

**TOWN COUNCIL OF DEWEY-HUMBOLDT  
STUDY SESSION MEETING NOTICE AND AGENDA - AMENDED**

**Tuesday, November 12, 2019, 6:30 P.M.**

**DEWEY-HUMBOLDT TOWN HALL  
COUNCIL CHAMBERS  
2735 S. HWY 69, SUITE 10  
HUMBOLDT, ARIZONA 86329**

**NOTICE OF MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a meeting open to the public on **Tuesday, November 12, 2019, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329.**

**DEWEY-HUMBOLDT TOWN COUNCIL STUDY SESSION AGENDA -  
AMENDED**

The issues that come before the Town Council are often challenging and potentially divisive. To make sure we benefit from the diverse views to be presented, the Council believes public meetings to be a safe place for people to speak, and asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. § 38-431.03(A)(3), which will be held immediately after the vote and will not be open to the public. Upon completion of the Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. Council Meetings are broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

**1. Call To Order.**

**2. Roll Call.** Town Council Members Karen Brooks; Lynn Collins, John Hughes, Amy Lance, Mark McBrady, Vice Mayor Victoria Wendt and Mayor Terry Nolan.

**3. Public Comment on Non-agendized Items**

The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. According to the Arizona Open Meeting Law, Councilmembers may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A 3 minute per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

**4. Study Session.** No legal action to be taken.

**A. Presentation by the Humboldt Elementary School Humboldt First Lego League Teams (Kristen Munchinsky, Gifted Resource Teacher) – Possible Solutions for Land Near Smelter, and Council discussion.** Possible solutions to be presented: community center and community garden.

Page

**3 B. Discussion and consideration of an Evacuation Route Standard (for new, planned construction) and an Emergency Roads Standard (for mass evacuation in the event of an emergency)** (Staff CC; from the August 13 and October 8, 2019 Study Sessions)

**9 C. Update and discussion of the sample Code Compliance Policy and Form, and discussion of elements that Council would like to see in a Code Compliance ordinance.** Topics included for discussion, as previously discussed by Council, include not allowing anonymous complaints, residency requirement, number of complainants required to initiate an investigation, distance from the alleged violation, how the complainant is impacted by the alleged violation and if it is within

19 **D. Review and discussion of the new Town Hall building, to be located at 12938 East Main Street, including:** (Staff CC)

- **Responses to the Architectural Design Services Request for Proposals (Headwaters Architecture, P.C. and Michael Taylor Architects, Inc.);**
- **Information provided by steel building manufacturers (Armstrong Steel Buildings, Building Systems, Bunger Steel, Forbes Steel Buildings, Great Western Steel Buildings);**
- **Proposed building size and floorplan;**
- **Next steps in the design and construction process.**

**5. Adjourn.**

**For Your Information:**

Next Town Council Meeting: Tuesday, November 19, 2019 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, December 5, 2019 at 6:00 p.m.

Next Town Council Work Session: Tuesday, December 10, 2019 at 6:30 p.m.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 632-7362 at least 24 hours in advance of the meeting.

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the \_\_\_\_\_ of \_\_\_\_\_, 2019, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: \_\_\_\_\_, Town Clerk's Office.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call 928-632-7362 and speak with Tim Mattix, Town Clerk.



## COUNCIL COMMUNICATION

Study Session Meeting Date: **November 12, 2019**

Agenda Item: **4.B.**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and consideration of an Evacuation Route Standard (for new, planned construction) and an Emergency Roads Standard (for mass evacuation in the event of an emergency).

**Purpose:**

To receive Council feedback on the draft standards.

**Background:**

At the August 13, 2019, Study Session, the Council directed staff to separate the Emergency Access Standard from the Country/Gravel Road Standard and return to Council for feedback.

The Emergency Access Standard was discussed at the October 8, 2019, Study Session. Following that meeting, staff separated the standard into two separate standards for clarity purposes:

- **Evacuation Route Standard** – to be used primarily in the construction of a new, planned evacuation route, such as for a new residential development; and,
- **Emergency Roads Standard** – to be used by the Town in the event of an emergency and the Town needs to evacuate individuals quickly.

Following Council acceptance of the standards, staff will bring all of the standards back to Council for formal approval at a Regular Council Meeting.

**Financial Impact:**

There is no anticipated financial impact to the Town.

**Attachments:**

Standard, entitled “Minimum design and construction standards for Evacuation Route within Dewey-Humboldt” and Standard, entitled “Emergency Roads”

 <p><b>TOWN OF DEWEY- HUMBOLDT DEPARTMENTAL REGULATION</b></p>	
<p><b>Department: Public Works</b></p>	
<p><b>Subject: <i>Minimum design and construction standards for Evacuation Route within Dewey-Humboldt.</i></b></p>	

1. **Scope.** This procedure applies **minimum** standards for the design and construction of Evacuation Route within public and private rights of way and easements in The Town of Dewey-Humboldt, Arizona.
2. **Purpose.** To establish criteria for safe, adequate access to planned Evacuation Routes within the Town of Dewey-Humboldt. (These are gated and to be used for emergency only.)
3. **Right-of-Way Requirements.**
  - 3.1. Minimum Right-of-Way Widths for Evacuation Routes roads.
    - 3.1.1. Evacuation Route - 25' minimum.
4. **Road Width Requirements.**
  - 4.1.1. Minimum Evacuation route drivable surface widths:

Evacuation Route - 16' wide
5. **Design Standards.**
  - 5.1. Design speeds may be decreased for Evacuation Route as approved by the Town Public Works Director or Town Engineer.
  - 5.2. Vertical Alignment:
    - 5.2.1. Street grades of twelve (12) percent shall have a maximum length of six hundred (600) feet. (Wherever possible)
    - 5.2.2. Shoulders minimum 2' each side of drivable surface.
    - 5.2.3. Roadside drainage channels shall be in accordance with the drainage analysis and the drainage plan as approved by the Yavapai County Flood Control and the Town.
    - 5.2.4. All Evacuation routes shall have a maintainable surface.
    - 5.2.5. Inverted crown Evacuation Routes will not be acceptable without approval of a variance.
    - 5.2.6. All road improvements shall conform to Maricopa Association of Governments (M.A.G.) construction standards as approved by the Town.
  - 5.3. Design Criteria for Road Drainage.
    - 5.3.1. All-natural drainages crossing the Evacuation Route will be culverted unless approved otherwise by Yavapai County Flood Control and/or Town. Inlet and outlet erosion protection shall be implemented to prevent sediment transport.

5.3.2. Whenever possible, storm water shall be conveyed separately from the Evacuation Route system and defined drainage ways shall follow existing alignment.

5.3.3. Minimum cover of fill over culverts must be provided to maintain the structural integrity of the pipe under anticipated loading conditions. Culvert manufacturers provide minimum cover requirements for prefabricated pipe. The minimum size culvert allowed across an Evacuation Route will be 18" in diameter or arch/squash equivalent. Inlet and outlet erosion protection shall be implemented to prevent sediment transport.

5.4. Drainage Reports shall be in accordance with Yavapai County Drainage Criteria Manual and will be subject to review for conformance with regulatory flood control requirements.

## **6. Construction Standards for Evacuation Route**

6.1. All construction shall be in accordance with the approved improvement plans, and any changes in construction from the approved plans shall be preapproved by the Town.

6.2. Any errors or omissions discovered at the time of construction shall be corrected by the responsible party at no cost to The Town.

### **6.3. Construction Inspection and Submittals**

6.3.1. Inspection by Town representative will be done on the following stages:

6.3.1.1. Subgrade Completion - all utilities, culverts, ditches, shaping to finished subgrade, etc. complete in place.

6.3.1.2. Final with finish material complete in Place.

6.3.2. The Town will inspect on a total-stage completion basis and not on a partial-stage completion basis.

6.3.3. It shall not be assumed that inspection by the Town Engineer's office will in any way eliminate the need for regular inspection during the construction period

6.3.3.1. The engineering firm and/or inspecting firm shall document, verify and report to the Town Engineer's office all pertinent information relative to quality control for all improvements being installed, and in accordance with the quality control and testing section of this document.

6.3.3.2. All laboratory reports deemed necessary for quality control and testing and as specified in the documents, along with compaction test results, will be submitted to the Town Engineer's office by the inspecting firm as backup data for the bi-monthly progress report.

6.3.3.3. The responsibility for the construction of all projects shall lie with the contractor/developer.

6.3.3.4. The costs for the above required quality control shall be borne by the developer and/or contractor.

6.3.3.5. Any questions as to construction standards, interpretation of results, or methods of construction, shall be brought to the Town Public Works Director's attention for interpretation.

6.4. Testing and Sampling. All testing and sampling will be performed by a qualified and approved laboratory and/or engineering firm, in accordance with the applicable provisions of ASTM, with the results submitted to the Town Engineer's office.

7. **Utilities.**

7.1. All utilities required in Evacuation Route rights-of-way will be designed in accordance with the standards specified by the respective utility company and approved by the proper regulatory agency with placement location reviewed and approved by the Town.

7.2. Utility depth, separation, and requirements shall conform to applicable standards (e.g., Arizona Administrative Code, Arizona Department of Environmental Quality, private utility companies).

7.3. All above ground devices shall be outside of the Evacuation Route template and located as near to the right of way as feasible.

7.4. As-built utility plans sealed by a Professional Engineer registered in the State of Arizona will be submitted to the proper utility company as required by the respective utilities and the Town.

8. **Variances.** Procedure for variance from these specifications shall be as follows:

8.1. Variance requests shall follow the Town's normal variance procedure.

9. **Town Acceptance.**

9.1. Action by the Town Council.

10. **Material Specifications.**

10.1. Subgrade. The subgrade of the Evacuation Route shall be thoroughly compacted to at least 95% of maximum density, based on standard proctor, by wetting and rolling. The compacted depth shall not be less than 6".

10.1.1. The materials for the subgrade of an Evacuation Route shall meet M.A.G. Standard Specification 702.

Base material shall be placed in uniform layers not to exceed 6" in depth. Each layer shall be bladed to a smooth surface conforming to the cross section shown on the plans and shall be watered and thoroughly rolled in a manner satisfactory to obtain a minimum compaction of 95% of maximum density, based on a standard proctor. Testing shall be in accordance with the quality control and testing section of this document.

11. **Guarantee.** All work shall be guaranteed for a period of two years beginning at the time of final acceptance by the Town Council.

<b>TOWN MANAGER APPROVAL</b>	Initial: _____
Notes: _____	

S:\Legal Counsel laws and regulations\Departmental Regulations\Engineering\ENG10-01 Road Standards.doc



**TOWN OF DEWEY-  
HUMBOLDT DEPARTMENTAL  
REGULATION**

**Department: Public Works**

**Subject: *Emergency Roads***

1. **Scope.** This procedure applies **minimum** standards for the design and construction of Emergency Roads within public and private rights of way and easements in The Town of Dewey-Humboldt, Arizona. To only be used under emergency situations to get people out of danger.
2. **Purpose.** To give the town of Dewey-Humboldt an Evacuation Route.
3. **Right-of-Way Requirements.**
  - 3.1. Minimum Right-of-Way Widths for Emergency routes
    - 3.1.1. Emergency Route- 15' minimum.
4. **Road Width Requirements.**
  - 4.1.1. Evacuation Route- 15' wide
  - 4.1.2. **Design Standards.**
  - 4.2. Design Criteria for Road Drainage.
5. **Construction Standards for Emergency roads.**
6. **Town Acceptance.**
  - 6.1. Action by the Town Council.
7. **Material Specifications.**
  - 7.1. Subgrade.

**TOWN MANAGER APPROVAL**

Initial: \_\_\_\_\_

Notes:  
\_\_\_\_\_

S:\Legal Counsel laws and regulations\Departmental Regulations\Engineering\ENG10-01 Road Standards.doc

[Page intentionally left blank]



## COUNCIL COMMUNICATION

Study Session Meeting Date: **November 12, 2019**

Agenda Item: **4.C.**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Update and discussion of the sample Code Compliance Policy and Form, and discussion of elements that Council would like to see in a Code Compliance ordinance.

**Purpose:**

To receive Council feedback on the draft Code Compliance Policy and Form, as discussed at the August 13 and September 10, 2019, Study Sessions. Also, to seek Council feedback on any elements of the enforcement policy that Council wishes to be included in the Code Compliance ordinance.

**Background:**

At the August 13 and September 10, 2019, Study Sessions, the Council discussed changes to the Code Compliance Policy and Form as listed below, and directed staff to return to Council for feedback.

Changes discussed by Council:

- No longer allowing anonymous complaints;
- Complaints from three separate Town residents must be received in order to initiate a code violation investigation;
- Complainants must be within 300 feet of the violation and must indicate how they are impacted by the alleged violation and whether the problem is within constant view

Staff has prepared the changes discussed by Council as a part of a draft enforcement policy – criteria that must be met for staff to initiate an investigation.

Staff is seeking Council discussion on which, if any, of these elements Council would like to see adopted by ordinance and incorporated into the Town Code.

**Financial Impact:**

There is no anticipated financial impact to the Town.

**Attachments:**

Draft Code Compliance Policy with Exhibit, draft Code Complaint Form

Town of Dewey-Humboldt

P.O. Box 69

Humboldt, AZ 86329

Phone: 928-632-7362 | Fax: 928-632-7365

## **Town of Dewey-Humboldt Code Enforcement Procedure Policy**

The following steps comprise the Policy on Code Enforcement Procedures as practiced by the Town of Dewey-Humboldt.

1. Complaints alleging a code violation may be made by a resident of the Town, Town staff, elected officials, or anyone else. Complaints from residents of three separate households are necessary to trigger investigation. Complaints may be received by mail, email or in person. A signed complaint form is required.
2. Complaints must allege violations that represent health and/or safety threats in order to valid.
3. Complaints must allege violations are constant or repeat with regular frequency.
4. Complaints must allege violations that are within three hundred (300) feet of the complainants' main residence within the corporate limits of the Town of Dewey-Humboldt.
5. Complaints must provide information on significant impacts to complainant.
6. All complaints and information provided will be subject to being released in response to Information Requests.
7. Anonymous complaints are not accepted.
8. All complaints and information received will be forwarded to the Town Manager for review and assignment to the appropriate staff for investigation and follow up.
9. Upon written receipt of three complaints of the same alleged violation, the Town Manager or designee will verify that the criteria for filing a complaint have been met.
10. The Town Manager or designee will research the appropriate code to determine if, based on the allegations, there may be a code violation.
11. If there is cause to believe that, based on the allegations, a code violation may exist, the Town Staff will commence an investigation on the complaint. The Staff will work with residents to correct violations without resorting to formal enforcement procedures.
12. When the alleged violation is verified and/or there is a reason to believe there is a violation and a need to proceed with formal procedures due to the resident not working with Staff to resolve the issue, a Notice of Complaint (NC) will be mailed to the property owner. The NC provides for 10 days initially for abatement of the problem. If abatement is completed within 10 days, case is closed. If not;
13. First Notice of Violation will be sent. First Notice of Violation usually provides for 30 days to abate the violation. If abatement is completed within 30 days, case is closed. If not;
14. Second Notice of Violation will be sent. Second Notice of Violation usually provides for an additional 15 days to abate the violation. If abatement is completed in 15 days, case is closed, If not;

15. A date for the hearing before the Town Magistrate is established and Notice of Violation and Hearing will be sent.
16. The procedures governing the conduct of the Hearing process were adopted by the Town Council on January 17, 2006 and are attached here for reference.

DRAFT

## Qualifications for Lodging a Complaint

1. Complaints alleging a code violation may be made by a resident of the Town, Town staff, elected officials, or anyone else. Complaints from residents of three separate households are necessary to trigger investigation. Complaints may be received by mail, email or in person. A signed complaint form is required.
2. Complaints must allege violations that represent health and/or safety threats in order to be valid.
3. Complaints must allege violations are constant or repeat with regular frequency.
4. Complaints must allege violations that are within three hundred (300) feet of the complainants' main residence within the corporate limits of the Town of Dewey-Humboldt.
5. Complaints must provide information on significant impacts to complainant.
6. All complaints and information provided will be subject to being released in response to Information Requests.
7. Anonymous complaints are not accepted.
8. All complaints and information received will be forwarded to the Town Manager for review and assignment to the appropriate staff for investigation and follow up.

# TOWN OF DEWEY-HUMBOLDT HEARING OFFICER RULES OF PROCEDURE FOR LAND USE AND BUILDING SAFETY VIOLATIONS

(Adopted by the Town Council – January 17, 2006)

The following rules will apply in all cases that come before the Town of Dewey-Humboldt Hearing Officer for violations of the Town of Dewey-Humboldt Planning and Zoning Ordinance or the Town of Dewey-Humboldt Building Codes. Civil penalties may be set in accordance with state law for violations of the Planning and Zoning Ordinance, violations of the Town's Building Codes and other applicable codes and ordinances.

## DEFINITIONS

- A. "Attorney" means an attorney (lawyer) licensed to practice law in the state of Arizona.
- B. "Council" means the Common Council of the Town of Dewey-Humboldt
- C. "Mayor" means the Mayor of the Town of Dewey-Humboldt Town Council or, if the Mayor is not present the Vice-Mayor or other designee
- D. "Civil Penalties" means fines that may be imposed on a Defendant.
- E. "Town Clerk" means the Town Clerk of Dewey-Humboldt
- F. "Clerk" means the person who acts as the Clerk for the Hearing Officer.
- G. "Comply" or "Compliance" means meeting the requirements of the Town of Dewey-Humboldt Planning and Zoning Ordinance or the Town of Dewey-Humboldt Building Codes.
- H. "Compliance Date" means the date by which a property must meet the requirements of the Town of Dewey-Humboldt Planning and Zoning Ordinance or the Town of Dewey-Humboldt Building Codes.
- I. "Town" means the Town of Dewey-Humboldt and its departments
- J. "Default" means not showing up for a hearing or failing to either admit or deny responsibility for a violation.
- K. "Defendant" is the property owner who has received a Notice of Violation.
- L. "Hearing" is the meeting with the Hearing Officer at which the Defendant and the Town present their cases regarding the Notice of Violation.
- M. "Hearing Officer" means the person appointed by the Town Council to hear cases related to violations of the Town of Dewey-Humboldt Planning and Zoning Ordinance or the Town of Dewey-Humboldt Building Codes.
- N. "Hearing Office" means the Office of the Town Clerk
- O. "Inspector" means the Town of Dewey-Humboldt employee or other person authorized to inspect property or to deliver Notices of Violation.
- P. "Judgment" means the decision of the Hearing Officer in cases related to violations of the Town of Dewey-Humboldt Planning and Zoning Ordinance or the Town of Dewey-Humboldt Building Codes.
- Q. "Notice of Violation" means a land use violation or building safety violation complaint.
- R. "Party" or "Parties" means the Defendant and/or the Town.
- S. "Prehearing Discovery" means documents, witnesses or other evidence related to a case.
- T. "Serve" or "Service" means the act of delivering a Notice of Violation to a property owner.

## 1. ISSUING A NOTICE OF VIOLATION

A case may be brought before the Hearing Officer for a violation of the Town of Dewey-Humboldt Planning and Zoning Ordinance or Town of Dewey-Humboldt Building Codes after a Notice of Violation is issued to a property owner.

The Notice of Violation provided to the property owner will include the date, time and location of the hearing on the violation and a copy of the Town of Dewey-Humboldt Hearing Officer Rules of Procedure for Land Use and Building Safety Violations. The Notice of Violation will also include a statement that the Defendant has the right to be represented by an Attorney provided that the Defendant or the Defendant's Attorney notifies the Hearing Officer in writing at least 10 days before the hearing that he or she will be represented by an Attorney.

The Notice of Violation will be served to the property owner by the Inspector. If the Inspector is unable to personally serve the Notice of Violation, it may be served as provided for alternative methods of service in the Arizona Rules of Civil Procedure. If a Notice of Violation cannot be served personally by the Inspector, then it must be served by an alternative method at least 30 days before the hearing.

The Inspector is required to file a copy of the Notice of Violation and any other appropriate documentation related to the case with the Hearing Officer.

## 2. CHANGING THE NOTICE OF VIOLATION

The Hearing Officer may allow a Notice of Violation to be changed by the Town at any time before he makes a Judgment in the case, as long as the change does not include any additional or different violations and if the Hearing Officer determines that the rights of the Defendant are not harmed by making the change.

The Hearing Officer may allow a Notice of Violation to be changed at the hearing in order to make it consistent with evidence that is presented, as long as the change does not include any additional or different violations and if the Hearing Officer determines that the rights of the Defendant are not harmed by making the change.

Any changes to a Notice of Violation are considered to have been included in the original Notice of Violation as of the date it was issued.

## 3. DISMISSING THE NOTICE OF VIOLATION

The Hearing Officer will dismiss a Notice of Violation when a request for dismissal is received from the Town, or from the Town Attorney. A request to dismiss a Notice of Violation may be made on or before the date of the hearing.

**If a Notice of Violation is dismissed, the hearing will not be held.** The Hearing Office will notify the Defendant and the Town that the Notice of Violation has been dismissed and that the hearing has been cancelled.

A Notice of Violation that has been dismissed by the Hearing Officer may be re-filed with the Hearing Officer at a later date as a new violation.

## 4. DEFENDANT'S RESPONSE TO NOTICE OF VIOLATION; DEFAULT; RIGHT TO AN ATTORNEY

The Defendant may either admit or deny responsibility for the violation(s) by appearing at the hearing or by mailing to the Hearing Office no less than 10 days before the hearing a short statement signed by the Defendant or by the Defendant's attorney admitting to or denying the violation(s) listed in the Notice of Violation.

- **If the Defendant admits responsibility** for the violation(s), the hearing will not be held. Instead, the Hearing Officer will enter a Judgment for the Town and will provide to both the Defendant and the Town a Judgment notice explaining what the Defendant must do to comply with the Town of Dewey-Humboldt Planning and Zoning Ordinance or Town of Dewey-Humboldt Building Codes, including the date by which the Defendant must be in compliance. The notice will also include information about civil penalties that will be set if the Defendant does not come into compliance by the date listed in the notice. If the Defendant wishes to have a hearing on the conditions set out in the Judgment notice, he or she must request a hearing in writing within 15 days after the Judgment notice is mailed.
- **If the Defendant denies responsibility** for the violation(s), the hearing will be held on the date and time listed in the Notice of Violation.

- **If the Defendant does not respond** to the Notice of Violation in writing and fails to appear at the hearing, the Hearing Officer will find the Defendant to be in Default, will enter a Judgment for the Town, and will set civil penalties. A Judgment notice will be provided to the Defendant and to the Town explaining what the Defendant must do to comply with the Town of Dewey-Humboldt Planning and Zoning Ordinance or Town of Dewey-Humboldt Building Codes, including the date by which the Defendant must be in compliance and the amount of the civil penalties. The Hearing Officer may set aside a Default Judgment if the Defendant makes such a request in writing within 20 days after the Judgment is made, and if the Hearing Officer believes there is a good reason to set aside the Default Judgment.

If a Defendant or the Defendant's Attorney does not notify the Hearing Office of his or her plan to be represented by an Attorney at least 10 days before the hearing, the right to representation by an Attorney is considered to be waived. If the Defendant can show a good reason why he or she did not notify the Hearing Office of his or her plan to be represented by an Attorney, the Hearing Officer may reinstate the Defendant's right to representation by an Attorney but may also grant a recess or continue the hearing to a later date in order to give the Town additional time to prepare its case.

In most cases the Town will not be represented by an Attorney unless the Defendant has provided notice of his or her intent to be represented by an Attorney. However, the Town reserves the right to be represented by an Attorney in any case if it appears that it is in the best interests of the Town to do so.

## **5. SUBPOENAS; DISCOVERY; DISCLOSURE OF EVIDENCE**

At the request of either the Defendant or the Town, the Hearing Officer may issue a subpoena to any person who is not involved in the case and who is 18 years of age or older, requiring that person to attend the hearing. A person who has been subpoenaed will receive a witness fee for each day of appearance at a hearing, plus reimbursement for mileage at the Town's current reimbursement rate. The party requesting the subpoena pays the witness fee and mileage.

No Prehearing Discovery is allowed unless, in the opinion of the Hearing Officer, extraordinary circumstances exist.

At the hearing, the Defendant and the Town will provide to each other a list of witnesses, prepared exhibits and written or recorded statements. Upon request, the Hearing Officer may grant a recess or continue the hearing to a later date in order to provide the Defendant and the Town time to inspect the evidence. The Hearing Officer may also prohibit the introduction of any evidence deemed irrelevant or otherwise inappropriate.

## **6. POSTPONEMENT OF HEARING**

The Hearing Officer may postpone a hearing for a period not to exceed 60 days if requested to do so by either the Defendant or the Town, or if the Hearing Officer believes it is appropriate to do so.

If a hearing is postponed, the Hearing Office will provide notice of the new hearing date to both Parties. Notice to the Defendant will be by first-class mail.

## **7. COMPLIANCE BEFORE THE HEARING**

If the violation(s) listed in the Notice of Violation is corrected before the hearing, the Inspector may provide to the Hearing Officer a statement of compliance. The Hearing Officer will then cancel the hearing and provide written notice to both parties that the Defendant's hearing has been cancelled. If a hearing is cancelled, it is unnecessary for either the Defendant or the Town to attend the hearing.

## **8. CONDUCT OF THE HEARING**

The Arizona Rules of Evidence will not apply in cases coming before the Hearing Officer. Any evidence that is offered may be included if the Hearing Officer believes that the evidence is important to the case.

The Town will present its case first, and then the Defendant will present his or her case. After initial presentations, each Party may present witnesses and rebuttal testimony.

All testimony will be given under oath or affirmation.

An audiotape record of the hearing will be made and maintained by the Hearing Office for a period of one year from the date of the hearing. A typed transcript of the hearing may be made if requested. The Party requesting the typed transcript will pay for it.

## **9. FAILURE TO APPEAR; DEFAULT JUDGMENT**

**If neither the Defendant nor the Defendant's Attorney appears** at any hearing, the Hearing Officer will find the Defendant to have committed the violation(s), enter a Judgment for the Town, and set civil penalties in accordance with the Town of Dewey-Humboldt Planning and Zoning Ordinance or Town of Dewey-Humboldt Building Codes. The Hearing Officer will also set a nonrefundable minimum \$100 fine that is due and payable as of the date and time set for the hearing. The Judgment will include information about what the Defendant must do to be in compliance with the Planning and Zoning Ordinance or the Town of Dewey-Humboldt Building Codes, including the date by which the Defendant must be in compliance, information about the civil penalties that have been set, and what will happen if the Defendant is not in compliance by the date given in the Judgment. A Judgment notice will be sent to the Defendant and to the Town, with the notice to the Defendant being sent by first-class mail.

**If the Town fails to appear** at any hearing, the Hearing Officer will dismiss the Notice of Violation.

The Hearing Officer may set aside a Default Judgment if a written request from the Defendant is received within 20 days of the date the Judgment is made. The Town will receive a copy of the request and will have 15 days from the date the copy is sent in which to send its response to the Hearing Officer. At any time, the Hearing Officer may set aside a Judgment if the Town fails to respond.

The Hearing Officer may also set a hearing at which the only issue is whether or not the Town's failure to respond or the Defendant's failure to appear at a hearing was justifiable or excusable. A notice of this hearing will be sent to the Defendant and to the Town, with the notice to the Defendant being sent by first-class mail.

## **10. DETERMINATION OF RESPONSIBILITY**

**If the Hearing Officer determines that the Defendant is responsible** for any or all of the land use or building safety violation(s) listed in the Notice of Violation, whether it is the original Notice of Violation or one that has been changed, the Hearing Officer will enter a Judgment for the Town and set civil penalties in accordance with the Town of Dewey-Humboldt Planning and Zoning Ordinance or Town of Dewey-Humboldt Building Codes. The Hearing Officer will also set a nonrefundable minimum \$100 fine that is due and payable at the time of the hearing. The Hearing Officer may waive the minimum \$100 fine if it is determined that the physical, mental or financial situation of the Defendant is such that imposing the fine would result in an unreasonable hardship. The Judgment will include information about what the Defendant must do to be in compliance with the Planning and Zoning Ordinance or the Town of Dewey-Humboldt Building Codes, including the date by which the Defendant must be in compliance, information about the civil penalties that have been set, and what will happen if the Defendant is not in compliance by the date given in the Judgment. If the Defendant comes into compliance by the date listed in the Judgment, the Hearing Officer may set aside the civil penalties, except that civil penalties set and payable for a previous case or cases for the same violation(s) cannot be set aside.

The Defendant is not relieved of responsibility for correcting violations simply because the Hearing Officer sets civil penalties.

If the Hearing Officer finds the Defendant to be in violation of the Planning and Zoning Ordinance or the Town of Dewey-Humboldt Building Codes and enters a Judgment for the Town, the Defendant will be advised of his or her right to appeal the Hearing Officer's decision to the Town Council. The Judgment notice, along with a summary of the right to appeal procedure, will be sent to the Defendant by first-class mail.

Unless the Defendant appeals the decision of the Hearing Officer within 15 days of the date the Judgment notice is mailed, the Defendant will be required to correct the violation(s) in accordance with the provisions of the Judgment.

## **11. FAILURE TO COMPLY WITH THE JUDGMENT; CIVIL PENALTIES**

If the Defendant fails to correct the violation(s) by the compliance date listed in the Judgment notice, any civil penalties set by the Hearing Officer will become immediately due and payable. Failure of the Defendant to pay the civil penalties will result in the Town turning collection of the civil penalties over to a collection agency and the addition of another 25% of the total amount of the civil penalties. In addition, the Inspector may refer the case to the Town Attorney for further action. The Hearing Office will be notified in writing of any cases referred to the Town Attorney.

In the case of an appeal to the Town Council, the civil penalties will become due and payable by the compliance date or by the date of the Town Council' ruling, whichever is later.

## 12. APPEALS TO THE TOWN COUNCIL

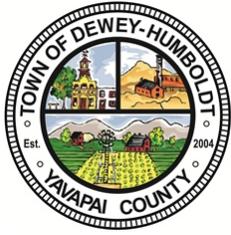
Both the Defendant and the Town have the right to appeal a Judgment of the Hearing Officer to the Town Council. In order to appeal, a written notice of appeal must be filed with the Hearing Office within 15 days of the date the Judgment notice is mailed.

When the Hearing Office receives the notice of appeal, notice will be sent to the Defendant and to the Town providing information about the date, time and location of the Town Council's review of the Hearing Officer's decision and giving a date by which appeal memorandums must be received. An appeal memorandum can be no longer than 5 pages, and cannot raise issues or include information that was not presented to the Hearing Officer. In addition to filing appeal memorandums with the Hearing Office, each party shall send to the other party a copy of their appeal memorandum no less than 5 days prior to the date the Town Council is scheduled to review the Hearing Officer's decision.

**The Town Council' review of the Hearing Officer's decision will be to determine whether the decision of the Hearing Officer was reached in a fair and impartial manner.** The Town Council's review will be limited to the information presented to the Hearing Officer during the case, along with appeal memorandums from the Defendant and the Town. No new evidence will be allowed. The Mayor of the Town Council will preside at the meeting, and may allow Town Council members to direct questions to the Defendant and the Town regarding the record of the hearing. After considering the appeal, the Town Council may:

- Uphold all or part of the Hearing Officer's decision.
- Reverse all or part of the Hearing Officer's decision.
- Send the matter back to the Hearing Officer for further consideration.
- Increase, decrease or modify any of the civil penalties set by the Hearing Officer.
- Extend, shorten or modify the date set for compliance.

The Town Council will make a decision regarding the appeal within 15 days of the date it reviews the Hearing Officer's decision, unless a majority of the Town Council votes to extend the time frame to 30 days. The Clerk of the Town Council will provide written notice of the Town Council's ruling to both the Defendant and the Town within 10 days of the Town Council's decision. The notice to the Defendant will be sent by first-class mail. The Town Council's ruling is considered a final decision with regard to the administrative review of Notices of Violations.



TOWN OF DEWEY-HUMBOLDT  
 P.O. BOX 69  
 HUMBOLDT, AZ 86329  
 Phone 928-632-7362 ▪ Fax 928-632-7365 ▪ [www.dhaz.gov](http://www.dhaz.gov)

### Complaint and Investigation Request

Office Use	Intake Initials: _____
Date Received: _____	Case Number: _____
Intake: <input type="radio"/> Fax <input type="radio"/> Mail <input type="radio"/> In Person <input type="radio"/> Email/Internet	

Name of Person Making Complaint: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Town Resident: Yes  No   
 Reside within 300 feet of address at which the alleged violation is occurring? Yes  No   
 Aware of other complaints filed for this violation? Yes  No  If yes, number filed: \_\_\_\_\_

Address of Complaint/Violation: \_\_\_\_\_  
 Parcel of Complaint/Violation: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Occupant Name: \_\_\_\_\_  
 Nature of the Complaint/Reason for investigation:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Health or safety threat? Yes  No       Quality of life impact? Yes  No   
 If yes to either, describe: \_\_\_\_\_  
 Are the alleged violations constant or do they repeat frequently? Yes  No

**I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT.**

Complainant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature  
 Name: \_\_\_\_\_  
Printed

**The qualifications for lodging a complaint are enumerated on the back side of this form.**



## COUNCIL COMMUNICATION

Study Session Meeting Date: **November 12, 2019**

Agenda Item: **4.D.**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Review and discussion of the new Town Hall Building, to be located at 12938 East Main Street.

**Purpose:**

Due to timing and the need to move forward with various aspects, this item will be placed on the November 19 Regular Meeting agenda for a vote. The purpose of tonight's meeting is to provide Council with the information needed to make a decision.

**Background:**

At the September 17, 2019 Regular Meeting, Council directed staff to begin the process of developing the property at 12938 East Main Street as a Town Hall location.

At tonight's meeting, the following items will be discussed:

- Responses to the responses to the Architectural Design Services RFP (previously presented at the October 8, 2019 Study Session)
- Information provided by steel building manufacturers
- Proposed building size and floorplan
- Next steps in the design and construction process.

Architectural Design Services RFP (previously presented at the October 8, 2019 Study Session)

- Staff invited four firms to submit responses to a new RFP for:
  - The most cost-effective solution (initial build and ongoing maintenance)
  - Separating the project into two buildings to keep overall construction costs lower
- Two of the four firms responded:
  - Headwaters Architecture P.C. - \$64,052
  - Michael Taylor Architects - \$75,600

On October 8, Council directed staff to research steel building manufacturers and return to Council.

Steel building manufacturers

- Staff contacted the following manufacturers:
  - Building Systems
  - Bungler Steel
  - Forbes Steel Buildings
  - Great Western Steel Buildings
- Building Systems, Bungler Steel, and Great Western indicated that, while they provide exterior design services, they do not provide interior design services. Some do partner with architects, which would be an extra cost.
- Forbes Steel Buildings offers an all-in-one solution, from a vacant lot to turnkey move-in. Due to timing, the cost is not currently available. Should staff receive additional information, it will be provided at the Council Meeting.
- Great Western provided an estimate, for a 4,785 square-foot single-story building, in the amount of \$35,100 for the building, engineered blueprints, design and project management, lifetime warranty and delivery. Window cutouts are not included. This cost does not include setup/installation; the Town would need to contract for setup.

Building size and floorplan

Staff is seeking input on the size of the building. Staff estimates that up to a 6,500 square-foot (single-story) building can be placed on the lot and still meet requirements for parking and septic.

Town of Dewey-Humboldt

P.O. Box 69

Humboldt, AZ 86329

Phone: 928-632-7362 | Fax: 928-632-7365

- Under 5,000 square-feet – does not require fire sprinklers
- 5,000 square-feet or larger – requires fire sprinklers
  - Increased cost of construction
  - Questions about water capacity to meet sprinkler requirements

Staff is also seeking input on the floorplan. In 2015 and 2016, while working on the Space Needs Study, staff prepared a floor plan for a 4,875 building that staff believes will still meet the Town's needs. The floorplan contemplates incorporation of both the Town Hall Administrative Offices and the Sheriff's Office in the same building.

Next steps in the design and construction process

This item will be scheduled for the November 19, 2019 Regular Council Meeting for a vote.

Following the vote, staff will proceed with drafting any appropriate contracts, and start working on through the approval process for the septic.

Note that state law dictates that Public Works projects, which this would be classified as, over a certain dollar amount will require a formal bidding process, which may impact the project timeline. Staff is researching the statutory requirements and will ensure that all requirements are followed.

**Financial Impact:**

The financial impact will vary depending on the final product. Cost information for different options is included in the Background section of this CC.

**Attachments:**

RFP with Addendum 1 and 2; Proposals from Headwaters Architecture P.C. and Michael Taylor Architects, Inc.; Information from Great Western Steel Buildings; floorplan. Should additional information be received from steel building manufacturers, copies will be provided at the meeting.



**REQUEST FOR PROPOSALS  
ARCHITECT SCOPE OF WORK  
FOR DESIGN OF A NEW BUILDING FOR TOWN HALL**

This document is a request for proposals for Design Services, as detailed below. Responses shall include a cost estimate for services as detailed below as well as: a not-to-exceed two-page biography of the architect that includes the architect's background, the name and contact information of the primary contact person who will be doing the work, verification that the person holds all certifications required to perform the work, a list of two relatable projects that the architect has completed, and two to three contractors the Architect recommends for construction services.

For questions or requests for additional information please contact:

Tim Mattix  
Town Clerk  
Phone – (928) 632-7362  
Fax – (928) 632-7365  
Email – TimMattix@dhaz.gov

**All responses are due by Wednesday, October 2, 2019 at 6:00 PM.** Emailed copies to TimMattix@dhaz.gov are preferred. Firms may also deliver the responses by fax or delivery/mail to Dewey-Humboldt Town Hall, P.O. Box 69, 2735 S. Hwy. 69, Humboldt, AZ 86329.

**A. GENERAL**

1. The Project is generally described as follows: Design of New Dewey-Humboldt Town Hall.
2. ARCHITECT is responsible for the preparation of floor plans, construction plans and construction specifications for the new Dewey-Humboldt Town Hall, located at 12938 E. Main Street, Humboldt AZ 86329.
3. ARCHITECT is responsible for the professional quality, technical accuracy and the coordination of all projections, plans, designs, drawings, specifications and other Services furnished by ARCHITECT under this Contract. ARCHITECT shall, without additional compensation, correct or revise any errors or omissions in its projections, plans, designs, drawings, specifications and other Services.
4. ARCHITECT shall maintain a log of all meetings, site visits or discussions held in conjunction with the Services, with documentation of major discussion points, observations, decisions, question or comments. These shall be furnished to TOWN for inclusion in the overall Project documentation.
5. All Services performed under this Contract shall be performed by or under the direct supervision of persons then licensed in the State of Arizona to perform these Services.
6. All plans, designs and specifications prepared by ARCHITECT shall comply with applicable engineering and design standards.

7. If ARCHITECT provides defective, incomplete, unclear, or uncoordinated documents in preparing the specifications and Contract Documents, all costs of responding to any protest or appeal or of any necessary rebidding will be borne by ARCHITECT.
8. Time is of the essence in this contract.

## **B. DESIGN PHASE**

### **1. GENERAL**

The proposed improvements are more specifically described as follows:

Provide all required documents (floor plans, construction plans and construction specifications, etc.) for the TOWN to use to solicit bids for construction services for the new Town Hall location, to be located at 12938 E. Main Street, Humboldt, AZ 86329. TOWN anticipates that it will purchase a pre-fabricated metal building to be used as the Town Hall and be placed on the 0.71 acre lot. Plans and specifications provided by the ARCHITECT will be used by the construction contractor selected through a competitive process to complete the construction.

### **2. COST ESTIMATES**

The ARCHITECT will prepare detailed cost estimates and provide such estimates to TOWN in response to this Request for Proposal. The cost estimate for the ARCHITECT'S services shall be all inclusive and include taxes and reimbursables.

**The Response must include both the ARCHITECT'S costs for performing services and a statement that the ARCHITECT will provide to the Town the estimated cost to construct according to the ARCHITECT'S plans.**

### **3. SPECIFICATIONS**

ARCHITECT will provide all necessary documents for a contractor to construct according to the ARCHITECT'S design. ARCHITECT will include a brief, not-to-exceed two-page summary of the ARCHITECT'S background, the name and contact information of the person who will be doing the work and verification that the person contains all certifications required to perform the work, a list of two relatable projects ARCHITECT completed, and two to three contractors the ARCHITECT recommends for the construction project.

ARCHITECT will be responsible for working with the Town of Dewey-Humboldt Manager and Building Official throughout the design phase. Building codes currently in effect at the Town of Dewey-Humboldt and to which the ARCHITECT must design all plans and specifications:

- Administrative Code (2012)
- International Building Code (2012)
- International Residential One- and Two-Family Dwelling Code (2012)
- International Plumbing Code (2012)
- International Mechanical Code (2012)
- Electrical Code (2006 ICC Electrical Code Administrative Provisions/2011 National Electrical Code)

- International Fuel Gas Code (2012)
- International Property Maintenance Code (2012)
- Grading Ordinance (2006)
- International Energy Conservation Code (2006)
- Arizonans with Disabilities Act

Additional information about the codes are available online, at

[http://library.amlegal.com/nxt/gateway.dll/Arizona/deweyhumboldt\\_az/townofdewey-humboldtazaronacodeofordinan?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:deweyhumboldt\\_az](http://library.amlegal.com/nxt/gateway.dll/Arizona/deweyhumboldt_az/townofdewey-humboldtazaronacodeofordinan?f=templates$fn=default.htm$3.0$vid=amlegal:deweyhumboldt_az).

#### **4. DELIVERABLES**

ARCHITECT shall be responsible for providing three complete sets of paper floor plans, construction plans and specifications, as well as one digital copy of each document in a PDF format.

#### **C. BIDDING PHASE**

1. ARCHITECT shall assist TOWN in preparing documents required for the construction bid.
2. ARCHITECT shall respond to inquiries related to the Construction Documents. ARCHITECT shall tabulate and maintain a summary of the inquiries received (verbal and written) and the responses made.
3. ARCHITECT shall review Addenda for clarity, consistency and coordination among the bidders.
4. ARCHITECT shall assist TOWN in conducting the bid opening and shall evaluate the bids for bidder responsibility (including previous experience, capabilities and reputation for similar work), bidder responsiveness (including conformance to instructions, specifications and financial data required) and price. ARCHITECT shall also advise TOWN of the acceptability of subcontractors and material suppliers proposed by bidders. ARCHITECT shall make recommendations to TOWN concerning the acceptance or rejection of bids.

#### **D. CONSTRUCTION PHASE**

ARCHITECT shall make itself available to respond to questions regarding design or specifications, from the TOWN or the contractor during the construction phase.

## **PAYMENT SCHEDULE**

### **A. COMPENSATION AND METHOD OF PAYMENT**

1. The consideration of payment to ARCHITECT, as provided herein shall be in full compensation for all of ARCHITECT'S work incurred in the performance hereof, including offices, travel, per diem or any other direct or indirect expenses incident to providing the services.
2. ARCHITECT shall be paid in full for Design Phase work upon receipt of all required documents and acceptance by the Town Building Official.
3. Invoices shall be on a form and in the format provided by TOWN and are to be submitted to TOWN via TOWN'S authorized representative.
4. For work completed pursuant to Sections C and D, TOWN agrees to make payments within thirty days of receipt and approval of ARCHITECT'S invoice.

### **B. REIMBURSABLE COSTS**

ARCHITECT will be reimbursed for expenses incurred under Sections C and D. All reimbursable costs must be submitted monthly and itemized as to costs. The items allowable for reimbursement are as follows:

1. Costs of outside printing services, as required by the contract.
2. Cost of long-distance telephone, postage, courier, UPS, Federal Express, etc. to the extent such item is specifically quantified and estimated for this project.
3. Cost of other items as required, with prior approval from TOWN.

**Town of Dewey-Humboldt**  
Design of New Dewey-Humboldt Town Hall



**Architectural Design Services RFP Dated September 23, 2019**

**Prepared by**  
**Town of Dewey-Humboldt**  
2735 S. Highway 69  
Humboldt, Arizona 86329

**September 25, 2019**

# **ADDENDUM NO. 1**

The following revisions to the Request for Proposals shall become a part of the above-mentioned contract documents:

**Request for Proposals**

**Section B.1. Design Phase - General**

**Paragraph revised as follows:**

Delete the sentence, "TOWN anticipates that it will purchase a pre-fabricated metal building to be used as the Town Hall and be placed on the 0.71 acre lot."

Add the following to Section B.1.: "TOWN is searching for the most cost-effective solution for both initial and on-going maintenance costs of the buildings."

**Town of Dewey-Humboldt**  
Design of New Dewey-Humboldt Town Hall



**Architectural Design Services RFP Dated September 23, 2019**

**Prepared by**  
**Town of Dewey-Humboldt**  
2735 S. Highway 69  
Humboldt, Arizona 86329

**September 25, 2019**

# **ADDENDUM NO. 2**

The following revisions to the Request for Proposals shall become a part of the above-mentioned contract documents:

**Request for Proposals**

**Paragraph A.2. General**

**Paragraph 2 is revised to read as follows:**

ARCHITECT is responsible for the preparation of floor plans, construction plans and construction specifications for the new Dewey-Humboldt Town Hall, INCLUDING SEPARATE BUILDING FOR THE SHERIFF'S OFFICE, located at 12938 E. Main Street, Humboldt AZ 86329.

**Paragraph B.1. Design Phase - General**

**Paragraph revised as follows:**

Add the following to Section B.1.:

Proposed improvements include two separate buildings, as follows:

- Building 1: Approximately 4,875 square-foot building for the main Town Hall administrative offices;
- Building 2: Approximately 1,200 square-foot building for the Sheriff's office.

RECEIVED

OCT 2 2019

4:15 pm

Dewey-Humboldt

Tim Mattix  
Town Clerk  
Town of Dewey-Humboldt  
2735 S Highway 69  
Humboldt, AZ. 86329

October 2, 2019

Dear Mr. Mattix,

Thank you for considering us for your new campus plans.

We are poised and ready to meet your schedule for this exciting project! We pride ourselves to be time efficient, so though your schedule is aggressive, with time management we know it is very possible.

We look forward to helping create your vision through a mutual commitment to your project. As we discussed, you will be dealing directly with me throughout our partnership; a partnership I look forward to.

Your investment for architectural services is outlined below:  
Proposal for costs: \$64,052.00

Cost includes: Architectural drawings, soils report, structural engineering, topo survey, civil engineering, mechanical and plumbing engineering, bidding, construction administration.

Cost excludes: alternate septic design, any additional engineering plans (if needed), printing, permit fees

Thank you again,



Todd Marolf  
Headwaters Architecture P.C.

#### Programming:

We interview your key staff to get information regarding the expansion plans. We divide comments in 4 different categories: Goals, Needs, Concepts and Facts. At the conclusion of the meeting we depict a relationship diagram describing how all spaces interconnect.

#### Conceptual Design:

We illustrate 3 different options for your consideration, showing plans and illustrations for your review. Included are conceptual cost estimates.

#### Schematic Design:

We develop the concept you desire and prepare final presentation drawings for final approval. Included floor plan, renderings and cost estimate.

#### Design Development:

We further develop the design by establishing structural, electrical, heating ventilating, air conditioning, cost estimate and energy analysis.

#### Construction Documents:

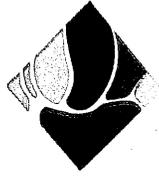
We use approved design from you to develop construction drawings to be used for bidding and securing building permits.

#### Bidding:

Plans and specifications are issued per town requirements to bidders. A pre-bid conference is held at the site for contractors to review and ask questions. A bid opening is held and successful bids are accepted and reviewed.

#### Construction administration:

We hold weekly construction meetings to review progress and monthly pay requests from General Contractor



## HEADWATERS

ARCHITECTURE P.C.

### Recent similar projects:

- Central Arizona Fire and Medical Authority Admin
- Central Arizona Fire Station 61
- The Heights Church

### At Headwaters Architecture P.C., we have committed to:

- time efficiency
- active listening
- principal involvement
- detail
- strong partner/client relationship
- forging relationships with City and County building authorities
- your priorities

We look forward to working with and serving you in these areas and more.

Dewey-Humboldt

OCT - 1 2019

5:59 p.m.

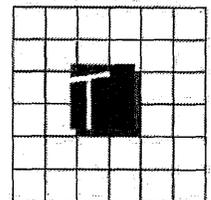
Received

STATEMENT OF QUALIFICATIONS  
IN RESPONSE TO:  
REQUEST FOR PROPOSALS  
FOR  
ARCHITECT SCOPE OF WORK FOR  
DESIGN OF TOWN HALL TENANT  
IMPROVEMENTS

DUE: OCTOBER 2, 2019 6:00PM



PRESENTED BY:  
MICHAEL TAYLOR ARCHITECTS, INC  
PRESCOTT, ARIZONA



Michael Taylor  
Architects, Inc.

Town of Dewey/Humboldt

October 2, 2019

Tim Mattix, Town Clerk  
Town of Dewey-Humboldt  
2735 S. Hwy 69  
Humboldt, Arizona 86329

**RE: New Town Hall Tenant Improvements**

Mr. Mattix and members of the selection committee,

We are please to submit the following proposal. It is intended to formally introduce our team to the selection committee and to highlight our unique qualifications with similar projects in Yavapai County.

MTAI was formed in 1996 for the sole purpose of providing high-level architectural services throughout Yavapai County and beyond. We have provided those services for numerous clients over the years including a number of projects for various municipalities, school districts, churches and private entities.

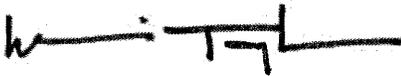
Over the years we have assembled a staff of dedicated professionals with an average employment term at MTAI of over 11 years. This long-term commitment translates into a team that has built a considerable body of knowledge and consistency that we bring to bear on all our projects.

Our team currently numbers 8 in-house staff with one additional contract production drafter available on an as-needed basis. Our team is one of depth and variety. MTAI is a Yavapai County firm with the sensitivities of the region, considerable experience on similar projects, and the horsepower, resources and desire to perform for our clients.

I hope you will agree that the MTAI team is uniquely qualified with a passion for our work, a devotion to our communities and the staff and skill set necessary to perform.

We look forward to the next steps in your selection process and appreciate the opportunity to submit this packet.

Respectfully submitted,



Michael Taylor, AIA  
Michael Taylor Architects, Inc.

## Firm Information

### • Firm Information:

- A. Company Name- Michael Taylor Architects, Inc.
- B. Address- 118 South Pleasant Street, Prescott, Arizona 86303
- C. Telephone Number- 928.445.0626
- D. Email Address- Michael@mtai.net
- E. Number of years in business- 27 years
  - 4 years as a partner in RTB Architects
  - 9 years as principal in Taylor Architects
  - 14 years as principal in Michael Taylor Architects, Inc.
- G. The downtown Prescott location of Michael Taylor Architects, Inc. (MTAI) is the only office for the firm.
- H. MTAI is incorporated in the State of Arizona as an "S" Corporation. Michael Taylor is the President of the Corporation.

Throughout the firm's history, the underlying theme of our projects has been one of service to our clients. Committing to serving the various entities in our region takes a team with this service approach as the projects may take several forms. Many of our governmental clients prefer to hire local design professionals for their project needs. This allows quicker and more affordable responses during these times of diminishing budget allocations.

MTAI carries a \$2M/\$2M Professional Liability (errors and omissions) insurance policy, MTAI also carries other insurance to meet or exceed the limits required by most clients and the State.

Michael is a member of the American Institute of Architects (AIA) in good standing. Through the AIA, staff at MTAI are exposed to several continuing education opportunities each year.

Michael is engaged in the community not only through the work of MTAI but as a Board Member of the Mountain Institute JTED. Michael has served on this board for nine years.

Our unique qualifications include experience with projects of a similar nature, projects in this climatic zone, considerable experience with projects in Yavapai County, experience working with public entities and other clients on similar projects. Our firm is the right size and located conveniently for this project. Our firm is one dedicated to service and follow through and our long-term relationships with repeat clients bears this out.

## Basic Qualifications



**Principal in Charge**

**Michael Taylor, AIA**  
Registered Architect  
Michael Taylor Architects, inc.

**Years of experience:** 34 years  
**Years with Firm:** 23 years

**Education:**  
A.A.S. Degree/Construction Graphics, Yavapai College, Prescott Campus  
1985

**Professional Registrations:**  
Architecture: AZ #24683

**Memberships:**  
American Institute of Architects  
Mountain Institute JTED Governing Board Member  
Central Arizona Partnership  
Yavapai County Contractors Association

**Relevant Professional Experience:**

- Heights Church Tenant Improvements, Prescott Valley
- Prescott City Hall Programming Study, Prescott
- Deepwell Sports and RV Park, Prescott Valley
- Garchen Institute Staff Housing/Bookstore/Office building, Chino Valley
- Prescott Unified School District Office Tenant Improvement (old Washington School), Prescott
- City of Prescott Wastewater Collections expansion, Prescott
- Armed Forces Recruiting Center Tenant Improvement, Prescott Valley
- Prescott Rodeo Grounds ADA improvements, Prescott
- Prescott Airport Restaurant Tenant Improvements, Prescott
- Granite Mountain Hotshot Memorial, Yavapai County Courthouse
- Prescott College Penstemon Building Tenant Improvements, Prescott
- Boys and Girls Club remodel, Prescott
- Southwest Behavioral Tenant Improvements, Kingman

**Community involvement/past and present:**

- Prescott Valley Chamber of Commerce
- Prescott Preservation Commission
- Prescott Jaycees
- Prescott Urban/Wildland Interface Commission
- Prescott Valley Economic Development Foundation

## PROPOSAL FOR PROFESSIONAL SERVICES BETWEEN ARCHITECT AND CLIENT

**Project:** New Town Hall  
Town of Dewey-Humboldt

**Location:** 12938 Main Street, Dewey/Humboldt, Arizona  
APN 402-10-026A

**Client:** Town of Dewey-Humboldt  
Attn: Mr. Tim Mattix, Town Clerk  
2735 S. Highway 69  
Humboldt, Arizona 86329

**Architect:** Michael Taylor Architects, Inc.  
118 South Pleasant Street  
Prescott, Arizona 86303

### Project Description:

This project includes design of two, new, freestanding buildings for use by the Dewey/Humboldt Town Hall and the Yavapai County Sheriff's office (YCSO).

Building One is anticipated to be 65' X 75', approximately 4,875 square feet. It will include a lobby space, customer service counter, offices for the various Town departments, restrooms, copy room and other spaces as needed. It will also include a separate lobby for council chambers, council chambers, Judges chambers, offices and dedicated restrooms.

Building Two will be approximately 1,200 square feet with offices and spaces as needed by the YCSO.

### Compensation:

Compensation for the stated scope of services to be performed under this Agreement shall be as follows:

For services through Construction Documents including mechanical/plumbing/electrical Engineering, Civil Engineering, Structural Engineering, Geotechnical soils testing and architectural services including complete sets of Construction Documents and specifications and estimated cost to construct per the RFP (for BOTH buildings): \$56,700.00

For Bidding and limited Construction Administration services: \$18,900.00

Total fees for the Project \$75,600.00

# Fee Proposal

## **Additional Fees/Supplemental Services:**

Should supplemental services beyond those listed in this agreement be requested or become necessary and be approved by the Client, our hourly billing rates for those services are as follow:

	<u>Standard Rates</u>
Architect	\$120/hour
Project Manager	\$ 95/hour
Drafting/Technical	\$ 80/hour
Clerical	\$ 50/hour

## **Exclusions:**

- Offsite improvements design including utility main extensions
- Boundary or topographic surveys
- Geotechnical soils investigation
- Landscape Design
- Truss engineering
- Destructive or invasive testing of any existing materials or construction.
- Hazardous materials testing or investigation
- Town and ADEQ certifications
- Rezoning services
- Municipal fees
- Services beyond those listed herein

## **Article 1**

### **Architectural Services:**

#### **Scope of Services**

##### **Schematic Design Phase – 30%**

The Architect shall evaluate the Clients program and budget and become familiar with the site. The Architect will prepare a preliminary design illustrating the scale and relationships of the Project components.

This preliminary design will be presented to the Client for review and approval.

Upon Client approval of the preliminary design the Architect will prepare Schematic Design Documents consisting of building plans, study models, selections of major building systems and materials of construction.

A final Schematic Design package shall be submitted to the Client for final approval.

##### **Design Development Phase – 60%**

Based on the approved Schematic Design Documents, the Architect will prepare Design Development documents illustrating the continued development of the Schematic Design. These documents may include building sections, elevations, typical construction details and diagrammatic layouts of major building systems (structural, including structural support of the well pad).

Draft specifications will also be prepared as a part of the Design Development phase.

A final Design Development package shall be submitted to the Client for final approval.

# Fee Proposal

## Construction Documents – 90%

Based on the approved Design Development documents, the Architect will prepare Construction Documents illustrating and describing the further development of the approved Design Development documents.

Construction Documents shall consist of drawings and specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work.

The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

A final Construction Documents package shall be submitted to the Client for final approval.

## Bidding Phase Services

- a. The Architect shall assist the Town in preparing documents required for the bidding process.
- b. The Architect will organize and conduct a pre-bid conference for prospective bidders.
- c. The Architect shall prepare responses to questions from prospective bidders and provide interpretations of the Bidding Documents in the form of addenda.
- d. The Architect shall schedule and facilitate a bid opening and review results with the Client and will evaluate the bidder qualifications and their responsiveness and price. The Architect

## Construction Phase Services

- A. The Architect shall be available to respond to questions regarding design or specifications from the Town or contractor during the construction phase.

## Article 2

### Client's Responsibilities

#### 2.1 Information

The Client shall provide site and other information on which the design is to be based as well as a defined budget for the Project. The Architect shall be entitled to rely on the accuracy and completeness of information provided by the Client.

#### 2.2 Budget

The Architect shall make every effort to provide designs that conform to the Client's budget. Opinions of probable cost may be provided as a part of services only to assist the Client with budget planning. Such opinions shall not be construed to provide a guarantee or warranty of the actual cost of construction.

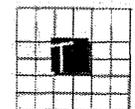
#### 2.3 Approvals

The Client's decisions, approvals, reviews and responses shall be communicated to the Architect in a timely manner in order to not delay the project.

## Article 3

### Ownership of Documents

- 3.1 The Architect shall be deemed the author and owner of all documents and deliverables developed pursuant to this Agreement and State Law. Subject to payment by the Client of all fees the Architect grants to the Client a non-exclusive license to reproduce the documents solely for the construction of the Project.



## **Article 4 Compensation**

- 4.1** The Architect will invoice the Client monthly for work completed during the previous month. Invoices will be based on the percentage of work completed, Supplemental Services performed (if any) and reimbursable expenses incurred.
- 4.2** Payments are due and payable 30 days from the date of the Architect's invoice. Invoices or portions of invoices unpaid after 30 days from the due date will be deemed to be past due and will accrue interest at 2% of the unpaid balance per month. Past due amounts may be cause for termination of this agreement.

## **Article 5 Indemnification**

- 5.1** The Client and Architect agree to indemnify and hold harmless the other, and their respective officers, employees, agents and representatives from and against liability for all claims, losses, damages and expenses including reasonable attorney's fees to the extent such claims, losses, damages and expenses are caused by the joint or concurrent negligence of Client or Architect, they shall be borne by each party in proportion to its negligence.

## **Article 6 Limit of Liability Statement:**

- 6.1** In recognition of the relative risks and benefits of the project to both the client and the architect, the risks have been allocated such that the client agrees, to the fullest extent permitted by law, to limit the liability of the architect to the client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so the that total aggregate liability of the architect to the client shall not exceed the architect's total fee for services rendered on this project. It is intended that this limitations apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

## **Article 7 Suspension/Termination**

- 7.1** Either party may terminate this Agreement upon not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- 7.2** All terms of this agreement including compensation shall remain in place up to the day of notice of termination.

## **Article 8 Other Terms and Conditions**

- 8.1** Neither party shall assign their interest in this Agreement without the express written consent of the other party.
- 8.2** The law in effect at the Architects principal place of business shall govern this Agreement.

# Fee Proposal

## Article 9 Scope of this Agreement

**9.1** This Agreement represents the entire and integrated agreement between the Client and Architect and supersedes all prior negotiations, representations or agreements either written or oral. This agreement may be amended only by written instrument signed by both parties.

Michael Taylor Architects, Inc.

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Client

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

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

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

## Misc. RFP Responses

- A. 2. The Architect will prepare floor plans, construction documents and specification as required per the RFP.
3. The Architect will follow professional standards of care in preparation of all Construction Documents.
4. The Architect will log all communications, meetings, decisions and approvals and will be forwarded to the Town for inclusion in their Project documentation.
5. All services performed by MTAI fall under the direct supervision of Michael Taylor, AIA, an architect registered in the state of Arizona (lic # 24683).
6. All Construction Documents prepared by MTAI will comply with applicable standards.
- B. 2. Cost estimates were requested for Design as well as Construction portions of the Project. Design fees are stated elsewhere in this proposal. An estimate of probable construction costs would be provided within our proposed fee structure and could be provided at the completion of the design phase of the work.
3. Two relatable projects that MTAI is currently working on would include:
1. Garchen Institute Staff Housing/Bookstore/Office Building. This project is a freestanding, 4,800 sf building with a variety of uses under a single roof. Construction is anticipated to begin in the winter of this year.
  2. Deepwell Sports and RV Park. This project involves a pre-engineered steel structure with conventionally framed ancillary spaces. This 40,000 square foot facility also includes a number of different users including group meeting spaces, small break-out rooms, offices and restrooms in addition to the play floor and a restaurant.

Additional similar projects are noted on my resume, included in this RFP

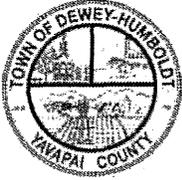
Three Contractors we might recommend for this project would include:

Haley Construction, Prescott  
Jeff Falls 928.445.1281

B's Contractors, Prescott  
Brian Bombarieri 928.771.9240

Jebco Construction, Prescott  
Jeb Johnson 928.778.7976

Additional references are available if needed.



**REQUEST FOR PROPOSALS  
ARCHITECT SCOPE OF WORK  
FOR DESIGN OF A NEW BUILDING FOR TOWN HALL**

This document is a request for proposals for Design Services, as detailed below. Responses shall include a cost estimate for services as detailed below as well as: a not-to-exceed two-page biography of the architect that includes the architect's background, the name and contact information of the primary contact person who will be doing the work, verification that the person holds all certifications required to perform the work, a list of two relatable projects that the architect has completed, and two to three contractors the Architect recommends for construction services.

For questions or requests for additional information please contact:

Tim Mattix  
Town Clerk  
Phone – (928) 632-7362  
Fax – (928) 632-7365  
Email – TimMattix@dhaz.gov

**All responses are due by Wednesday, October 2, 2019 at 6:00 PM.** Emailed copies to TimMattix@dhaz.gov are preferred. Firms may also deliver the responses by fax or delivery/mail to Dewey-Humboldt Town Hall, P.O. Box 69, 2735 S. Hwy. 69, Humboldt, AZ 86329.

**A. GENERAL**

1. The Project is generally described as follows: Design of New Dewey-Humboldt Town Hall.
2. ARCHITECT is responsible for the preparation of floor plans, construction plans and construction specifications for the new Dewey-Humboldt Town Hall, located at 12938 E. Main Street, Humboldt AZ 86329.
3. ARCHITECT is responsible for the professional quality, technical accuracy and the coordination of all projections, plans, designs, drawings, specifications and other Services furnished by ARCHITECT under this Contract. ARCHITECT shall, without additional compensation, correct or revise any errors or omissions in its projections, plans, designs, drawings, specifications and other Services.
4. ARCHITECT shall maintain a log of all meetings, site visits or discussions held in conjunction with the Services, with documentation of major discussion points, observations, decisions, question or comments. These shall be furnished to TOWN for inclusion in the overall Project documentation.
5. All Services performed under this Contract shall be performed by or under the direct supervision of persons then licensed in the State of Arizona to perform these Services.
6. All plans, designs and specifications prepared by ARCHITECT shall comply with applicable engineering and design standards.

7. If ARCHITECT provides defective, incomplete, unclear, or uncoordinated documents in preparing the specifications and Contract Documents, all costs of responding to any protest or appeal or of any necessary rebidding will be borne by ARCHITECT.
8. Time is of the essence in this contract.

## **B. DESIGN PHASE**

### **1. GENERAL**

The proposed improvements are more specifically described as follows:

Provide all required documents (floor plans, construction plans and construction specifications, etc.) for the TOWN to use to solicit bids for construction services for the new Town Hall location, to be located at 12938 E. Main Street, Humboldt, AZ 86329. TOWN anticipates that it will purchase a pre-fabricated metal building to be used as the Town Hall and be placed on the 0.71 acre lot. Plans and specifications provided by the ARCHITECT will be used by the construction contractor selected through a competitive process to complete the construction.

### **2. COST ESTIMATES**

The ARCHITECT will prepare detailed cost estimates and provide such estimates to TOWN in response to this Request for Proposal. The cost estimate for the ARCHITECT'S services shall be all inclusive and include taxes and reimbursables.

**The Response must include both the ARCHITECT'S costs for performing services and a statement that the ARCHITECT will provide to the Town the estimated cost to construct according to the ARCHITECT'S plans.**

### **3. SPECIFICATIONS**

ARCHITECT will provide all necessary documents for a contractor to construct according to the ARCHITECT'S design. ARCHITECT will include a brief, not-to-exceed two-page summary of the ARCHITECT'S background, the name and contact information of the person who will be doing the work and verification that the person contains all certifications required to perform the work, a list of two relatable projects ARCHITECT completed, and two to three contractors the ARCHITECT recommends for the construction project.

ARCHITECT will be responsible for working with the Town of Dewey-Humboldt Manager and Building Official throughout the design phase. Building codes currently in effect at the Town of Dewey-Humboldt and to which the ARCHITECT must design all plans and specifications:

- Administrative Code (2012)
- International Building Code (2012)
- International Residential One- and Two-Family Dwelling Code (2012)
- International Plumbing Code (2012)
- International Mechanical Code (2012)
- Electrical Code (2006 ICC Electrical Code Administrative Provisions/2011 National Electrical Code)

- International Fuel Gas Code (2012)
- International Property Maintenance Code (2012)
- Grading Ordinance (2006)
- International Energy Conservation Code (2006)
- Arizonans with Disabilities Act

Additional information about the codes are available online, at [http://library.amlegal.com/nxt/gateway.dll/Arizona/deweyhumboldt\\_az/townofdewey-humboldt/arizonacodeofordinan?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:deweyhumboldt\\_az](http://library.amlegal.com/nxt/gateway.dll/Arizona/deweyhumboldt_az/townofdewey-humboldt/arizonacodeofordinan?f=templates$fn=default.htm$3.0$vid=amlegal:deweyhumboldt_az).

#### **4. DELIVERABLES**

ARCHITECT shall be responsible for providing three complete sets of paper floor plans, construction plans and specifications, as well as one digital copy of each document in a PDF format.

#### **C. BIDDING PHASE**

1. ARCHITECT shall assist TOWN in preparing documents required for the construction bid.
2. ARCHITECT shall respond to inquiries related to the Construction Documents. ARCHITECT shall tabulate and maintain a summary of the inquiries received (verbal and written) and the responses made.
3. ARCHITECT shall review Addenda for clarity, consistency and coordination among the bidders.
4. ARCHITECT shall assist TOWN in conducting the bid opening and shall evaluate the bids for bidder responsibility (including previous experience, capabilities and reputation for similar work), bidder responsiveness (including conformance to instructions, specifications and financial data required) and price. ARCHITECT shall also advise TOWN of the acceptability of subcontractors and material suppliers proposed by bidders. ARCHITECT shall make recommendations to TOWN concerning the acceptance or rejection of bids.

#### **D. CONSTRUCTION PHASE**

ARCHITECT shall make itself available to respond to questions regarding design or specifications, from the TOWN or the contractor during the construction phase.

## **PAYMENT SCHEDULE**

### **A. COMPENSATION AND METHOD OF PAYMENT**

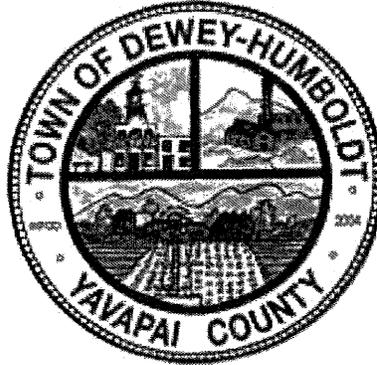
1. The consideration of payment to ARCHITECT, as provided herein shall be in full compensation for all of ARCHITECT'S work incurred in the performance hereof, including offices, travel, per diem or any other direct or indirect expenses incident to providing the services.
2. ARCHITECT shall be paid in full for Design Phase work upon receipt of all required documents and acceptance by the Town Building Official.
3. Invoices shall be on a form and in the format provided by TOWN and are to be submitted to TOWN via TOWN'S authorized representative.
4. For work completed pursuant to Sections C and D, TOWN agrees to make payments within thirty days of receipt and approval of ARCHITECT'S invoice.

### **B. REIMBURSABLE COSTS**

ARCHITECT will be reimbursed for expenses incurred under Sections C and D. All reimbursable costs must be submitted monthly and itemized as to costs. The items allowable for reimbursement are as follows:

1. Costs of outside printing services, as required by the contract.
2. Cost of long-distance telephone, postage, courier, UPS, Federal Express, etc. to the extent such item is specifically quantified and estimated for this project.
3. Cost of other items as required, with prior approval from TOWN.

**Town of Dewey-Humboldt**  
Design of New Dewey-Humboldt Town Hall



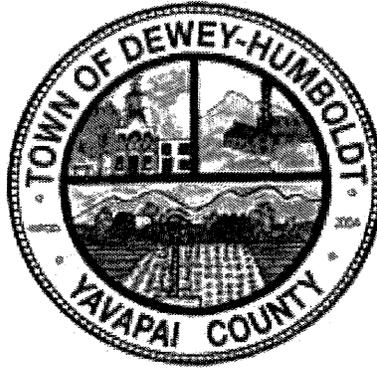
**Architectural Design Services RFP Dated September 23, 2019**

Prepared by  
**Town of Dewey-Humboldt**  
2735 S. Highway 69  
Humboldt, Arizona 86329

**September 25, 2019**

# **ADDENDUM NO. 1**

**Town of Dewey-Humboldt**  
Design of New Dewey-Humboldt Town Hall



**Architectural Design Services RFP Dated September 23, 2019**

Prepared by  
**Town of Dewey-Humboldt**  
2735 S. Highway 69  
Humboldt, Arizona 86329

**September 25, 2019**

# **ADDENDUM NO. 2**

**From:** [Ed Hanks](#)  
**To:** [Tim Mattix](#)  
**Subject:** FW: cost and prelim drawings  
**Date:** Wednesday, November 6, 2019 6:10:00 PM  
**Attachments:** [EdHanks11062019A.pdf](#)

---

**From:** Tiffany Kolat <[tiffany.k@gwbuildings.com](mailto:tiffany.k@gwbuildings.com)>  
**Sent:** Wednesday, November 6, 2019 3:37 PM  
**To:** Ed Hanks <[EdHanks@dhaz.gov](mailto:EdHanks@dhaz.gov)>  
**Subject:** cost and prelim drawings

Ed,  
\$35,100 for the building, the engineered blueprints, design and project management, the lifetime warranty and delivery. I have attached the prelim drawings for you to review.

Thank you,  
Tiffany

--

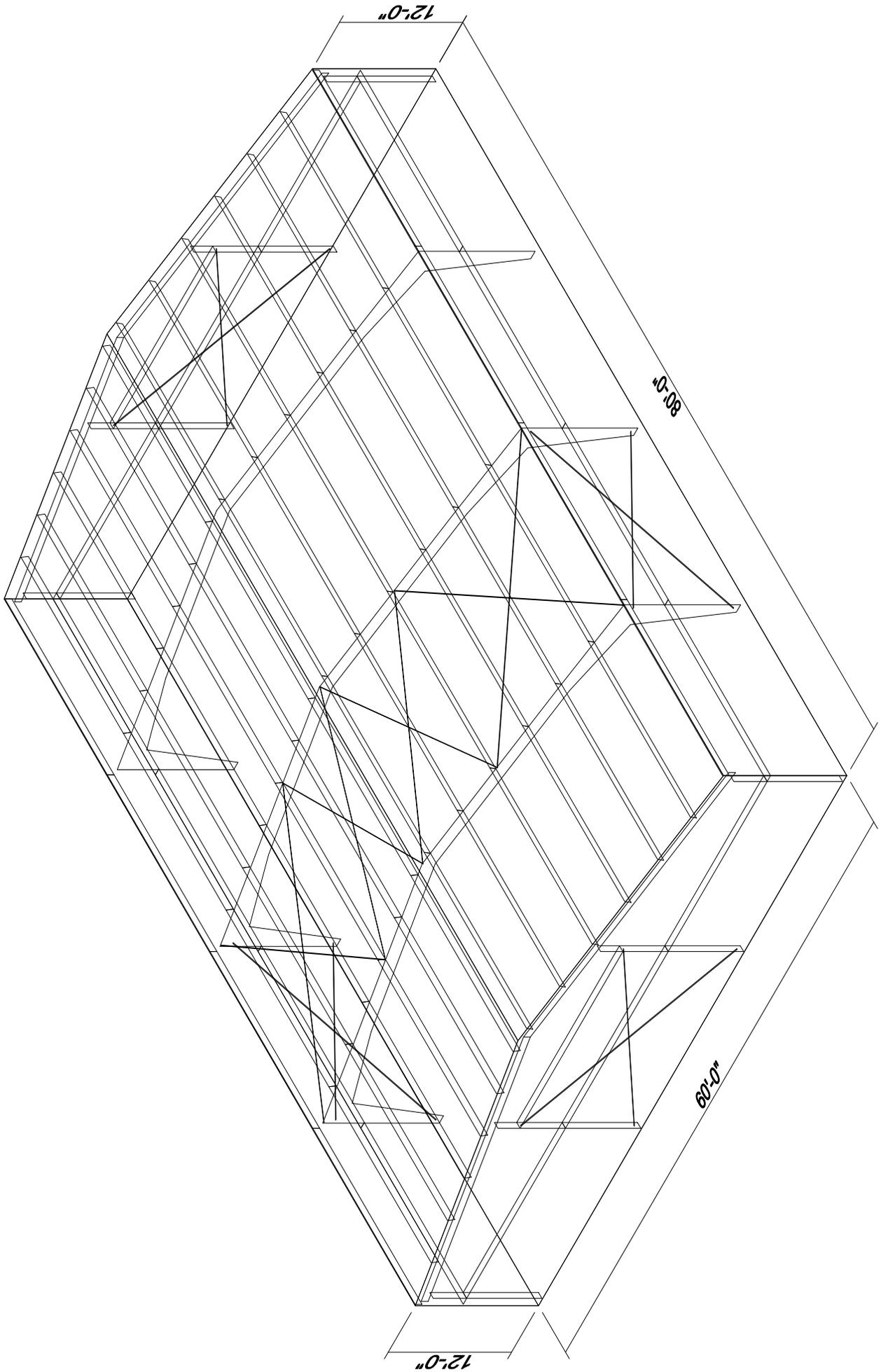
***Tiffany Kolat***  
**Great Western Steel Buildings**

p: [970.707.8016](tel:970.707.8016)  
a: [3033 S Parker Road, Denver, CO 80014](http://3033S.com)  
w: [GreatWesternBuildings.com](http://GreatWesternBuildings.com) e: [tiffany.k@gwbuildings.com](mailto:tiffany.k@gwbuildings.com)



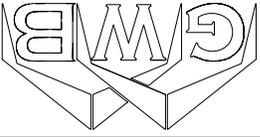
-Have questions about metal buildings? Join the discussion on our [official forums](#).







ISSUE	DATE	DWN.	CHK.	ENG.
APPROVAL				
L/M				
SRB				
SRB				
SS				

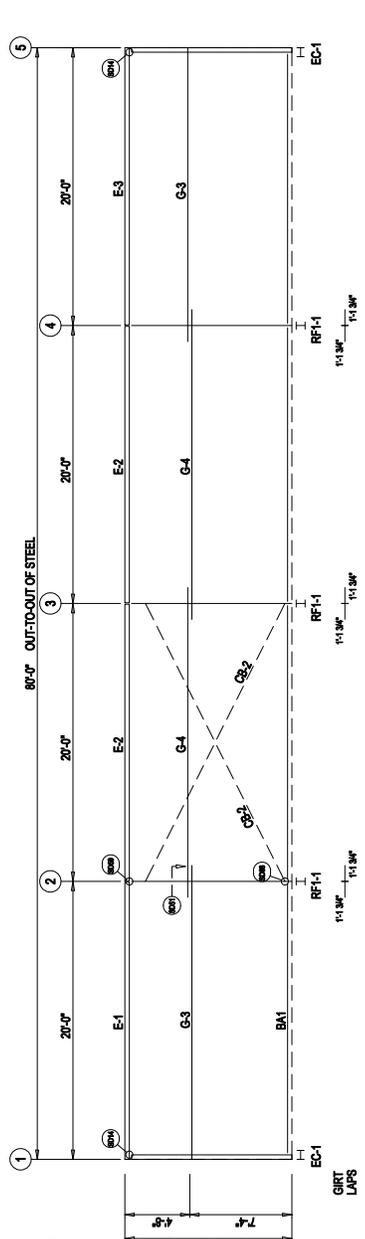


3025 S. PARKER RD SUITE 810  
AURORA, CO 80014  
PHONE: (800) 497-2135  
WWW.GREATWESTERNBUILDINGS.COM

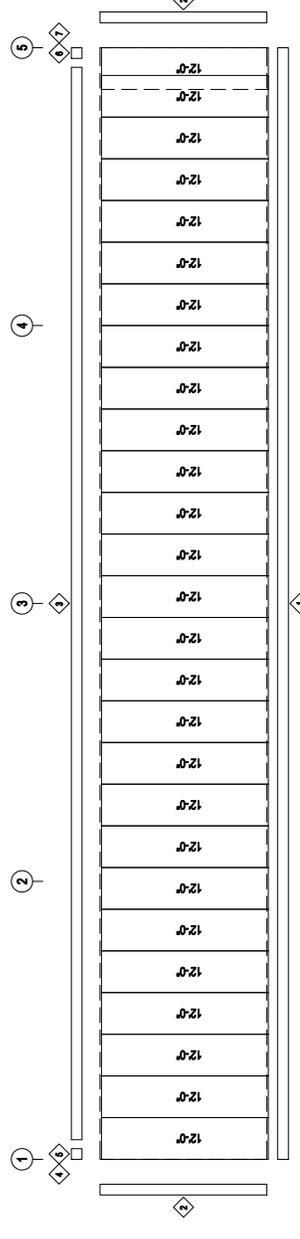
DEALER	PROJECT NAME	PROJECT LOCATION	PROJECT COUNTY	CUSTOMER PHONE NUMBER	CUSTOMER EMAIL	SCALE	SHEET NUMBER	JOB NUMBER	SHEET TITLE
						N.T.S.			EdHanks11062019A

THIS SEAL PERTAINS ONLY TO THE MATERIALS DESIGNED AND SUPPLIED BY THE METAL BUILDING SUPPLIER. THE DRAWINGS AND THE METAL BUILDING WHICH THEY REPRESENT ARE THE PRODUCT OF THE METAL BUILDING SUPPLIER. THE REGISTERED PROFESSIONAL ENGINEER WHOSE SEAL AND SIGNATURE APPEARS ON THESE DRAWINGS IS EMPLOYED BY THE METAL BUILDING SUPPLIER AND DOES NOT SERVE AS OR REPRESENT THE OVERALL PROJECT ENGINEER OF RECORD AND SHALL NOT BE CONSTRUED AS SUCH.

TRIM TABLE		FRAME LINE A		DETAIL	
ID	QUAN	PART	LENGTH	TD74	TD85
1	8	FL-60	10'-2"	TD40	TD85
2	2	FL-10	12'-0"	TD16	TD85
3	3	FL-29	20'-2"	TD85	TD85
4	1	FL-28L	11'-2"	TD85	TD85
5	1	FL-30L	9'-1/2"	TD85	TD85
6	1	FL-28R	11'-2"	TD85	TD85
7	1	FL-30R	9'-1/2"	TD85	TD85



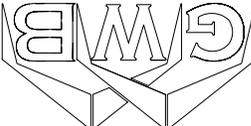
SIDEWALL FRAMING: FRAME LINE A



SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 28 Ga. PBR - Neel Std. Color

ISSUE	DATE	DWN	CHK	ENG
APPROVAL	L/M	SRB	SRB	SS

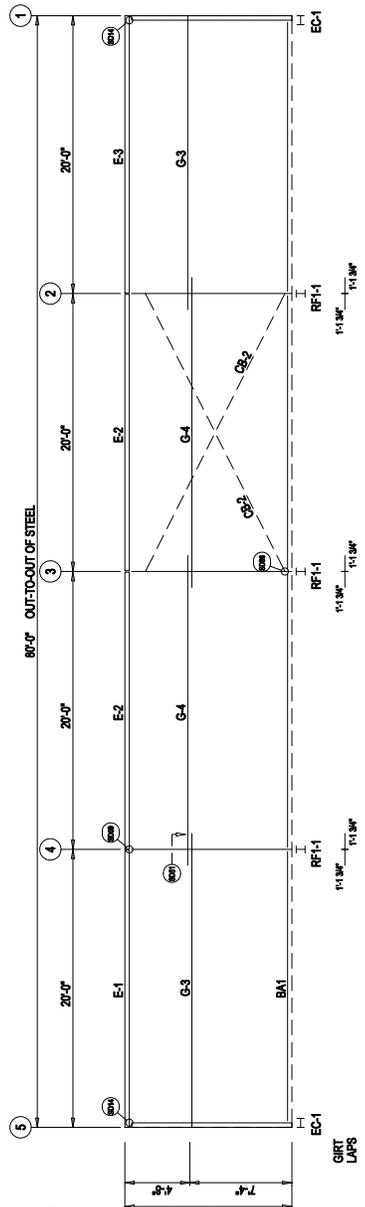


3025 S. PARKER RD SUITE 810  
AURORA, CO 80014  
PHONE: (800) 497-2135  
WWW.GREATWESTERNBUILDINGS.COM

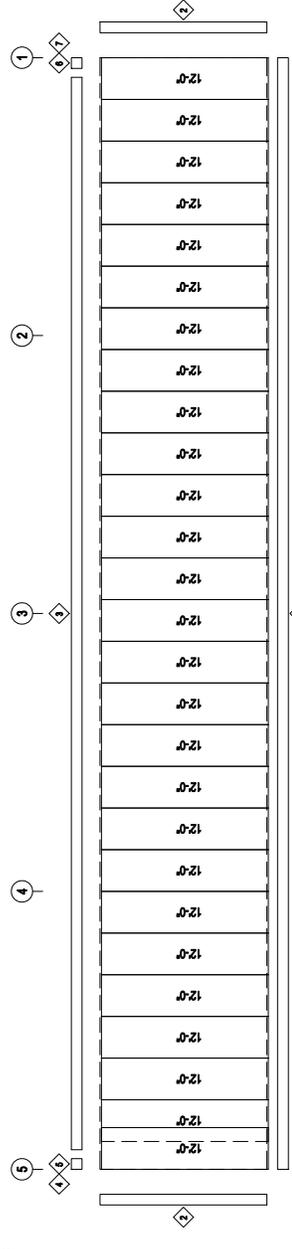
DEALER	PROJECT NAME	PROJECT LOCATION	PROJECT COUNTY	CUSTOMER PHONE NUMBER	CUSTOMER EMAIL	SCALE	SHEET NUMBER	JOB NUMBER	SHEET TITLE
						N.T.S.			EdHanks11062019A

THIS SEAL PERTAINS ONLY TO THE MATERIALS DESIGNED AND SUPPLIED BY THE METAL BUILDING SUPPLIER. THE DRAWINGS AND THE METAL BUILDING WHICH THEY REPRESENT ARE THE PRODUCT OF THE METAL BUILDING SUPPLIER. THE REGISTERED PROFESSIONAL ENGINEER WHOSE SEAL AND SIGNATURE APPEARS ON THESE DRAWINGS IS EMPLOYED BY THE METAL BUILDING SUPPLIER AND DOES NOT SERVE AS OR REPRESENT THE OVERALL PROJECT ENGINEER OF RECORD AND SHALL NOT BE CONSTRUED AS SUCH.

TRIM TABLE			
FRAME LINE ID	QUAN	PART	DETAIL
1	8	FL-60	TD74
2	2	FL-10	TD40
3	3	FL-29	TD16
4	1	FL-28L	TD85
5	1	FL-30L	TD85
6	1	FL-28R	TD85
7	1	FL-30R	TD85



SIDEWALL FRAMING: FRAME LINE D

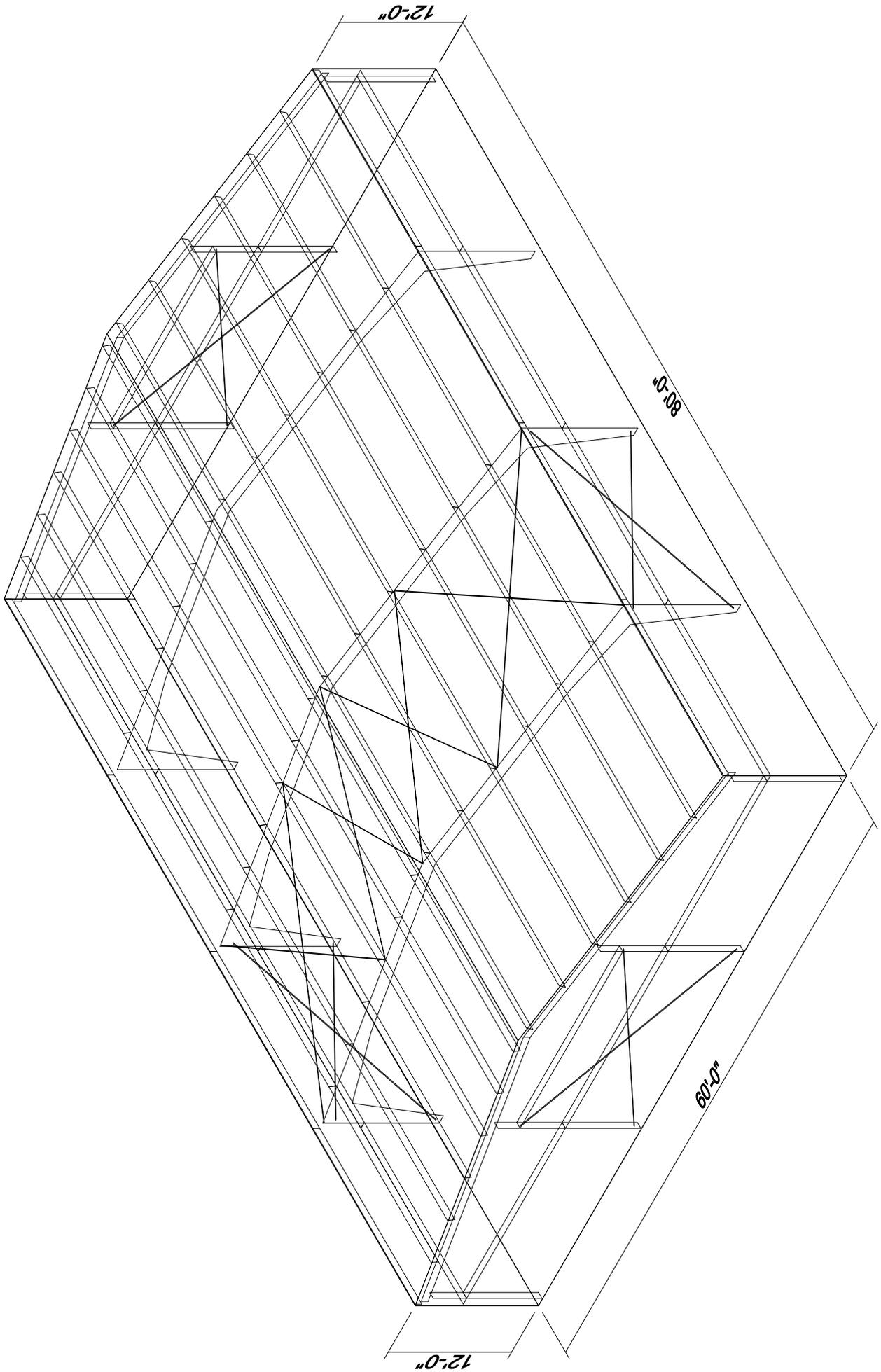


SIDEWALL SHEETING & TRIM: FRAME LINE D

PANELS: 28 Ga. PBR - Neel Std. Color

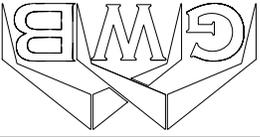








ISSUE	DATE	DWN.	CHK.	ENG.
APPROVAL				
L/M				
SRB				
SRB				
SS				

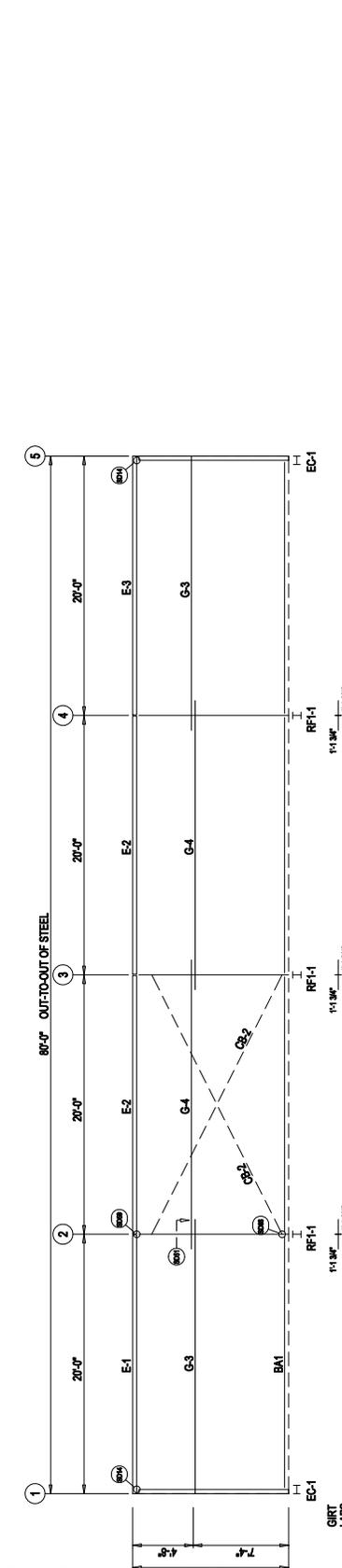


3025 S. PARKER RD SUITE 810  
AURORA, CO 80014  
PHONE: (800) 497-2135  
WWW.GREATWESTERNBUILDINGS.COM

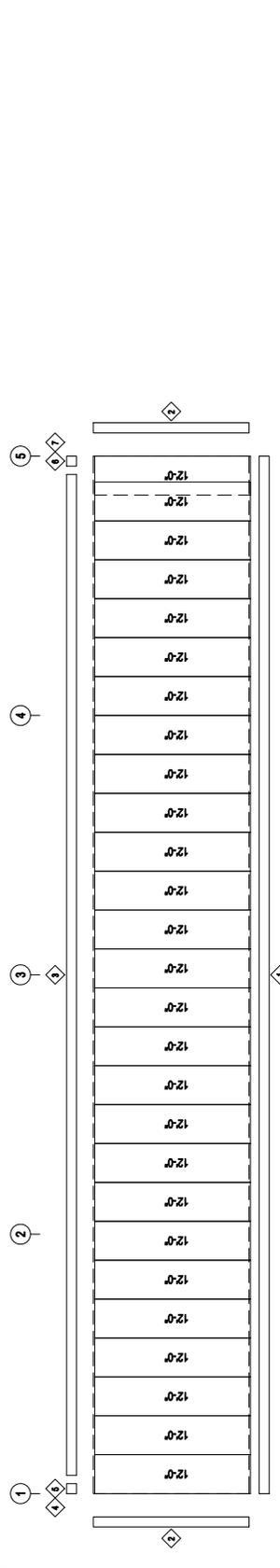
DEALER	PROJECT NAME	PROJECT LOCATION	PROJECT COUNTY	PROJECT STATE	CUSTOMER PHONE NUMBER	CUSTOMER EMAIL	SCALE	SHEET NUMBER	JOB NUMBER	SHEET TITLE
							N.T.S.			EdHanks11062019A

THIS SEAL PERTAINS ONLY TO THE MATERIALS DESIGNED AND SUPPLIED BY THE METAL BUILDING SUPPLIER. THE DRAWINGS AND THE METAL BUILDING WHICH THEY REPRESENT ARE THE PRODUCT OF THE METAL BUILDING SUPPLIER. THE REGISTERED PROFESSIONAL ENGINEER WHOSE SEAL AND SIGNATURE APPEARS ON THESE DRAWINGS IS EMPLOYED BY THE METAL BUILDING SUPPLIER AND DOES NOT SERVE AS OR REPRESENT THE OVERALL PROJECT ENGINEER OF RECORD AND SHALL NOT BE CONSTRUED AS SUCH.

TRIM TABLE			
FRAME LINE A			
ID	QUAN	PART	LENGTH
1	8	FL-60	10'-2"
2	2	FL-10	12'-0"
3	3	FL-29	20'-2"
4	1	FL-28L	11'-2"
5	1	FL-30L	9'-1/2"
6	1	FL-28R	11'-2"
7	1	FL-30R	9'-1/2"



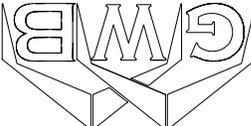
SIDEWALL FRAMING: FRAME LINE A



SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 28 Ga. PBR - Neel Std. Color

ISSUE	DATE	DWN	CHK	ENG
APPROVAL	L/M	SRB	SRB	SS



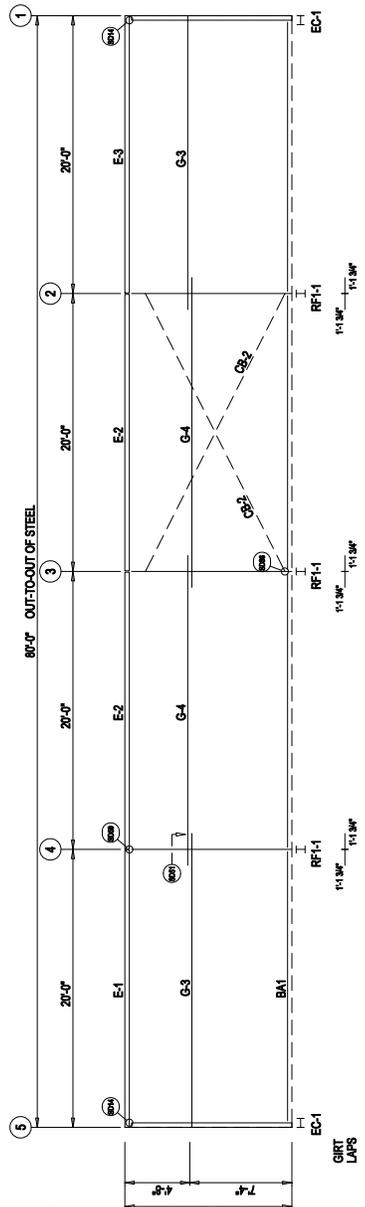
3025 S. PARKER RD SUITE 810  
AURORA, CO 80014  
PHONE: (800) 497-2135  
WWW.GREATWESTERNBUILDINGS.COM

CUSTOMER NAME	EdHanks11062019A
PROJECT NUMBER	
PROJECT LOCATION	
PROJECT COUNTY	
CUSTOMER PHONE NUMBER	
CUSTOMER EMAIL	
SCALE	N.T.S.

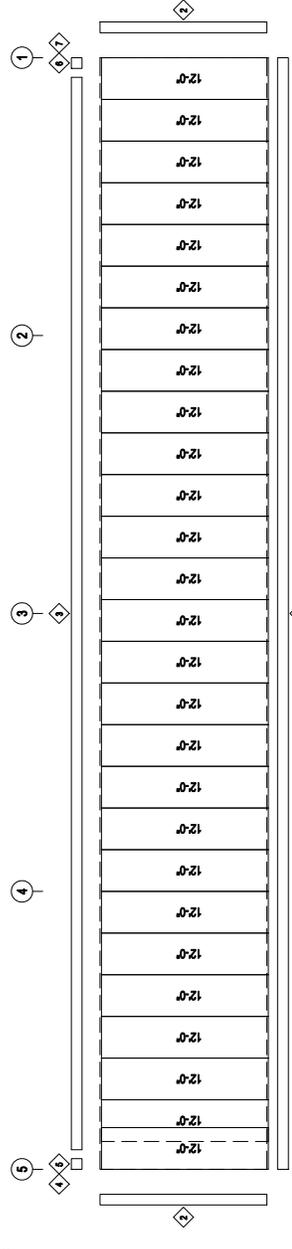
CUSTOMER NAME	
DEALER	
PROJECT NAME	
PROJECT LOCATION	
PROJECT COUNTY	
CUSTOMER PHONE NUMBER	
CUSTOMER EMAIL	
SCALE	N.T.S.

THIS SEAL PERTAINS ONLY TO THE MATERIALS DESIGNED AND SUPPLIED BY THE METAL BUILDING SUPPLIER. THE DRAWINGS AND THE METAL BUILDING WHICH THEY REPRESENT ARE THE PRODUCT OF THE METAL BUILDING SUPPLIER. THE REGISTERED PROFESSIONAL ENGINEER WHOSE SEAL AND SIGNATURE APPEARS ON THESE DRAWINGS IS EMPLOYED BY THE METAL BUILDING SUPPLIER AND DOES NOT SERVE AS OR REPRESENT THE OVERALL PROJECT ENGINEER OF RECORD AND SHALL NOT BE CONSTRUED AS SUCH.

TRIM TABLE			
FRAME LINE ID	QUAN	PART	DETAIL
1	8	FL-60	TD74
2	2	FL-10	TD40
3	3	FL-29	TD16
4	1	FL-26R	TD85
5	1	FL-30L	TD85
6	1	FL-26R	TD85
7	1	FL-30R	TD85



SIDEWALL FRAMING: FRAME LINE D



SIDEWALL SHEETING & TRIM: FRAME LINE D

PANELS: 26 Ga. PBR - Neel Std. Color





