



TOWN BOARD AGENDA

REGULAR MEETING

The Organizational and Regular Meeting of the new Town Board will follow the 6:30 PM Regular Meeting on Friday, April 5, 2024.

To arrange accommodations in accordance with the Americans with Disabilities Act at public meetings, please contact the Town Clerk at least 48 hours prior to the meeting.

Hybrid Meeting

[Meetings | Town of Foxfield \(colorado.gov\)](#)

South Metro Fire Protection District Station #42
7320 South Parker Road

Friday, April 5, 2024
6:30 p.m.

Call to Order

1. Roll Call of Board Members
2. Audience Participation Period (limit 4 minutes per speaker)
3. Consent Agenda
 - a. Approval of Minutes – March 21, 2024
4. Public Hearing
 - a. Town of Foxfield Master Plan
5. For Possible Action
 - a. Resolution 2024-06 Adopting the Town of Foxfield Master Plan
6. Adjournment- *Sine Die*

ORGANIZATIONAL & REGULAR MEETING OF THE NEW TOWN BOARD

1. Oaths of Office – Mayor and Trustees

Call to Order

2. Roll Call of Board Members
3. Appointment of Mayor Pro Tem
4. For Discussion
 - a. Tree Trimming Estimates
5. For Possible Action
 - a. Appointment of Town Clerk and Town Treasurer
 - b. Appointment of Town Attorney
 - c. Engineering Fee Estimate for the 2024 Pavement Repair and Surface Treatment Program
6. Reports
 - a. Members of Town Board
 - b. Staff
7. Future Agenda Items
 - a. Tunnel and sidewalk repairs
 - b. MHFD follow-up
 - c. Culvert Clean-up
 - d. Wards Discussion
 - e. Land Use Code Final Draft
 - f. Gate Maintenance Vendor
 - g. Accessibility
 - h. 2023 Financial Audit
8. Adjournment



BOARD OF TRUSTEES MEETING MINUTES

March 21, 2024

Call to Order

The meeting was called to order at 6:30 p.m. via Microsoft Teams.

1. Roll Call

The following Trustees were present via Microsoft Teams: Mayor Jones, Trustee Farreau, and Trustee Goddard.

The following Trustees were present in person: Mayor Jones, Trustee Herold, Trustee Schultz, and Trustee Thompson. Trustee Cockrell was not present for roll call but joined at 6:31.

A quorum was present.

2. Motion to Amend the Agenda

Mayor Jones made a motion to remove Discussion item 4 c Developmental Standards from the agenda; Trustee Thompson seconded the motion, which passed unanimously.

3. Audience Participation

None

4. Consent Agenda

a. Minutes – March 7, 2023

Mayor Jones moved to approve the Consent Agenda, with a second from Trustee Schultz. The motion passed unanimously.

6. Discussion

a. Website Accessibility Audit

Town Administrator Proctor introduced the memo but advised that based on new information provided by Town Attorney Hoffman, staff has more questions about this topic. Staff will continue to work on this item and bring it back at a future meeting.

b. Tree Trimming Estimates –

After discussion, the Board asked the staff to get revised quotes from each vendor to include only street side trimming of trees that present a public hazard.

7. Reports

a. Mayor Jones reported that CML is asking for support from elected officials on certain land use issues.

- b. Members of the Town Board
 - ii. Trustee Thompson reported that a couple of trees in the open space are down. Potentially Mile High Flood District will take care of those.
 - iii. Trustee Cockrell reported on the latest DRCOG meeting which focused on freight-related issues.
 - iv. Trustee Schultz reported that during the recent snow storm a delivery truck got stuck and as a result some ruts along the side of the roads were created. Staff will let SEH know about the new issue.
 - v. Trustee Herold asked for an update on the parking lot repairs in The Foxfield Village Center. Staff will reach out to the property manager for an update.
- c. Staff
 - i. Town Administrator Proctor shared that the new gate vendor provided a preliminary quote for suggested repairs and improvements for the gates. Once a finalized quote is received staff will provide an update. The 2023 financial audit was completed.
 - II. Town Clerk Schmitz highlighted that labor laws and other regulations kick in once an employer exceeds fifteen employees. At the end of last year, the Town had thirteen employees.

8. Future Agenda Items

- a. Tunnel and sidewalk repairs
- b. MHFD follow-up
- c. Speed mitigation
- d. Digital Accessibility
- e. Culvert follow-up
- f. Engineering RFP for 2025
- g. Study session for code definitions regarding accessory structures and vehicles

9. Adjournment

- a. Mayor Jones adjourned the meeting at 7:17 p.m.

Kathleen Schmitz, Town Clerk

Lisa Jones, Town Mayor



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: April 5, 2024

RE: Public Hearing - Master Plan for the Town of Foxfield

DISCUSSION:

The Town of Foxfield's Master Plan was last updated in 2008. It is recommended that it be updated at least every five (5) years and be done in conjunction with an update to the Municipal Code. In late 2022, the Board accepted a proposal from SafeBuilt to help update The Town of Foxfield's Master Plan. Throughout 2023 and 2024 staff and the Board worked collaboratively with SafeBuilt on this project. In addition, Town Attorney, Corey Hoffmann and his team have reviewed the final draft.

Attached for public hearing is the updated and final draft of the Town of Foxfield Master Plan.

ATTACHMENT:

Exhibit A – Town of Foxfield Master Plan



Town of Foxfield Master Plan



Master Plan

Adopted: December 17, 1998

Amended: June 3, 2004 - Trails Plan

Amended: May 15, 2008 - Parker Road Sub Area Plan

Amended: February 2024

Acknowledgments

The Town of Foxfield's Master Plan is a culmination of past plans and current input and guidance from elected and appointed officials and town staff.

Special thanks to the following:

Lisa Jones, Mayor

Josie Cockrell, Board of Trustees

Debra Farreau, Board of Trustees

Dave Goddard, Board of Trustees

Hark Herold, Board of Trustees

Tim Schultz, Board of Trustees

Pamela Thompson, Board of Trustees

Karen Proctor, Town Administrator

Kathleen Schmitz, Town Clerk

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Introduction

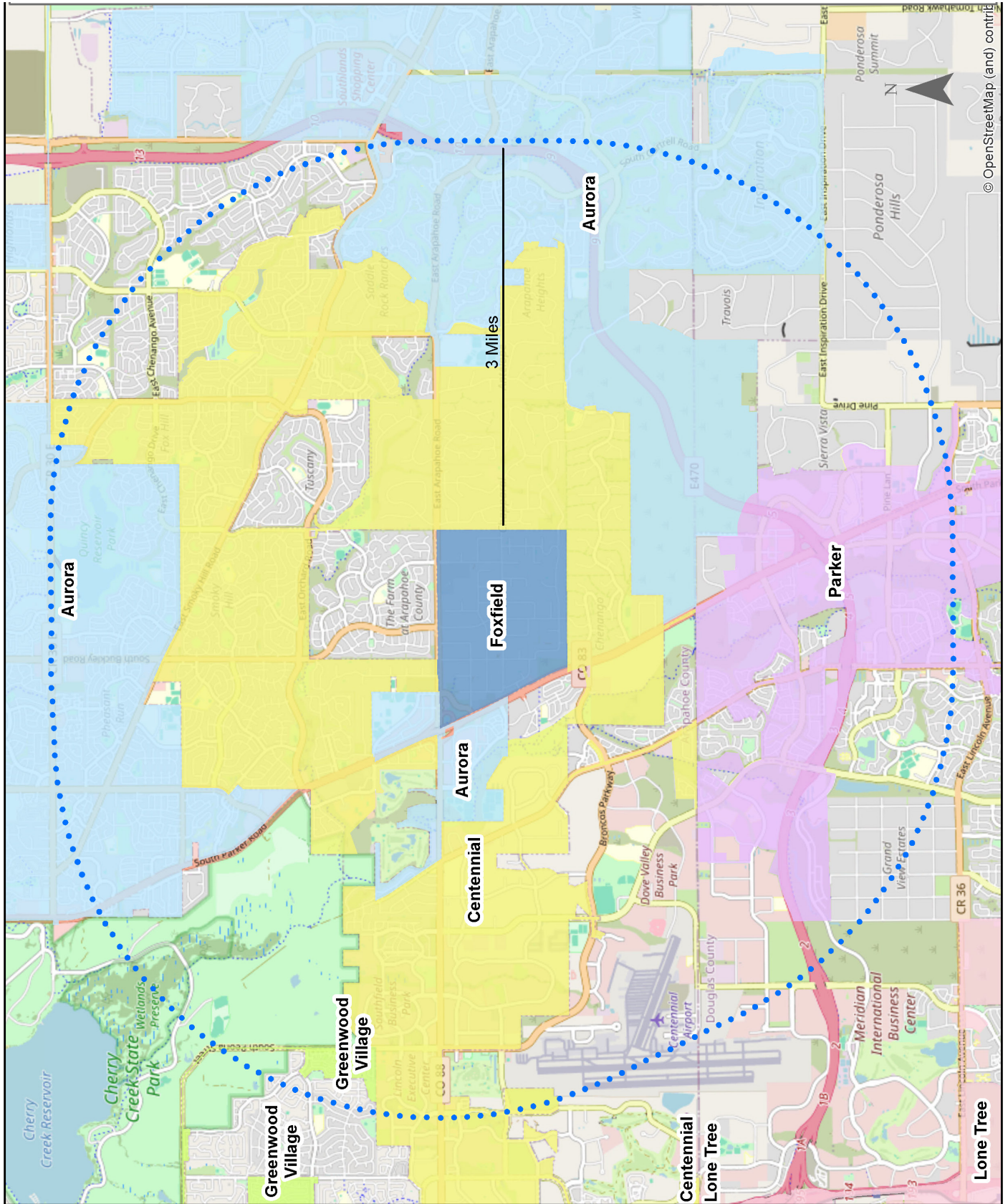
The purpose of the Town of Foxfield Master Plan is to provide a guide for public officials, residents, and others who are involved with planning, land use, and development in this community. It represents the community's vision as to how this low density residential "enclave" should develop in the future. It will be updated and amended as conditions may warrant.

The format of the Master Plan is succinct and straightforward and includes a discussion of the background of the community, existing conditions, goals and policies. These narrative sections are supplemented by a Master Land Use Plan map, which graphically depicts the overall policies and concepts for the community.

It is important to emphasize that the Town of Foxfield Master Plan is not zoning. It does, however, present recommendations about future land use and development and is to be utilized as a guide for future decisions by the Town. The Town of Foxfield has adopted zoning and other development regulations which reinforce the concepts and recommendations in the Master Plan, which are consistent with the provisions of Town regulations and Colorado State Statutes.



Vicinity Map





Vision Statement

Our vision for the Town of Foxfield is to create a vibrant community that embraces its heritage and maintains our existing rural lifestyle. We envision a town where residents, businesses, and visitors coexist in harmony, where nature and the built environment unite to create a model of balanced progress.

Preserving A Rural Lifestyle: Foxfield's unique charm lies in its landscapes, open spaces, and tranquil atmosphere. Our vision is to safeguard the rural nature of our town. Through thoughtful land use planning, conservation efforts, and sustainable development practices, we will protect our green spaces and natural resources for future generations to enjoy. While preserving our rural character, we also recognize the importance of smart and sustainable growth. Our vision is to encourage responsible development that respects the town's unique character and natural surroundings.

Cultivating Economic Vitality: To ensure the long-term prosperity of Foxfield, we envision a thriving local economy. By nurturing a business-friendly environment, attracting services for our residents, and supporting local entrepreneurship, we will create opportunities for economic growth and enhance the quality of life for our residents.

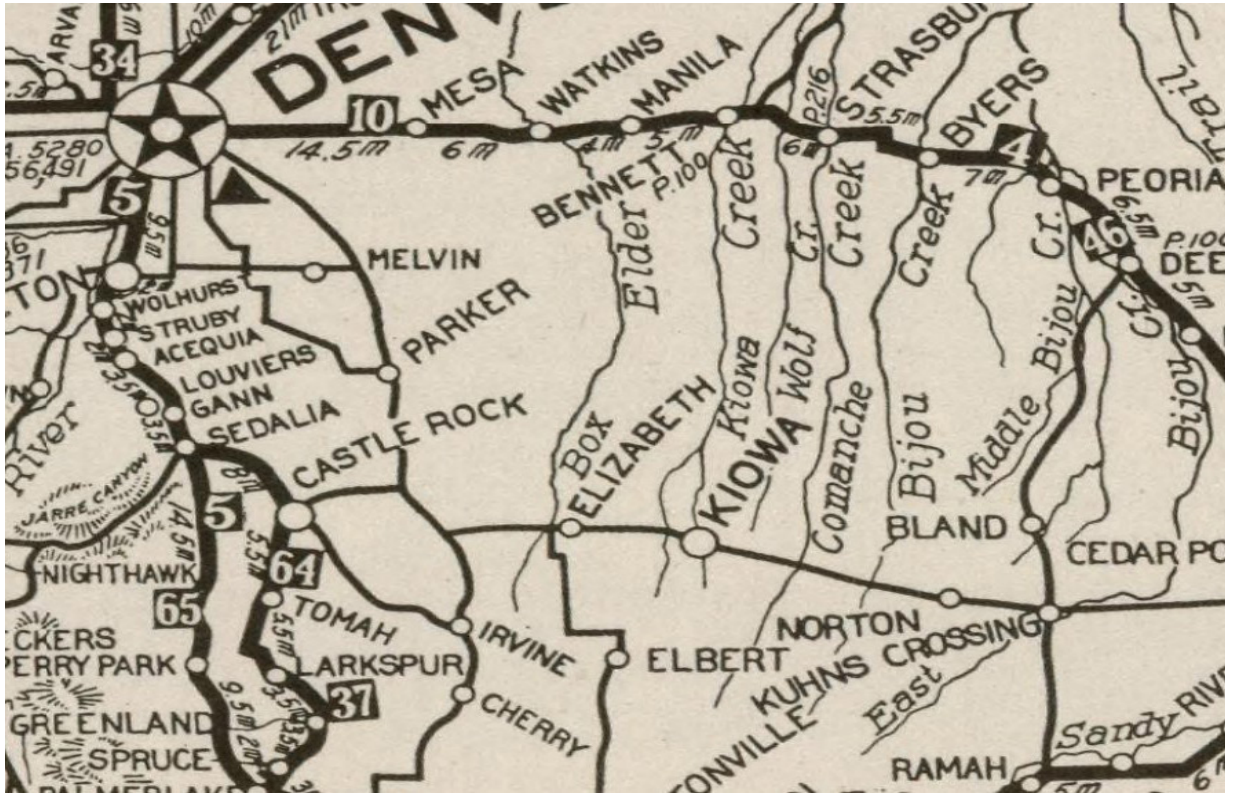
Prioritizing Infrastructure: Our vision includes a well-planned and efficient infrastructure system. We will continue to invest in existing transportation networks, well-maintained roads and traffic mitigation. This will enhance the multi-modal use of our streets, accessibility, reduce congestion, and promote safe mobility for all.

Ensuring Safety and Resilience: The safety and well-being of our residents are paramount. We envision a Town that prioritizes public safety, emergency preparedness, and disaster resilience. By implementing measures and collaborative partnerships with neighboring jurisdictions, we strive to create a secure and resilient community.

Enhancing Community Engagement: We believe that community involvement is essential to achieve our vision. We strive to foster a sense of belonging and encourage active participation from all residents, businesses, and stakeholders. By providing accessible channels for communication and decision-making processes that reflect the town's diverse voices, we will create a strong and united Foxfield community.

Together, as one united community, we will work to achieve this vision for the Town. By embracing our rural lifestyle, promoting sustainable growth, and valuing our residents, we will maintain our model town that inspires and sets a benchmark for others to follow.

Community History



Foxfield, Colorado, a small town located in Arapahoe County, has a rich history that traces back to early inhabitation by Native Americans, specifically, Kiowas, Cheyennes, Arapahos, and others tribes of native origins. The 17th century colonization of the North American continent brought with it a series of occupations and territorial divisions of land resulting in the present day boundaries of Arapahoe County, where Foxfield is now located. Despite its relatively modest size, the town's history is characterized by agricultural roots, suburban development, and a commitment to preserving its unique character.

The area surrounding Foxfield in the 19th century lends its early roots to an agricultural heritage. Originally settled by farmers who sought fertile land for cultivation, the area's economy revolved around farming and ranching. The fertile soil and access to water sources facilitated the growth of crops, especially wheat and vegetables, which sustained the local population and contributed to the region's overall agricultural productivity.

Over the decades, Foxfield experienced gradual suburban development, with residential areas and small businesses emerging alongside its agricultural lands. This development gained momentum in the mid-20th century as nearby urban centers, such as Denver, began to expand. Foxfield's proximity to these centers made it an attractive option for those seeking a quieter, more rural lifestyle while still being within reach of urban amenities.

One significant historical event in Foxfield's history was its incorporation as a town in 1994. This step was taken by residents to retain local control over zoning and land use decisions, ensuring that the town's unique character and rural atmosphere were preserved amidst the increasing urbanization of the surrounding area.

Community History

Foxfield's commitment to maintaining its identity is evident in its approach to land use and development. The town has implemented measures to control growth and maintain large lot sizes, which has helped to prevent overcrowding and preserve the open spaces that are an integral part of its history. Zoning regulations and master planning have been instrumental in achieving this balance between development and preservation.

Throughout its history, Foxfield has faced challenges associated with urban expansion and infrastructure development. The town's leadership has focused on managing these challenges while safeguarding the values and traditions that make Foxfield distinctive. The town's commitment to its rural heritage is reflected in its emphasis on maintaining open spaces, encouraging responsible development, and fostering a strong sense of community.

In recent years, Foxfield has continued to evolve in response to changing demographics and economic factors. The town's historical roots remain visible in the mix of modern residences, rural landscapes, and community-oriented events. Foxfield's history is not just about the past; it informs the present and shapes the town's future as it navigates the delicate balance between growth and preservation.

In conclusion, Foxfield, Colorado, has a history deeply rooted in agriculture, suburban development, and the preservation of its unique character. From its early farming days to its incorporation as a town and its ongoing efforts to balance growth with conservation, Foxfield's history tells the story of a community that values its past while navigating the challenges of the present and future.

Community Snapshot



Population

737



Median Age

55



Population under 18

16.7%



Population over 65

31.7%



Median Household Income

\$146,083



Bachelors Degree or More

58%



Housing Units

275

Source: 2022 Colorado Department of Local Affairs - July, 2022 estimate | 2018-2022 American Community Survey 5 year average

Community Character

Goal

To enhance and protect the rural character of the community.

Policies

1. Maintain the standard of single-family residential development on rural estate lots.
2. Encourage appropriate and compatible development of currently undeveloped land.
3. Encourage development that is compatible with a rural character, in terms of land use, scale or other characteristics.
4. Encourage a sense of pride and good stewardship in the Foxfield area and in its community affairs.
5. Encourage proposals from Foxfield citizens regarding the street network system, other transportation elements, parks and open space, land use, resident safety, community facilities, and other amenities which will enhance and improve the community.
6. Allow horses and other animals in a manner compatible with the character of the Foxfield community.
7. Recognize that natural landscapes, mountain views, open spaces, and wildlife habitat are some of Foxfield's greatest assets and should be protected.

Land Use

Goal

Maintain land uses in the Town which are compatible with a rural, low-density community.

Policies

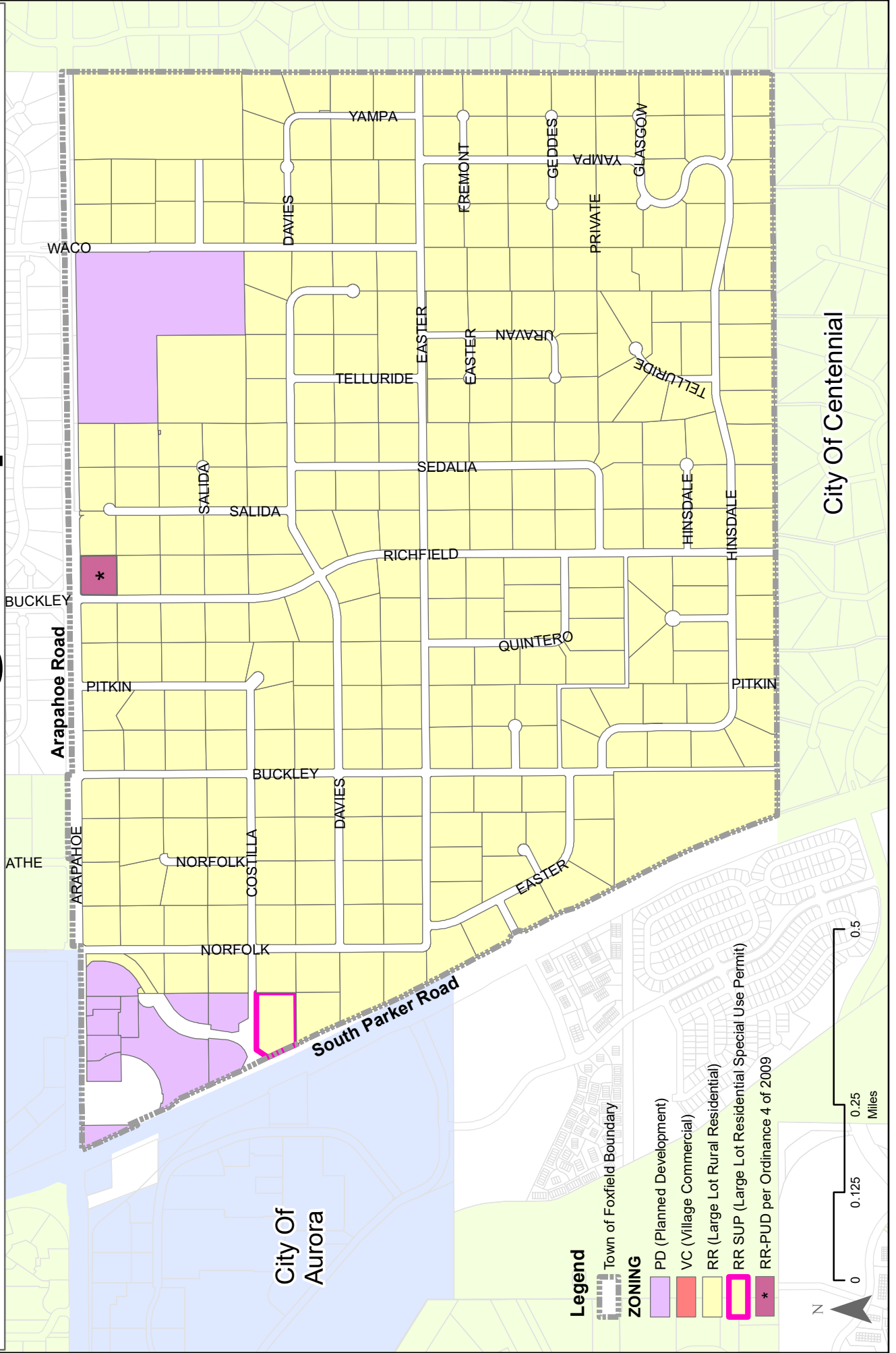
1. Encourage flexibility in developing the remaining undeveloped land in order to achieve compatible land use and site planning while providing benefits to the Foxfield community as a whole.
2. Require the establishment of significant open space buffers between residential areas, community, and non-residential uses where warranted.
3. Limit “home occupations” to prevent off-site impacts, including visual, noise, and traffic impacts.
4. Recognize the corner area next to the Arapahoe/Parker intersection as the prime location for commercial development within Foxfield.
5. As opportunities arise, consider Master Plan amendments for commercial development or other land uses that could benefit Foxfield. Consideration of other land uses should examine the impact to abutting properties and the whole of the community.
6. Ensure protection of views of the Rocky Mountains from public streets through a designated viewshed corridor or other similar land use regulation techniques that regulates commercial development.

Land Use

7. The Town's commercial design guidelines should be up-dated periodically to reflect the Town's design and development directions for all current and future land uses. If necessary, changes to the Zoning Ordinance will be made to identify the Design Guideline as Design Standards.
8. New developments along South Parker Road and Arapahoe Road should plan for uninterrupted pedestrian and vehicle access and mitigate any through traffic away from residential areas.
9. Evaluate undeveloped land as located on the Master Plan map in terms of the opportunities and benefits the land may present for the Foxfield community.
10. Consider uses of land and facilities, such as open space, which may provide additional benefits for the community of Foxfield.
11. Encourage flexible site planning to allow for the creation of public open space, including planned development techniques.
12. Consider environmental conditions of a site and its surrounding area when evaluating new development.
13. Maintain the rural, residential character by continuing to keep residential uses dispersed and other uses, such as commercial, in specified central areas.

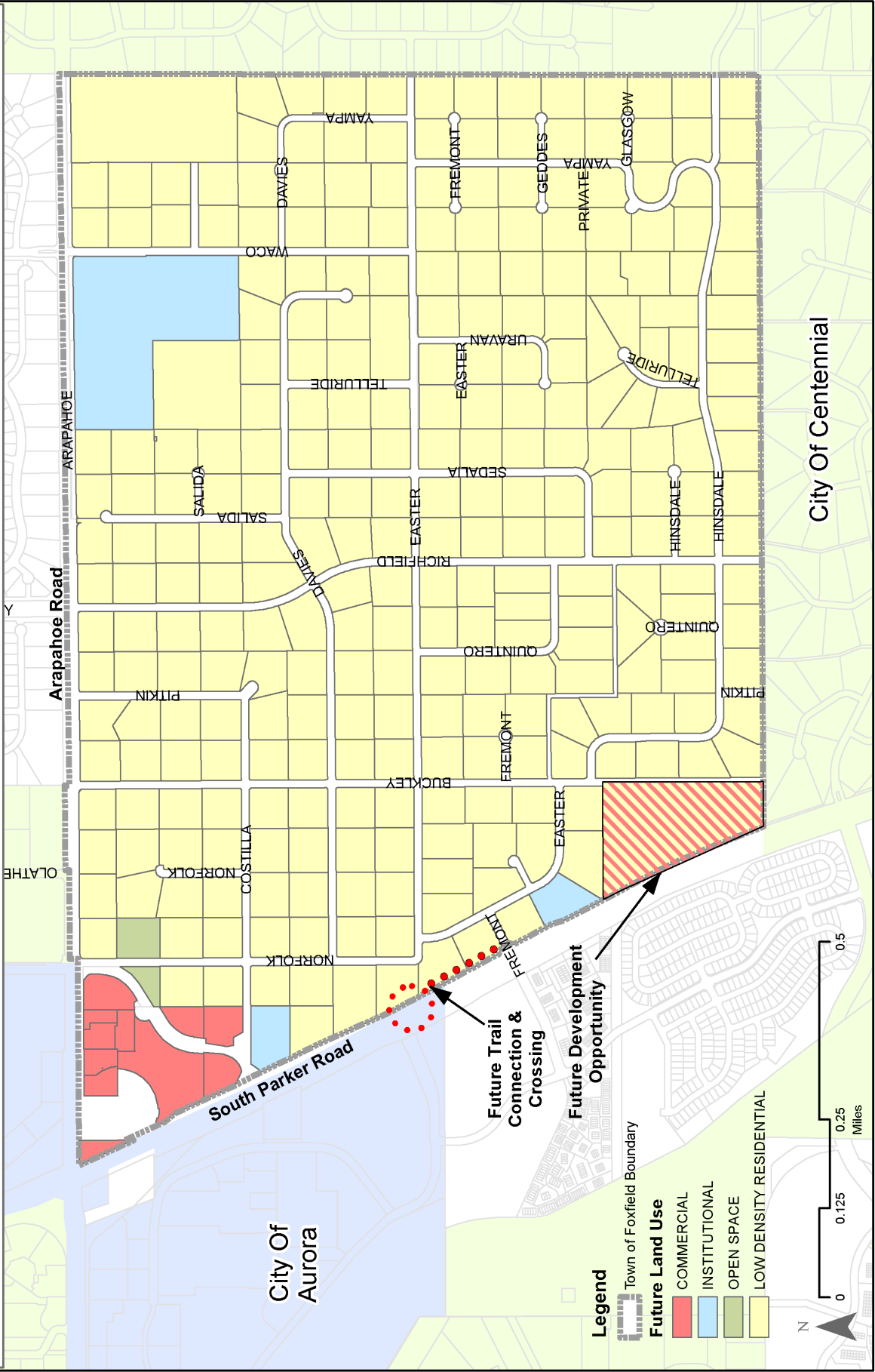


Zoning Map



Future Land Use Map

TOWN OF FOXFIELD



Economic Base

Goal

To protect and enhance Foxfield's economic base.

Policies

1. Align Foxfield's fiscal needs and desires to financial planning.
2. Monitor strategically located properties along Arapahoe Road, Parker Road, and Lewiston for turnover or voluntary sale and development.
3. Examine existing land use regulations to ensure remaining development opportunities provide sales tax generating uses.

Roads and Transportation

Goal

Maintain the existing, established road network to ensure the highest levels of safety and continuous function for the residents of Foxfield.

Policies

1. Maintain a functional street network throughout the community that provides good access for residents, while discouraging through traffic.
2. Ensure newly proposed developments efficiently align with the existing street network.
3. Require developers to provide objective analysis of the traffic impact of their proposed developments and to satisfactorily mitigate the anticipated traffic impacts. Town staff should coordinate development standards and impact fees to ensure that proposed development fully finances required traffic infrastructure improvements.
4. Maintain the rural character of the roads, including:
 - Gravel shoulders
 - No curb and gutter
 - Swales on both sides of the road
 - Natural landscaping
 - Street lighting at intersections where necessary for safety
 - Minimal signage
 - Minimal intrusive outdoor lighting

Roads and Transportation

5. Pursue roadway safety projects for various users of the roadway system (pedestrian, bicycle, equestrian) when opportunities present themselves.
6. Consider a full range of methods to control cut-through traffic, traffic volume, and traffic speeds.
7. Monitor existing traffic signaling along Arapahoe and Parker Roads. Coordinate with Arapahoe County and CDOT for roadway improvements, both planned and proposed, by partner agencies (CDOT, Arapahoe County, Aurora, Centennial). Current considerations include:
 - Interchange at Arapahoe and Parker Roads
 - Maintain existing access to existing houses on Arapahoe Road. Monitor opportunities, as presented, to ensure appropriate access to the street network for businesses and residents.
 - Sufficient access to undeveloped land along Arapahoe and Parker Road
8. Consider development of a Transportation Plan to address the following:
 - Street Construction Standards
 - Street Maintenance
 - Street classification
 - Signage
 - Costs
 - Street Paving
 - Future connection improvements and a plan for future streets



Open Space, Trails and Parks

Goal

To improve and expand existing open space, trails, and park system to ensure effective management and utilization of these community resources.

Policies

1. Prepare and implement a plan for the maintenance of an open space, park and trail system throughout the community. Look to use public rights-of-way, dedicated public sites and portions of private property owner approved sites to enhance the existing system.
2. Seek to establish and maintain public access to non-residential development sites, through mutual agreements with landowners, easements, or other sources.
3. Establish community open space on undeveloped land as a requirement of re-zoning and subdivision processes, or other agreements with landowners.
4. Seek funding for the acquisition, improvement, and maintenance of parks and open space.
5. Ensure that the trail system provides convenient and safe access to key public amenities, community facilities, commercial areas, and other regional connections.
6. Preserve and maintain the existing open space, trails, and park system within the Town.
7. Periodically revisit the 2014 Foxfield Trails Plan to revise information and policies included in the document. Policies should be adjusted to ensure that the plans aspirations continue to fit with the community.
8. Seek opportunities to connect to regional trail systems.
9. Identify strategies, policies, or open space acquisitions that can protect existing western views.

Community Facilities and Services

Goal

To encourage provision of appropriate and adequate public services.

Policies

1. Encourage the provision of adequate community services within the financial resources of Foxfield. Services should include:
 - Police protection
 - Fire protection
 - Road maintenance
 - Planning and zoning
 - Plan review and building inspection
 - Code enforcement
 - Court system
 - Traffic control
 - Water supply system
 - Sewage Disposal System for commercial properties
 - Public property maintenance, including parks and open space
 - Recreation
 - Drainage System
2. Seek the full range of funding sources for community services and facilities.

Community Facilities and Services

3. Encourage development practices and standards, including water and energy conservation, which minimize the need for future services.
4. Encourage water conservation in site and landscaping design.
5. Encourage new developments to utilize centralized water systems.
6. Encourage the Town of Foxfield to function as a single representative entity to obtain maximum leverage in negotiating for or against future centralized utilities and other services.
7. All non-residential development shall be connected to a central water and sewer system.



Environment

Goal

To encourage protection and enhancement of the natural environment in a manner consistent with a rural residential community.

Policies

1. Water and energy conservation techniques applicable to the locale should be identified and encouraged.
2. Recognize that light and noise disturbances can be detrimental to the livability and character of the Foxfield community, and that appropriate regulation should be taken to minimize such disturbances.
3. Analysis of storm drainage should be undertaken, and plans prepared to minimize potential hazards and damage.
4. New development shall be compatible with the environmental conditions of the site and the neighborhood.
5. Recognize that the night sky is one of Foxfield's attributes and continue to maintain existing actions that minimize light pollution.
6. Control noxious weeds through current maintenance practices.

Environment

7. Work closely with Arapahoe County to monitor climate and drought conditions that may pose a threat to residents and properties of the Town. Recognize the critical importance of fire mitigation to protect the safety and well-being of our community, its residents, and its natural resources.
8. Adopt the appropriate building code cycle and amendments to promote sustainable development and construction practices that are consistent with the Town vision.



Intergovernmental Relations

Goal

To recognize that Foxfield is part of a much larger community and a working relationship with appropriate local, regional, state and federal agencies is necessary for the realization of Foxfield's goals and policies.

Policies

1. Encourage participation in the activities of appropriate government entities to protect and enhance Foxfield's interests.
2. Work with other governmental entities to coordinate efforts to provide services and facilities which further the interests of the Town of Foxfield, consistent with the goals and policies of this Master Plan.
3. Coordinate planning efforts with Arapahoe County, the City of Centennial, the City of Aurora, the Town of Parker, City of Greenwood Village, Douglas County, various special districts and other appropriate governments.



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk and Treasurer

DATE: April 5, 2024

RE: Town of Foxfield Mayor Pro Tem

DISCUSSION:

Per Section 2-2-30 of the Town of Foxfield Municipal Code, at its first meeting following each biennial election, the Board of Trustees shall choose one (1) of the Trustees as Mayor Pro Tem. In the absence of the Mayor from any meeting of the Board of Trustees, the Mayor Pro Tem shall perform the duties of the Mayor.

RECOMMENDED MOTIONS:

"I move to appoint xxx as Mayor Pro Tem."



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk

DATE: April 5, 2024

RE: Right-of-Way Tree Maintenance

DISCUSSION:

As previously discussed, the staff has gathered revised quotes for tree trimming of certain branches hanging over Easter Avenue and removal of two dead trees.

ATTACHMENTS:


Exhibit A – J & J Tree Care proposal

Exhibit B – Prince Tree proposal (pending receipt)

<p>Licensed & Insured</p> <p>Office #: 303-753-0029</p> <p>Email: office@jandjtreecare.com</p>	 <p>J & J Tree Care Customized Tree Care</p>	<p>J and J Tree Care 9520 E. Colorado Ave. Denver, CO 80247</p> <p>Pay your bill, or visit us at: jandjtreecare.com</p>
<p>Town of Foxfield Kathleen Schmitz 18247 E. Easter Ave. 7073 & 7074 S. Yampa Ct. Foxfield, Co. 80046</p>	<p>We'll go out on a limb for you! Please visit us on Facebook: http://tinyurl.com/jandjtreecare</p>	<p>Phone #: 303-680-1544</p> <p>Email: clerk@townoffoxfield.com</p>

TREE CARE ESTIMATE:

3-4-24	
18247 E. Easter Ave.	
1. 7 cottonwood trees along the north side of Easter Ave. west of Yampa and 1 cottonwood tree on east side of Yampa. 8 cottonwoods total. Cut back well from over both streets.	
7073 & 7074 S. Yampa Ct.	
2. 5 cottonwoods along Easter Ave. east of Yampa Ct. Cut back well from over streets.	
	Total: \$1,400.
Jeff Hetzel	

<p>Licensed & Insured</p> <p>Office #: 303-753-0029</p> <p>Email: office@jandjtreecare.com</p>	 <p>J & J Tree Care Customized Tree Care</p>	<p>J & J Tree Care 9520 E. Colorado Ave. Denver, CO 80247</p> <p>Pay your bill, or visit us at: jandjtreecare.com</p>
<p>Town of Foxfield Katleen Schmitz 7074 S. Yampa Ct. Foxfield, Co. 80046</p>	<p>We'll go out on a limb for you! Please visit us on Facebook: http://tinyurl.com/jandjtreecare</p>	<p>Phone #: 303-680-1544</p> <p>Email: clerk@townoffoxfield.com</p>

TREE CARE ESTIMATE:

3-22-24	
1. Remove 2 cottonwood trees and grind stumps below grade.	\$990.
Jeff Hetzel	



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk and Treasurer

DATE: April 5, 2024

RE: Town of Foxfield Officer Appointments

DISCUSSION:

Per Section 2-3-10 of the Town of Foxfield Municipal Code the following officers of the Town shall be appointed, or re-appointed, by a majority vote of all the members of the Board of Trustees:

- (1) Town Attorney
- (2) Town Clerk
- (3) Town Treasurer (One person may simultaneously serve as Town Clerk and Town Treasurer)

RECOMMENDED MOTIONS:

"I move to re-appoint COREY Y. HOFFMANN as the Town Attorney."

"I move to re-appoint KATHLEEN SCHMITZ as the Town Clerk and Treasurer."



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: April 5, 2024

RE: Engineering Fee Estimate for 2024 Pavement Repair and Surface Treatment Program

DISCUSSION:

Attached is a scope of work and fee estimate from SEH for their management of the 2024 pavement repair and surface treatment program. This Agreement is for the development of the 2024 surface treatment program, bidding, and construction observation services. The total cost estimate is \$12,457.50.

RECOMMENDED MOTION:

"I move to approve the SEH Fee Estimate for 2024 Pavement Repair and Surface Treatment Program."

ATTACHMENTS:

Exhibit A – SEH Supplemental Letter Agreement and Fee Estimate

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Foxfield (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective January 1, 2015, and the 2024 Contract Amendment, this Supplemental Letter Agreement dated March 27, 2024 authorizes and describes the scope, schedule, and payment conditions for the Consultant’s work on the Project described as: **2024 Pavement Repair and Surface Treatment Program**

Client’s Authorized Representative: Karen Proctor, Town Administrator

Address: P.O. Box 461450
Foxfield, Colorado 80046-1450

Telephone: 303.905.9339 **e-mail:** kproctor@townoffoxfield.com

Project Manager: Erica Olsen

Address: 2000 S. Colorado Blvd. Suite 6000
Denver, CO 80222

Telephone: 303.586.5828 **e-mail:** eolsen@sehinc.com

The Basic Services to be provided by the Consultant as set forth herein is provided subject to the General Conditions and Exhibits attached to this Agreement.

Understanding: SEH has developed this scope and fee to address the annual roadway pavement maintenance plan for 2024 for the Town of Foxfield.

SEH’s project team will consist of Erica Olsen, P.E., who will serve as Project Manager and Professional Engineer/Field Representative Blayne Risk.

Project History: In 2020, SEH developed a proposed surface treatment program for the Town of Foxfield to be implemented over a 2-4 year span. The final phase of chip seal and slurry surface treatments was completed in 2023. (final completion and warranty work to be completed in 2024) In the years between full surface treatments it is necessary to complete annual inspections and preventative maintenance.

Scope of Services:

Proposed services include the following:

Task 1 – Administration

- Project task set up and close-out
- Miscellaneous task coordination with Town staff.

Task 2– Program Development

- Review plan for 2024 with Town budget
 - Adjust 2024 plan to meet budget.
 - Field observation of 2023 completed streets for warranty work.
 - Field observation of proposed 2024 streets for patching, crack patching, crack sealing or mastic repair. This includes, but is not limited to asphalt, concrete, and aggregate shoulders.
 - Document repair locations within Town GIS map.

Task 3 - Bid Document Preparation and Assistance (after Town Board Acceptance)

- Update specifications for proposed repairs and treatments.
- Update typical details for patching and crack sealing.
- Develop street map for the 2024.
- Prepare bid forms.
- Work with the Town Attorney and Administrator to develop contract documents for the Project Manual.
- Conduct pre-bid meeting and site visit with contractor. Scope assumes bid will go out to previous Town roadway contractor, Vance Bros.
- Answer questions and prepare addenda as required.
- Receive bid and conduct bid review for accuracy and completeness.

Task 4 – Construction Services

- Conduct pre-construction meeting with contractor.
- Review material submittals within three business days of receipt.
- Mark patching and mastic areas prior to work.
- Coordinate with ACWWA for any valve box adjustments required.
- During patching placement our field inspector will be on site at least four hours per day to monitor placement procedures, traffic control and cleanup. We have estimated that the contractor will be on site no more than five days. The inspector will prepare a daily log with photographs.
- At the completion of work the inspector will measure quantities and meet with the contractor to confirm.
- SEH will conduct a substantial completion walk through with the contractor and develop a punch-list of items to be completed.
- When the punch-list has been completed, SEH will field verify punch-list items have been addressed, and we will prepare a notice of final acceptance.
- SEH will review the contractor's pay requests.

Scope Exclusions

The proposed work does not include:

- Field Survey
- Utility Locates
- Fees for posting or advertising
- Material testing
- Preparation of construction traffic control or MHT plans
- Services include no more than two reviews of contractor submittals
- Construction observation in excess of ten days
- Title commitments
- Legal descriptions and exhibits
- Construction survey staking

Schedule:

Field observation to assess the locations where repair is required will be performed in April, weather permitting. The program development documentation and memo will be provided to the Town by end of business on Thursday April 11th, to be included for the April 18, 2024 Board meeting. If authorization to proceed to bidding is received by April 19, bid packages would be completed by April 26. Bids could then be received by the end of May. Work schedule to be coordinated with contractor for summer 2024.

Payment:

Attached is a spreadsheet with estimated hours for each task based on the hourly rates in our 2024 on-call contract amendment. The total, not-to-exceed, fee for this proposal is **\$12,457.50**. These fees include all labor, expenses, mileage and materials. Additional work, if requested, shall be compensated in accordance with the rates provided.

Other Terms and Conditions:

Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:

1. An item of work that is not specifically included and identified as a "Task" within the Scope of Work is specifically excluded from the Scope of Work.

SEH will not proceed with this work without prior approval from the Town of Foxfield. If this proposal is accepted, please sign below and return a pdf copy to SEH. Please feel free to call Erica Olsen or Blayne Risk with any questions.

Thank you for providing SEH this opportunity to assist you with this important project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Erica Olsen, P.E. CO
Project Manager
720.280.3695



Blayne Risk
Graduate Engineer
720.477.1204

Accepted for the Town of Foxfield

By: _____

Title: _____

Date: _____

2024 Roadway Maintenance Plan, Bid and Construction Assistance								
March 8, 2024								
Task	Description	Senior Project Manage	Professional Engineer I	Senior Designer	Senior Accountant	Sub Consultant	Expenses	Task Subtotal
	2024 Hourly Rates	\$230.00	\$150.00	\$145.00	\$135.00			
				(GIS)				
1	Administration	4			4	\$0.00		\$1,460.00
2	Program Development							
2.1	Review and adjust 2024 plan	1	4			\$0.00		\$830.00
2.2	Field inspection of streets (includes documenting locations within Town GIS map)	1	8	4		\$0.00		\$2,010.00
3	Bid Assistance							
3.1	Update specifications		1			\$0.00		\$150.00
3.2	Update typical details		0.5			\$0.00		\$75.00
3.3	Street map	1	2	1		\$0.00		\$675.00
3.4	Bid forms	0.5	1			\$0.00		\$265.00
3.5	Contract documents	1	1			\$0.00		\$380.00
3.6	Coordinate with potential bidder (does not include public bid process)		1			\$0.00		\$150.00
3.7	Bid review		1			\$0.00		\$150.00
4	Construction Services							
4.1	Conduct pre-construction meeting	2	2			\$0.00		\$760.00
4.2	Review submittals	0.5	2			\$0.00		\$415.00
4.3	Coordinate with ACWWA		1			\$0.00		\$150.00
4.4	On-site observation (4 days)	3	16			\$0.00		\$3,090.00
4.5	Measure quantities and prepare substantial completion punch-list	1	4			\$0.00		\$830.00
4.6	Final walk through		3			\$0.00		\$450.00
4.7	Notice of acceptance		1			\$0.00		\$150.00
4.8	Review pay request		2			\$0.00		\$300.00
	Subtotal Hours	15	50.5	5	4			
	Subtotal Fees	\$3,450.00	\$7,575.00	\$725.00	\$540.00	\$0.00	\$0.00	
	Total Project Estimated Labor							\$12,290.00
	Expenses 250 miles @ \$0.67/miles							\$167.50
	Total Time & Materials Not-to-Exceed Fee							\$12,457.50

