
**NOTARY ID 20184037826**  
**MY COMMISSION EXPIRES 05/24/2026**



## AGREEMENT FOR PROFESSIONAL SERVICES

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Client Name: \_\_\_\_\_ Description: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

City: \_\_\_\_\_ Project Manager: \_\_\_\_\_

State & Zip: \_\_\_\_\_ SGM Project No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Client Email Address: \_\_\_\_\_

Mailing Address (if other than above): \_\_\_\_\_

Client requests and authorizes SGM to perform the following services:

**Scope of Work:** (including assumptions, Client responsibilities, limitations & exclusions) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of Property:** (including owner's name, address & phone) \_\_\_\_\_

\_\_\_\_\_

**Time & Compensation** by Client to SGM will be on the basis of: (Time & Materials per current Fee Schedule, Lump Sum, Per Proposal, etc.)

\_\_\_\_\_

When compensation is on a cost-reimbursable basis, a service charge of **10%** will be added to Direct Expenses. All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to SGM's compensation when invoicing Client.

### Other Terms:

Services covered by this Agreement will be performed in accordance with the attached Provisions along with any attachments or schedules. This Agreement supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

IN WITNESS WHEREOF, the parties have made and executed this Agreement to be effective as of the date first above written.

### CLIENT

BY: \_\_\_\_\_

NAME: \_\_\_\_\_  
(PLEASE PRINT)

DATE: \_\_\_\_\_

### SGM

BY: \_\_\_\_\_

NAME: \_\_\_\_\_  
(PLEASE PRINT)

DATE: \_\_\_\_\_

### CLIENT'S REPRESENTATIVE

BY: \_\_\_\_\_

NAME: \_\_\_\_\_  
(PLEASE PRINT)

DATE: \_\_\_\_\_

# Provisions

## 1. Authorization to Proceed

Execution of this Agreement by Client will be authorization for SGM to proceed with the Project, unless otherwise provided for in this Agreement.

## 2. Billing Rates

Both parties understand and agree that all work not specifically delineated within the scope of work described herein shall be billed on a time and materials basis and shall be in addition to any budget, bid or maximum price agreement for the above-described Scope of Work. Fee adjustments shall be made accordingly for delays and interruptions not the fault of SGM.

## 3. Direct Expenses

SGM Direct Expenses are those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals and lodging, mail, courier services, equipment materials and supplies; (2) SGM's current standard rate charges for direct use of SGM's vehicles, computing systems, word processing and printing.

## 4. Standard of Care

Services performed under this Agreement are performed with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. No warranty, expressed or implied, is made or intended by the interpretation of consulting services or by furnishing oral or written reports of the findings made. SGM's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project.

## 5. Termination

This Agreement may be terminated for convenience on 30 days written notice, or for cause if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, SGM will be paid for all authorized work performed up to the termination date plus any related closeout costs such as copying of files, blueprints copies, etc... If no notice of termination is given, relationships and obligations created by this Agreement will be terminated upon completion of all applicable requirements of this Agreement.

## 6. Payment to SGM

All fees, commissions, product charges and expenses invoiced shall be due within thirty (30) days of the date of billing. Interest on unpaid or late bills shall accrue at 1½ percent per month (18.0 % A.P.R.). In the event any sum is not timely paid, SGM shall be entitled to the recovery of all costs of collection, including reasonable attorney's fees and expenses. In addition to any right and remedy conferred hereunder or by law, SGM shall specifically have the right to assert a lien on the property described above. Client agrees that all invoices not objected to in writing within fifteen (15) days of receipt are assumed to be final and binding upon the parties as to the amount due, the adequacy of SGM's performance and the value of the services provided to Client.

## 7. Venue

This Agreement is subject to the Laws of the State of Colorado, the venue of the County of \_\_\_\_\_ shall control any proceedings arising in the transaction described herein.

## 8. Insurance

SGM shall secure and maintain throughout the full period of this Agreement, sufficient insurance to protect itself adequately from claims made by its employees under applicable Workers' Compensation Act and from claims of bodily injury, death or property damage as may arise from the performance of services under the Agreement. Client must obtain its own insurance. SGM will, upon request, file certification of such insurance coverage with Client or authorized representative.

## **9. Limitation of Liability**

The liability of SGM, for any actions, damages, claims, demands, judgments, losses, costs and expenses arising out of or resulting from the negligent acts, errors or omissions of SGM is limited to the proceeds of liability and/or errors and omissions insurance available to SGM. The parties understand and agree that SGM is not serving as a contractor hereunder and nothing shall be construed as imposing on SGM any duty or obligation to have authority over Contractor's work, nor shall SGM have authority over, or responsibility for, the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or for safety precautions and programs incident to the work of the Contractor, or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing the work.

## **10. Indemnity**

Client and SGM each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, claimed by third parties to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Client and SGM, they shall be borne by each party in proportion to their respective negligence.

## **11. Ownership of Documents**

All documents prepared or furnished by SGM pursuant to this Agreement are instruments of SGM's professional service, and SGM shall retain an ownership and property interest therein. SGM grants Client a license to use instruments of SGM's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without SGM's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold SGM harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

## **12. Consequential Damages**

Neither party shall be entitled to recover any indirect, special, incidental, consequential, punitive, exemplary, remote or speculative damages or damages for lost profits of any kind arising under or in connection with this order or the transactions contemplated hereby, except to the extent such damages relate to the gross negligence or willful misconduct of such party.

## **13. Client-Supplied Information**

SGM is entitled to rely on information supplied by the Client or other consultants retained directly by the Client. SGM has no obligation to verify the accuracy or completeness of Client-supplied information but will bring to the Client's attention any discovered discrepancies.

## **14. Miscellaneous Provisions**

When included in SGM's scope of services, opinions or estimates of probable construction cost are prepared on the basis of SGM's experience and qualifications and represent SGM's judgment as a professional generally familiar with the industry. However, since SGM has no control over the cost of labor, materials, equipment, or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, SGM cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from SGM's opinions or estimates of probable construction cost.

When SGM's scope of services include design engineering for a construction project:

- SGM shall review laws, codes, and regulations applicable to the engineering services.
- SGM shall respond in the design of the Project to requirements imposed by governmental authorities having jurisdiction over the Project.
- SGM shall only be responsible for those construction phase services expressly agreed to in the written Scope of Work. Client (or others) shall be responsible for all other construction phase issues.
- SGM's certification of the amounts due the contractor shall constitute a representation that to the best of the SGM's knowledge, information and belief, the quality of the work is in accordance with the construction Contract Documents.
- SGM may review shop drawings "for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents." This review will not relieve the contractor or Client from the responsibility for errors or deviations from the construction Contract Document requirements.
- Construction "Contract Documents" include: Advertisement For Bid, Instructions To Bidders, Bid, Agreement, General Conditions, Supplementary General Conditions, Notice of Award, Notice To Proceed, Change Order, Drawings, Specifications and Addenda.



**Fee Schedule January 2024**  
**Hourly Rate\***

PRINCIPAL ENGINEER .....	\$240.00
SENIOR ENGINEER III .....	\$225.00
SENIOR ENGINEER II .....	\$210.00
SENIOR ENGINEER I .....	\$190.00
ENGINEER IV .....	\$173.00
ENGINEER III .....	\$159.00
ENGINEER II .....	\$135.00
ENGINEER I .....	\$116.00
SENIOR PROJECT MANAGER.....	\$172.00
PROJECT MANAGER.....	\$160.00
PRINCIPAL CONSULTANT .....	\$239.00
SENIOR CONSULTANT II .....	\$205.00
SENIOR CONSULTANT I .....	\$170.00
CONSULTANT III.....	\$143.00
CONSULTANT II.....	\$125.00
CONSULTANT I.....	\$112.00
TECHNICIAN III .....	\$96.00
TECHNICIAN II .....	\$82.00
TECHNICIAN I .....	\$69.00
CLERICAL.....	\$88.00
SENIOR CADD/GIS .....	\$160.00
CADD/GIS III.....	\$138.00
CADD/GIS II.....	\$125.00
CADD/GIS I.....	\$102.00
CONSTRUCTION MANAGER .....	\$151.00
CONSTRUCTION TECHNICIAN II .....	\$138.00
CONSTRUCTION TECHNICIAN I .....	\$125.00
PRINCIPAL SURVEYOR .....	\$191.00
LAND SURVEYOR III .....	\$175.00
LAND SURVEYOR II .....	\$158.00
LAND SURVEYOR I.....	\$142.00
SURVEY TECHNICIAN III.....	\$127.00
SURVEY TECHNICIAN II.....	\$114.00
SURVEY TECHNICIAN I.....	\$103.00
FIELD SURVEY (1-Man Crew).....	\$172.00
FIELD SURVEY (2-Man Crew).....	\$229.00
SUE FIELD PROJECT MANAGER.....	\$208.00
SUE FIELD TECHNICIAN .....	\$144.00
EXPERT TESTIMONY .....	\$365.00

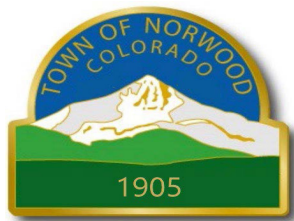
\*There is 10% upcharge to the rates shown for electrical engineering

**REIMBURSABLES**

<b><u>Equipment</u></b>	<b><u>Rate</u></b>
Vehicle Mileage .....	Current IRS Standard Mileage Rate
ATV / Snowmobile .....	\$125.00/day
UTV .....	\$250.00/day
Flow Tote.....	\$125.00/day
<b><u>Reproduction</u></b>	
Black & White Plots .....	\$ 5.50/sheet
Mylar Plots .....	\$19.00/sheet
Color Plots .....	\$30.00/sheet
Photocopies.....	\$ 0.25/page

**Miscellaneous**

10% will be added to all direct expenses, including FedEx, special delivery and courier charges, special consultants, subcontractors, laboratory tests, airfare, lodging, meals, car rental, telephone, outside printing expense, etc. **Interest of 1.5% per month will be charged for invoices past 30 days.**



# PROPOSAL

## Water Drainage Study and System Design

April 15, 2024



## Cover Letter

April 15, 2024

Deana Sheriff, *Town Manager*  
Town of Norwood

Proposal delivered via email: [dsheriff@norwoodtown.com](mailto:dsheriff@norwoodtown.com)

### RE: PROPOSAL – WATER DRAINAGE STUDY AND SYSTEM DESIGN

Dear Deana and Selection Committee:

SGM is pleased to present our **Water Drainage Study and System Design** project proposal. Our team sees this project as a great opportunity to start from scratch, developing an understanding of the Town's drainage complexities and a sound solution to improve the lives of its citizens.

We have compiled a team of skilled professionals spread across three office locations in Durango, Grand Junction, and Glenwood Springs to provide the Town of Norwood with the comprehensive expertise needed for this project. SGM is an s-corporation registered in Colorado and the largest full-service engineering, consulting, and surveying firm in western Colorado. With SGM, you'll get an experienced team with:

- **A proven track record.** When it comes to drainage studies, we know what we are doing. In fact, we've recently completed two similar studies in size, scope, and location to Norwood.
- **Community values.** Community matters to us. Public perception and stakeholder engagement are crucial to garnering project support. We do not implement significant public improvement projects without working towards community support.
- **Technical expertise.** Many municipalities in western Colorado are challenged to acquire technically skilled and experienced consultants. SGM has a depth of staff unparalleled to that of many smaller firms in the area.

SGM's selected Project Manager, Catherine Carella, has a substantial background in municipal engineering. She has collaborated with various towns and cities across Western Colorado on diverse public works projects. Angie Fowler will serve as the Principal-in-Charge to ensure the project is completed promptly and efficiently. With her support, along with leveraging Catherine's experience and the collective knowledge of our team members, we are confident that SGM will meet and exceed your expectations.

SGM has developed a fee of \$183,960.00 for this project based on our interpretation of the RFP scope, our similar experience in the region, and an email from Deana Sheriff answering SGMs' scoping questions. We would welcome the opportunity to have a pre-selection dialogue with Town staff to discuss your key goals and objectives of the project and fine-tune the project scope, deliverables, and work efforts required.

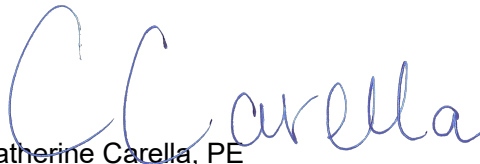
Please contact us if you have any questions about this proposal. Our billing schedule is included in the Appendix. We look forward to working with the Town on this drainage study project.

Sincerely,

**SGM**



Angie Fowler, PE  
*Principal-in-Charge*  
*Authorized Signatory*  
970.384.9027 / [angief@sgm-inc.com](mailto:angief@sgm-inc.com)



Catherine Carella, PE  
*Project Manager*  
*Primary Point of Contact*  
970.403.0952 / [catherinec@sgm-inc.com](mailto:catherinec@sgm-inc.com)



## General Qualifications

### Firm Profile



SGM, an **S-Corp**, was founded in Glenwood Springs in 1986. For over **38 years**, SGM employees have lived, worked, and raised families in the Western Colorado communities we have helped build. As a result, SGM's services are delivered with unparalleled authenticity

and pride with attention to detail. The resulting success of our clients has supported SGM's growth to over **125 employees** – the largest full-service engineering, consulting, and surveying locally owned firm in western Colorado. SGM's **commitment to quality service and long-term client relationships** has made this success possible. In addition to its headquarters in Glenwood Springs, SGM also has offices in Durango, Grand Junction, Gunnison, Aspen, Salida, and Meeker to provide our clients with hands-on, rapid response service.

**SGM values our longstanding relationship with the Town of Norwood through our water resources and municipal water engineering over the past nine years.** Our water resources and municipal teams enjoy working with your hardworking and professional staff, and we are eager to introduce and offer our expertise in stormwater analysis to the Town.



### Local Area Offices to Provide Services

#### SGM, Durango

Catherine Carella, PE – PM/Lead Civil Engineer  
 Mahalie Hill, EIT – Civil Design Engineer  
 Tim Barnett, PLS – Survey

#### SGM, Grand Junction

Eric Krch, PE – H&H Engineering  
 Nick Treankler, GISP – Lead GIS/CAD Specialist

#### SGM, Glenwood Springs

Angie Fowler, PE – Principal-in-Charge  
 Jevon Poston, PE – QA/QC

## Experience with Similar Projects & References

We have highlighted representative projects below that showcase our experience and ability to deliver on this project. *We encourage you to contact our clients to hear the professionalism and quality of service our firm delivers.*

*“Mancos really appreciates you (SGM) and everything you do for us.”*  
 ~Heather Alvarez, Town of Mancos



## On-Call Engineering – Town of Mancos – Mancos, CO

SGM has worked for the Town of Mancos since 2016, providing a high level of engineering support. Before SGM was awarded the on-call engineering contract in 2022, we had performed nine projects for the Town of Mancos.

*These projects included a Capital Asset Inventory (2016); Water Storage Tanks Inspections (2016); Water System Upgrades: raw water settling pond improvements, PRV replacement, and waterline replacement (2017); Traffic Improvements Analysis (2017); Water System Improvements Preliminary Engineering Report (2018); Water System Improvements: UV Treatment System and Water Storage Tank #1 Replacement Design and Construction (2020-ongoing); Wastewater Treatment Facility Outfall Extension (2021); Land Survey Services (2021); and Development Review Services (ongoing).* Under our new on-call engineering contract, we are currently working on a water supply adequacy analysis, wastewater treatment headworks design, utility replacement projects, a **master drainage plan**, and ongoing development reviews.



The Town of Mancos does not have a formal drainage master plan, or a complete storm drain system. SGM inventoried drainage infrastructure, developed rainfall patterns to represent events that stress drainage infrastructure and then developed a list of deficiencies throughout Mancos. Engineering modeling was supplemented by a surveying effort to collect more drainage facility information and verify modeling data. All modeling work was done using FLO-2D software, which allows real-time stormwater flow analysis. Final deliverables will include a FLO-2D model and inventory with cost estimates to update minor storm drainage facilities and recommendations on the practicality of new stormwater detention facilities.

<b>Client Name:</b>	Town of Mancos
<b>Address:</b>	117 Main St. Mancos, CO 81328
<b>Contact Person:</b>	Jason Armstrong, <i>Community &amp; Economic Development Director</i> , 970.533.3130 / jarmstrong@mancoscolorado.com Heather Alvarez, <i>Town Administrator</i> , 970.533.7725 / halvarez@mancoscolorado.com
<b>Project Name:</b>	Stormwater Master Plan
<b>Project Dates:</b>	2023 – Present
<b>Project Cost:</b>	\$119,517 project fee

**Project Relevance:** The Town of Mancos is experiencing rapid growth pressure while its Trustees try to maintain its small-town and rural charm.

## On-Call Engineering – Town of Bayfield – Bayfield, CO

SGM has worked for the Town of Bayfield since 2021 as their Town Engineer. The Town of Bayfield is experiencing rapid growth and requires multi-disciplinary engineering services to ensure its infrastructure is appropriately sized and prepared for growth. SGM is currently providing development reviews, updates to GIS mapping of infrastructure, land surveys, site design of a workforce housing subdivision, design, and construction administration for street improvements projects, design of sanitary sewer improvements, design of a wastewater





treatment nutrient removal project, updating an existing asphalt management plan, and **updating an existing 2014 Master Drainage Plan** to help the Town prioritize and budget for several important infrastructure projects.

Bayfield’s original master drainage plan looked at longer-duration storms, which aren’t typical of significant monsoonal precipitation events experienced within southwestern Colorado. SGM updated rainfall patterns to represent events that stress drainage infrastructure and then developed a list of deficiencies throughout Bayfield. Engineering modeling was supplemented by a surveying effort to collect more drainage facility information and verify or correct errors in the 2014 plan modeling data. All modeling work is done using Storm and Sanitary Analysis software from Autodesk. Final deliverables will include updated SSA modeling and inventory with cost estimates to update minor storm drainage facilities and address significant deficiencies in stormwater detention as specified by the town staff. The Town of Bayfield is considering a Stormwater Enterprise Fund to pay for future stormwater projects.

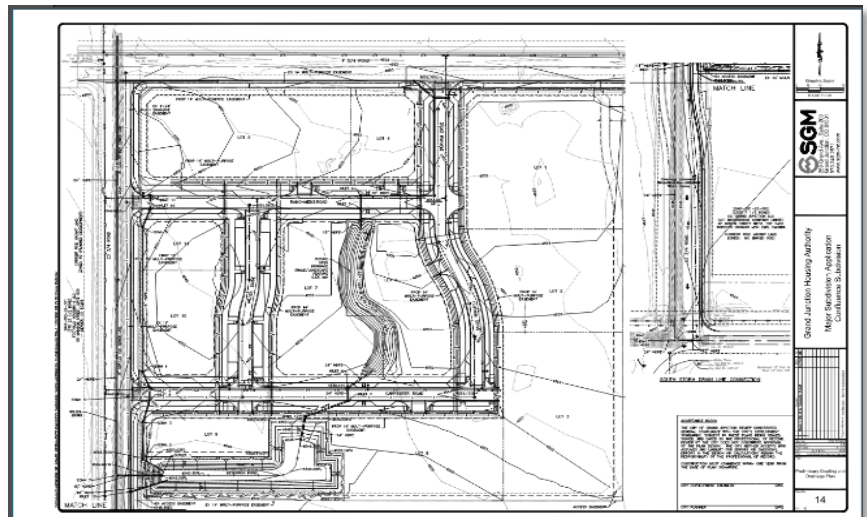
<b>Client Name:</b>	Town of Bayfield
<b>Address:</b>	905 Community Lane, Bayfield, CO 81122
<b>Contact Person:</b>	Katie Sickles, <i>Town Manager</i> / 970.884.9544 ext. 101 / ksickles@bayfieldgov.org Jeremy Schulz, <i>Public Works Director</i> / 970.769.3499 / jschulz@bayfieldgov.org
<b>Project Name:</b>	Stormwater Feasibility Study
<b>Project Dates:</b>	2023 – Present
<b>Project Cost:</b>	\$129,488 project fee

**Project Relevance:** Although larger in scale, this project has a client seeking to rectify deficiencies with its drainage infrastructure in a rapidly growing community.

## Confluence Project - Grand Junction Housing Authority – Grand Junction, CO

The SGM Team worked with the Grand Junction Housing Authority (GJHA) to develop a comprehensive stormwater infrastructure system for the Confluence Project, a multi-phased affordable housing campus on G Road. SGM developed a master drainage analysis for the 15-acre site and prepared a FEMA Letter of Map Revision to remove the project from the 500-year floodplain.

This project included preparing a drainage study for the campus in conformance with the City of Grand Junction Stormwater Manual and coordinating the discharge point with adjoining property owners and the local drainage authority.



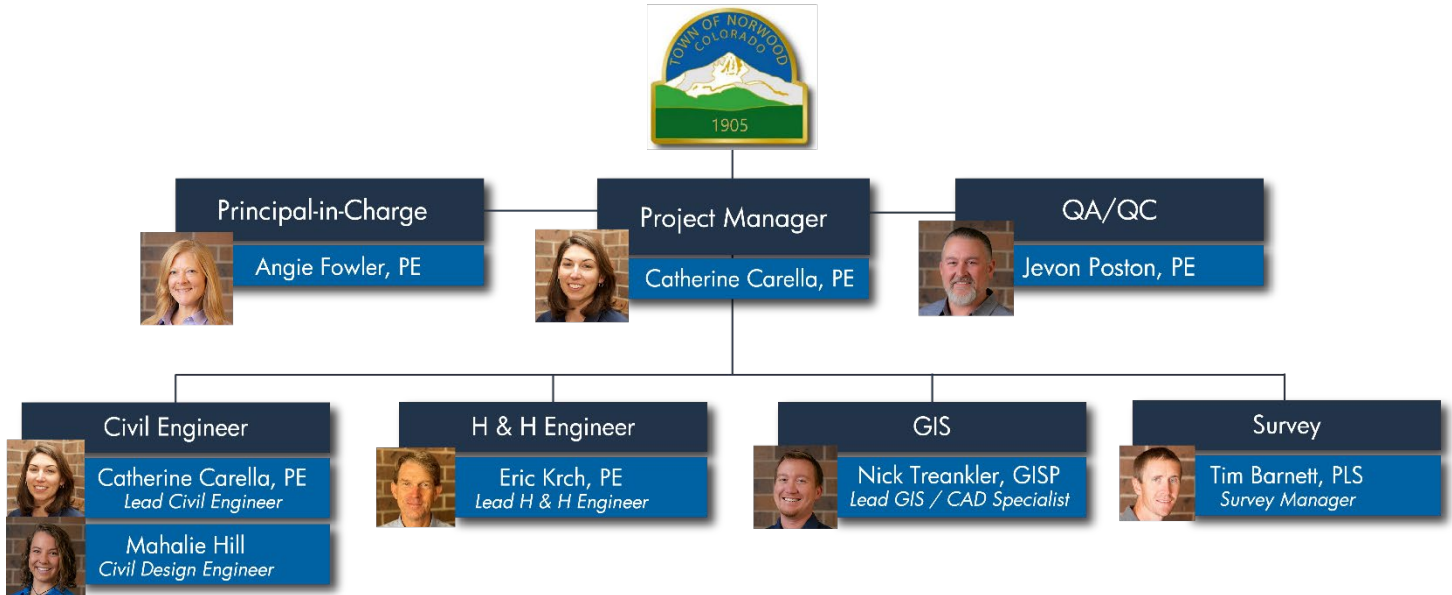
<b>Client Name:</b>	Grand Junction Housing Authority
<b>Address:</b>	5 Foresight Circle Grand Junction, CO 81505
<b>Contact Person:</b>	Jody Kloe / <i>CEO of Grand Junction Housing Authority</i> / 970.208.9555
<b>Project Dates:</b>	2023-2024
<b>Original Project Budget:</b>	\$30,000 project fee

**Project Relevance:** This project has a client seeking to develop a comprehensive knowledge of its drainage infrastructure, quantify its conditions, and assess contributing watershed runoff.



## Staffing

SGM has assembled a compact team of highly experienced professionals that is uniquely qualified to deliver this project successfully. Below is an organizational chart delineating the project reporting structure and team composition. *Full resumes for lead team members are located in the Appendix.*



## Price

The overall anticipated project costs are presented below by project phase. *A detailed man-hour, task, and fee breakdown is included in the Appendix.* The project cost is based on the scope of the RFP. A work summary structure is included in the Project Approach and Project Deliverables sections of the proposal.

SGM'S PROPOSED FEES	
TASK	COST
PHASE 1: Project Management & Data Development	\$28,200
PHASE 2: Existing Conditions Assessment	\$73,800
PHASE 3: Stormwater Master Planning	\$41,200
PHASE 4: Capital Asset Plan	\$37,600
Estimated Reimbursable Expenses	\$3,160
<b>TOTAL</b>	<b>\$183,960</b>



# SGM's 2024 Hourly Fee Schedule



## Fee Schedule January 2024 Hourly Rate\*

PRINCIPAL ENGINEER .....	\$240.00
SENIOR ENGINEER III .....	\$225.00
SENIOR ENGINEER II .....	\$210.00
SENIOR ENGINEER I .....	\$190.00
ENGINEER IV .....	\$173.00
ENGINEER III .....	\$159.00
ENGINEER II .....	\$135.00
ENGINEER I .....	\$116.00
SENIOR PROJECT MANAGER .....	\$172.00
PROJECT MANAGER .....	\$160.00
PRINCIPAL CONSULTANT .....	\$239.00
SENIOR CONSULTANT II .....	\$205.00
SENIOR CONSULTANT I .....	\$170.00
CONSULTANT III .....	\$143.00
CONSULTANT II .....	\$125.00
CONSULTANT I .....	\$112.00
TECHNICIAN III .....	\$96.00
TECHNICIAN II .....	\$82.00
TECHNICIAN I .....	\$69.00
CLERICAL .....	\$88.00
SENIOR CADD/GIS .....	\$160.00
CADD/GIS III .....	\$138.00
CADD/GIS II .....	\$125.00
CADD/GIS I .....	\$102.00
CONSTRUCTION MANAGER .....	\$151.00
CONSTRUCTION TECHNICIAN II .....	\$138.00
CONSTRUCTION TECHNICIAN I .....	\$125.00
PRINCIPAL SURVEYOR .....	\$191.00
LAND SURVEYOR III .....	\$175.00
LAND SURVEYOR II .....	\$158.00
LAND SURVEYOR I .....	\$142.00
SURVEY TECHNICIAN III .....	\$127.00
SURVEY TECHNICIAN II .....	\$114.00
SURVEY TECHNICIAN I .....	\$103.00
FIELD SURVEY (1-Man Crew) .....	\$172.00
FIELD SURVEY (2-Man Crew) .....	\$229.00
SUE FIELD PROJECT MANAGER .....	\$208.00
SUE FIELD TECHNICIAN .....	\$144.00
EXPERT TESTIMONY .....	\$365.00

\*There is 10% upcharge to the rates shown for electrical engineering

### REIMBURSABLES

<u>Equipment</u>	<u>Rate</u>
Vehicle Mileage .....	Current IRS Standard Mileage Rate
ATV / Snowmobile .....	\$125.00/day
UTV .....	\$250.00/day
Flow Tote .....	\$125.00/day
<u>Reproduction</u>	
Black & White Plots .....	\$ 5.50/sheet
Mylar Plots .....	\$19.00/sheet
Color Plots .....	\$30.00/sheet
Photocopies .....	\$. 0.25/page

### Miscellaneous

10% will be added to all direct expenses, including FedEx, special delivery and courier charges, special consultants, subcontractors, laboratory tests, airfare, lodging, meals, car rental, telephone, outside printing expense, etc. Interest of 1.5% per month will be charged for invoices past 30 days.



## Proposed Approach

We have included this section to demonstrate our understanding of how a project of this size and complexity is delivered. SGM’s project approach has been developed based on years of experience with similar projects and our local knowledge of the area. The following narrative shows how we will execute the scope of work in the RFP.

## Project Understanding and Technical Approach

### Project Understanding

The Town of Norwood provides a unique and exciting challenge for defining the community’s goals to manage stormwater runoff responsibly. Although the Town has some drainage infrastructure from recent developments, there is no master planning framework. The exciting bit of this story is that an entirely fresh start presents itself to the Town. The Request for Proposals outlines a comprehensive vision for obtaining a thorough understanding of stormwater conveyance through the Town and identifying best practices to ensure that this movement provides the least disruption to the town’s daily life and protects the Town from unmanaged runoff.

SGM has identified four key phases to meet the project goals. These phases are presented logically, using data and knowledge to provide the quality deliverables requested. The following Technical Approach outlines SGM’s proposed engineering process, demonstrating our commitment to producing the best possible outcomes for Norwood.



*Aspen Street and CR Z42 / Grand Avenue intersection is a drainage problem area in the Town of Norwood.*

## Technical Approach

### Phase 1: Project Management and Data Development

#### PROJECT MANAGEMENT

This task addresses the overall management of the project; meetings with team members, Town staff, and local utility providers are included, along with research of Town records and other agencies that have information pertinent to stormwater and floodplain management. Monthly progress update memos will be provided to the Town, including descriptions of work performed, planned work, critical issues, schedule, and budget updates. Other aspects of project management include meeting minutes, billing, and project close-out documentation. Project Manager **Catherine Carella, PE**, has successfully guided numerous community projects from conception through closeout and will bring this leadership and regional town experience to the project.

#### DATA DEVELOPMENT

The first step in our comprehensive approach to understanding Norwood’s drainage history and needs is paramount. SGM will initiate this by conducting thorough research on existing record documents. This research will review the drainage studies provided for new developments within the town and utilize StreamStats to develop watershed basin characteristics. These efforts will provide a comprehensive understanding of the methods and site characterization processes used to date for assessing stormwater runoff. SGM will document our findings in an internal spreadsheet, including any trends specific to stormwater conveyance within the Town. We will then discuss these findings with Town Staff to assess the performance of the prior work and how it can be improved by selecting best practices, methods, and procedures. This research will lay the foundation for the analytical methods needed to prepare the master drainage plan and develop drainage design standards for the Town.



Physiographic development of the watersheds and existing Town infrastructure is the next step in this phase in developing accuracy to effectively model the study area's hydrology and hydraulic conditions and features. SGM will use Colorado Flood Hazard Mapping Lidar data to develop surface water hydrology for the base mapping. Integration of the existing storm drain systems will require SGM to utilize our in-house, Durango-based survey team, led by Tim Barnett, PLS, to provide an existing drainage infrastructure map of the Town. The finished survey map will show all drainage-related infrastructure including, but not limited to, curb and gutter lines, driveway culverts, storm drain inlets and related piping, primary drainage channels, and any detention facilities within the Town limits. The finished drawing will show all the improvements. So, the analysis of proposed solutions to stormwater management can be accurately located and ultimately built. No boundary or easement work is included in this proposal. SGM will use the local San Miguel County coordinate system for surveying activities and GIS mapping.



*Storm drain inlet at Grand Avenue and Lucerne Street.*

SGM will send our survey team to inventory all existing stormwater infrastructure features. The survey will also capture images and document a condition rating for all infrastructure. SGM will send its Senior Engineer and Hydrologist, Eric L. Krch, PE, to conduct a one-day site visit to document current conditions, including identification of existing storm drain infrastructure, the condition of inlets and area drains, and the general character of the Town. SGM will also expand the visitation to look at the extent and conditions of the contributory watersheds. SGM recommends that the Town provide at least one member of its operations staff to aid in identifying locations of special areas of interest and concern for our Engineer and Hydrologist and to be available to help locate stormwater infrastructure and answer questions for the Survey Team at the time of data collection.

## Phase 2: Existing Conditions Assessment

### HYDROLOGICAL ANALYSIS AND SYSTEM MODELING

One-dimensional (1-D) analytical methods are traditionally used to develop hydrology and hydraulic models for master drainage studies. These modeling methods provide reliable and reasonably accurate results and are used in our approach for this project. Alternatively, SGM can provide two-dimensional (2-D) modeling that collectively analyzes rainfall, runoff pathways, existing drainage infrastructure, and water quality transport in a non-watershed constrained dynamic model. Drainage improvements can then be added to the “existing conditions” model to assess how well the improvements successfully manage stormwater runoff. 2-D modeling works well for areas characterized as flat terrain, which predominates the historic core portion of the Town. This option can be discussed in further detail during a discussion of the final scope of work for the project. Regardless of the methodology selected, two fundamental criteria will drive the modeling's outcome: meteorology and surface conditions.

Meteorology is a dynamic environment, with ever-improving rainfall data from the National Oceanic and Atmospheres Agency (NOAA). SGM plans to use a 2-hour duration rainfall event in this study work. This duration storm, although shorter than a 24-hour rainfall event, yields higher peak runoff flows due to its intensity and the reduced inability of soils to absorb excess rainfall. Hence, SGM will model 2-hour durations for the 10-year (minor) and 100-year (major) return interval storms to assess peak flows. Point precipitation data will be derived from the NOAA Atlas 14. Atlas 14 is a web-based national resource that is regularly updated, providing a better-moving average of rainfall depths than its static predecessor.



Soil and cover type (land uses) drive how much absorption (infiltration) of rainfall occurs. SGM is proposing using the Green-Ampt infiltration method for analysis and design standards. This method looks at five parameters in soils to assess the time duration capture of rainfall instead of a fixed-value basis typical of the rational and SCS Curve Number process, yielding a more realistic projection of rainfall infiltration throughout a storm event.



*The Town of Norwood is a rural area without a storm drain system to conveniently carry stormwater away. However, with best management practices, there are other ways to effectively manage drainage issues, including removing standing water.*

SGM proposes to use the InfoDrainage (ID) module embedded within Autodesk Civil 3D (2018) software to analyze the watersheds and sub-basins and model the existing and alternative stormwater management features. ID is a graphically enhanced version of EPA SWMM 5.0 1-D software that allows GIS and CADD-based mapping to be integrated within the hydrologic model's interface, as well as to directly import and export the analysis information to and from an AutoCAD design drawing or GIS layer. The ID model will allow multiple hydrologic methods to assess the varying sizes of watersheds.

As previously identified, the existing conditions hydrologic model will be built using the latest rainfall, soils, land use, and project mapping data. At this point in the project, we recommend a review meeting with the Town to assess whether the modeling results represent what is being experienced. Input from this meeting will be used to assess the need to calibrate the model. SGM will proceed with calibrating the incorporated and executing a final runoff model.

SGM will prepare a report of the findings and present it to Town Staff for review and comments. All comments and how they were addressed in the final deliverable model will be documented. It should be noted that EPA SWMM 5.0 is public-domain software. Hence, Town Staff can download the model ([www.epa.gov/water-research/storm-water-management-model-swmm](http://www.epa.gov/water-research/storm-water-management-model-swmm)) without proprietary costs.

### Phase 3: Stormwater Master Planning

Completing the existing conditions analysis will allow us to assess the adequacy of existing drainage features and develop solutions for future conditions. Existing problem areas occur in numerous locations throughout the Town, each with unique circumstances. With limited public land available for detention or retention facilities, solutions will be limited to underground capture and redirection methods using underground facilities (storage and storm drain). These concepts will be tested within the ID model to assess their viability. Results will be reviewed with Town Staff to discuss capital outlay, operation, and maintenance considerations before any solution is developed into a final recommendation.

SGM will develop a future growth model for undeveloped and partially developed areas, looking at projected 20-year land use changes/zoning within the watersheds and their sub-basins. The Town's zoning map will be used to identify future land uses and local economic growth indicators to predict the infill in the undeveloped portions of the watersheds and population growth. Developed conditions will be modeled in InfoDrainage to develop strategic locations for stormwater management facilities. These facilities will be conceptually sized using Colorado's Mile High Flood District (MHFD) procedures adapted for local rainfall and land use patterns. Results will again be reviewed with Town Staff to discuss capital outlay, operation, and maintenance considerations before any solution is developed into a final recommendation.

SGM will prepare a report on the findings and present it to Town Staff for review and comments. All comments and how they were addressed in the final deliverable model will be documented.



## Phase 4: Capital Asset Plan

This phase of the project will entail prioritizing proposed improvements to the Town’s stormwater management system based on criticality, capital costs, disruption to the public and economy, multi-purpose/benefit projects with local partners (Colorado Department of Transportation, etc.), and available funding, to name a few of the aspects to be considered.

SGM will research local resources, including SGM’s recent regional projects, Town projects, RS Means data, and CDOT projects for the area to formulate unit pricing and develop a comprehensive Engineers Opinion of Probable Costs (EOPC). SGM will then use the improvement quantities that were developed in the master planning phase of the project to develop an EOPC. Allowance for final design services, right-of-way acquisition, permitting, utility relocations, bidding, and construction administration/engineering will be added. An allowance for construction contingencies will also be included.

## Project Deliverables

SGM sees this project with four phases:

- Project Management and Data Collection
- Existing Conditions Assessment
- Stormwater Master Planning
- Capital Asset Plan

Below is a list of deliverables that would typically be expected in a project like this. The final list will be determined at the project kickoff meeting.

### Project Management

- Meeting Minutes
- Project Kick Off Meeting defines the scope, schedule, and budget
- Utility Coordination (minor)
- Monthly Progress Reports provided with invoices

### Existing Conditions Assessment

- Topographical Map with detailed drainage features
- Existing Conditions hydrology and hydraulic analysis
- Findings Report

### Stormwater Master Planning

- Preliminary Design Plans
- Preliminary Engineer’s Opinion of Probable Costs
- Preliminary Drainage Analysis & Report
- Preliminary Construction Phasing

### Capital Asset Plan

- Town Review Comment Summary
- Final Engineer’s Opinion of Probable Project Cost
- Final Drainage Analysis & Report
- Final Construction Phasing

### Objective

Provide a comprehensive master drainage plan with technical analysis and mapping of existing and proposed drainage facilities that will mitigate flooding and drainage problems.

## Project Schedule

SGM foresees the project being completed by the end of 2024.

- **Project Management** will run throughout the entirety of the project
- **Existing Conditions Assessment** completed by **September 2024**
- **Stormwater Master Planning** will be completed by **October 2024**
- **The Capital Assessment Plan** will be completed by **December 2024**



Appendix

DETAILED  
FEE  
ESTIMATE

Town of Norwood - Water Drainage Study

Engineering Fee Estimate - SGM, Inc.  
Prepared By: ELK

Estimated Project Start Date: 5/15/2024  
Est. Project Completion Date: 12/31/2024

Revised:  
Reviewed By: CAC

ENGINEERING FEE PROPOSAL																
Task (Groups)	Admin	Catherine C. Eng. IV	Mahalie H. Engr. II	Steve K. Snr. GIS	Nick T. GIS II	Tim B. LS-II	2-Man Sur Field Crew	Mary W. Sur Tech III	Jevon P. QC/QA	Eric Krch Snr Mngr.	Angie F. P-I-C	Total Hours	Labor	Reimb. Expenses	Total Fees	
	\$ 88.00	\$ 173.00	\$ 135.00	\$ 160.00	\$ 125.00	\$ 158.00	\$ 229.00	\$ 127.00	\$ 210.00	\$ 225.00	\$ 225.00					
Phase 01 - Project Management / Data Development	A Project Setup	4.0	4.0							1.0	1.0	10.0	\$1,494		\$1,494	
	B Client Kickoff Meeting (virtual)		4.0							4.0		8.0	\$1,592		\$1,592	
	C Internal Project Kickoff Meeting	1.0	1.0	1.0	1.0	1.0			1.0	1.0		8.0	\$1,274		\$1,274	
	D Internal Project Team Meetings		8.0	8.0	1.0	1.0			1.0	2.0	1.0	22.0	\$3,667		\$3,667	
	E Client Coordination		30.0							10.0		40.0	\$7,440		\$7,440	
	F Billing/Invoicing	8.0	12.0							1.0		21.0	\$3,005		\$3,005	
	G Private Utility Coordination						4.0			4.0		8.0	\$1,532		\$1,532	
	H Document Review/Research		10.0	24.0						8.0		42.0	\$6,770		\$6,770	
	I Project Close Out	4.0	4.0							1.0	1.0	10.0	\$1,494		\$1,494	
	<b>Phase 01 Subtotal</b>	<b>17.0</b>	<b>73.0</b>	<b>33.0</b>	<b>2.0</b>	<b>1.0</b>	<b>6.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2.0</b>	<b>32.0</b>	<b>3.0</b>	<b>169.0</b>	<b>\$28,268</b>	<b>\$0</b>	<b>\$28,268</b>
Phase 02 - Existing Conditions Assessment	A GIS Base Mapping Development (topography, land use, structures)				2.0	16.0						18.0	\$2,320		\$2,320	
	B Watershed/Sub-Basin Delineation			24.0		8.0				4.0		36.0	\$5,140		\$5,140	
	C Precipitation Study/Design Storm Recommendations			4.0						6.0		10.0	\$1,890		\$1,890	
	D Pipe Inventory Detailed Survey (design level)				2.0	16.0	8.0	56.0	8.0	4.0		94.0	\$18,324	\$2,200	\$20,524	
	E FLO-2D/SSA Modeling-Master Drainage Map			120.0		16.0				24.0		160.0	\$23,600		\$23,600	
	G Hydrologist Team Site Visit- Town Staff Mtg		10.0	10.0						10.0		30.0	\$5,330	\$318	\$5,648	
	H QA/QC								16.0			16.0	\$3,360		\$3,360	
	I Findings Report		8.0	48.0						12.0		68.0	\$10,564		\$10,564	
	J Address Client Review Comments		4.0	12.0		4.0				2.0		22.0	\$3,262		\$3,262	
	<b>Phase 02 Subtotal</b>	<b>0.0</b>	<b>22.0</b>	<b>218.0</b>	<b>4.0</b>	<b>60.0</b>	<b>8.0</b>	<b>56.0</b>	<b>8.0</b>	<b>16.0</b>	<b>62.0</b>	<b>0.0</b>	<b>454.0</b>	<b>\$73,790</b>	<b>\$2,518</b>	<b>\$76,308</b>
Phase 03 - Stormwater Master Planning	A Growth Projection/Land Use Runoff Parameters		4.0	12.0						4.0		20.0	\$3,212		\$3,212	
	B FLO-2D/SSA Modeling			80.0						24.0		104.0	\$16,200		\$16,200	
	C Assess New Improvement Needs		8.0	36.0						4.0		48.0	\$7,144		\$7,144	
	D Findings Summary		4.0	24.0						2.0		30.0	\$4,382		\$4,382	
	E QA/QC			8.0	2.0				8.0			18.0	\$3,080		\$3,080	
	F Presentation/Review with Staff		8.0							8.0		16.0	\$3,184	\$318	\$3,502	
	G Address Client Review Comments			16.0						8.0		24.0	\$3,960		\$3,960	
<b>Phase 03 Subtotal</b>	<b>0.0</b>	<b>24.0</b>	<b>176.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>50.0</b>	<b>0.0</b>	<b>260.0</b>	<b>\$41,162</b>	<b>\$318</b>	<b>\$41,480</b>	
Phase 04 - Capital Asset Plan	A Proposed Improvement\ Engineer's Opinion of Probable Cost		24.0	65.0						16.0		105.0	\$16,527		\$16,527	
	B Prioritize Improvements		12.0	24.0						8.0		44.0	\$7,116		\$7,116	
	C QA/QC								16.0			16.0	\$3,360		\$3,360	
	D Findings Report		8.0	24.0						4.0		36.0	\$5,524		\$5,524	
	E Presentation/Review with Staff		8.0							8.0		16.0	\$3,184	\$318	\$3,502	
	F Address Client Review Comments		2.0	8.0						2.0		12.0	\$1,876		\$1,876	
<b>Phase 04 Subtotal</b>	<b>0.0</b>	<b>54.0</b>	<b>121.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>16.0</b>	<b>38.0</b>	<b>0.0</b>	<b>229.0</b>	<b>\$37,587</b>	<b>\$318</b>	<b>\$37,905</b>	
Totals	Personnel Hours	17.0	173.0	548.0	8.0	61.0	14.0	56.0	8.0	42.0	182.0	3.0				
	% of Project Completed by Staff Member	2%	16%	49%	1%	5%	1%	5%	1%	4%	16%	0%	1112.0	\$180,807	\$3,154	\$183,960
	<b>GRAND TOTAL</b>	<b>\$1,496</b>	<b>\$29,929</b>	<b>\$73,980</b>	<b>\$1,280</b>	<b>\$7,625</b>	<b>\$2,212</b>	<b>\$12,824</b>	<b>\$1,016</b>	<b>\$8,820</b>	<b>\$40,950</b>	<b>\$675</b>				





Appendix

RESUMES



## General Background

Catherine provides civil engineering design and project management support for municipal, commercial, and institutional projects. She brings over ten years of professional experience in all phases of civil engineering projects including feasibility studies, capital improvement plans, commercial and residential site development, water and wastewater pipeline design and construction, drainage system design and permitting, structural design and construction management. Catherine has completed multiple utility and transportation designs, grading and drainage plans, detailed construction drawings and supported construction in the field. She joined SGM in 2017.

## Summary of Experience

**Design Engineer**  
Durango Civil Team

**Education**  
BS Civil & Environmental  
Engineering, Florida State  
University, 2009

MS Environmental  
Engineering, University of  
Colorado - Boulder, 2013

**Professional Affiliations**  
Professional Engineer, CO,  
0052673

**Municipal Engineering.** Catherine works with various municipalities on a variety of public works projects, including potable waterlines, sewer systems, roadway improvements, handicap accessibility, and others. Catherine has a good understanding of the challenges and needs of a municipality and provides the right touch for projects that interface with the general public.

**Grading, Drainage, and Utility Projects.** Catherine has worked on a variety of projects with the focus of improving drainage facilities, water supply, roadway and trail design, utility design, and other public facilities to support land development projects. Skills applied to this type of work include stormwater analysis, grading design, utility system analysis and coordination, report writing, preparing construction plans, and permit applications.

**On-Call Engineer.** Catherine supports SGM's role as the Town Engineer for City of Cortez, Town of Mancos, and Town of Bayfield. Primary responsibilities include development reviews, construction compliance, and design of civil infrastructure including streets, waterlines, sanitary and storm sewers, pump stations, water storage and treatment facility modifications.

## Representative Project Experience

**Master Drainage Study  
Update**  
2023 – 2024

**Town of Bayfield, CO.** Catherine and team are completing an update to the town's 2014 master drainage study. A significant 2021 storm event demonstrated that the town's infrastructure must be updated and maintained. The original MDP looked at longer-duration storms, which aren't typical of significant monsoonal precipitation events experienced within southwestern Colorado. SGM updated rainfall patterns to represent events that stress drainage infrastructure and then redeveloped a list of deficiencies throughout Bayfield. Engineering modeling was supplemented by a surveying effort to collect more drainage facility information and verify or correct errors in the 2014 plan modeling data. All modeling work is done using Storm and Sanitary Analysis software from Autodesk. Final deliverables include updated SSA modeling and inventory with cost estimates to update minor storm drainage facilities and address significant deficiencies in stormwater detention as specified by the town staff.

**Master Drainage Study  
Update**  
2023 – 2024

**Town of Mancos, CO.** Catherine and team are completing an update to the town's 2015 master drainage study. The original MDP looked at longer-duration storms, which aren't typical of significant monsoonal precipitation events experienced within southwestern Colorado. SGM updated rainfall patterns to represent events that stress drainage infrastructure and then redeveloped a list of deficiencies throughout Mancos. Engineering modeling was supplemented by a surveying effort to collect more drainage facility information and verify modeling data. All modeling work was done using FLO-2D software, which allows real-time stormwater flow analysis. Final deliverables include an FLO-2D model and inventory with cost estimates to update minor storm drainage facilities and recommendations on the practicality of new stormwater detention facilities.



## Representative Project Experience (Con't.)

### Wastewater Capital Improvement Plan and Rate Study 2022

**Cortez Sanitation District, CO.** Catherine assisted with a master plan of the Cortez Sanitation District's wastewater treatment plant and collection system. The project included a system wide review of infrastructure, collection system modeling, regulatory review, Capital Improvement Plan report, and 10-year Rate Study.

### Agricultural Engineering 2021 – 2022

**Root & Ratliff Ditch Company, Mancos, CO.** Catherine served as the construction engineer for the Root & Ratliff Pipeline Project. SGM's services included the survey, design, and completion of the local, state, and federal permitting requirements for a 4.7-mile pipeline from the Mancos River to deliver irrigation water to more than 1,700 acres of historically irrigated lands in the Mancos River Valley. The Root & Ratliff Ditch Company obtained grant funding from the Bureau of Reclamation under its Colorado River Salinity Control Program to replace 5.4 miles of its more than 100-year-old ditch with a central irrigation pipeline to deliver pressurized irrigation water to its shareholders.

### Post 416 Fire Watershed Protection Program Management 2019 – 2020

**La Plata County, CO.** Catherine served as a project engineer to design and administer La Plata County's Emergency Watershed Protection (EWP) federal grant from the Natural Resources Conservation Service (NRCS) to protect lives and property from post-416 Fire flood events. Specific activities included stakeholder communication and engagement, construction management services (such as cost estimating, bidding support, and construction observation), engineering design, surveying, and project permitting. Catherine assisted with the coordination of more than 100 individual landowners across 10 complexes.

### Ph. 2 Water System Improvements Planning 2021 – 2023

**Town of Dolores, CO.** This water system planning project included hydraulic modeling of the Town's water system, model calibration with 12 hydrant flow tests, new storage tank site study and alternatives analysis, and preliminary design of 10,000 linear feet of waterline replacement. SGM performed a preliminary engineering report that evaluated alternatives and assisted the Town with applications for grants and a State Revolving Fund loan.

### Water System Improvements 2019 – Present

**Town of Mancos, CO.** This water system improvement project includes replacement of a 330,000-gallon water storage tank and UV treatment improvements for disinfection compliance at the water treatment plant. SGM performed a preliminary engineering report that evaluated alternatives and assisted the Town with applications for grants and a State Revolving Fund loan. Catherine is currently supporting the construction phase of the project by reviewing submittals, answering RFIs, coordinating with the Town and contractor, and project closeout with CDPHE and funding agencies.

### Water System Upgrades 2017 – 2018

**Town of Mancos, CO.** This water system improvement project included replacement of 600 linear feet of water main and reconnection of existing taps, removal, and replacement of PRV facilities, construction of new meters and meter pits for raw and treated water at the water treatment plant, construction of 600 linear feet of raw water transmission main, and general improvements to the Town's raw water intake facility. All three of the project components were designed and constructed simultaneously. Catherine supported the construction phase of the project by reviewing submittals, answering RFIs, coordinating with the Town and contractor, and providing revised construction documents as design issues arise.

### Sewer Main Replacement 2017 – 2018

**Cortez Sanitation District, Cortez, CO.** Catherine provided planning and engineering design for the replacement of 6,000 linear feet of sewer mains for the Cortez Sanitation District. Tasks included detailed existing conditions utility mapping, identification of conflicts with proposed realignment options, frequent communication with the Cortez Sanitation District, City of Cortez, and utility companies, final engineering design, construction documents, and engineering support during bidding and construction. Catherine also supported the grant and State Revolving Fund loan management process before and during construction.



## General Background

Angie brings to SGM 28 years of combined water resources engineering, stormwater management, and project management experience. She specializes in managing projects that require multi-disciplines to complete the job including projects which require the development and implementation of NPDES Point Source Discharge Permits, Municipal Separate Storm Sewer System (MS4) General Stormwater Permits and Programs, Construction Stormwater Permitting and associated Stormwater Management Plans. Angie served as the Assistant Project Manager responsible for coordinating several public open houses and developing the document along with other members of the SGM Team and Colorado Basin Roundtable members. She also has a strong background in the development of watershed management solutions to address challenging water quality issues including Total Maximum Daily Load (TMDL) and site-specific standards development. Angie is a strong communicator and frequently coordinates among various agencies to gain consensus and resolve water resources problems. She has developed and conducted several training workshops and sessions to educate municipal, state, and private agencies about MS4 stormwater permitting requirements, TMDLs, water quality trading frameworks, the Clean Water Act, 401 and 404 permitting and related regulations. Angie's experience also includes TMDL development and implementation using pollutant/water quality trading. In addition, she has extensive experience addressing water resource issues from a watershed perspective specifically for the development of Environmental Assessments (EA) and Environmental Impact Statement (EIS). Angie has been a part of developing the monitoring plans to assess these issues, performing the sample collection and data analysis, and building consensus among stakeholders on the best implementation strategies to mitigate the issues.

### Senior Engineer

Water Services Sector  
Leader

### Education

BS Biological Systems/  
Agricultural Engineering,  
University of Nebraska,  
1995

MS Bioresource/  
Agricultural Engineering,  
Colorado State University,  
1997

### Registration/Certification

Professional Engineer, CO

Colorado Foundation for  
Water Education (CFWE)  
Colorado Water Leaders  
Program Class of 2015

Erosion Control Supervisor  
(CDOT)

## Summary of Experience

**Stormwater Management.** Angie has been developing stormwater programs for the municipal and industrial sectors for Colorado over 18 years. She was part of the development of the first MS4 permit through her involvement in the statewide working group and has been recently supporting the Town of Parker, Town of Castle Rock, City of Delta, El Paso County, Colorado Department of Transportation (CDOT), City of Aspen, and the City of Casper with the development, implementation, and revision of their stormwater programs associated with this permit. Integral components of this permit is the assessment of stormwater infrastructure and evaluation and documentation of operations at municipal facilities. Typically these facilities require the development of a Runoff Control Plan which addresses elements required in the Industrial SWMP. Angie has experience with structural Best Management Practice (BMP) selection and also design, supporting the municipal, transportation and oil and gas industries with their construction and post-construction stormwater management challenges.

**Water Quality and NPDES Permitting.** Angie has been developing and implementing water quality studies to support various point source and non-point source discharge permits in Colorado for over 18 years. Angie's role in developing these permit applications has included the development of water monitoring programs to support better site specific standards, TMDLs and watershed/water quality models; and coordinating with the Colorado Department of Public Health and Environment (CDPHE) on behalf of clients.

**Watershed Management.** In addition to her specific water quality and stormwater management experience, Angie has also worked on larger watershed management issues, offering more regional and coordinated water quality and watershed management among various stakeholders. Angie is a strong communicator and provides clients with the opportunity to communicate challenging regulations to diverse audiences, bringing together the technical and policy issues into workable solutions.



## General Background

Jevon is a senior civil engineer, licensed in the States of Colorado and Texas. He has managed and engineered the development of plans and specifications for civil engineering projects involving small and large-scale commercial and residential developments and public improvement projects throughout Texas and Colorado. Jevon brings over 15 years of significant experience in the planning, design, modeling, and management of various projects. His expertise includes management and design services for a wide range of land development projects. He has led the design of construction projects ranging from \$20,000 to over \$10M. Clients frequently recognize Jevon's detailed project management and organizational skills. Jevon joined SGM in 2020.

### Senior Engineer II

Civil Team

### Education

BS Civil Engineering,  
University of Texas at  
Austin, 2006

### Registration

Professional Engineer, CO,  
TX

## Summary of Experience

**Residential Subdivisions.** Jevon has managed and worked on many subdivision projects in Texas and Colorado, including coordination of the platting and zoning efforts as well as the design of roads, utilities, and drainage improvements. Subdivision projects are typically characterized by high land value and tight constraints. Jevon worked with developers, architects, and jurisdictional authorities to generate creative solutions for efficient infrastructure placement in limited corridors and employs innovative design techniques to overcome unique site conditions and constraints.

**Commercial Development.** Jevon has managed and worked on a wide range of commercial projects over the last 15 years. These projects have included medical office developments, restaurants, shopping centers, storage facilities, office/warehouse developments, and have commonly entailed a number of design challenges. Jevon has worked extensively with specialized consultants on innovative solutions to resolve many site constraints, including critical environmental features, jurisdictional waterways, mitigation plans, watershed development, floodplain modifications, and water pollution abatement.

**Municipal Projects.** Jevon has managed and worked on a variety of municipal projects in support of capital improvements for various municipalities located within Western Colorado. These projects include public utility systems, roadway and drainage infrastructure, and floodplain development. Jevon has a successful record of working with public works, planning, administrative and legal personnel to meet budget and schedule constraints while delivering quality design and management services to address the client's needs.

## Representative Project Experience

### Red Mountain Water Treatment Plant Raw Water Supply 2021 - 2022

**City of Glenwood Springs, CO.** Following the Grizzly Creek Fire, the City of Glenwood Spring's water system was pushed to its limits when their main water source from No Name Creek became unusable. The backup system utilizes a pump station on the Roaring Fork River that is not capable of handling the daily demands for an extended period. Jevon managed the project to upgrade the system to provide a more reliable backup source of water in case No Name Creek cannot be used. He served as the project manager for the project that included a new 24" raw water delivery line up to the Red Mountain water treatment plant along with pump station upgrades and a control vault at the plant. The pipeline winds through busy intersections and hillside neighborhoods before snaking up the mountainside to the water plant. This multi-disciplinary project involved several disciplines (civil, structural, electrical, process piping, etc.) working together, which required a high level of coordination and analysis. The complicated project was successfully awarded and built in 2022.



## Representative Project Experience (Con't.)

### Multi-Family Development 2022 - Present

**Town of Mountain Village, CO.** Jevon is currently serving as the project manager and lead engineer for this multi-family development located on two town-owned tracts for employee housing. This project includes multiple apartment and townhome buildings with associated paving, drainage, and utilities improvements, as well as public improvements associated with a multi-use hike and bike trail and roadway and utility main extensions. Jevon worked with the client to develop the site layout, designed the site, drainage, and utility improvements, and processed the permit reviews with town staff. This project is on a steep hillside and posed several challenges that were worked through during the design process and is currently under construction.

### Brush Creek Road Improvements 2021 - Present

**Town of Snowmass Village, CO.** Jevon is currently serving as the lead drainage engineer for the project, which is ongoing and consists of roadway, intersection, utility, and drainage improvements. The initial phase of the project required floodplain analysis and permitting and the replacement of an existing culvert on Brush Creek with a 3-sided concrete structure to convey the creek under the roadway and provide a fish-friendly passage as well as a multi-use trail through the culvert crossing. This project is scheduled for construction in 2024.

### 27th Street Underpass 2021 - Present

**RFTA / City of Glenwood Springs, CO.** Jevon is currently serving as the lead drainage engineer for this project which consists of adding 2 pedestrian underpass tunnels at the intersection of 27th Street and Highway 82, with associated roadway, utility, and drainage improvements. Drainage improvements included investigation and mapping of the existing storm sewer system upstream and downstream of the intersection and to the discharge into the Roaring Fork River. The system had insufficient records and had to be located and modeled for capacity and determination of required upgrades to be able to convey the future conditions and flows anticipated for the vast drainage basin contributing to the system. This included a full hydrologic analysis of the drainage basin to determine flows and existing and future conditions.

### Home of the Brave Residential Subdivision 2020

**Montrose, CO.** Jevon served as the project manager and lead design engineer for this phased residential subdivision consisting of 148 lots with associated public improvements. Jevon worked with the client to develop the site layout, designed the drainage and utility improvements, managed a team to put together the plans and submittal documents, reviewed the plans, and processed the permits reviews through the City of Montrose.

### Public Improvements Project 2019

**Cross Creek Ranch, Cedar Park, TX.** Jevon served as the project manager for this \$3.5M public roadway project, including a bridge, FEMA floodplain modifications, and public utility extensions. Jevon was responsible for the design and construction of approximately 2,200 linear feet of public roadway connecting C Bar Ranch Trail to Lynnwood Trail crossing Spanish Oaks Creek. The scope of the project included sidewalks, pedestrian ramps, a vehicular and pedestrian bridge spanning the creek, drainage analysis, water quality, and detention ponds, modification of the FEMA floodplain and public water, wastewater, and storm sewer extensions. Jevon worked with the client and the city to develop the roadway alignment and prepare the necessary development agreements, designed the drainage and utility improvements, managed a team to put together the plans and submittal documents, reviewed the plans, permitted the plans through multiple federal, state and local regulating jurisdictions and provided construction services for the project.



### Senior Engineer III

Civil Team - Grand Junction

### Education

BS Engineering Science,  
University of Northern  
Arizona, 1981

### Registration/Certification

Professional Engineer,

CO - 28583

AZ - 24992

NM - 19143

UT - 7442040-2202

WY - 15485

Texas - Inactive

Colorado Association of  
Stormwater and Floodplain  
Managers (CFM)

American Society of Dam  
Safety Officials (ASDSO)

American Society of Civil  
Engineers (ASCE)

### Specialized Training

5-Day HEC-2 Course at  
HEC CA Campus

ASCE 5-Day HEC-RAS  
Unsteady Flood Routing/  
Dam Breach

ASDSO 5-Day Training  
on Various Dam Breach  
Methods/Software

ASDSO Training, Ongoing

2D Modeling Training  
Ongoing

## General Background

With a career spanning over 35 years, Eric brings a wealth of experience to his role in civil engineering. His expertise lies in surface water hydrology, stream channel/bridge hydraulics, jurisdictional dam design, and rehabilitation. He has successfully conducted spillway capacity/routing studies and breach flood routing to assess hazard classification, water distribution system modeling, and water supply and treatment. In addition, Eric has a diverse skill set, including roadway design, traffic studies, surveying, pavement design, rehabilitation, master drainage plans, onsite wastewater systems, sewer collection, lift stations, and water distribution improvements.

## Summary of Experience

**Permitting and Government Agency Interaction.** Eric's professional approach is evident in his successful project negotiations and permitting with various government agencies. He maintains an open dialogue with numerous regional environmental agencies and has navigated the complexities of the Colorado Department of Public Health and Environment – Water Quality Control Division, Office of the Colorado State Engineer, the Colorado Department of Transportation, Colorado Division of Oil and Public Safety, United States Army Corps of Engineers, and various counties and municipalities.

**Groundwater Studies.** Eric's dedication to his work is evident in his groundwater studies. He has led several public water supply projects, conducting groundwater hydrology investigations and reports, wellhead protection, well design, and consumptive use studies for several small communities. His aquifer characterization work, including pump and slug tests and data collection manually and using transducers and automated collectors, showcases his meticulous approach. Under his direction, bores (and wells) have ranged from just a few feet to over 200 feet in depth and from two to ten inches in diameter. His projects have encompassed small rural water systems and the evaluation of spring and other surface water resources. Eric has also been the senior manager on several hydrogeologic and water rights projects and has completed data collection, data review, and report generation for litigation concerning surface and irrigation water damage. In one example, he reviewed and provided a detailed analysis of offsite watersheds, local wells, and upstream irrigation practices while working with legal counsel for the property owners to prepare for negotiations for damage compensation settlement.

**Jurisdictional Dams.** Eric has worked on various jurisdictional dam projects ranging from desert to sub-alpine environments. These dams ranged in hazard classification from "no public hazard" to "high" hazard. Eric's work included repairs to existing jurisdictional dams on six reservoirs. His forte is in spillway capacity/routing studies (hydrology and hydraulics) and breach flood routing to assess hazard classification. Eric has developed the capability of routing an inflow design flood into a reservoir in an unsteady flow regime and routing that flood over a reservoir spillway to assess its capacity in real-time operation. Similar techniques have been developed to simulate breach events and their routing downstream, which are used to define hazard classification and emergency action plan criteria.



## Summary of Experience (Con't.)

**Stormwater Studies and Management.** Eric's early career involved working with Cochise County Flood Control District in Arizona, where he performed hydrologic and hydraulic (H&H) studies for the District's project. He has also trained in the FEMA's National Flood Insurance Program (NFIP) criteria and worked on several community rating system (CRS) projects to reduce flood insurance rates for Cochise County citizens. The District provided in-house training on using HEC-1 and HEC-2 and developing regional hydrologic regression equations for predicting flood flows. Moving to the Denver area in the early 1990s reinforced this H&H design experience as he developed numerous subdivision and commercial site stormwater plans following the Urban Denver Flood Control District (now MFCD) analysis and design criteria adapted by local communities. By the mid-90s, he had relocated to Western Colorado and expanded his H&H capabilities into jurisdictional dam design for low, significant, and high-hazard dams. This work involved developing probable maximum precipitation (PMP) studies for sizing emergency spillways and HEC-RAS models of embankment breach events. Another aspect of his dam work included hydraulic design for principal outlet structures.

Eric has worked on numerous master drainage studies during his career. In western Colorado, he oversaw the development of the Olathe and Montrose master drainage plans (MDP) and was a senior engineering advisor on the Town of Bayfield MDP. While working in New Mexico, he prepared the MDP Phase I for the City of Carlsbad.

While working on utility-scale solar power generation plants in New Mexico, Arizona, and Texas, he developed skills in two-dimensional stormwater modeling and is proficient in FLO-2D and RAS-2D software.

Eric is also proficient in various H&H software and provides oversight and in-house training for SGM's H&H engineers.

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## Representative Project Experience

### Master Drainage Study Update 2023 – 2024

**Town of Bayfield, CO.** Eric and his team are completing an update to the town's 2014 master drainage study. A significant 2021 storm event demonstrated that the town's infrastructure must be updated and maintained. The original MDP looked at longer-duration storms, which aren't typical of significant monsoonal precipitation events experienced within southwestern Colorado. Eric has updated rainfall patterns to represent events that stress drainage infrastructure and then redeveloped a list of deficiencies throughout Bayfield. His work was supplemented by a surveying effort to collect more drainage facility information and verify or correct errors in the 2014 plan modeling data. All modeling work is done using Storm and Sanitary Analysis software from Autodesk. Final deliverables include updated SSA modeling and inventory with cost estimates to update minor storm drainage facilities and address significant deficiencies in stormwater detention as specified by the town staff.

### Master Drainage Study Update 2023 – 2024

**Town of Mancos, CO.** Eric and his team are completing an update to the town's 2015 master drainage study. The original MDP looked at longer-duration storms, which aren't typical of significant monsoonal precipitation events experienced within southwestern Colorado. Eric has updated rainfall patterns to represent events that stress drainage infrastructure and then redeveloped a list of deficiencies throughout Mancos. His work was supplemented by a surveying effort to collect more drainage facility information and verify modeling data. All modeling work is done using FLO-2D software, which allows real-time stormwater flow analysis. Final deliverables include an FLO-2D model and inventory with cost estimates to update minor storm drainage facilities and recommendations on the practicality of new stormwater detention facilities.



## Representative Project Experience (Con't.)

### Brush Creek Trailhead – Bridge Hydrology and Hydraulic Study 2019 – Present

**Eagle County, CO.** Eric provided existing and proposed condition analysis for an unmapped floodplain associated with a proposed bridge crossing of Brush Creek Trailhead southeast of Eagle Colorado. A synthesis of County mapping and detailed site mapping were prepared to address alternate parking area locations, as well as the impacts on the floodplain from the proposed pedestrian bridge. The RAS analysis identified a “No-Rise” impact from the proposed bridge and parking area locations. Eric prepared a findings report and supporting documents for the study. A permit to construct the proposed improvements was issued by Eagle County based upon the studies findings.

### Helms Ditch Trail – Crystal River Impacts Hydrology and Hydraulic Study 201 – Present

**Pitkin County Trails and Open Space, Pitkin County, CO.** Eric modeled the 2019 Flood Insurance Study (FIS) HEC-RAS data supplemented with SGM site-specific survey to establish a base flood elevations (BFE) for the 600-foot reach of the Crystal River. RAS modeling of the proposed preliminary bank stabilization was undertaken to determine if the proposed bank bench would result in a rise in BFE for the Crystal River. The proposed bank stabilization bench did not create an increase in the River BFE. The RAS modeling was turned over to Pitkin County for use in a Letter of Map Revision application to FEMA.

### Long Hollow Reservoir Dam Safety Engineering (High Hazard) 2017 – Present

**La Plata Water Conservancy District (LPWCD), Red Mesa, CO.** Eric is serving as the LPWCD dam safety engineer for the Long Hollow Dam & Bobby K. Taylor Reservoir. Long Hollow Dam is a Colorado Division of Water Resources (CDWR) jurisdictional Large High Hazard Dam located southwest of Durango, Colorado. This reservoir serves not only local agricultural water needs but is part of the Colorado-New Mexico water compact. Eric provides review of dam tender monthly instrumentation data, provides an annual site inspection and summary report. The dam is currently undergoing its first fill; hence, monitoring is a critical concern to owners and regulators to ensure the dam is brought successfully to full operational capacity.

### Farm Drainage Master Plan 2016

**Navajo Agricultural Products Industries (NAPI), Farmington, NM.** Eric and his team developed a 2D precipitation and runoff model for the NAPI farm south of Farmington, NM. The farm consisted of 8700 acres of sandy terrain, and NAPI wanted to improve drainage infrastructure to protect its crops from monsoonal rainfall events, which can severely erode the weak soils. The team developed a full-scale model of the farm and produced drainage improvements and supporting mapping and cost estimates.

### Grand Mesa #1 Embankment / Spillage Compliance Upgrades 2016

**City of Grand Junction, Grand Mesa, CO.** Grand Mesa #1 is one of several storage reservoirs on Grand Mesa, Colorado, at an elevation 10,000 feet, used by the City of Grand Junction for its drinking water supply. This significant hazard reservoir had been under compliance notification from Colorado Division of Water Resources (CDWR) to address inadequate spillway, uneven crest height, inadequate shoreline erosion control, primary embankment and foundation seepage, lack of functional embankment piezometers and monumentation. Eric developed the designs, worked with a geotechnical engineer to assess embankment safety, and prepared the permitting reports, plans, specifications, instrumentation and monumentation plan, and seepage management infrastructure for this reservoir.

### Drainage Master Plan, Phase I 2014 – 2015

**City of Carlsbad, Carlsbad, New Mexico.** Eric served as the Project Manager for this Drainage Master Plan. The City of Carlsbad had no master drainage plan to provide a management framework for mitigation of current and future growth drainage issues. Eric prepared a comprehensive analysis of all watersheds influencing the city limits plus a one-mile buffer zone. The analysis found seven major watersheds with ninety-nine related sub basins. Surface hydrology was analyzed for all sub-basins using GIS based modeling software. The 1 percent and 4 percent return interval storms were studied. Eric analyzed flooding potential for significant open channel drainage ways, and made recommendations for citywide infrastructure improvements to surface water management systems.



**GIS/ CAD Specialist**  
GIS Mapping Services

**Education**  
BS Geography, GIS  
Emphasis, University of  
Wisconsin - La Crosse,  
2016

**Training / Certification**  
GISP #161731  
FAA Certified sUAS  
Remote Pilot License  
#4062339

**Town of Fairplay  
Infrastructure Mapping  
Project**  
2023 - Present

**Town of Bayfield Storm  
Water Mapping & Assesment  
Application Project**  
2023

**Town of Avon Storm Water  
Mapping Project**  
2022

**ArcGIS Online  
Infrastructure Mapping  
Implementation Project**  
2017 - Present

## General Background

Nick, a professional GIS Specialist, has eight years of experience working primarily in the government and private sectors. Nick joined SGM's GIS team in 2016. Nick's GIS responsibilities at SGM include project management, hardware/software management, database management, data acquisition, maintenance, and analysis, web map development, map production and presentation, and training using GPS and GIS. In 2023, Nick received his GISP Certification from the GISCI (GIS Certification Institute).

## Summary of Experience

**GIS Mapping and GPS Collection.** Nick has created and maintained GIS basemaps and custom maps according to the clients' needs and use. He creates and maintains databases, metadata, and feature attributes according to SGM's GIS protocol. Nick provides assistance in updating ArcGIS Online mapping and asset management applications and provides support for GIS processes and procedures. Nick utilizes CAD, survey, and government data for GIS mapping purposes, and has a strong knowledge base of GPS collection and software. Nick previously worked on projects for the Town of Vail helping to create and edit the town's GIS-based Stormwater Drainage Network. Additional experience includes a complete GPS mapping of Battlement Mesa Metro District's water and sewer systems.

**Survey and GIS Integration.** Nick works directly with SGM Survey and GIS teams to provide seamless integration of data between both departments. He creates custom database schemas that allow for direct transfer of attribute data from survey field data to CAD and/or GIS. Nick utilizes custom property sets in CAD to automate the labeling process based on attributes collected in the field. His knowledge of coordinate systems allows for seamless conversions between local survey coordinate systems and more common GIS projections such as State Plane and UTM coordinate systems.

## Representative Project Experience

**Town of Fairplay, Fairplay, CO.** Nick developed a custom database schema for use in collecting survey grade sanitary sewer system information. He surveyed the Town's entire sanitary sewer system using survey-grade equipment and was responsible for converting and importing the data into the Town's ArcGIS Online asset management platform.

**Town of Bayfield, Bayfield, CO.** Nick developed a custom database schema for use in collecting survey grade storm sewer system information. He surveyed the Town's entire storm sewer system using survey-grade equipment and was responsible for converting and importing the data into the Town's ArcGIS Online asset management platform.

**Town of Avon, Avon, CO.** Nick developed a custom database schema for use in collecting survey grade storm sewer system information. He surveyed the Town's entire storm sewer system using survey-grade equipment and was responsible for converting and importing the data into the Town's ArcGIS Online asset management platform.

**Battlement Mesa Metro District Public Works Department, Battlement Mesa, CO.** Nick created a GIS basemap, including all sewer and water infrastructure from CAD. Integrated GPS field data into the GIS database and implemented an ArcGIS Online asset management system designed for hydrant flushing, sewer jetting, water valve exercising, and pipeline video inspections using industry-standard ESRI Local Government/Water Utility Information Models. Gathered relevant datasets from the county, state, and federal departments and performed coordinate system conversion when necessary.

## Representative Project Experience (Con't.)

**ArcGIS Online  
Infrastructure Mapping  
Project  
2016 - Present**

**Town of Ridgway, CO.** Nick created a GIS basemap including all irrigation, sewer, public parks, trees, and water infrastructure based on CAD data. Re-projected converted GIS data into custom coordinate system determined by Town staff. Publication of ArcGIS Online maps for use in asset management and information distribution using industry standard ESRI Local Government / Water Utility Information Models. Developed building permit, land use decision, and sign permit tracking application leveraging ArcGIS Online and Google Sheets technology.

**ArcGIS Online  
Infrastructure Mapping  
Project  
2017 - Present**

**Town of Silverton, CO.** Nick created a GIS basemap including all sewer and water infrastructure based on CAD data. Re-projected converted GIS data into a coordinate system specified by Town staff. Publication of ArcGIS Online maps for use in asset management and information distribution using industry-standard ESRI Local Government / Water Utility Information Models. Developed digital inspection records for use in asset management.

**ArcGIS Online  
Infrastructure Mapping  
Project  
2016 - Present**

**Town of Ignacio, Ignacio, CO.** Nick created a GIS basemap including all sewer, water, gas, and fiber network infrastructure from CAD data into industry-standard ESRI Local Government Information Model. Publication of ArcGIS Online maps for use in asset management and information distribution.

**On-Call GIS Services  
2016 - Present**

**Town of Gypsum, CO.** Nick created a specialized ArcGIS Online maps for culvert and dropbox inspections, manhole inspections, valve exercising, street light maintenance, and water rights mapping. Creates yearly maintenance reports and work progress reports for town staff. Nick also performs GPS field collection of irrigation heads for use in ArcGIS Online.

**ArcGIS Online Mapping  
Implementation Project  
2016 - Present**

**Snowmass Water and Sanitation District, Snowmass Village, CO.** Nick created a specialized ArcGIS Online map for backflow, fire hydrant, grease interceptor, water meter, and water leak inspections. Work with district staff to perform system updates based on CAD as-built information. Convert CAD data into a proper coordinate system per district staff.

**GIS Support for Database  
Update Project  
2016 - 2019**

**Cortez Sanitation District, Cortez, CO.** Nick performed database updates by extracting recent as-built data from CAD drawings. Incorporates data from a variety of state and local agencies to develop a comprehensive GIS database for use in an ArcGIS Online asset management system. Works with district staff to develop digital inspection forms for maintenance tracking and reporting purposes.

**ArcGIS Online Hydraulic  
Water Modeling Project  
2016 - 2017**

**City of Glenwood Springs, CO.** Nick made edits to the existing GIS database using industry-standard procedures for use in hydraulic water modeling software. Worked closely with staff engineers to ensure accurate hydraulic water model results and delivery of clean dataset to the City GIS staff.

**GIS Support for Parcel  
Project  
2016**

**City of Glenwood Springs, CO.** Nick assisted in the development of an accurate parcel fabric using historical deed, plat, and land use information documents. Digitized parcel data based on existing survey monuments using bearing and distance measurements. Assisted in performing topology checks and research efforts to ensure proper data creation and maintenance.

**ArcGIS Online Utilities  
Infrastructure Mapping  
Project  
2015 - 2019**

**Aspen Valley Ranch, Aspen, CO.** Nick updated, reviewed, and supplemented GIS data based on CAD information and GPS collection. Published updates to an ArcGIS Online map for review and use in construction progress monitoring and future asset management.

**ArcGIS Online Storm Water  
Infrastructure Mapping  
Project  
2015**

**Town of Vail Public Works Department, Vail, CO.** Nick served as the GPS field team lead for the collection of stormwater infrastructure, integration of GPS data into a GIS database and basemap, use of features and maps for asset management and geometric network applications.



## General Background

Tim is a Professional Land Surveyor with over 22 years of experience. His projects include performing field work and map preparation for boundary and right-of-way surveys within the Public Lands Survey System, ALTA surveys, subdivisions, design surveys, topographic mapping, monitoring surveys, GPS control networks, construction surveys, and oil & gas surveys. Tim has also performed multiple surveys for the Colorado Department of Transportation. Tim joined SGM in 2013. He is also an FAA Licensed Remote Pilot.

SGM employs 9 licensed Professional Land Surveyors and is the largest Survey Department based in Western Colorado. Our survey department works for CDOT as the prime contractor for the Region 3 and 5 Non-Project Specific Survey and ROW Engineering Services contract through 2027. The Durango Branch Survey Team currently has 5 full-time employees.

### Professional Land Surveyor

Survey Project Manager

### Registration/Certification

Professional Land Surveyor, CO

FAA Certified sUAS Remote Pilot License #4059467

## Summary of Experience

**Management.** Tim has extensive experience in field crew organization, client/contractor relations, estimating, office/field software and firmware updates, field crew training, project coordinate system determination and analysis, highway alignment/cross-section analysis and computations, monument/deed/easement/Right-of-Way/research and interpretation, and FEMA Flood Insurance Rate Maps.

**Field Equipment.** Tim has experience with conventional and robotic Total Stations, RTK and Static GPS, auto and digital levels, and rotor and fixed-wing drones. Tim is proficient in AutoCAD Civil 3D, Trimble Business Center, Trimble Survey Controller, Sonar, Trimble Access, and SGM's suite of drone processing software.

**Field Applications.** Tim has comprehensive experience with the following field applications: cadastral, topographic, geodetic/control, ALTA/ACSM, condominium, ILC, elevation certification, aerial, hydrographic typography and volume, Right-of-Way, easement, as-built surveys, road construction and earthwork volumetrics, CDOT highway, bridge, transmission line, pipeline, building layout, runway construction surveying, and dam monitoring.

## Representative Project Experience

### College Mesa WTP Improvement Projects 2021 - Present

**City of Durango, CO.** Tim is currently serving as the Survey Project Manager for numerous ongoing improvement projects performing design surveys and construction layout services for the College Mesa Water Treatment Plant.

### Pagosa Area Water and Sanitation District (PAWSD) – WTP Replacement Project 2021 - Present

**Pagosa Area Water & Sanitation District (PAWSD), Pagosa Springs, CO.** Tim is currently serving as the Survey Project Manager for the Existing Conditions Design Survey for the engineering design for the PAWSD WTP Rebuild Project.

### Trinchera Safety Mitigation Project No. 22834 2021 - 2022

**Colorado Department of Transportation, US160 Costilla County, CO.** Tim served as the Survey Project Manager for the Existing Conditions Design Survey for the engineering design for the Trinchera Safety Mitigation Project. The project consisted of a Preliminary Survey (Existing Conditions Mapping), including ROW and Primary Control for approximate 10-mile stretch of US 160

### Animas River Trail Rebuild Rank Park to Demon Bridge 2021

**City of Durango, CO.** Tim served as the Survey Project Manager for the Existing Conditions Design Survey for the engineering design for the ART Rebuild project for the Rank Park to Demon Bridge segment. Worked in coordination with Lee Petty with the City to successfully deliver the project.

## Representative Project Experience (Con't.)

<p><b>Airport Taxiway Widening and Drainage Improvements Construction Project</b> 2020</p>	<p><b>City of Cortez, CO.</b> Tim served as the Survey Project Manager for the survey layout for Reams Construction for the construction of this project.</p>
<p><b>Water Treatment Plant Improvements Design Survey</b> 2020 - Present</p>	<p><b>Town of Mancos, CO.</b> Tim is currently serving as the Survey Project Manager for the Design Survey for the engineering design for the project.</p>
<p><b>Wastewater Treatment Plant Improvements Design Survey</b> 2020 - Present</p>	<p><b>Town of Mancos, CO.</b> Tim is currently serving as the Survey Project Manager for the Design Survey for the engineering design.</p>
<p><b>Transmission Line Easement Project</b> 2020 - 2022</p>	<p><b>Tri-State Generation, Cortez, CO.</b> Tim served as the Survey Project Manager for the Design Survey for this easement survey project.</p>
<p><b>Waterline Replacement Project</b> 2020 - 2021</p>	<p><b>Town of Dolores, CO.</b> Tim served as the Survey Project Manager for the Design Survey for the engineering design.</p>
<p><b>SH 145/550 Deep Patch and Wall Repair Construction Project</b> 2020 - 2021</p>	<p><b>CDOT, North of Dolores, CO.</b> Tim served as the Survey Project Manager for the survey layout for Telluride Gravel (United Companies) for the construction of this project.</p>
<p><b>Bayfield Improvements Projects</b> 2019 - Present</p>	<p><b>Town of Bayfield, CO.</b> Tim is currently serving as the Survey Project Manager for numerous ongoing improvement projects performing design surveys and construction layout services for the Town of Bayfield. Includes sidewalk and roadway reconstruction, utility, and easement tasks as part of SGM's on-call contract with the Town of Bayfield.</p>
<p><b>416 Fire Emergency Watershed Protection Program</b> 2019 - 2021</p>	<p><b>La Plata County, CO.</b> Tim performed Existing Conditions Surveys of the project sites, which were used for planning, analysis, and design engineering of the mitigation infrastructure. The Surveys utilized various data collection methods, including drone flights to capture large-scale topography and high-resolution imagery. Tim also performed construction staking for several of the mitigation projects.</p>
<p><b>Carpenter Area Sewer Replacement Construction Project</b> 2019 - 2020</p>	<p><b>Cortez Sanitation District, Cortez, CO.</b> Tim served as the Survey Project Manager for the survey layout for Four Corners Materials (United Companies) for the construction of this project.</p>
<p><b>Collom Haul Road Project</b> 2017 - 2019</p>	<p><b>Wollam Construction / Colowyo Coal Company, Meeker, CO.</b> Tim served as the Survey Project Manager for constructing a 6-mile Haul Road in a virgin corridor to access a new coal mine operation. Roadway has a 100' wide platform, with cuts exceeding 100' and fills exceeding 50'. The project also includes the installation of a 10-mile raw water pipeline with a pump station, numerous storage and stormwater ponds, an underpass for a County Road intersection, and a large-scale coal mine facilities development. UAS (Drone) work consists of performing a project-wide native ground topography surface, then flights to survey topsoil excavation and a final as-built of project, including calculating earthwork quantities for each phase.</p>

## Representative Project Experience (Con't.)

**34 Rd / F9A Bridge  
Replacement Project  
2016 - 2019**

**Mesa County, CO.** Tim served as the Survey Project Manager for the Design Survey and ROW Plan set for the removal and replacement of the 34 Rd/F9A bridge removal and replacement project near Palisade, CO.

**27th Street Road and Bridge  
Project  
2016 - 2019**

**Amec Foster Wheeler, Glenwood Springs, CO.** CDOT Local Agency Project. Tim served as the Survey Project Manager for the Design Survey and ROW Plan set for the removal and replacement of the 27th Street Bridge in Glenwood Springs. The project highlights include a new roundabout, pedestrian bridge, and a lateral slide traffic bridge. A floodplain survey of the Roaring Fork River was performed, as well as extensive underground utility mapping.

**Highway 330 E Road  
Improvement Project  
2016 - 2018**

**Mesa County, CO.** Tim served as the Survey Project Manager for the Design Survey and ROW Plan set for the Highway 330 E Road Improvement project near Colbran.



We provide innovative, practical solutions to make our clients successful while ensuring the health, safety and welfare of our neighbors. We develop and maintain lasting client relationships and are committed to our local communities.

DURANGO  
555 RiverGate Lane, Suite B4-82  
Durango, CO 81301  
970.385.2340

# Town of Norwood

*Town of Norwood, San Miguel County, Colorado*

## Resolution No 0409 Series: 2025

### **A RESOLUTION APPROVING A MASTER AGREEMENT FOR PROFESSIONAL SERVICES (TASK ORDER) BETWEEN THE TOWN OF NORWOOD AND KLJ ENGINEERING LLC FOR PLANNING SERVICES**

**WHEREAS**, the Town of Norwood advertised a Request for Proposals (RFP) for On-Call Planner, December 19, 2024, seeking a planner who specializes in providing technical skills, experience, performance, positive approach, and responsive development review services including engineering, planning, and review of residential, commercial, and industrial building land use applications; and

**WHEREAS**, the deadline for submittal was February 16, 2025. Five (5) formal proposals were received prior to the deadline; and

**WHEREAS**, the Town Staff, consisting of the Town Clerk and Town Administrative Director, reviewed all five (5) proposals and two of each of their references; and

**WHEREAS**, the Town is in need of professional engineering and planning services to work with Town staff to accept, review, comment on, and approve or prepare for approval, development applications including major and minor subdivisions, site plan, sign permits, tentative maps, special use permits, and general planning and zoning amendments; and

**WHEREAS**, A quorum of the Town Board of Trustees voted on March 12, 2025 to select and enter into a master agreement with KLJ Engineering, LLC to provide the services identified in the RFP.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, AS FOLLOWS:**

- The Town approves the Master Agreement for Professional Services, a copy of which is attached hereto and incorporated herein as **Exhibit A**.
- The Town approves that the Town Administrative Director is authorized and hereby directed to execute the agreement on behalf of the Town of Norwood.

**RESOLVED, APPROVED, and ADOPTED** at the regular meeting of the Board of Trustees by the Town Trustees held April 9, 2025.

**TOWN OF NORWOOD**

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Mayor

**ATTEST:**

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Town Clerk

**MASTER AGREEMENT FOR PROFESSIONAL SERVICES  
(Task Orders)**

THIS MASTER AGREEMENT FOR PROFESSIONAL SERVICES (Task Orders) is made and entered into this 9th day of April, 2025 by and between the Town of Norwood, 1670 Naturita St., Norwood, Colorado 81423, a Colorado municipal corporation (the "Town"), and KLJ Engineering LLC, 400 East Broadway Avenue, Suite 600, Bismarck, ND 58501, an independent contractor ("Consultant") (each individually a "Paid" and collectively the "Parties").

WHEREAS, the Town requires professional services; and

WHEREAS, Consultant has held itself out to the Town as having the requisite expertise and experience to perform the required professional services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**I. SCOPE OF SERVICES**

A. Consultant shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities related to the provision of professional engineer services to the Town which shall be more particularly described in individual task orders for discrete tasks to be performed as part of the Scope of Services ("Task Orders").

B. Task Orders shall be individually estimated and approved by the Town based on the Task Order form (**Exhibit A**) or other written authorization provided to Consultant.

C. The Town Administrator and Department Heads may approve and execute Task Orders and amendments thereto up to amounts equal to their spending authorities as set forth in the Norwood Municipal Code or other applicable purchasing restrictions. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

D. A change in an executed Task Orders shall constitute a material change or amendment of services or work which is different from or additional to the executed Task Order. No such change, including any additional compensation, shall be effective or paid unless authorized by written amendment to this Agreement or the applicable Task Order executed by the Town Administrator or Department Head. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract.

**II. COMMENCEMENT AND COMPLETION OF WORK**

A. Consultant shall commence work as set forth in the applicable Task Orders and Scope of Services. Except as may be changed in writing by the Town, the Task Orders shall be completed and Consultant shall furnish the Town with the specified deliverables as indicated in the Task Orders.

B. The Consultant will perform its services with reasonable diligence and expediency consistent with sound professional practices and in a manner which allows the Town to proceed with timely progression of the Task Orders.. Except for acts of God, acts of insurrection or national

emergency, weather conditions which are significantly abnormal and which render performance of the required services impossible, Consultant shall not be entitled to additional time to complete the Task Orders, and Consultant shall be held to the time for completion identified in the Task Orders.

C. Should Consultant, for whatever reason, require additional time to complete such services, Consultant shall request such additional time in writing, explaining the reasons why such additional time is required. The Town shall consider such a request in good faith, and may grant all or part of the requested additional time if the Town determines that good cause exists for granting such additional time. The Town is not under any obligation to grant any additional time for any delay in performance which is attributable to any action or inaction on the part of, or which was in the control of Consultant or any agent, employee or subcontractor of Consultant.

D. In the event the Town grants Consultant's request for additional time, such grant of additional time shall be Consultant's sole relief and shall be granted in lieu of additional compensation, provided the request for additional time is solely to complete Task Order as scoped. If the scope of work changes or the time to complete the Task Order is to be extended through no fault of the Consultant, the Consultant shall be allowed to request additional compensation and time to complete the Task Order.

### **III. COMPENSATION**

A. In consideration for the completion of the Scope of Services by Consultant, the Town shall pay Consultant as set forth in each Task Order. This maximum amount shall include all fees, costs and expenses incurred by Consultant, and no additional amounts shall be paid by the Town for such fees, costs and expenses. Notwithstanding the maximum amount specified in Paragraph A hereof, Consultant shall be paid only for work performed. .

B. Unless specified otherwise in the applicable Task Order, Consultant may submit monthly statements requesting payment for work satisfactorily completed pursuant to a Task Order. Such requests shall be based upon the amount and value of the work and services satisfactorily performed by Consultant under the applicable Task Order. Invoices shall be itemized and include hourly breakdowns for all personnel and other charges. The Town shall remit payment within thirty (30) days of receipt of an invoice meeting the requirements set forth herein.

C. Final payment will be made after all documentation is received by the Town, including but not limited to required documentation for projects funded by grants or federal loans and closeout documents and all work is completed to the Town's standards.

### **IV. PROFESSIONAL RESPONSIBILITY**

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and licenses in good standing.

B. The services performed by Consultant shall be in accordance with generally accepted professional practices and the presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

C. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

D. Because the Town has hired Consultant for its professional experience, Consultant agrees not to employ subcontractors to perform any of the work required under the Scope of Services without written approval from the Town.

## **V. OWNERSHIP**

A. Upon payment in full for services rendered, the materials, items, and work specified in the Scope of Services, together with any and all related documentation and materials provided or developed by Consultant shall be exclusively owned by the Town and held as items of public record. Consultant expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, it shall not constitute a "work made for hire," Consultant hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. Consultant warrants that none of the work will infringe on any intellectual property rights of third parties and will be an original work, provide that to the extent that the work is not an original work, Consultant warrants that it has the full right, title, and interest, to grant a worldwide, irrevocable, royalty-free license to the Town to use such non-original portions of the work.

B. Any content provided by Consultant as part of the Scope of Services that the Town may post online for public access, as designated by the Town in the Scope of Services, shall meet the Web Content Accessibility Guidelines (WCAG) 2.1 A & AA standards, as established by the World Wide Web Consortium (W3C) (the "*Accessibility Standards*"). The content must be designed and maintained to ensure its accessibility, operability, and usability for individuals with disabilities. In the event of non-compliance with this requirement, Consultant shall promptly provide the Town with a digital version of such content that meets the Accessibility Standards at no additional cost to the Town.

## **VI. INDEPENDENT CONTRACTOR**

Consultant is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is a Town employee for any purposes.

## **VII. INSURANCE**

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to this Agreement. Such insurance shall be in addition to any other insurance requirements imposed by law.

B. Consultant shall procure and maintain, and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease – policy limit, and one million dollars (\$1,000,000) disease – each employee. Evidence of qualified self-insured status may be substituted for the worker's compensation requirements of this Paragraph.

2. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and one million dollars (\$1,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall be endorsed to include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

3. Professional liability insurance with minimum limits of one million dollars (\$1,000,000) each claim and two million dollars (\$2,000,000) general aggregate.

C. Any insurance carried by the Town, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by Consultant. Consultant shall be solely responsible for any deductible losses under any policy.

D. Consultant shall provide to the Town a certificate of insurance, completed by Consultant's insurance agent, as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect. The certificate shall identify the Town as additionally insured and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the Town. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto. The Town must have all certificates on file prior to start of any project.

E. Failure on the part of Consultant to procure or maintain the insurance required herein shall constitute a material breach of this Agreement upon which the Town may immediately terminate this Agreement, or at its discretion, the Town may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by Consultant to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Consultant from the Town.

## **VIII. INDEMNIFICATION**

Consultant agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the negligent act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of

Consultant, or which arise out of a worker's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant. Consultant's liability under this indemnification provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant. If Consultant is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Consultant's obligation to indemnify and hold harmless the Town may be determined only after Consultant's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement between the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

To the extent permitted by law, the Consultant's total liability shall not exceed the insurance requirements in Section VII.

## **IX. TERMINATION**

A. This Agreement shall be for a term of three (3) years, provided it may be terminated at any time by either Party upon the provision of thirty (30) days' advance written notice. If the Agreement is terminated by the Town's issuance of written notice, the Town shall pay Consultant for all work authorized and completed prior to the date of termination. If the Agreement is terminated by Consultant's issuance of written notice, Consultant shall finish all outstanding Task Orders as of the date of termination, unless relieved of the obligation to do so in writing by the Town.

B. If Consultant defaults or fails or neglects to carry out the Agreement, or any part thereof, or fails to perform any provision of this Agreement or a Task Order, the Town, after seven (7) days written notice to Consultant and without prejudice to any other remedy the Town may have, may make good such deficiencies and may deduct the cost thereof, including compensation for any additional services made necessary thereby, from the payment then or thereafter due Consultant.

## **X. MISCELLANEOUS**

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Chaffee County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the party at the address set forth on the first page of this Agreement.

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either Party without the written consent of the other.

I. Governmental Immunity. The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. Rights and Remedies. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

K. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties as of the date first above written, whether or not the date of signing is some other date.

*[Remainder of page intentionally blank. Signatures on following page.]*

**TOWN OF NORWOOD, COLORADO**

\_\_\_\_\_  
Candy Meehan, Mayor

ATTEST:

\_\_\_\_\_  
Amanda Pierce, Town Clerk

**CONSULTANT**

By: \_\_\_\_\_

**EXHIBIT A**



**Task Order Form**

Task Order Number: \_\_\_\_\_ Task Order Date: \_\_\_\_\_

Project name: \_\_\_\_\_

Date required: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Cost Estimate: Amount \$ \_\_\_\_\_ Attach cost estimate breakdown  Yes  N/A

Town Project Manager:

\_\_\_\_\_

Name (print) phone email

Consultant Project Manager:

\_\_\_\_\_

Name (print) phone email

Detailed Description of Task(s) [or attach page(s)  ]

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\_\_\_\_\_

Approvals:

\_\_\_\_\_

Town Project Manager (sign) Date Consultant Representative (sign)

Date

Authorized Town Approval: \_\_\_\_\_

Name (print) Title

\_\_\_\_\_

sign Date

- C. Code Compliance and Permitting
  - i. Provide expertise in navigating building codes, regulations, and permitting processes.
  - ii. Analyze technical and economic viability, site conditions, environmental impacts, and potential risks.
  - iii. Deliver actionable recommendations and options based on findings to guide project decisions.
  
- D. Peer Reviews and Quality Assurance
  - i. Perform independent peer reviews of zoning applications and engineering designs, calculations, and project documentation.
  - ii. Identify design and application flaws, errors, or omissions and provide recommendations for improvement.
  - iii. Provide compliance with relevant standards, best practices, and industry guidelines.
  
- E. Project Management Support
  - i. Assist in core project management tasks, including scheduling, budgeting, and resource allocation.
  - ii. Advise on project delivery methods, risk management strategies, and project control measures.
  - iii. Collaborate closely with the client’s project team to provide successful execution and timely completion.
  
- F. Documentation and Reporting
  - i. Prepare detailed reports, technical memos, and other documentation as required.
  - ii. Record engineering assessments, findings, recommendations, and pertinent project details.
  - iii. Provide accurate and timely reporting to support informed decision-making and effectively monitor project progress.
  
- G. Development Reviews
  - i. Conduct detailed reviews of development plans to ensure compliance with the Town’s ordinances and land use codes.
  - ii. Establish and manage subtasks to track each development review separately, facilitating accurate record-keeping and invoicing.
  - iii. Provide detailed review documentation to enable the Town to invoice developers for services rendered.
  - iv. Collaborate with developers, Town Project Manager, and other stakeholders to ensure the review process aligns with regulatory and land use requirements and supports successful project outcomes.

**Approvals:**

<b>Town Project Manager Signature</b>	<b>Date</b>	<b>Consultant Representative Signature</b>	<b>Date</b>
<b>Authorized Town Approval Signature</b>		<b>Date</b>	
<b>Name (Print)</b>	<b>Title</b>		

## Norwood School District Site

# Redevelopment and Reuse Options Report

1-13-2025



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## Introduction

This report is made possible through the Colorado Brownfields Partnership (CBP), which is funded by the Colorado Department of Public Health and Environment. CBP offers resources and assistance, at no cost, to help Colorado communities advance plans to remediate and redevelop brownfields properties and bring them back into productive use with community benefit. By request of the Town of Norwood and Norwood School District, CBP provided targeted planning assistance as summarized in this report. The assistance included a market opportunity analysis of viable reuse and redevelopment options and conceptual site plans for potential scenarios that respond to existing market conditions.

## Background

The Norwood School District ("The District") currently owns the 8.6 acre site on which it operates a pre-school, elementary school, middle school, and high school that currently serves approximately 190 students. There are seven buildings for a combined total of 90,300 square feet (sq. ft.). The oldest building on campus was completed in 1958 with an addition in 1968. The newest buildings are from the late 1990s and early 2000s. All buildings were built to the applicable requirements of the times. The site also includes a baseball diamond, football field, and playground.

The middle and elementary school buildings remain sound and functional. The pre-K, field house locker room and weight room, and tech buildings have some functional deficiencies. The high school buildings were built with asbestos materials that do not meet today's standards of safety and health for the students and staff. They also have developed significant functional problems due to age and deterioration, such as leaking roofs and compromised electrical systems. The site has inadequate parking and vehicle circulation problems, and no undeveloped acreage to improve on those issues..

The high school buildings must be demolished and rebuilt. The District has acquired an alternative 19-acre site. The District completed a community survey which found that the majority of the community supports building a new high school on the new site, rather than rebuilding on the existing site. The District is looking to build not just a new high school, but an integrated PreK-12 school campus on the new site.

The District is applying for a BEST grant to help fund rebuilding the school(s). A requirement of the BEST grant is that the District certify that all buildings on the current site will be demolished or reused, so that the community is not left with vacant buildings that could deteriorate and become a nuisance.

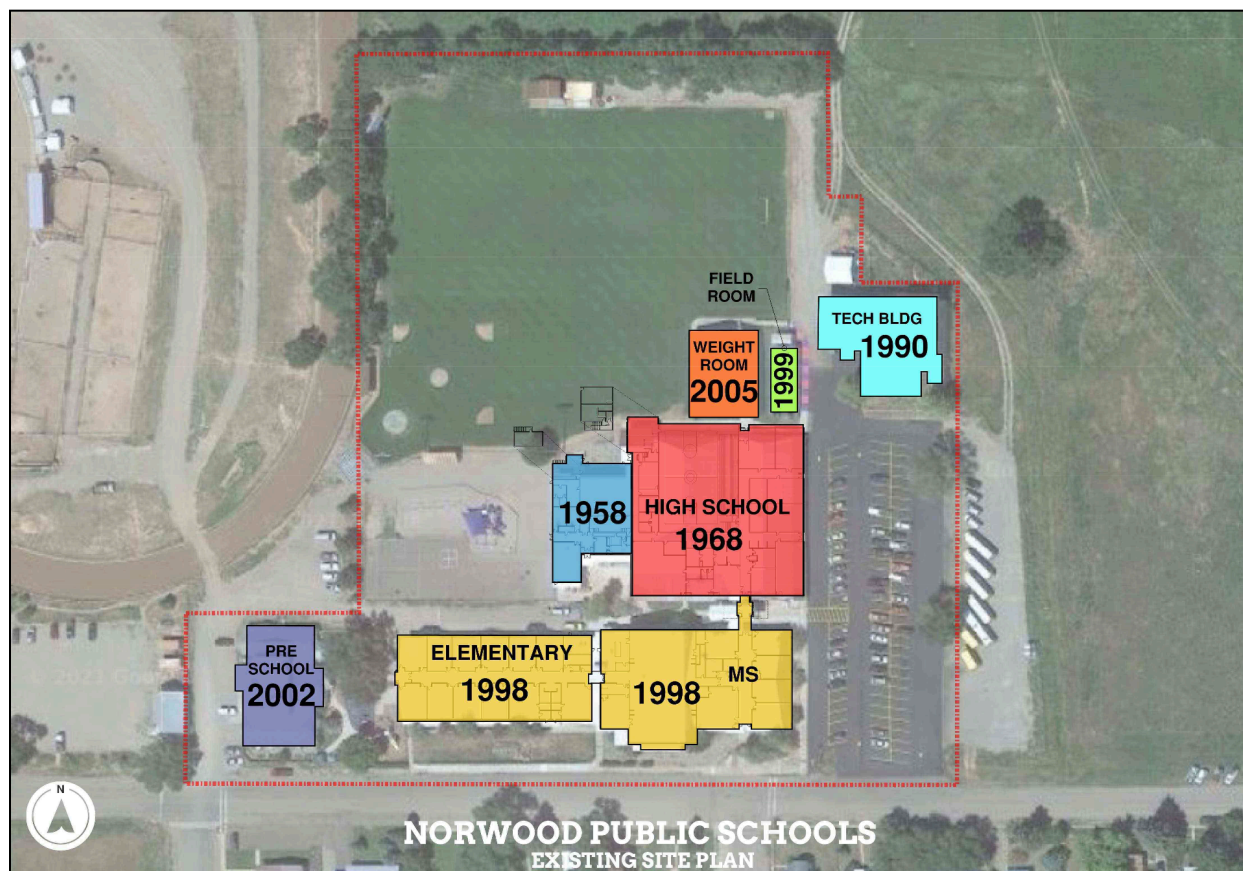
This study explores building and site reuse options for the existing 8.5 acre school site that are viable under the current local market conditions. The report depicts five conceptual site layouts of viable reuse or redevelopment scenarios.

## Existing Conditions Summary

The existing 8.5 acre site has seven buildings with a combined total of 90,300 square feet.

### Site Plan

The existing site plan, below, illustrates the existing buildings, ball fields, play area, and parking lot on the site. Each building is further labeled with its year of construction. Each of these, and other site features, are further described below.



### High School Buildings

The high school buildings were built in 1958 and 1968 with masonry and steel structure and have been tested and shown to have environmental contamination in the form of asbestos in a wide range of building materials. Asbestos is present throughout much of the building, including in the mortar between bricks of exterior walls, the concrete block of the interior walls, and the mastic below the floor tiles. Remediation of the asbestos is not possible without full building demolition due to it being integrated into all of the structural walls. Another concern is that the heating and ventilation system in the multipurpose auditorium/gymnasium contains asbestos insulation. The older gymnasium contains asbestos floor tiles and lead pipes, because of which it is now used in a very limited capacity for storage and concessions for sports games.

### **Elementary and Middle School Building**

These buildings were constructed in 1998 as using pre-engineered metal building structures, which was necessary to meet the square footage requirements of the time with the limited local funding available. The elementary school is approximately 14,250 square feet and the middle school is approximately 13,000 square feet. While the construction technique is lower quality, the existing structure and foundation is in good condition and could be reused.

### **Pre-K Building**

This modular residential structure from the early 1990s was brought to the site in 2002 for use as a staff residence. It has an approximately 7,800 square foot footprint as well as a small second story. It is now utilized as two school district operated preschool rooms with the remainder of space leased by a private daycare facility. The Pre-K building has several deficiencies for public school use. It is separate from the main school building with no administrative oversight. The second floor has a wooden exterior egress stair that is loose and unsafe. The building has no elevator to reach the second floor, making it non accessible for persons with mobility restrictions.

### **Technology Building**

This building is a wood framed structure built in 1990 and that is of low-quality construction. It currently houses a space for district maintenance and space that is donated to non-profit organizations because the building doesn't meet classroom standards.

### **Fieldhouse Locker Room & Weight Room**

The is a pre-engineered metal building built in 1999. It was built with no plumbing which limits its function. The adjacent weight room, built in 2005, is a metal building of inexpensive construction with minimal insulation. Though newer, these buildings have little value.

### **Parking & Access**

The existing parking lot and access configuration has no separation of car and bus traffic, creating congestion and unsafe walking routes for students; parents and buses use the same lot for drop-off across 3 lanes. There is not enough space on site for bus parking on the site. Currently, bus parking is on a leased portion of an adjacent neighbor's private property. The owner has made it known that he does not intend to renew the lease, thus a new location for district bus parking is necessary in the near future.

### **Ballfields and Playground**

The site includes a well maintained baseball diamond, football field, and playground. These facilities were funded in part with third-party grants. The baseball and football facilities are important regional amenities, as the only ballfields in this remote rural region that meet high school competition standards. However, the site has never had irrigation water rights and the district is currently borrowing water from the neighboring ranch through a handshake deal.



*Existing ball fields*

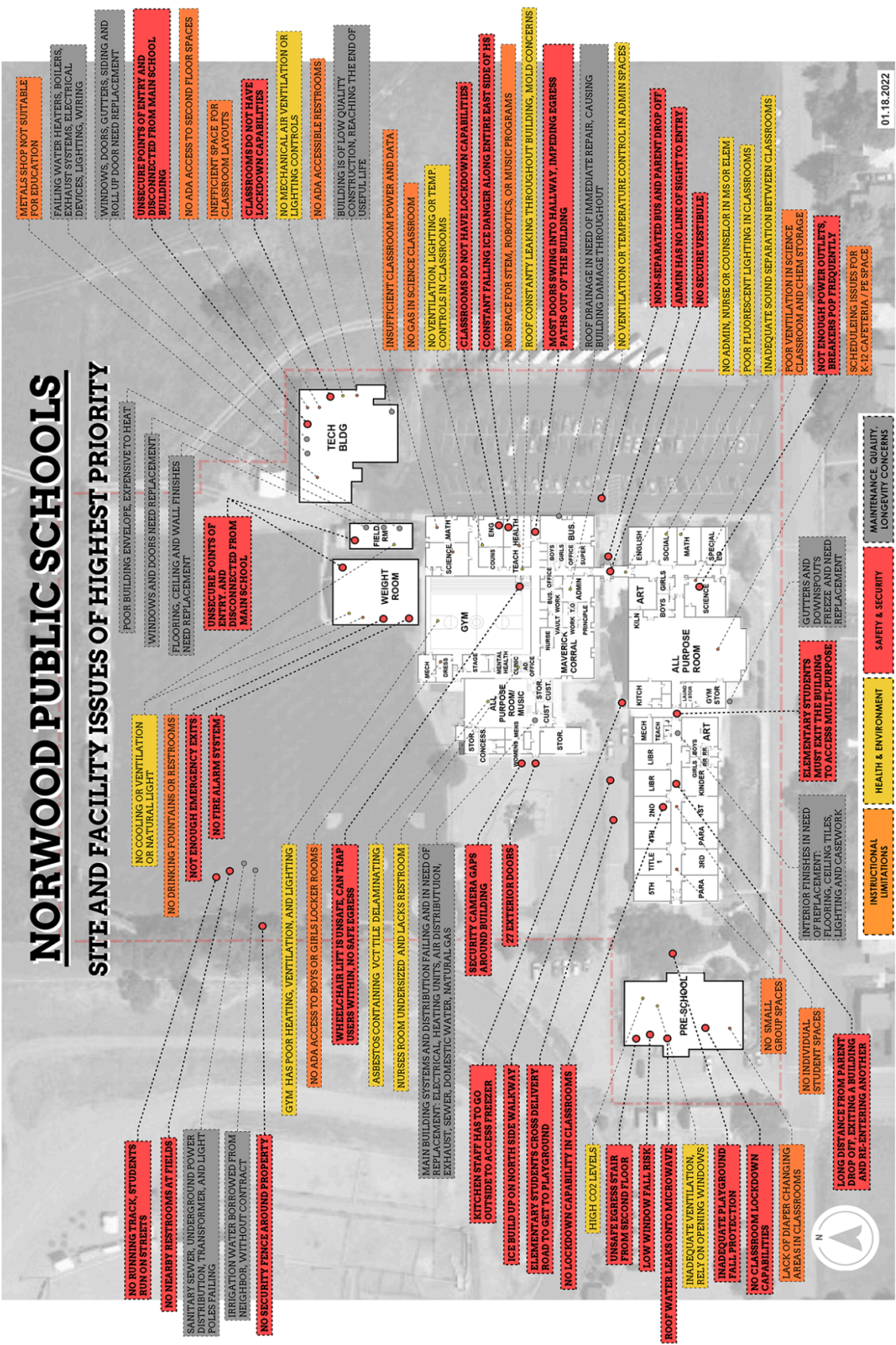
### **Summary of Limitations**

In 2022, Corbel Engineering was asked to perform a due diligence assessment of the buildings to identify significant conditions that could affect the feasibility and cost of redeveloping the buildings or site. This summary relies on Corbell's findings as reported in this [Document](#).

The following page is an illustration prepared in 2022 by Neenan Archistructure that identifies instructional limitations of buildings, health and environment issues, safety and security issues, and maintenance, quality, and longevity concerns.

# NORWOOD PUBLIC SCHOOLS

## SITE AND FACILITY ISSUES OF HIGHEST PRIORITY



01.18.2022

## Opportunity Analysis

In order to better understand what opportunities exist on the School District site, 9th Path Advisors has provided technical planning assistance to investigate the market conditions, real estate and land uses by type in order to assess the feasibility of reuse and redevelopment options. The below table is a summary of findings with the full analysis provided in the appendix.

Land Use/Product Type	Application
<p><b>Residential Overall</b></p>	<ul style="list-style-type: none"> <li>● Norwood currently has 263 housing units with 11.5% vacancy, mostly concentrated in the residential neighborhoods around Grand Ave and the Town core.</li> <li>● Housing tenure (occupancy) is skewed heavily toward owner-occupied units with only 26% of the housing stock occupied by renters.</li> <li>● The Town's housing stock is rapidly aging with almost 75% of units being built before 1989 and average built year of 1980. More than 21% of housing units were built before 1939 and less than 10% having been built after 2010. This data would suggest that many of these older units are already, or are soon to be, falling into states of disrepair which could account for the slightly higher vacancy rate in Norwood overall.</li> <li>● At 73%, single-family units make up the vast majority of the current housing stock while multi-unit buildings account for less than 8% of the overall inventory and mobile homes account for nearly 18%.</li> </ul>

<p><b>Low -Medium Density Workforce Housing</b></p> <ul style="list-style-type: none"><li>● Single-Family</li><li>● Duplex</li><li>● Townhome</li><li>● Apartments</li></ul>	<ul style="list-style-type: none"><li>● Overall, there is a feasible development opportunity for low to medium density workforce-housing on the School District Property. Despite a relatively high vacancy rate, the rapidly aging housing stock and limited housing types indicate that there is likely demand for varied typologies of new residential product at an affordable price point.</li><li>● In order to balance Norwood's housing tenure, which is heavily skewed toward owner-occupied housing, a mix of rental and for-sale housing is recommended.</li><li>● Land Use Allocation<ul style="list-style-type: none"><li>○ 10-15% (0.8-1.2 acres) Infrastructure</li><li>○ 15-20% (1-1.5 acres) Green Space</li><li>○ 60-70% (6-7 acres) Residential Units</li></ul></li><li>● Product Type:<ul style="list-style-type: none"><li>○ Single-Family homes (attached garage) at 8-10 units per acre</li><li>○ Duplex/Townhomes at 10-12 units per acre</li><li>○ Apartments if supported by community</li><li>○ Average unit size of 1,100 -1,500 rentable square feet</li></ul></li><li>● Price Point<ul style="list-style-type: none"><li>○ Whether for-rent or for-sale, should be priced at 80-120% of the Area Median Income (AMI) to align with the financial capacity of local residents and workforce</li></ul></li></ul>
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<p><b>Commercial Overall</b></p>	<ul style="list-style-type: none"> <li>● Considering the already small economic base in Norwood and limited local-serving retail, retail is not considered feasible on this site and should be limited to the existing commercial core of Norwood.</li> <li>● The significant opportunities for commercial development in Norwood will be based upon taking advantage of the existing economic attributes:             <ul style="list-style-type: none"> <li>○ Capture the overflow of commercial, industrial and service-sector businesses that serve Telluride and would be attracted to a better-value space in Norwood.</li> <li>○ Leverage Norwood's strategic location and high volume of pass-through traffic with a potential hospitality offering.</li> </ul> </li> </ul>
<p><b>Mixed-Use Business Park</b></p> <ul style="list-style-type: none"> <li>● Self-Storage</li> <li>● Business Warehouse</li> <li>● Light Industrial</li> <li>● Commercial space</li> <li>● Flex Warehouse</li> </ul>	<ul style="list-style-type: none"> <li>● A mixed-use business park on the School District Property could be a feasible and strategic development that leverages its proximity to the Telluride resort economy and addresses both local and regional demands.</li> <li>● Commercial and Light-Industrial warehouse space could capture the economic overflow from Telluride and develop a centralized distribution hub that plays to Norwood's available space and affordability. The project would also support the service needs of the Telluride region and alleviate labor shortage challenges while providing local employment opportunities.</li> <li>● Self-Storage and Warehousing would be successful in addressing both seasonal and year-round storage and operations needs.</li> <li>● Developing a successful mixed-use business park in Norwood will require strategic planning and execution tailored to the unique opportunities and challenges of the area including:             <ul style="list-style-type: none"> <li>○ Market-Driven Planning</li> <li>○ Cost Effective Development</li> <li>○ Efficient Infrastructure</li> <li>○ Mixed-Use Design and Flexible Spaces</li> <li>○ Scalable, Phased Development</li> </ul> </li> </ul>

<p><b>Hospitality</b></p> <ul style="list-style-type: none"> <li>● Traditional Lodging</li> <li>● RV Park/Campground</li> <li>● Tiny Home/Trailer Rental</li> </ul>	<ul style="list-style-type: none"> <li>● A hospitality or lodging offering in Norwood would likely be a feasible development opportunity due to its strategic location, economic connections to the Telluride resort area, and a growing demand for affordable, convenient and adventure-based accommodations.</li> <li>● Strategic opportunities include tapping into the overflow for high-season demand, establishing a cost-effective alternative, leveraging Norwood's access to outdoor recreation, building upon its strategic location, offering workforce housing, and integrating local events and attractions.</li> <li>● Recommendations for a successful hospitality/lodging offering on the school site include:             <ul style="list-style-type: none"> <li>○ Identifying Target Markets</li> <li>○ Addressing Seasonal Trends</li> <li>○ Cost-Effective and Scalable Design</li> <li>○ Unique concept with multiple accommodation offerings including motel, RV, and car camping sites, tent camping, as well as Airstream and tiny home rentals (examples include <a href="#">Camp Eddy</a> in Grand Junction and <a href="#">Big B's</a> in Paonia)</li> <li>○ Offer amenities and services for diverse audiences</li> </ul> </li> </ul>
<p><b>Norwood Community Center</b></p>	<ul style="list-style-type: none"> <li>● Based on community input and stakeholder interviews, repurposing the middle and elementary schools into a new civic community center for the Town is considered a feasible site reuse option.</li> <li>● The existing school buildings could become home to a variety of community-based uses that are currently in need of space including the post office, recreation center, public gym, fire department, Town Hall Offices, public works and equipment maintenance, community daycare, and food bank.</li> <li>● Additional civic and nonprofit users and tenants could include workforce training programs, adult education classes, community meeting spaces, health and wellness clinics, or co-working spaces for small businesses and entrepreneurs. Additional</li> </ul>

	<p>civic uses could include additional space for town government, a polling station, or a venue for public hearings and workshops. Additional institutional uses might support nonprofits or cultural organizations.</p> <ul style="list-style-type: none"><li>● A strong precedent for this type of project on the Western Slope has been set by the <a href="#">Third Street Center</a> in Carbondale, where a defunct school building was renovated to become a hub for high-quality meeting rooms, affordable spaces for nonprofit business incubation, a community hall for meetings, concerts and events - all in a solar-powered facility.</li><li>● Conversion of the existing schools into a community center will be a cost-intensive project up front that will also require on-going funding for maintenance and upkeep. Determining the ownership and funding will be key to success. When planning for these uses, it's essential to consider the building's current condition and layout, building regulations, and accessibility for all community members. Factors like parking availability, ADA compliance, HVAC systems, and adaptability of classrooms for diverse functions must also be addressed to ensure a functional, cost-effective, and community-driven space.</li></ul>
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## Reuse & Redevelopment Concept Options

The Town of Norwood and the Norwood School District are exploring potential reuse options for the existing site after the removal of the 1958 and 1968 high school buildings. These site plans explore the potential for reuse of middle, elementary, and pre-k buildings as well as whether to retain the ballfields in their current location.

The five concepts depicted in the conceptual site plans are:

1. Lower School Campus
2. Norwood Community Center
3. Residential Redevelopment
4. Business Park Redevelopment
5. Lodging Redevelopment

Concept 1 shows how the site could be reconfigured if the existing high school buildings are demolished and rebuilt, but funding is not secured to build the new integrated campus and move the lower schools.

Concept 2 shows reuse of the existing buildings as a community civic center. The Town Council passed a resolution indicating that if the new integrated campus is built, the Town desires to acquire the existing site to house public and civic uses.

Concepts 3, 4, and 5 explore market-driven redevelopment options for the site, as alternatives if the District vacates the site but the Town is unable to fund a civic center reuse.

### **Only Viable Uses Shown**

The uses shown on each of the site plan options are viable. Some are local public uses that are currently housed in deficient buildings. Others are uses identified by the consultants as viable to be developed under the current local market conditions. Non-public uses would require that the Town rezone the site to an applicable new designation.

### **Layouts are Illustrative**

The specific layouts shown are examples only. Each plan depicts the amount of each type of development that could fit on the site, with appropriate parking and drive aisles. Other configurations for the use concepts are also possible. Within some logistical limitations, it is possible to combine some of the concepts, mixing and matching the uses shown.

### **Redevelopment Lead**

Some of the concepts show primarily public uses and others private uses or a mix. Public redevelopment would be led by the Town. Redevelopment in non-public uses would be accomplished by the District identifying an interested, qualified developer and selling the land. Selling the site would earn revenue that the District could put toward rebuilding a new integrated school campus.

### Concept 1 - Lower Schools Campus

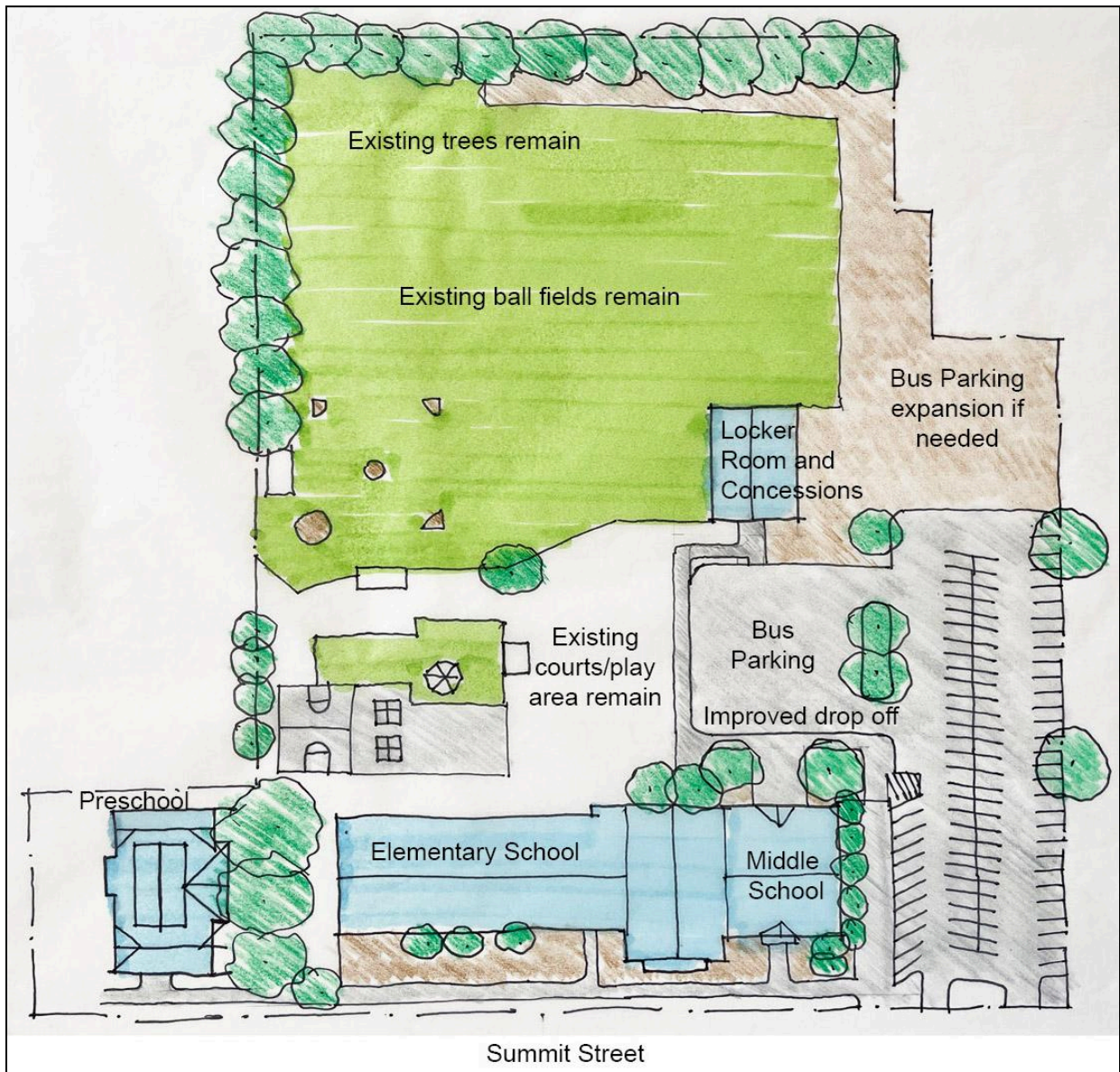
This option depicts the preschool, elementary, and middle school, and ballfield uses being maintained on the site in their current configuration. Although the District prefers to develop a new, integrated Pre-K-12 Campus on the site where the high school will be rebuilt, funding is not yet secured for that vision. This concept shows how the site could be used if only the high school is rebuilt. The lot area where the high school and auditorium buildings are removed would accommodate a reconfigured drop off and pick up area and bus parking, eliminating the related existing safety and vehicle storage concerns.

The existing weight room building could be upgraded into functional locker rooms and space for concessions for sports competitions, with modest building improvements including plumbing. It may be possible to also include a desired community amenity, such as a pool, if a funding stream for maintenance of that amenity is identified.

Below left is the existing preschool and below right is the existing elementary school.



### Conceptual Site Plan 1 - Lower Schools Campus



## Concept 2 - Norwood Community Center

This concept shows the site continuing in primarily public uses as a new civic community center, which the Town has proposed if funding can be secured. In this concept, all the schools move to an integrated campus on the District's new site. While the high school buildings are demolished, other existing buildings are renovated and reused to house public and civic uses as well as some workforce housing. The ballfields and basketball courts remain for District and public use.

The elementary and middle school buildings comprise approximately 27,250 sq. ft. They are structurally sound and could be remodeled to house all of the following uses:

- Town Hall offices (~ 2,000 sq. ft.)
- Town shop with a garage for up to 4 vehicles (~ 2,700 sq ft.).
- Fire station (~ 6,000 sq. ft.)
- Post office
- Food bank and other local non-profits
- Private daycare (leased space)

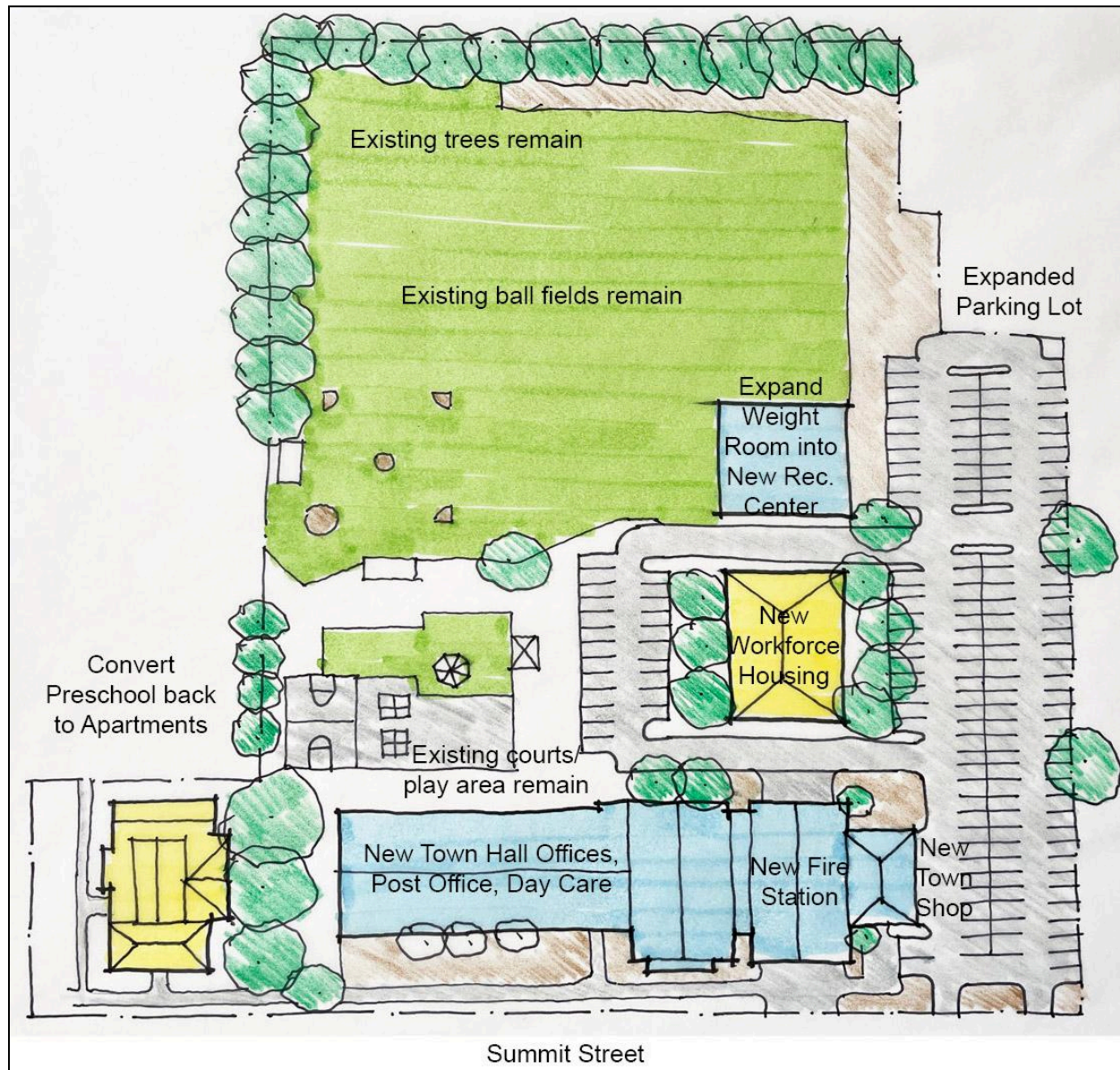
The existing 4,800 sq. ft. weight room building could be renovated and expanded up to 6,750 sq. ft. into a small recreation center/public gym that could include locker rooms and concessions to serve sports competitions at the ballfields. A small enclosed pool could potentially be built near the play area and basketball courts, if a funding stream for maintenance is identified.

The existing preschool building could be renovated and reverted back to a 5-7 unit apartment building. There is also space for a new 3-story, 24 unit workforce apartment building where the high school was. This could potentially be Town- or Housing Authority-owned, or a joint public-private development.

An example of a community center/civic anchor that also is in a renovated elementary school is the [3rd St. Center](#) in Carbondale, CO. The image, right, shows an example of a three story affordable apartment building in Eagle, CO.



### Conceptual Site Plan 2 - Norwood Community Center



### Concept 3: Residential Redevelopment

This concept is one of three that shows a market-driven redevelopment opportunity, in the event the Town does not get support or funding for a Civic Center. The strongest market demand in the area is for housing from both locals and the commuter workforce, depending on price points. In this concept, all schools and the ballfields are rebuilt at the new site, and all existing buildings on the site are demolished.

To address a community need for affordable housing, the District could give the site to the Housing Authority or affordable housing developer with conditions on the type and pricing of homes, which could result in all affordable or a mix of market rate and affordable units. This concept is shown using the entire site (versus leaving the ballfields in place) as that would help create economies of scale to keep per unit home prices down.

Alternatively, the District could sell the site to a private housing developer, possibly with conditions on the type and number of homes. Selling the site would earn some funds to use toward rebuilding the schools and ballfields. Without subsidies, housing built by a for-profit developer would cost more than most locals can afford.

Many different layouts and mixes of the types of housing are possible. The concept sketch illustrates a mix of single family lots, townhomes, and a 3-story, 24 unit multi family apartment building, creating a range of housing types and prices. All of the housing types could be either modular or on-site construction.

For parking, the concept assumes single family homes with garages, townhomes with "tuck-under" parking on the ground floor of the units, and apartments with a combination of surface and tuck-under parking. On-street parking should also be provided on all public streets. The site should also include central shared green space for the entire development.

The adjacent image is an example of an affordable townhome development in Eagle, CO.



### Conceptual Site Plan 3: Residential Redevelopment



#### Concept 4: Business Park Redevelopment

This concept is one of three that focuses on a market-driven redevelopment opportunity, in the event the Town does not get support or funding for a Civic Center. In this concept, all schools and the ballfields are rebuilt at the new site, the entire site is rezoned for commercial mixed use, and it is sold to a private developer. Selling the site would earn some funds to use toward rebuilding the school facilities.

The preschool building could be renovated and reverted back to a 5-7 unit apartment building. The existing elementary school and a portion of the middle school could affordably be converted to self storage or flexible commercial/light industrial buildings.

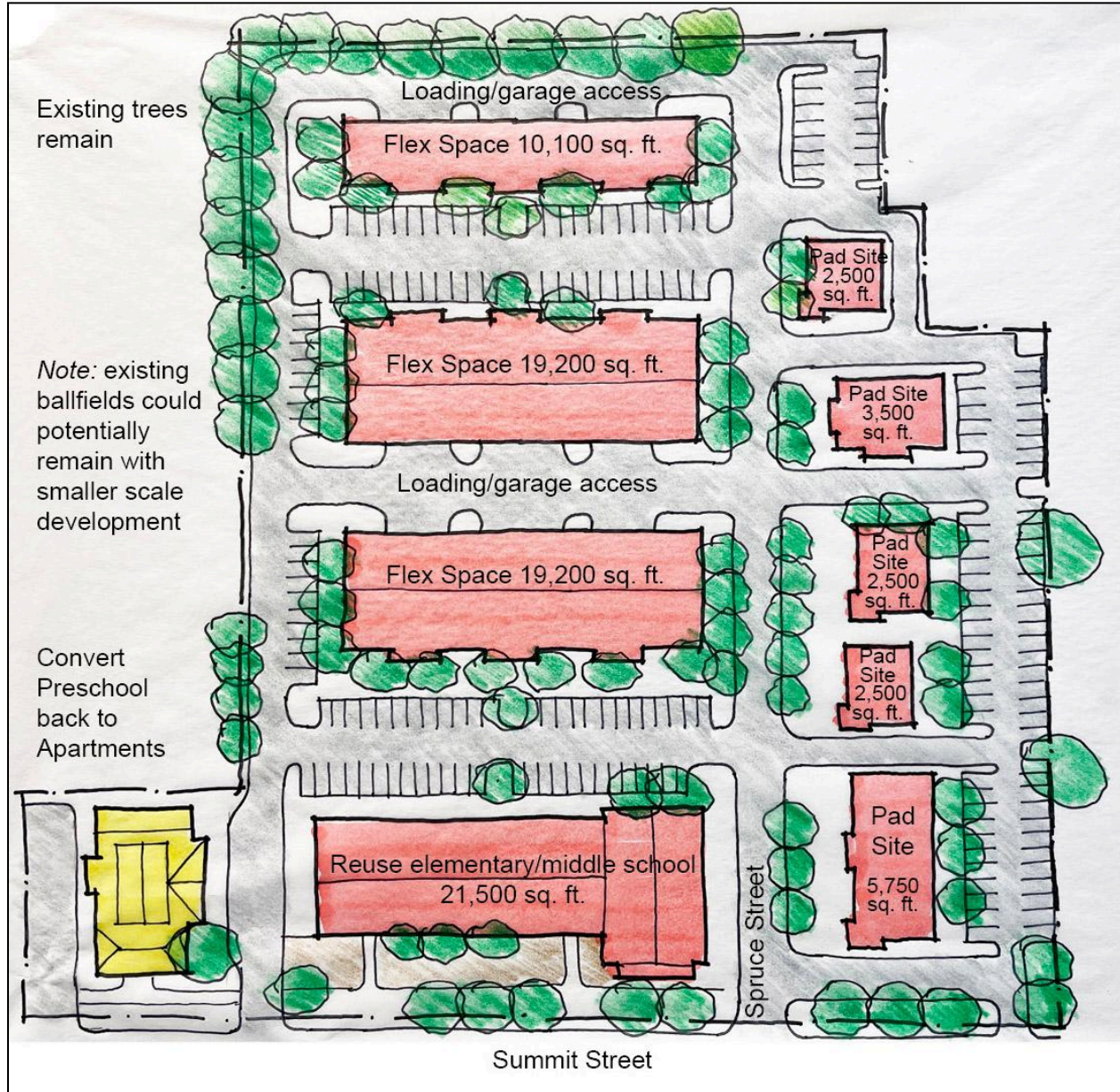
This concept illustrates a variety of small pad sites ranging from 2,500 sq. ft. to 6,000 sq. ft. that could be used for auto oriented service or light industrial uses with high parking demands that are not a strong fit for Grand Avenue. The larger flex space buildings ranging from 10,000 - 19,200 sq. ft. are easily subdivided into smaller or larger modules that could include small business warehouses with garages, laundry facilities, showroom, office, and light manufacturing. A comparable example of this type of use can be found in the new [Montrose Colorado Outdoors Campus](#) (shown below) and examples of the flex space in this development can be found [here](#). Other examples of flex space developments can be found at [flexshops.com](#).

A private developer would typically be interested in acquiring the entire site, and phasing development over time to meet paced demand for business flex space. However, this concept could also be accomplished at a smaller scale by selling only a portion of the site, with the Town or District retaining the Pre-K building, ballfields, and access to the ballfields.

Below, the image on the left is the flex space in Montrose, CO and the image on the right is a pad site in Basalt, CO with a Big O Tire shop on the ground floor and apartments above.



### Conceptual Site Plan 4: Business Park Redevelopment



## Concept 5: Lodging Redevelopment

This concept is one of three that focuses on a market-driven redevelopment opportunity, in the event the Town does not get support or funding for a Civic Center. In this concept, all schools and the ballfields are rebuilt at the District's new site, and all existing buildings except the Pre-K building are demolished. The entire site, or the portion not including the ball fields, could be rezoned and developed as an RV campground and motel.

The pre-K building could be renovated and reverted back to a 5-7 unit apartment building. The existing elementary school and a portion of the middle school could be scraped down to the foundation, enabling a motel to be built there cost-effectively as the footprint is similar. Depending on ownership, either the Pre-K building or a portion of the motel could be renovated as a visitor center/general store for the campground.

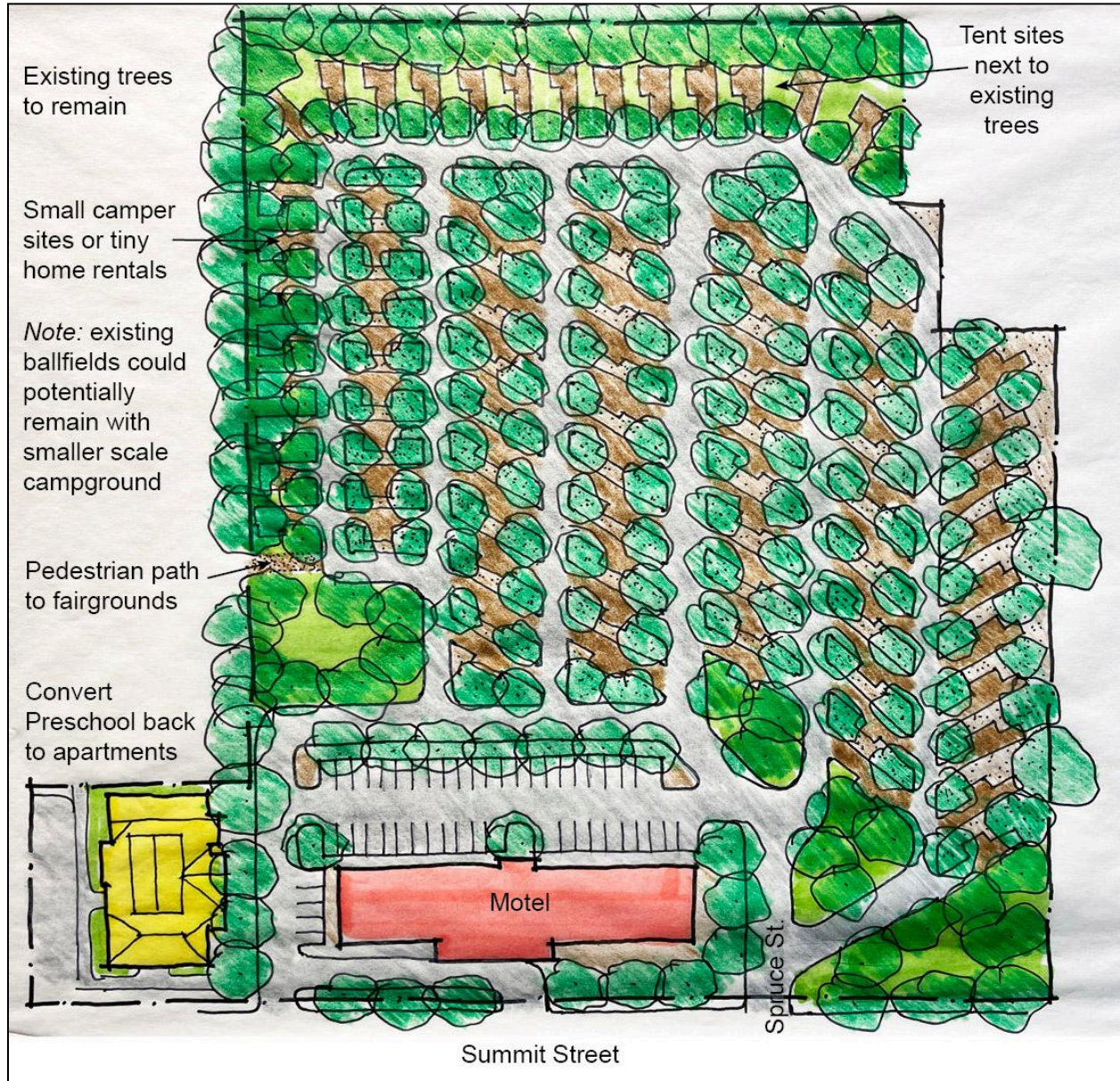
The campground could have a variety of sites to accommodate large recreation vehicles, fifth wheels, smaller campers or vans, and tent sites located at the northern edge of the site under the large existing trees. In addition, some sites could include tiny homes or camper trailers for short term rentals. Some of the grass areas from the existing ball fields can remain as green space for the campground. The site could be designed with pedestrian access to the fairgrounds.

One option would be to rezone the site and sell it to a private campground developer. Alternatively, the Town could build and run this, likely at a profit, creating more local control over the visitor amenities in the area and a new revenue stream to support public services. If the Town owned and operated the site, rezoning would be unnecessary.

Examples of Town-owned RV parks include [Clear Creek RV Park](#) in Golden and Telluride [Town Campground](#) Park. A comparable example of a recently developed, privately owned campground can be found in Grand Junction at [Camp Eddy](#). Below are images of Camp Eddy tiny home rental and RV sites.



### Conceptual Site Plan 5: Lodging Redevelopment



## Appendix

# Norwood School District Site Opportunity Analysis

## Background

- The Norwood School District currently owns an 8.5 acre site on which it operates a pre-school, elementary school, middle school, and high school.
- The high school building, which is attached to the middle school via a breezeway, has been tested and shown to have asbestos contamination in a wide range of building materials, including structural components, rendering remediation impossible without full demolition.
- Due to widespread contamination and other functional problems with the school and site, the Norwood School district is planning to build a new integrated PreK – 12 school on an alternative site, in alignment with a community survey that indicated that the majority of the community prefers to build on the new site, rather than rebuild on the existing site.
- The School District is applying for a BEST grant to help fund a new school, which requires the District to certify that all buildings on the current site will be demolished or reused.
- While the high school portion of the building must be demolished, the Town and District are exploring potential reuse options for the middle, elementary, and Pre-K buildings as well as whether to retain the sports fields in their current configuration.
- In order to better understand what opportunities exist, the District has engaged the Colorado Brownfields Partnership for support in identifying community needs, assessing the feasibility of potential uses, and identifying resources for the effort. Through CBP, 9th Path Advisors is providing Technical planning assistance to investigate the market conditions, real estate and land uses by type in order to assess the feasibility of reuse and/or redevelopment options for Norwood School District Site.

## Site Analysis

### Norwood, CO Market Overview

- The Town of Norwood is located in southwestern Colorado, approximately 33 miles west of Telluride and serves as a key community hub and the County seat for San Miguel County.

- Norwood sits atop Wright's Mesa, which is a larger agricultural area known for its farming and ranching heritage.
- The town is situated along the San Miguel River and at the crossroads of Highways 145 and 62, making it a convenient stopping point for travelers heading to Telluride, Moab, or the nearby national forests and recreation areas. Telluride, a renowned mountain town and ski destination, draws both tourists and seasonal workers, which benefit Norwood's visibility
- Although Norwood is in a remote rural area, its strategic location at the intersection of two key highways brings a high volume of vehicle traffic and creates opportunities to engage visiting travelers and attract new residents to the area.
- The town's stunning natural surroundings and lower cost of living compared to nearby resort communities appeal to young professionals, families, and retirees seeking a balance between lifestyle and affordability.

## Population

- The population in the region is characterized by a mix of long-time residents, retirees, and younger families drawn to the area for its affordability, slower pace of life and proximity to both outdoor recreation and the economy of the nearby Telluride resort community.
- The Town's current population is estimated to be 558 within the incorporated municipality, although roughly 1,700 people live on Wright's Mesa overall and are considered to be part of the greater Norwood Community. The Wright's mesa population has remained steady over the past years as the mortality rate equals or exceeds the birth rate.
- Additionally, Norwood is part of the "West End" which is comprised of several rural communities in both Montrose and San Miguel counties that share proximity and similar economies. The total population of the West End communities is estimated to be 4,465 and growing.
- Norwood's population grew by nearly 10% in 2024 as result of both natural growth and a new modular workforce housing product, Pinion Park Townhomes, indicating that there is a shortage of adequate housing and pent-up population growth potential. However, it should be noted that the incorporated Town has largely been built out to nearly its full potential with limited new development opportunities. There seems to be a "if you build it, they will come" scenario and the School District site may provide a unique opportunity to do so.
- The median age in Norwood is 34 which is significantly younger than the surrounding areas which have a median age of 52.5. This age difference indicates that the Town of Norwood is attracting younger residents and families that work elsewhere and also represents the affordability in the Town compared to the larger properties outside of Town.

## Economy

- Despite a rich history of farming and ranching, Norwood is primarily a bedroom community, with the local economy shaped by its proximity to the affluent resort town of Telluride. Many Norwood residents commute 45 minutes each way daily to work in the tourism, hospitality, and service sectors that support the resort town.
- Mining in the region has ebbed and flowed over the years and is currently making a bit of comeback although its impact on the Norwood economy is anticipated to be negligible. Oil and gas prospecting in the area has also begun to have increased interest and potential although it is too early to determine near-term economic impacts.
- Norwood itself has a small economic base, including agriculture, construction, local-serving retail, the Norwood School District, other civic services, and some outdoor recreation industries. The largest local employers are the School District and other civic services such as the sheriff's office, county government, etc.
- The vast majority of the Town's workforce is working in commercial, industrial, and service-sector businesses that serve Telluride. As the high-end tourism demand of Telluride continues to grow and businesses are priced-out of in-town locations, there is a significant opportunity to expand commercial, industrial and other mixed-use business space in Norwood. This would not only capture local spending but could also provide a space for local-serving businesses to expand as well.
- The town is also known for its affordability relative to Telluride, which attracts workers, families, and retirees seeking a lower cost of living.
- Additionally, Norwood benefits from its scenic location and access to public lands, contributing to a growing interest in eco-tourism and outdoor activities like camping, hunting and fishing. Norwood is directly between the massive tourist destinations of Moab and Telluride, meaning there may be opportunity to capture vehicle, RV and other pass-through traffic.
- One notable hurdle to development in Norwood is its water infrastructure with both municipal and agricultural water coming from a single source that is impacted by a damaged dam. Faulty infrastructure combined with increased usage have the Town's current water resources almost fully accounted for. There are opportunities to pay for additional water from the San Miguel River and pump to another reservoir but those options are costly and it may be an impediment to economic growth.

## Site, Location & Adjacent Uses

- The School District site is 8.63 acres and is located on Summit Avenue just one block North of the Town's main thoroughfare, Grand Avenue, which carries an average of XX vehicles per day.

- Despite its proximity to Main Street and the Town's businesses, the site is also very much on the edge of Town with rural lands adjacent and beyond.
- To the North and East of the property is abundant vacant agricultural land owned by local farmers. Although the District currently uses a portion of the Eastern neighbor's land for bus and vehicle storage, it is highly unlikely that the neighbor will continue to allow any shared use going forward.
- West of the property are the San Miguel County Fairgrounds with rodeo grounds and athletic fields including a track, baseball fields, equipment sheds etc.
- To the South of the School District property, across Summit Ave is a block of residential homes before hitting Grand Avenue.

## Zoning

- The property is currently zoned for public use, which supports community-focused purposes such as government buildings, schools, or parks. However, rezoning could be considered in the future based on the proposed use and alignment with local development plans. Potential rezoning would require approval from the appropriate planning and zoning authorities to ensure compatibility with community goals and regulations.
- The property has the potential to meet parking, height, and space requirements for various development options, making it a generally feasible site for future projects. However, the primary challenge will likely be community pushback against higher-density developments or uses perceived as altering the small-town character of Norwood. Addressing these concerns through thoughtful design, community engagement, and alignment with local values will be critical in gaining public support and approval for any proposed changes.

## Residential land Use Analysis

### Overview

- According to ArcGIS Business, the Town of Norwood currently has 263 housing units with 11.5% vacancy. Most of these units are concentrated in the residential neighborhoods around Grand Ave and the Town core.
- Current housing tenure shows that the solid majority of units, 62% are owner-occupied with less than 26% housing being renter occupied, which is very low overall and would indicate a need for more rental product to balance out the housing tenure in Town. Among the roughly 30 or so vacant units, only 2 are available for rent, further supporting the point that more rental units could be absorbed.

- Most notably, the Town's housing stock is rapidly aging with almost 75% of units being built before 1989 and average built year of 1980. More than 21% of housing units were built before 1939 and less than 10% having been built after 2010. This data would suggest that many of these older units are already, or about to be falling into states of disrepair which could account for the slightly higher vacancy rate in Norwood overall.
- At 73%, single-family units make up the vast majority of the current housing stock while multi-unit buildings account for less than 8% of the overall inventory and mobile homes account for nearly 18%.

## Development Opportunity

- Overall, there is a feasible development opportunity for low to medium density workforce-housing on the School District Property. Despite a relatively high vacancy rate, the rapidly aging housing stock and limited housing types indicate that there is likely demand for varied typologies of new residential product at an affordable price point. This notion is further supported by the successful occupancy of Norwood's only recent housing development, Pinion Park Townhomes.
- In order to balance Norwood's housing tenure, which is heavily skewed toward owner-occupied housing, a mix of rental and for-sale housing is recommended.
- A successful development that meets community needs and standards will require a balance of aesthetics and rural character while maintaining efficiency, affordability and functionality.
- Land Use Allocation
  - Given the recent community pushback against high and even medium density housing proposals, a more traditional land allocation should be used on the 8+ acres to ensure that the development does not clash with the existing character of Norwood. Roughly 10-15% (0.8-1.2 acres) of land should be allocated to infrastructure requirements such as roads, parking, sidewalks, stormwater management, utilities, etc. 15-20% (1-1.5 acres) should be dedicated to green space including parks, playgrounds, walking trails, open space, etc. that will be helpful in breaking up density and maintaining Norwood's rural, community-based character. This leaves 60-70% of land available for residential units that can be provided in whatever density is supported by both the developer and the community.
- Product Type
  - Primarily single-family, duplex and Townhome product are recommended in order to maintain low to medium density.
  - Single-family homes with garages and small private yards at a density of about 8-10 units per acre would be considered lower-density in most regions.

- Townhome or duplex product at a density of 10-12 units per acre could be ideal for increasing affordability and could be clustered in a manner that preserves ample open space.
- A mix of product types is encouraged to serve a range of users but generally, an efficient workforce but an efficient unit would be between 1,100-1500 rentable square feet in varying layouts.
- If the community would support multi-family product, a 3-story walk-up apartment (or condominium) building, typically in a 24-unit layout, can be a very efficient and cost-effective development approach. Although these structures may not align with the existing character of Norwood's housing stock, the higher-density buildings leave more room for open space overall.
- Price Point
  - Any new housing product, whether for-rent or for-sale, should be priced at 80-120% of the Area Median Income (AMI) to align with the financial capacity of local residents and workforce. This range ensures affordability for essential workers who are critical to the community's stability and should attract other workforce households from throughout the region. By targeting this income bracket, the housing market can address workforce needs while supporting sustainable local economic growth.

## Commercial Land Use Analysis

### Overview

- The commercial land use and opportunity analysis for this project is based upon the assumption and scenario in which all existing operations on the site are moved to the new school district development and that the Town sells or otherwise transfers the property to a private entity for redevelopment. The commercial opportunities discussed below are considered to be feasible for a private developer on the School District site.
- Considering the already small economic base in Norwood and limited local-serving retail, retail is not considered feasible on this site and should be limited to the existing commercial core on Grand Avenue.
- The significant opportunities for commercial development in Norwood will be based upon taking advantage the following existing economic attributes:
- Capture the overflow of commercial, industrial and service-sector businesses that serve Telluride and would be attracted to more cost-effective space in Norwood.
- Leverage Norwood's strategic location and high volume of pass-through traffic with a potential hospitality offering.

## Mixed-Business Park

- A mixed-use business park on the School District Property could be a feasible and strategic development that leverages its proximity to the Telluride resort economy and addresses both local and regional demands.
- This type of project would aim to capture the economic overflow from Telluride. The limited space for business expansion and high cost of both operations and real estate in the resort community make Norwood, the next closest municipality, a logical choice for value-conscious businesses that are looking to grow or relocate.
- Norwood's available space and lower property costs make it an ideal site for commercial and light-industrial businesses supporting the resort economy. This includes warehousing, logistics, and light manufacturing, such as furniture or décor production tailored to luxury resorts. Developing a centralized distribution hub for goods needed in Telluride, such as building materials, food supplies, and hotel equipment, could significantly streamline operations for up-valley businesses.
- The project could support the service needs of the Telluride region by fostering businesses like cleaning services, maintenance companies, event planners, and professional service providers (e.g., IT, accounting, and marketing). These businesses would help alleviate the labor shortage challenges in Telluride while providing stable employment opportunities for local residents in Norwood.
- Self-Storage and Business Warehousing are generally in high-demand in the proximity of resort communities but would also be successful in addressing both seasonal and year-round storage and operations needs. These offerings would serve businesses and residents impacted by the fluctuations of a seasonal economy and could also support year-round enterprises that need operations space protected from seasonal ebbs and flows.
- Developing a successful mixed-use business park in Norwood will require strategic planning and execution tailored to the unique opportunities and challenges of the area including:
  - Market-Driven Planning: Prior to development, demand segments should be identified by researching the needs of businesses and industries tied to Telluride's economy as well as potential local tenants and businesses.
  - Cost Effective Development: The project should leverage Norwood's current affordability to attract smaller, resort-oriented businesses with a real value proposition.
  - Efficient Infrastructure: The vertical development cost of warehouse and flex space is generally lower than that of other development typologies but it will be critical to efficiently design utilities, parking and circulation infrastructure in a manner that keeps horizontal costs low while supporting commercial activity and traffic flow.
  - Mixed-Use Design and Flexible Spaces: The project should focus on the design of adaptable spaces that can accommodate diverse businesses, from

- construction warehousing and offices to light manufacturing and service businesses. Modular options are available that allow tenants to expand or downsize as needed. [Flexshops](#), a small business space provider offering scalable warehouse solutions across the Mountain West, is a great comparable project.
- Scalable, Phased Development: The project should be designed with flexibility to adapt to growing demand and diverse users from the start. Early development should begin with a smaller footprint, using existing infrastructure and frontage, and scale up as demand grows. It will be key to start with essential facilities that cater to high-demand sectors and expand into additional uses as the park becomes established. Flexible warehouse space is an obvious and widely demanded use but other offerings such as auto-oriented retail pads or office space could be incorporated in subsequent phases.
  - The project could also incorporate the adaptive reuse of an existing building on-site by converting it into self-storage units or office space, depending on its structural suitability and market demand. If the conversion proves unfeasible, the building's foundation—assuming it is in good condition—could still be utilized as a base for new construction, maximizing the value of the site and minimizing waste,

## Hospitality & Lodging

- A hospitality or lodging offering in Norwood would likely be a feasible development opportunity due to its strategic location, economic connections to the Telluride resort area, and a growing demand for affordable, convenient and adventure-based accommodations.
  - Overflow for High-Season Demand: Telluride, as a major resort destination, often experiences a lack of sufficient accommodations during peak seasons and Norwood is well-positioned to absorb this overflow, offering an alternative for budget-conscious travelers or those seeking a quieter environment.
  - Cost-Effective Alternative: Lodging in Telluride can be prohibitively expensive, making Norwood an attractive option for tourists who want to stay near the resort and other outdoor recreation without paying resort prices.
  - Access to Outdoor Recreation: Norwood is surrounded by outdoor recreation opportunities that are growing in popularity such as the Uncompahgre National Forest, the Dolores River, the Paradox Valley and more. Whether biking, hiking, hunting, fishing or any other activity, lodging in Norwood could cater to adventure travelers who want a central location for exploring nearby opportunities and the Western Slope in general.
  - Strategic, Gateway Location: Norwood serves as a Western gateway to Telluride and the broader San Juan Mountains region when coming from

Moab and other destinations to the West, making it a convenient stop for tourists exploring the area, especially those on RV or personal vehicle road trips.

- Workforce Housing Needs: There is a significant workforce housing shortage in the region, especially for imported labor, and the existing hotels and motels have already been purchased by developers and other labor-intensive businesses for employee housing on a medium to long-term basis. In shoulder seasons when tourist traffic is low, a hospitality or lodging offering could cater to this demand to increase annual occupancy rates.
- Integrate Local Events & Attractions: The Town of Norwood and the region overall, including Telluride, have several local events and attractions throughout the year that attract visitors. A hospitality project in Norwood would be well-positioned to cater to the lodging demand from these events. The County fairgrounds and rodeo facilities next door are also an obvious and relatively simple source of business to leverage.
- The strategic opportunities above are foundational to the feasibility of a hospitality or lodging redevelopment on the School District site but a successful effort will require a strategic approach including:
  - Identifying Target Markets: Primary audiences should be defined such as Telluride overflow guests, adventure tourists, business travelers, workforce housing needs, and long-distance road trippers, with the offering tailored to these demands.
  - Address Seasonal Trends: It will be key to understand the visitation trends, particularly the peak seasons tied to Telluride's resorts and festivals, as well as Norwood's local attractions, such as hunting, rodeos or dark sky tourism. A successful project should optimize peak season occupancy and consider alternative strategies such as workforce housing during the off-season.
  - Cost-Effective and Scalable Design: The project should leverage Norwood's lower land and construction costs to develop a cost-effective alternative to the high-end options closer to Telluride. A focus on affordable pricing and a range of options will appeal to a wider audience. As with the other concepts, the project should start with a smaller development and expand as demand grows. Modular designs or phased construction can reduce upfront costs and adapt to market needs.
  - Unique Concept & Multiple Accommodation Types: The project should consider the growing popularity of having multiple accommodation types to capture a wider range of visitors.
    - A motel, offering traditional accommodations and amenities, could be developed on the Summit Ave frontage using the existing foundation of the middle and elementary schools.
    - An RV Park/Campground offering full hookups for pull-through sites, back-in sites, and van/camper sites would capture road trippers and

- seasonal travelers such as hunters. Tent sites can further expand the adventure traveler appeal and offer even more cost-effective options.
- Airstream/Tiny home Rentals, which can easily be placed on standard RV sites, offer a non-traditional alternative to motel rooms. These can appeal to a wider range of travelers and create memorable experience while still providing the ease of standard lodging.
  - Comparable projects for this include [Camp Eddy](#) in Grand Junction and [Big B's](#) in Paonia.
  - Amenities & Services for Diverse Audiences: No matter the accommodation types, the project should have the essential amenities for all travelers including comfortable beds, Wi-Fi, secure parking, and laundry. Additionally, the project could offer more diverse amenities and services such as kitchenettes, workspaces, gear storage, and pet-friendly policies, to cater to extended stays, adventure travelers and more. A clubhouse, exercise facility and social gathering spaces would further differentiate the project from alternatives and collaborations with local businesses would create an even stronger offering that supports the local economy.
  - A successful hospitality project in Norwood must be affordable, accessible, and aligned with the region's character and demands. By focusing on community engagement, sustainability, and targeted marketing, developers can create a lodging offering that meets the needs of diverse visitors while contributing to the economic vitality of the Norwood area.

## Norwood Community Center Analysis

- Based on community input and stakeholder interviews, repurposing the middle and elementary schools into a new civic community center for the Town is considered to be a feasible reuse option for the site.
- The existing school buildings, which are considered to be structurally sound, could become home to a variety of community-based uses that are currently in need of space including the post office, recreation center, public gym, fire department, Town Hall Offices, community food bank, public works and equipment maintenance, and community daycare. There is far more than enough space to accommodate all of the above uses.
- Additional users and tenants could include workforce training programs, adult education classes, childcare services, community meeting spaces, a public library extension, health and wellness clinics, or co-working spaces for small businesses and entrepreneurs. Additional civic uses could include additional space for town government, a polling station, or a venue for public hearings and workshops. Additional institutional uses might support nonprofits or cultural organizations.
- There is also potential to provide workforce housing, if desired, as part of the project on the site of the former high school once it is demolished.

- A strong precedent for this type of project on the Western Slope has been set by the [Third Street Center](#) in Carbondale. After the middle and high-school were moved elsewhere, the 45,100 square foot building was renovated to become a hub for high-quality meeting rooms, affordable spaces for nonprofit business incubation, a community hall for meetings, concerts and events - all in a solar-powered facility.
- It should be noted that a conversion of the existing schools into a community center will be a cost-intensive project up front that will also require on-going funding for maintenance and upkeep. Determining the ownership and funding will be key to success. When planning for these uses, it's essential to consider the building's current condition and layout, building regulations, and accessibility for all community members. Factors like parking availability, ADA compliance, HVAC systems, and adaptability of classrooms for diverse functions must also be addressed to ensure a functional, cost-effective, and community-driven space.



## **PUBLIC WORKS DIRECTOR REPORT – APRIL 2025**

### Norwood Water Commission

- Service Line Repairs– 3
- Main Line Repairs – 1
- Inspections - 2
- Projects
  - Repaired a leak just east of Cdot shop. Found a section of pipe with a puncture from sitting on bedrock. After the repair was completed and starting to repressurize the line we discovered there was water still leaking from upstream. It was not a significant amount, but it will need to be addressed soon.
  - Projects
    1. We had filter tech install a new raw water turbidity meter at the water plant. They are pricing parts for level controls for filter #3 and a lvl control valve for #1.

### Work Orders:

- **February**
  - Water - 10
  - Sanitation - 3
  - Town – 7
- **March**
  - Water - 4
  - Sanitation - 2
  - Town - 5

### Utility Locates:

**February – 33**  
**March – 23**

### Raw Water Irrigation System

- We have begun preparing for the raw water season.
- We are hopeful for the ditch to be on May 1<sup>st</sup>. It is expected to be a very short season...

### Norwood Sanitation District

- Service Line Repairs - 3
- Main Repairs – 0
- Lagoon
  - We have received notification from CDPHE that all new sampling and lining of lagoon requirements have been put on hold until further review.
  - The overall health of lagoons is good, samples are coming back good.
- Projects
  - We had High Mark Electric come and check/tweak the new transformer in Pioneer subdivision. “Factory recommended”

### Town

#### Projects:

- We have begun pothole repairs. It is our goal to replace all the raw water crossings this year.
- Earl has been busy sweeping streets.
- We repurposed a bench out of the old town hall for the new shop.
- We have begun working on the alleys, it will take some work to get them back in shape.
- Purchased a weed sprayer for the UTV



1. We will begin spraying weeds as they appear in the rosette stage. We will utilize a natural herbicide (essential oils) as it is very effective on the rosettes and more welcoming to residents.
- We had to replace the tension bearing on the skid steer. We were able to do this in house.

### **Training, Meetings, Community Outreach, and Other Information:**

- Earl and I have been taking online courses to keep our certifications current.
- We have begun writing SOP's for some of our day-to-day tasks.
- Will work on getting a letter out for the community discussing weed mitigation highlighting when, how, and the importance.
- Looking to attend training in Durango for trenching safety and another for operator certification.
- I will test with the Department of Agriculture to obtain supervisor certification for weed mitigation.
- Participated in a multitude of meetings and group discussions this month, the water commission has many projects in play. The Wrights Mesa stakeholders are moving forward with their planning and strategizing for water infrastructure needs. The water commission is steadily moving forward with redundant line project. The water commission is also looking at Floatovoltaics "floating solar panels" for the reservoir at the water plant. "Will not be an eye sore for the community" We had a very productive meeting with Ecoaction Partners and SMPA to move forward with the project.



## **ADMINISTRATIVE DIRECTOR REPORT – APRIL 2025**

### **STAFF**

- Weekly staff meetings
- Monthly board meetings
- Billing clerk resignation

### **OPERATIONS**

- Cost accounts set up in postage meter
- Dominion Payroll follow up on a few items
- Community garden property research
- CDS grant (Amanda)
- IGA Peacekeeping agreement with SMC finalized
- Personnel Policy Updated
- Met with EcoAction to discuss EV charging station at pocket park
- EcoAction submitted Climate Services Collaborative Initiative Grant (\$100k, no match)
- CWPP (Community Wildfire Protection Plan) meeting with SMC
- Requested a site visit from West Region Wildfire Council
- Water/Sanitation billing
- Review Climate Action Plan
- Review Land Use Code
- CORA request fees updated
- DOLA Grant submitted (Redundant water line design/engineering)
- Process Payroll

### **TRAINING**

- Registered for CML conference and room booked
- Women in leadership luncheon in Montrose
- Our community listens conference registration (FREE because of the women's luncheon)
- Wildfire Resiliency Workshop 3/8/2025
- SheLeadsGov Webinar
- CML Board Training
- Caselle Utility Management Training

### **PUBLIC OUTREACH**

- Wildfire mitigation flyer with bills



## **TOWN CLERK – April 2024** **BOARD OF TRUSTEES REPORT**

### ➤ **LICENSING**

**Business Licenses:** All new business licenses have been issued and we will start working on businesses we know do not have valid and up to date licenses.

**Special Construction Permits:** Over the last 30 days, 0 new and 0 renewed licenses have been issued.

**Liquor Licenses:** Over the last 30 days, 0 new and renewed licenses were issued.

*Staff are working on procedures and requirements for applicants when they submit their special event permit applications such as what is needed with parking plans and notices etc...*

**Marijuana Licenses:** Over the last 30 days, 0 new and renewed licenses were issued.

**Short Term Rental Licenses:** Over the last 30 days, 0 new and renewed licenses were issued.

**Permit and Development Application:** We currently have 4 pending land use applications. Once the MSA is approved, we can start moving forward with these applications.

### ➤ **DOCUMENTATION**

**CORA Requests:** The Town has received 1 (one) CORA requests over the last 30 days.

- Dufford and Waldeck Invoices

### ➤ **TRAINING, Meetings and FYI**

- **Montrose County BOCC** – WE Vision presented at the Montrose County BOCC meeting. Went well and the BOCC seemed excited about the progress made.
- **Farmer's Market** – The Food Hub has requested to have the Farmer's Market at the Pocket Park this summer! Thursday 3-6 pm (June 12 - Oct 16). Any vendor is welcome to attend!
- **Wright's Mesa Solutions Group**– Makayla and I are in the planning stages of starting a Wright's Mesa Solutions Group, similar to the West End Solutions Group. This is a place for community members to come talk about things that are coming up or want to be a part of the solution to concerns they see. We will be inviting San Miguel County Commissioner as well to be apart of this group. Stay tuned for more to come 😊
- **Tags for Randy's Truck** - Becky went and got Randy's truck tagged and registered so he is officially street legal. Becky also applied for the new title so we should be seeing that in the coming weeks.
- **JUST Transition Task Force Meeting**- Becky went and got Randy's truck tagged and registered so he is officially street legal. Becky also applied for the new title so we should be seeing that in the coming weeks.



- **WE Vision** – Multiple check in calls to start planning for next stage of vision project, community events, and leadership dinner.
- **EcoAction** – We met with EcoAction partners to look at funding opportunities to put in EV station at Pocket Park when we get into construction.
- **CDS Meetings** – Multiple meetings with Mayor Meehan and NWC Chair Finn Kjome in regards to what and how much to apply for FY26 CDS.
- **Grow Water Smart kick off call.** Working on community assessment still
- **KLJ Engineering** – Met with KLJ to start discussing pending land use applications and moving forward.

➤ **MARK YOUR CALENDARS**

- **WE Vision Leadership Dinner** – Tuesday, April 29<sup>th</sup> or Friday, May 2<sup>nd</sup> - Please fill out poll!
- **CML District Meeting** – May 29<sup>th</sup> in Delta
- **Norwood Graduation** – May 24<sup>th</sup>

➤ **GRANTS**

- **FY26 CDS Request**– Submitted CDS request for \$6,363,286.00 with a project total of \$19,089,859.31. This request is to fulfill the top 4 priorities per the NWC Master Plan which include the redundant line, replace main line from the Water Treatment Plant to Norwood, and Engineering, Design, and Norwood Sanitation District's construction for lining the lagoons and infrastructure.

➤ **WATER AND SEWER**

- Invoice submitted to San Miguel County for the \$10,000 grant Jenny Russell request for the NWC.
- Discussed the easement for the redundant line with Nicole Garrimone-Camagna.
- Finished underwriting with USBank on the OneCard for NWC
- Working on updating NWC Rules and Regulations. Still a work in progress.
- **RATE STUDY** – Meeting with Scott Thomas for the NWC and NSD rate study that was started in 2024.
- **Meetings with DOLA for NSD Lagoons** - Talked with RESPEC and Patick Rondinelli. Randy and I approved Scope of Work for RESPEC to work on Memo for Lagoons.
- Working on Water Conservation Education

➤ **QUARTERLY FINANCIALS as of March 2025**

- **Colotrust** – YTD Interest \$5123.53 and Current Balance \$707,549.74 (4.473%)
- **Capital Improvement/Street Fund** – Current Balance \$417,706.58
- **Conservation Trust** – Current Balance \$14,135.02
- **General Fund** - Current Balance \$330,171.73
- **Fireworks Fund** – Current Balance \$2543.67

As always, please reach out if you have any questions.