

## PUBLIC CONTRACT FOR SERVICES

**THIS PUBLIC CONTRACT FOR SERVICES** (the “Contract”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO** (the “County”), and **MATRIX DESIGN GROUP, INC.**, a corporation authorized to do business in Colorado (the “Consultant”).

### RECITALS

**WHEREAS**, the County is undertaking certain activities for Douglas County Project No. CI2026-014, On-Call Civil Engineering Design Services for Small Public Works Projects; and

**WHEREAS**, the County desires to engage the Consultant to render certain professional services and assistance in connection with such undertakings of the County; and

**WHEREAS**, the Consultant has the ability to assist the County through its professional expertise, knowledge, and experience and is ready, willing and able to provide such services, subject to the conditions hereinafter set forth.

**NOW, THEREFORE**, for and in consideration of the premises and other good and valuable consideration, the parties agree as follows:

**1. LINE OF AUTHORITY:** Daniel R. Roberts, P.E., (the “Authorized Representative”), is designated as Authorized Representative of the County for the purpose of administering, coordinating and approving the work performed by the Consultant under this Contract.

**2. SCOPE OF SERVICES:** All services described in Exhibit A, attached hereto and incorporated herein, shall be performed by Consultant.

The County may, from time to time, request changes to the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant’s compensation, which are mutually agreed upon between the County and Consultant, shall be in writing and shall become part of this Contract upon execution.

The Consultant agrees to diligently and professionally perform all the services described herein in a manner satisfactory to the Authorized Representative. It is also understood and agreed that the Consultant shall not, in performing services hereunder, undertake any action or activity prohibited by the terms of any lease, permit, license or other agreement in effect during the term hereof between the Consultant and the County for the use and occupancy by the Consultant of any County facilities or space.

**3. COMPENSATION:** Subject to the maximum contract liability and all other provisions of this Contract, the County agrees to pay to the Consultant, and the Consultant agrees to accept payment as described in Exhibit B, attached hereto and incorporated herein, during the term hereof, in accordance with the terms set forth herein.

**4. MAXIMUM CONTRACT EXPENDITURE:** Any other provision of this Contract notwithstanding and pursuant to Section 29-1-110, C.R.S., the amount of funds appropriated for this Contract is Two Hundred Fifty Thousand Dollars (\$250,000.00) for fiscal year 2026. In no event shall the County be liable for payment under this Contract for any amount in excess thereof. The County is not under obligation to make any future apportionment or allocation to this Contract nor is anything set forth herein a limitation of liability for Consultant. Any potential expenditure for this Contract outside the current fiscal year is subject to future annual appropriation of funds for any such proposed expenditure.

**5. TERM:** It is mutually agreed by the parties that the term of this Contract shall commence as of 12:01 a.m. on June 1, 2026, and terminate at 12:00 a.m. on December 31, 2026. This Contract and/or any extension of its original term shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to the County's satisfaction with all products and services received during the preceding term.

**6. INVOICING PROCEDURES:** Payments shall be made to the Consultant based upon invoices submitted by the Consultant, provided such invoices have been approved by the Authorized Representative. Payments will be made to the Consultant within thirty (30) days, or within a mutually agreed upon period after County has received complete invoices from the Consultant. The County reserves the right to require such additional documentation, including monthly activity reports detailing the Consultant's activities and services rendered, as the County deems appropriate to support the payments to the Consultant. The signature of an officer of the Consultant shall appear on all invoices certifying that the invoice has been examined and found to be correct.

**7. CONFLICT OF INTEREST:** The Consultant agrees that no official, officer or employee of the County shall have any personal or beneficial interest whatsoever in the services or property described herein, and the Consultant further agrees not to hire, pay, or contract for services of any official, officer or employee of the County. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Consultant by placing the Consultant's own interests, or the interest of any party with whom the Consultant has a contractual arrangement, in conflict with those of County.

**8a. INDEMNIFICATION-GENERAL:** The County cannot and by this Contract does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Consultant shall defend, indemnify and hold harmless the County, its commissioners, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including Workers' Compensation claims, in any way resulting from or arising from the services rendered under this Contract; provided, however, that the Consultant need not indemnify or save harmless the County, its officers, agents and employees from damages resulting from the sole negligence of the County's commissioners, officials, officers, directors, agents and employees. Further, this indemnification is intended to comply with and be subject to C.R.S. 13-50.5-102 (8), as amended from time to time.

**8b. INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE:** The Consultant shall indemnify and hold harmless the County and any of its commissioners, officials, officers, directors, agents and employees from and against damages, liability, losses, costs and expenses, including reasonable attorney's fees, but only to the extent caused by the negligent acts, errors or omissions of the Consultant, its employees, agents or subcontractors, or others for whom the Consultant is legally liable, in the performance of professional services under this Contract. The Consultant is not obligated under this sub-section 8b to indemnify the County for the negligent acts of the County or any of its commissioners, officials, officers, directors, agents and employees.

**9. INDEPENDENT CONTRACTOR:** The Consultant is an independent contractor and is free to perform services for other clients. Notwithstanding any provision of this Contract, all personnel assigned by the Consultant to perform work under this Contract shall be and remain at all times, employees of the Consultant for all purposes. **THE INDEPENDENT CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION OR UNEMPLOYMENT BENEFITS THROUGH THE COUNTY AND IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONIES EARNED PURSUANT TO THE CONTRACT RELATIONSHIP.**

**10. NO WAIVER OF GOVERNMENTAL IMMUNITY ACT:** The parties hereto understand and agree that the County, its commissioners, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Contract, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to the County.

**11. ASSIGNMENT:** The Consultant covenants and agrees that it will not assign or transfer its rights hereunder, or subcontract any work hereunder, either in whole or in part without the prior written approval of the Authorized Representative. Any attempt by the Consultant to assign or transfer its rights hereunder shall, at the option of the Authorized Representative, void the assignment or automatically terminate this Contract and all rights of the Consultant hereunder.

**12. COUNTY REVIEW OF RECORDS:** The Consultant agrees that, upon request of the Authorized Representative, at any time during the term of this Contract, or three (3) years thereafter, it will make full disclosure to the County and make available for inspection and audit upon request by the Authorized Representative, the County Director of Finance, or any of their authorized representatives, all of its records associated with work performed under this Contract for the purpose of making an audit, examination or excerpts. The Consultant shall maintain such records until the expiration of three (3) years following the end of the term of this Contract.

**13. OWNERSHIP OF DOCUMENTS:** Drawings, specifications, guidelines and any other documents prepared by the Consultant in connection with this Contract shall be the property of the County.

**14. ASSIGNMENT OF COPYRIGHTS:** The Consultant assigns to the County the copyrights to all works prepared, developed, or created pursuant to this Contract, including the

right to: 1) reproduce the work; 2) prepare derivative works; 3) distribute copies to the public by sale, rental, lease, or lending; 4) perform the works publicly; and 5) to display the work publicly. The Consultant waives its rights to claim authorship of the works, to prevent its name from being used wrongly in connection with the works, and to prevent distortion of the works.

**15. TERMINATION:** The County shall have the right to terminate this Contract, with or without cause, by giving written notice to the Consultant of such termination and specifying the effective date thereof, which notice shall be given at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies and reports prepared by the Consultant pursuant to this Contract shall become the County's property. The Consultant shall be entitled to receive compensation in accordance with this Contract for any satisfactory work completed pursuant to the terms of this Contract prior to the date of notice of termination. Notwithstanding the above, the Consultant shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Consultant.

**16. NOTICES:** Notices concerning termination of this Contract, notices of alleged or actual violations of the terms or provisions of this Contract, and all other notices shall be made as follows:

by the Consultant to: Daniel R. Roberts, P.E.  
Douglas County Department of Public Works  
100 Third Street, Suite 220  
Castle Rock, CO 80104  
(303) 660-7490  
E-mail: [drroberts@douglasco.gov](mailto:drroberts@douglasco.gov)

with a copy to: Douglas County Attorney's Office  
100 Third Street  
Castle Rock, CO 80104  
(303) 660-7414  
E-mail: [attorney@douglasco.gov](mailto:attorney@douglasco.gov)

and by the County to: Matrix Design Group, Inc.  
707 17th Street, Suite 3150  
Denver, CO 80202  
Attn: Stu Williams, P.E.  
Phone: (303) 572-0200  
E-mail: [stuart.williams@matrixdesigngroup.com](mailto:stuart.williams@matrixdesigngroup.com)

Said notices shall be delivered personally during normal business hours to the appropriate office above, or by prepaid first-class U.S. mail, via facsimile, or other method authorized in writing by the Authorized Representative. Mailed notices shall be deemed effective upon receipt or three (3) days after the date of mailing, whichever is earlier. The parties may from time to time designate substitute addresses or persons where and to whom such notices are to be mailed or delivered, but such substitutions shall not be effective until actual receipt of written notification.

**17. NONDISCRIMINATION:** In connection with the performance of work under this Contract, the Consultant agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

**18. GOVERNING LAW; VENUE:** This Contract shall be deemed to have been made in and construed in accordance with the laws of the State of Colorado. Venue for any action hereunder shall be in the District Court, County of Douglas, State of Colorado. The Consultant expressly waives the right to bring any action in or to remove any action to any other jurisdiction, whether state or federal.

**19. COMPLIANCE WITH ALL LAWS AND REGULATIONS:** All of the work performed under this Contract by the Consultant shall comply with all applicable laws, rules, regulations and codes of the United States and the State of Colorado. The Consultant shall also comply with all applicable ordinances, regulations, and resolutions of the County and shall commit no trespass on any public or private property in the performance of any of the work embraced by this Contract.

**20. SEVERABILITY:** In the event any of the provisions of this Contract are held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining provisions shall not be affected. Should either party fail to enforce a specific term of this Contract it shall not be a waiver of a subsequent right of enforcement, nor shall it be deemed a modification or alteration of the terms and conditions contained herein.

**21. NO THIRD-PARTY BENEFICIARIES:** The enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement, shall be strictly reserved to the County and the Consultant, and nothing contained in this Contract shall give or allow any such claim or right of action by any other or third person under such Contract.

**22. ADVERTISING AND PUBLIC DISCLOSURE:** The Consultant shall not include any reference to this Contract or services performed pursuant to this Contract in any of Consultant's advertising or public relations materials without first obtaining the written approval of the Douglas County Public Affairs Director. Nothing herein, however, shall preclude the transmittal of any information to officials of the County, including without limitation, the County Manager, Assistant County Manager, and the Board of County Commissioners. Notwithstanding the foregoing, upon completion of the project, Consultant shall have the right to accurately represent their role, contractual relationship, and work performed under this Contract in client proposals for the purposes of establishing work experience.

**23. PRIORITY OF PROVISIONS:** In the event that any terms of this Contract and any Exhibit, attachment, or other referenced document are inconsistent, the following order of priority shall control:

- 1<sup>st</sup> This Contract, Sections 1 through 28
- 2<sup>nd</sup> Request for Proposal (if applicable)
- 3<sup>rd</sup> Exhibit C- Insurance Requirements

- 4<sup>th</sup> Exhibit A- Scope of Services
- 5<sup>th</sup> Exhibit B- Method of Payment
- 6<sup>th</sup> Response to Request for Proposal (if applicable).

**24. HEADINGS; RECITALS:** The headings contained in this Contract are for reference purposes only and shall not in any way affect the meaning or interpretation of this Contract. The Recitals to this Contract are incorporated herein.

**25. ENTIRE AGREEMENT:** The parties acknowledge and agree that the provisions contained herein constitute the entire agreement and that all representations made by any commissioner, official, officer, director, agent or employee of the respective parties unless included herein are null and void and of no effect. No alterations, amendments, changes or modifications to this Contract, except those which are expressly reserved herein to the Authorized Representative, shall be valid unless they are contained in writing and executed by all the parties with the same formality as this Contract.

**26. INSURANCE:** The Consultant shall be required to maintain the insurance requirements provided in Exhibit C, attached hereto and incorporated herein by reference. The Consultant shall provide evidence that such requirements have been met and shall provide updated information to the County in the event any changes are made to the Consultant's insurance coverage during the term of this Contract.

**27. COUNTY EXECUTION OF AGREEMENT:** This Contract is expressly subject to, and shall not be or become effective or binding on the County, until execution by all signatories of the County.

**28. FORCE MAJEURE:** No party shall be liable for failure to perform hereunder if such failure is the result of *force majeure*. Any time limit shall be extended for the period of any delay resulting from any *force majeure*, or this Contract may be terminated if such delay makes performance of the Contract impossible or impracticable. *Force majeure* shall mean causes beyond the reasonable control of a party against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts, such as, but not limited to, natural disasters of overwhelming proportions, exceptional adverse weather conditions, acts of God, acts of war, strikes, work stoppages, fire or other catastrophic casualty or action of non-party government authorities.

IN WITNESS WHEREOF, the County and the Consultant have executed this Contract as of the above date.

**MATRIX DESIGN GROUP, INC.**

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

**ATTEST: (if a corporation)**

**Printed Name** \_\_\_\_\_

\_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**Signature of Notary Public Required:**

STATE OF \_\_\_\_\_ )

) ss.

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_.

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**APPROVED AS TO CONTENT:**

**DEPARTMENT OF PUBLIC WORKS ENGINEERING:**

\_\_\_\_\_  
**DOUGLAS J. DEBORD**      **Date**  
County Manager

\_\_\_\_\_  
**JANET HERMAN, P. E.**      **Date**  
Director of Public Works

**APPROVED AS TO FISCAL CONTENT:**

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
**CHRISTIE GUTHRIE**      **Date**  
Director of Finance

\_\_\_\_\_  
**CHRIS PRATT**      **Date**  
County Attorney

## Exhibit A

### **Scope of Services for On-Call Civil Engineering Design Services (Task-Order Based)**

Douglas County Engineering has selected **Matrix**, (the “**Consultant**”), to perform a variety of tasks associated with providing On-Call Civil Engineering Design Services (Task-Order Based) primarily related to Douglas County’s roadway and drainage maintenance projects. These consultant services will be performed utilizing this on-call task order contract for **Douglas County Project Number CI 2026-014**.

The Consultant will support Douglas County Public Works on assigned activities.

#### **1) General Description of Services**

The selected Consultant(s) shall furnish all labor, supervision, professional expertise, and incidental services necessary to plan, evaluate, design, and support delivery of small civil projects. Typical projects may include, but are not limited to:

- **Transportation:** roadway and intersection improvements, turn lanes, ADA/curb ramp upgrades, traffic control plans, access/driveway improvements, safety enhancements, multimodal improvements (sidewalk, trail tie-ins), minor structural appurtenances (headwalls, small retaining walls as delegated/approved).
- **Drainage/Stormwater:** drainage studies, inlets/outfalls, culverts, ditch improvements, storm sewer, water quality features, detention modifications, erosion control measures, drainageway stabilization, post-fire drainage response support (as applicable).
- **Other Related Civil:** site/civil support for County facilities, grading, utility coordination/relocations, standard details, engineer’s estimates, and constructability reviews.

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#### **2) Task Order Framework**

1. County will issue **Task Orders** defining scope, schedule, deliverables, and a not-to-exceed (NTE) amount.
2. Consultant will submit a **fee proposal** (lump sum or time-and-materials with NTE, as directed) and schedule for County approval prior to authorization to proceed.
3. Tasks may be assigned concurrently and may require rapid response to operational needs.

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#### **3) Core On-Call Tasks (As-Needed)**

Consultant shall be prepared to perform the following categories of work:

## Exhibit A - Scope of Services (page 2)

### **A. Project Initiation & Scoping**

- Site visits, existing conditions review, constraints identification
- Alternatives screening; basis of design and recommended approach
- Coordination with County staff, stakeholders, and affected jurisdictions

### **B. Survey, Data Collection & Existing Conditions**

- Define survey limits and requirements; coordinate with County surveyor or subconsultant
- Review available GIS/as-builts; supplemental field measurements as needed

### **C. Engineering Analysis & Design**

- Horizontal/vertical geometry; typical sections and roadway details
- Drainage/hydraulic analysis and design (stormwater conveyance, culverts, channels)
- Grading, erosion control, and drainage reports (as applicable)
- ADA considerations, multimodal integration, and safety improvements
- Utility conflict identification and coordination support

### **D. Plans, Specifications & Estimates (PS&E)**

- Prepare design plans suitable for bidding and construction
- Technical specifications and special provisions (County/CDOT-based as applicable)
- Opinion of probable construction cost (engineer's estimate) and bid schedule

### **E. Permitting & Agency Coordination (As Applicable)**

- Support permitting and technical submittals with relevant agencies (e.g., local jurisdictions, special districts, and state/federal as needed)
- Assistance with stormwater-related requirements where applicable (e.g., SWMP support for construction, if required by County approach)

### **F. Procurement & Construction Support**

- Pre-bid support; responses to bidder questions; addenda preparation
- Submittal/RFI review, field reviews, pay quantity support, change documentation support
- Record drawings/as-built documentation support (as requested)

#### **G. Emergency/Time-Sensitive Support (As Requested)**

- Rapid assessment and design support for localized failures (e.g., washouts, sinkholes, culvert failures)
- Temporary traffic control planning support and stabilization concepts

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#### **4) Standards, Criteria, and Design Requirements**

Work shall conform to **applicable County standards, Colorado requirements**, and other criteria as identified in each Task Order, which may include (as applicable): Douglas County standards/details, CDOT guidance, MUTCD, ADA standards, local stormwater criteria, and generally accepted engineering practice. The Consultant shall identify any deviations or design exceptions for County review/approval.

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#### **5) Deliverables (Per Task Order)**

Deliverables may include, as applicable:

- Technical memoranda, alternatives evaluation, and basis of design
- Drainage calculations/models and reports
- Plan sets (PDF and editable CAD as requested), specifications, and engineer's estimate
- Permitting exhibits and submittal packages
- Meeting notes and coordination logs
- Construction support documentation (addenda, RFI/submittal responses, record drawing updates)

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#### **6) Project Management, Coordination, and Quality Control**

- Assign a Project Manager responsible for task execution, schedule, budget control, and County communication.
- Implement an internal **QA/QC** process appropriate for public infrastructure design; provide a QA/QC certification statement with final submittals when requested.
- Maintain version control and organized project files; comply with County file naming and submittal requirements.

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#### **7) Schedule and Response Expectations**

The Consultant shall provide realistic schedules per Task Order and support expedited timelines when necessary. Task Orders may include milestone submittals (e.g., 30/60/90/Final) depending on complexity.

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**8) Optional Services (To Be Authorized Separately)**

- Public meeting exhibits and support
- Grant/funding technical exhibits (as requested)
- Specialized studies (geotechnical, pavement design, traffic studies, environmental) via subconsultants
- Utility design/relocation design (when required and authorized)

**Task Order Contract**

All professional services under this contract will require written authorization from the County for each individual task order assigned to the Consultant. At the time this contract will be executed, there are no known tasks, therefore, the following general process will be used to authorize each individual task order associated with this contract:

- (1) The County may elect to authorize the Consultant to perform various tasks by issuing one or more specific task orders. Each task order needs to be mutually agreed to in writing by both the County and Consultant authorized representatives, and this will typically be done via email.
- (2) The County will contact the Consultant to discuss the assignment and their availability, either by telephone, email or by conducting a formal meeting to discuss each specific task order. Some task orders may require a field inspection to assess the assignment and for the Consultant to render a professional opinion.
- (3) The Consultant shall be compensated for working with the County during the initial assessment and for developing / preparing a detailed scope for work when requested in writing by the County.
- (4) For all individual task orders, the Consultant shall provide a schedule to the County for completing the anticipated professional services. The County will work with the Consultant to define a mutually agreeable schedule for completing the work for each individual task order. The Consultant will complete tasks as requested by the County within the time frame established for each individual task order.

**Additional Roles and Responsibilities**

The County will review materials submitted by the Consultant, monitor the Consultant's work and progress in meeting established deadlines and deliverables, and review and

Exhibit A - Scope of Services (page 5)

approve monthly invoices pertaining to this work. The Consultant will prepare monthly invoices, and monthly progress reports for each individual task order. The Consultant's Standard Hourly Billing Rates shall be in accordance with those shown in **Exhibit B**.

The Consultant may request that the County approve an increase in the Standard Hourly Billing Rates beginning on January 1st for any multi-year contract. Hourly billing rate increase requests should be associated with hourly rate adjustments reflecting annual salary increases and other normal business operating expenses; and reasonable requests will not be unreasonable withheld by the County.



# Proposed Fees



## 2026 STANDARD HOURLY RATES

BILLING CLASSIFICATION	HOURLY RATE
Principal	\$350.00
Executive Vice President	\$325.00
Senior Vice President	\$300.00
Vice President	\$275.00
Associate Vice President	\$250.00
Executive Associate	\$225.00
Senior Associate	\$215.00
Associate	\$205.00
Professional X	\$195.00
Professional IX	\$185.00
Professional VIII	\$175.00
Professional VII	\$165.00
Professional VI	\$155.00
Professional V	\$145.00
Professional IV	\$135.00
Professional III	\$125.00
Professional II	\$115.00
Professional I	\$105.00
Staff VII	\$155.00
Staff VI	\$140.00
Staff V	\$125.00
Staff IV	\$110.00
Staff III	\$95.00
Staff II	\$85.00
Staff I	\$75.00
Drone Operator	\$150.00
1-Person Survey Crew	\$160.00
2-Person Survey Crew	\$205.00
3-Person Survey Crew	\$250.00

If applicable, mileage will be charged at the Federal government allowable rate.

All other direct expenses attributable to the Project will be charged to Client at cost plus 10%.

Standard Hourly Rates are subject to adjustment annually or more frequently to reflect economic changes.

Expert witness work will be billed at the highest rate.

**Exhibit C**  
**INSURANCE REQUIREMENTS**

CONSULTANT or CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, Contractor, its agents, representatives, or employees.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury (including coverage for contractual and employee acts) with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. \$2,000,000.
2. **Automobile Liability:** Insurance Services Office Form covering, Code 1 (any auto), or if CONSULTANT or CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation** insurance as required by the State of Colorado, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease
4. **Professional Liability** (Errors and Omissions) Insurance appropriate to the CONSULTANT or CONTRACTOR’s profession, with limit no less than **\$1,000,000** per occurrence or claim, \$2,000,000 aggregate.

The Insurance obligations under this agreement shall be the minimum Insurance coverage requirements and/or limits shown in this agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the COUNTY. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the CONSULTANT or CONTRACTOR under this agreement.

**OTHER INSURANCE PROVISIONS:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

**Additional Insured Status. Douglas County, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT or CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT or CONTRACTOR’s insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

**Primary Coverage.** For any claims related to this contract, the **CONSULTANT or CONTRACTOR's insurance coverage shall be primary** insurance. Any insurance or self-insurance maintained by Douglas County, its officers, officials, employees, or volunteers shall be excess and non-contributory to the CONSULTANT or CONTRACTOR's insurance.

**Notice of Cancellation.** Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to Douglas County.**

**Waiver of Subrogation.** CONSULTANT or CONTRACTOR hereby grants to Douglas County a waiver of any right to subrogation which any insurer of said CONSULTANT or CONTRACTOR may acquire against Douglas County by virtue of the payment of any loss under such insurance. CONSULTANT or CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Douglas County has received a waiver of subrogation endorsement from the insurer.

**Self-Insured Retentions, Deductibles and Coinsurance.** The CONSULTANT or CONTRACTOR agrees to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention. Douglas County may require the CONSULTANT or CONTRACTOR to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Douglas County. The CONSULTANT or CONTRACTOR will indemnify Douglas County, in full, for any amounts related to the above.

**Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to Douglas County.

**Claims Made Policies.** If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided ***for at least three (3) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not ***replaced with another claims-made policy form with a Retroactive Date*** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of ***three (3)*** years after completion of contract work.

**Verification of Coverage.** CONSULTANT or CONTRACTOR shall furnish Douglas County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by Douglas County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONSULTANT or CONTRACTOR's obligation to provide them. Douglas County reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverage, and endorsements. Additionally, Douglas County reserves the right, but

not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein. Failure on the part of the CONSULTANT or CONTRACTOR to provide insurance policies within ten (10) working days of receipt of the written request will constitute a material breach of contract upon which Douglas County may immediately terminate this contract.

The completed certificates of insurance with additional insured endorsements and waivers of subrogation and any notices, within 20 days of cancellation or termination will be sent via mail or e-mail to:

Douglas County Government  
Attn: Risk Management  
100 Third Street  
Castle Rock, Colorado 80104  
[risk@douglas.co.us](mailto:risk@douglas.co.us)

**Subcontractors.** Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONSULTANT or CONTRACTOR shall ensure Douglas County is an additional insured on insurance required from subcontractors. Any subcontractors will not be required to maintain professional liability insurance if their scope of work does not include any: (a) engineering or design; (b) construction inspection; or (c) survey work.

**Failure to Procure or Maintain Insurance.** The CONTRACTOR will not be relieved of any liability, claims, demands, or other obligations assumed by its failure to procure or maintain insurance, or its failure to procure or maintain insurance in sufficient amounts, durations, or types. Failure on the part of the CONTRACTOR to procure or maintain policies providing the required coverage, conditions and minimum limits will constitute a material breach of contract upon which Douglas County may immediately terminate this contract.

**Governmental Immunity.** The parties hereto understand and agree that Douglas County is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.* as from time to time amended, or otherwise available to Douglas County, its officers, or its employees

**Special Risks or Circumstances**

Douglas County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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Megan Datwyler, Risk Manager

Date