



La Plata West Water Authority

REQUEST FOR PROPOSAL
Project Management Services:
General Manager Resource

Issued February 25, 2019

Questions concerning RFP will be received until 5:00 PM, MT, March 12, 2019 via email to lpwwaboard@gmail.com

Question responses will be returned by 5:00 PM, MT, March 19, 2019

Responses due via email by 5:00 PM, MT, March 26, 2019 to lpwwaboard@gmail.com

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I. Introduction

The La Plata West Water Authority (“LPWWA” or the “Authority”) is requesting a combined, fixed-price proposal for the delivery of General Management services. Specifically, we require services to manage a new rural domestic water system in western La Plata County, Colorado. Managerial resources are now required for all aspects of planning, design, construction and subsequent operation of the water system either directly or through employees, contractors, and consultants as the system grows and expands. In the long term, it is potentially feasible that managerial duties and capacities sought herein may transition to an Authority employee position.

A proposer’s preparation and submittal of a proposal or subsequent participation in presentations or contract negotiations creates no obligation on the Authority to award a contract or to pay any associated costs. All proposals and related materials will be retained by the Authority and will be subject to disclosure as required in accordance with the Colorado Freedom of Information Act and any other applicable laws.

II. Description of LPWWA

The La Plata Water Authority was formed in December of 2007. The Authority was formed pursuant to the provisions of the Colorado Constitution, Article XIV, § 18(2)(a) and (2)(b) , and C.R.S. §29-1-201, et seq. (the "Intergovernmental Relationships Act" or the "IGA Act"). Sponsors for the formation of the Authority are the Animas La Plata Water Conservancy District (ALPWCD) and La Plata Water Conservancy District (LPWCD). While the Authority has the capacity to issue bonds for capital projects, all funding has been raised through subscriber fees, grants and loans. The Authority has completed construction of a raw water transport system to convey water from the Animas La Plata Reservoir to Lake Durango. Through partnerships with the Southern Ute Indian Tribe (SUIT), Ute Mountain Ute Tribe (UMUT) and the Lake Durango Water Authority (LDWA), the authority has a committed source for treated domestic water, based on an invested cost of about \$11.8 million for the intake structure and raw water conveyance system. Construction of the initial phase of the distribution system comprising about 32 miles of pipeline commenced in November of 2018, funded by a combination of subscriber fees and USDA Rural Development Loan and grants.

An appointed nine person Board of Directors governs LPWWA. Board officer elections generally occur in January of each year. Three members of the Board are appointed by the ALPWCD and three members are appointed by the LPWCD district, on staggered three year terms, with each conservancy district appointing or re-appointing one member to the Board each year. A seventh Board member is appointed by the remainder of the Board. The remaining two Board seats are filled by a designee of the Tribal Councils of the Southern Ute Indian Tribe and Ute Mountain Ute Tribe as vacancies occur for these two seats. See www.lpwwa.org for more information.

A copy of the most recent audit of the Authority is available upon request.

III. SERVICES REQUIRED

- The General Manager will be responsible for all aspects of planning, design, construction and subsequent operation of the water system personally and through employees, contractors, and consultants. The job requires the long term personal commitment of time and energy to construct and operate a successful and efficient water system to serve the treated water needs of Authority customers. The selected person must have or be able to perform all of the skills necessary to construct and operate the water system or to identify and contract others with appropriate skills. The following are specific duties but other duties may be assigned and the Board of Directors retains the discretion to add or change the duties and powers of the position, as may be needed for effective and efficient operation of Authority business, as well as how these duties correlate with the skills, knowledge and experience of the selected proposer.
- Interfaces in a positive manner with service area owners and subscribers and a variety of agencies, businesses and public entities; including Animas La Plata Water Conservation District, La Plata Water Conservancy District, Southwestern Water Conservation District, La Plata County government, Ute Indian Tribes, fire districts, and appropriate state and federal agencies and entities. Maintains positive relations with the public, employees, the Board, other governmental agencies (federal, state and local), elected officials, etc.
- With concurrence of the Board, retains contractors and consultants as necessary. Able to work with a variety of consultants and contractors to reach a successful outcome.
- Plans, develops and implements the Authority's policies and goals. Promotes the Authority's interests, goals and objectives by seeking sources of funding or resources to assist in development and operation of the water system and as appropriate, negotiates agreements with other governmental agencies.
- Responsible for and oversees the development of all aspects of the water system, including construction, water treatment, customer billing and services, employees, and maintenance of the water system. Apprises the Board on a regular basis of the status of construction and operation of the water system.
- Coordinates activities of employees, contractors and consultants to construct and operate the water system in an efficient and economical manner. Develops, for Board approval, an employment system that addresses all aspects of hiring and retaining LPWWA employees.
- Monitors the Authority's financial status including investment portfolio. Evaluates various financing proposals and opportunities. Ensures all investments and financial transactions are followed in accordance with applicable laws and regulations. Provides financing alternatives to the Board for consideration.
- Prepares the Authority's annual operating and capital budgets. Administers the budget as approved by the Board. Develops schedules and budgets for the construction of the water system.
- Makes presentations to various groups, organizations, Board members, and contractors, employees and current and potential service area property owners and subscribers.
- Must reside or be located within or in proximity to the LPWWA service area. The Authority Office will be located in Hesperus (Kline), Colorado. Limited travel will be required to conduct business and represent the Authority. Position can be tailored to a reasonable extent based on individual applicant's experience and qualifications, with the ability to delegate some tasks/work to other individuals or contract positions.

ANTICIPATED FUTURE CONSTRUCTION SUPERVISION DUTIES/RESPONSIBILITIES - Note that the following two sections describing anticipated future duties/responsibilities are highly desirable, but

not absolutely mandatory for selection.

- Interprets blueprints and specifications to ensure Contractor is constructing water mains accordingly and discusses deviations from specified construction procedures to ensure compliance with regulations governing pipeline construction.
- Observes work in progress to ensure that procedures followed and materials used conform to specifications; inspects fittings, joints, valves, bends, saddles, tees, reducers, fire hydrants, sleeves, etc.; Checks to ensure pipe components and plastic wrapping are properly placed and installed. Inspects concrete thrust blocks to determine if they are correctly placed and comply with standards.
- Measures distances to verify accuracy of pipe dimensions and layouts. Verifies levels, alignment and elevation of installations. Checks soils and backfill to determine if suitable for use.
- Observes water main disinfection and flushing conducted by construction contractor. Collects water samples for testing to ensure line is free from bacteria and contaminants. Observes water main pressure tests conducted by construction contractor.
- Reviews record drawings of the construction prepared by the engineer and construction contractor to ensure they are accurate.
- Maintains a daily log of construction and inspection activities and compares progress reports to construction schedule. Performs a final walk-through with construction contractor and develops a punch list of deficiencies that need to be corrected before final acceptance of the project.

ANTICIPATED FUTURE DISTRIBUTION SYSTEM OPERATOR DUTIES/RESPONSIBILITIES

- Participates in performing distribution maintenance repairs such as: water main breaks and leaks, replacement of valves and fire hydrants, relocation and repair of meters and service lines, repairs of fire hydrants, physically locating water system facilities for underground construction by other entities, adjustment and repair of pressure reducing valves, inspects and maintains storage tanks and pumps.
- Participates in performing new construction such as: installation of water mains, distribution water connections, fire hydrants, valves, and fittings. Installs new metered services- pits, yokes and water meters.
- Survey job site to determine if utility locates have been made, ensure site is safe, may assist with traffic control.
- Operates air compressor, jack hammer, air chisel, boring equipment, compactor, tapping machines, hand tools, etc. in operating and maintaining the water system.
- Conducts a thorough safety inspection of all equipment before use

IV. Minimum Qualifications

- The Proposer or Proposer's key professionals and/or organization must not have material conflicts with the Authority, Board members or any partnering entities of the Authority.
- Familiarity with construction processes, including development, design and bidding of system phases and components that ensures compliance with regulations governing distribution system construction and operation, as well as ability to interpret planning documents and specifications.
- Familiarity with GIS systems, accounting and billing software, general office operations
- The equivalent of a Bachelor's degree from an accredited four-year college or university in business administration, public administration, engineering, construction management, accounting,

or other closely related field; plus 5 years management experience in construction and/or operation of water systems. Must be able to provide vision and management direction for all construction and operating programs. Understanding of the development of the water system within the context of local, state, and federal water issues. Previous construction inspection experience is desirable.

- English language skills with the ability to read, analyze, and interpret financial & audit reports, federal, state and local regulations, legal documents and procedural manuals. Ability to communicate effectively, both orally and in written form. Ability to write speeches and make presentations to groups, Board Members, employees and customers. Respond to common inquiries or complaints from customers, governmental agencies, and members of the business community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of legal, financial and technical documents and/or regulations. Ability to exercise discretion and independent decision making.
- Must possess, or be able to obtain within 90 days, a valid Colorado Driver's License.
- As of February 23, 2019, the Proposer has a minimum of five (5) years of in the business of delivering similar services in similar or related circumstances.
- As of February 23, 2019, proposed resource has been in a project management-related role a minimum of five (5) years, is current on industry best-practices and has germane experience related to this engagement.

V. Proposal Content

At a minimum, the proposal must include the following information to be considered for the engagement. For ease of review, each requirement should be addressed separately.

Cover Letter

A cover letter, which will be considered an integral part of the proposal package, in the form of a standard business letter, must be signed by an individual authorized to bind the proposer contractually. This cover letter must indicate the signer is so authorized and must indicate the signer's title or position. An unsigned proposal will be rejected. The cover letter must also include:

- a. A statement that the proposal meets all requirements of this RFP, and that the offer tendered by the proposal will remain in full force and effect until, and may be accepted by LPWWA, 30 days beyond the deadline for submittal.
- b. A disclosure of any current business relationship or any current negotiations for prospective business with LPWWA, or with any member of the Board of Directors or any party currently rendering services to LPWWA.
- c. A statement that the proposer acknowledges that all documents submitted in response to this RFP may be subject to disclosure under the pertinent Colorado Law.

Statement of Minimum Qualifications

Proposers must complete and return the Minimum Qualifications Certification in the form contained in Appendix A.

Reference Checks

Reference checks will be conducted for each finalist.

The questionnaire contained in Appendix B to this RFP must be completed and returned as part of the proposal

Fee Proposal

Proposers must submit a combined, fixed-cost proposal in the format prescribed in Appendix C. Any deviation from the prescribed format which, in the opinion of LPWWA is material, may result in the rejection of the proposal. The proposed fee shall include all costs and expenses for providing the services as described in this RFP, and any agreed-upon additional services. Once finalists are selected, fees may be subject to a "best and final" offer process to be determined at the discretion of the Authority.

The fee proposal must expressly state that the proposed fees are guaranteed for the term of any resulting contract.

Contract

This Request for Proposal is neither a contract nor meant to serve as a contract. It is anticipated that one or more of the proposals submitted in response to this Request for Proposal may be selected as the basis for negotiation of a contract with the proposer. Such a contract is presently contemplated to contain, at a minimum, the terms of the proposal submitted, as finally negotiated and approved by the Authority. LPWWA reserves the right to negotiate additions, deletions, or modifications to the terms of proposals submitted. However, the terms contained in Appendix D, Addendum to Contract, must be agreed to and accepted by the candidate or organization selected to perform the work contemplated by this RFP.

VI. Submission of Proposals

All proposals must be received no later than the deadline stated in the Anticipated Timeline and Contact Information section. Submissions must be made via email to lpwwaboard@gmail.com by the stated deadline. Only email submissions will be accepted.

The proposals become the property of LPWWA upon submission. All costs for developing proposals and attending presentations and/or interviews are entirely the responsibility of the proposer and shall not be chargeable to LPWWA.

Only one proposal from an individual, firm, partnership, corporation, or combination thereof, will be considered for this assignment.

VII. Evaluation Process

Pre-Evaluation Review

All proposals will be reviewed to determine if they contain all the required submittals specified in this RFP. Those not submitting all required information in the prescribed format will be rejected.

Proposal Evaluation

All proposals received by the LPWWA representative on or before the deadline listed above will be reviewed to determine whether they meet the minimum requirements of this RFP.

All proposals received by deadline and passing the pre-evaluation review will undergo an evaluation process conducted by the LPWWA Board. Proposals will be reviewed to determine whether they meet the requirements of this RFP. LPWWA will consider the following factors in the evaluation process, ranked in no specific order, and will render a decision based on the perceived best fit and best value for the engagement. Fees will be one of the determining factors in this decision but will not be the primary determinative. Proposals will be evaluated based on criteria including:

- Understanding of the services requested
- Timeline for recommended solution to be implemented
- Proposed methodology and work plan to be used in the process
- Proposed deliverables
- Relevant knowledge, experience and qualification of individual or firm and team members including established record of success in similar work

- Willingness to negotiate contract terms
- Cost & References

Proposals that contain false or misleading statements or that provide references which do not support an attribute or condition claimed by the proposer will be rejected. Issuance of the Request for Proposal creates no obligation to award a contract or to pay any costs incurred in the preparation of a proposal. Nothing in this RFP or any resulting contract shall preclude LPWWA from procuring services similar to those described herein from other sources.

During the evaluation process, proposers may be requested to provide additional information and/or clarify contents of their proposal. Other than information requested by LPWWA, no proposer will be allowed to alter the proposal or add new information after the filing date.

Once finalists are selected, fees may be subject to a “best and final” offer process to be determined at the discretion of the Authority.

VIII. Anticipated Timeline and Contact Information

Schedule	Dates
RFP Issued	February 25, 2019
Deadline for Proposer Questions	March 12, 2019
Response to Questions	March 19, 2019
RFP Responses due 4:30 p.m. MT	March 26, 2019
Evaluations	March 27- April 6, 2019
Candidate Interviews	Week of April 11, 2019
Selection	April 15, 2019

LPWWA RFP Contact Information
 La Plata West Water Authority
 Roy Horvath
lpwwaboard@gmail.com

IX. Submission Process

Deadline

To be considered for selection, proposals must be received via e-mail in Adobe Acrobat format at lpwwaboard@gmail.com no later than 5:00 p.m. MT, March 19, 2019. Please reference "Project Management Services- Name of Proposer" in your communications. An email confirmation will be sent confirming receipt of the proposal.

Withdrawal

A proposal may be withdrawn any time prior to the deadline by written notification signed by the individual applicant or authorized agent of the firm and received at lpwwaboard@gmail.com no later than the deadline of 5:00 p.m. MT, March 19, 2019. Please reference the "Project Management Services- Name of Proposer" in your communications. An email confirmation will be sent confirming withdrawal of the proposal.

Questions

To clarify any issues in this Request for Proposal, LPWWA will respond only to questions that are presented in writing via e-mail to lpwwaboard@gmail.com. All questions should be submitted to LPWWA by 5:00 p.m. MT, March 5, 2019. Please reference the "Project Management Services- Name of Proposer" in your communications. These questions will be consolidated into a single Q&A document and responded to by LPWWA by 5:00 PM, MT, March 12, 2019. The Q&A document will be returned to each respondent via email, without indicating the source of the query.

X. General Conditions

Freedom of Information Act Disclosure

All materials submitted in response to the RFP become property of LPWWA. Proposals remain confidential during the selection process. However, upon completion of the selection process, all responses, including that of the individual, vendor or firm selected, will be a matter of public information and will be open to public inspection in accordance with the state of Colorado Freedom of Information Act (FOIA).

If, in response to this RFP, trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business responding to this RFP, such claim must be clearly made, and such information must be clearly identified. Responses to this RFP with every page marked as proprietary, privileged or confidential will not satisfy this requirement. Bidders are required to make a good faith attempt to properly identify only those portions of the response that are truly furnished under a claim that they are proprietary, privileged or confidential and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business responding to this RFP.

Ordinary Course of Business Communications Allowed

Other than existing normal business matters, respondents, potential respondents, or their representatives should not contact anyone at LPWWA (including LPWWA staff, members of the LPWWA advisory committees and members of the LPWWA Board) other than the listed RFP contact. In addition, respondents should not discuss this RFP with legal counsel or other advisors or persons/entities having contracts or other affiliations with LPWWA.

LPWWA Quiet Period Policy and Rules Regarding Contact

Please note the following Quiet Period Policy establishing guidelines by which the LPWWA Board of Directors and

LPWWA Staff will communicate with prospective vendors or service providers during a search process. The Quiet Period for this RFP began on the date the RFP was issued – February 23, 2019.

1. The quiet period shall commence upon Committee action (or Board action if the selection is not initiated through a Committee) to authorize a search for a service provider and end once a selection has been made by the Board and accepted by the service provider;
2. Initiation, continuation and conclusion of the quiet period shall be publicly communicated via the LPWWA website (www.LPWWA.org) to prevent inadvertent violations;
3. All Board members not directly involved in the search process, shall refrain from communicating with potential service providers regarding any product or service related to the search offered by the provider throughout the quiet period and shall refrain from accepting meals, travel, hotel, or other value from the providers;
4. Throughout the quiet period, if any Board member is contacted by a potential service provider, the Board member shall refer the provider to the LPWWA Board member directly involved in the search process;
5. All authority related to the search process shall be exercised solely by the relevant Committee or Board as a whole, and not by individual Board Members;
6. All information related to the search process shall be communicated by LPWWA staff to the relevant Committee or Board as a whole, and not to individual Board Members;
7. The quiet period does not prevent Board approved due diligence, client conference attendance, or communications with an existing service provider that happens to be a provider in the ordinary course of services provided by such service provider; however, discussions related to the pending selection shall be avoided during those activities;
8. The provisions of this policy will apply to potential service providers throughout the quiet period and shall be communicated to providers in conjunction with any competitive proposal process; and
9. A potential service provider or vendor may be disqualified from a search process for a violation of the Quiet Period or any portion of this policy.

Rights Reserved

LPWWA reserves the right to amend any segment of the RFP prior to the announcement of a selected vendor/Proposer. In such an event, all respondents will be afforded the opportunity to revise their proposals to accommodate the RFP amendment.

LPWWA reserves the right to remove any or all services from consideration for this contract. At its discretion, LPWWA may issue a separate contract for any service or groups of services included in this RFP. LPWWA may negotiate additional provisions to the contract awarded pursuant to this RFP.

LPWWA may request additional information from any or all bidders to assist in the evaluation of proposals, and LPWWA reserves the right to conduct background investigations of selected individuals or firms prior to awarding a contract under this RFP.

LPWWA does not bear any obligation to complete the RFP process or to select any individual(s) or firm(s). LPWWA also reserves the right without prejudice to reject any or all proposals submitted.

LPWWA will NOT reimburse any expenses incurred in responding to this RFP.

Equal Opportunity

LPWWA does not discriminate because of race, color, religion, creed, sex, sexual orientation, age, marital status, military status, certain unfavorable discharges from military service, political affiliation, citizenship, ancestry,

national origin, physical or mental handicap or disability or any other characteristic protected by law. It is the System's intent to comply with all state, federal, and local equal employment and opportunity laws and public policies.

Terms and Conditions

Following a review of submitted materials, if requested, selected individuals or organizations must be prepared to make a presentation or otherwise participate in an in-person interview in Hesperus or Durango, Colorado with members of the LPWWA board of Directors at a date and location to be determined by LPWWA. LPWWA will not provide reimbursement for any costs incurred by the individuals or organizations associated with this presentation. Prior to the award of a contract pursuant to this RFP, selected individuals or firms must provide all requested documentation.

Appendix A: Statement of Minimum Qualifications

(Firm or Individual Name) _____ certifies that it/he/she meets the following minimum qualifications.

Please initial each as applicable.

- 1. _____ The Proposer’s key professionals and/or organization has no material conflicts with the LPWWA Board.

- 2. _____ As of February 23, 2019 the Proposer has a minimum of five (5) years of in the business of delivering project and general management services.

- 3. _____ As of February 25, 2019, *proposed resource has been in a project management-related role a minimum of five (5) years, is current on industry best-practices and has germane experience related to this engagement.*

Signed: _____ Date: _____

Title: _____

Appendix B: Questionnaire

The following questionnaire must be completed and included with your response to this RFP. Type your responses in the same order as the questionnaire, listing the question first followed by your answer.

Contact and Company Information:

Name of Individual / Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Fax: _____

Federal Employer Identification Number: _____

Contact Person(s):

Name: _____ Phone: _____ Title: _____

Fax: _____ Email: _____

Website: _____

Organization or Individual Background:

1. Please provide a general description and history of proposing individual or organization, its operations (please include any history of mergers and/or acquisitions), year founded, ownership structure, biographies of the principals and percentage ownership by current employees.
2. Provide a brief, descriptive statement detailing evidence of the Respondent's ability to deliver the goods or services sought under this RFP.
3. Is Respondent a "Minority person," meaning a person who is a citizen or lawful permanent resident of the United States and who is a member of a minority. If so, please provide a detailed explanation.
4. Is Respondent a "Minority owned business," meaning a business which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it. If so, please provide a detailed explanation.
5. Is Respondent a "Female owned business," meaning a business which is at least 51% owned by one or more females, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more

females; and the management and daily business operations of which are controlled by one or more of the females who own it. If so, please provide a detailed explanation.

6. Is Respondent a "Business owned by a person with a disability," meaning a business that is at least 51% owned by one or more persons with a disability and the management and daily business operations of which are controlled by one or more of the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 of the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability". If so, please provide a detailed explanation.

Appendix C: Fee Proposal

Please include detail regarding scope of services, deliverables and timeframe of the additional services as they relate to or exclude those described in the Service Required section above. Initial fee proposal should include hourly rate as well as estimated total cost for 12 month period, together with a description of services the proposer will provide as opposed to those anticipated to be contracted to others, with relevant timeframes within the initial 12 month period. Attach appropriate detail and information.

FIRM OR INDIVIDUAL NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

1. Project management
2. Prep of documents
3. Coordination of deliverables
4. Facilitation of project meetings with key stakeholders and Board members

HOURLY RATE: \$ _____

TOTAL LUMP SUM: \$ _____

Lump sum cost for additional meetings, if requested by LPWWA: \$ _____

I, _____, an authorized representative of the above-indicated firm or individual, have reviewed and understand the _____ Request for Proposals, and I/we am/are prepared to provide the required services for the above costs.

ATTACH A MINIMUM OF TWO PROJECT REFERENCES, SIMILAR IN SCOPE.

ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

Appendix D: Addendum to Contract

ADDENDUM TO CONTRACT

In consideration of LPWWA entering into such contract, the Vendor/Proposer also agrees to the following:

- 1) The Proposer certifies that it is not barred from being awarded a contract or subcontract because of a conviction or admission of guilt for bribery or for bribing an officer or employee of the State of Colorado or any other state in that officer or employee's official capacity as provided under Colorado law and statute.
- 2) The Proposer certifies that it will provide a drug free workplace by engaging in the conduct prescribed in applicable Colorado law and statute.
- 5) The Proposer certifies that no fees, commissions, or payments of any type have been or will be paid to any third party in connection with the contract to which this is an addendum, except as disclosed in the contract or an exhibit hereto. The Proposer shall promptly notify LPWWA if it ever has reason to believe that this certification is no longer accurate.
- 6) To the extent Colorado law is applicable to Proposer, Proposer agrees to:
 - a) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
 - b) Comply with the procedures and requirements of the Colorado Department of Human Rights' regulations concerning equal employment opportunities and affirmative action;
 - c) Provide such information, with respect to its employees and applications for employment, and assistance as the Colorado Department of Human Rights may reasonably request; and
 - d) Have written sexual harassment policies that shall include, at a minimum, the following information:
 - i) The illegality of sexual harassment;
 - ii) The definition of sexual harassment under State law;
 - iii) A description of sexual harassment, utilizing examples;
 - iv) Proposer's internal complaint process including penalties;
 - v) The legal recourse, investigative and complaint process available through the Colorado Department of Human Rights and the Colorado Human Rights Commission;
 - vi) Directions on how to contact the Colorado Department of Human Rights and the Colorado Human Rights Commission; and
 - vii) Protection against retaliation as provided by Section 6-101 of the Colorado Human Rights Act. A copy of the policies shall be provided to the Colorado Department of Human Rights upon request.

7) Counterparts. This Agreement and Addendum may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement. The counterparts of this Agreement and Addendum may be executed and delivered by facsimile or other electronic signature by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.

Under penalties of perjury, Proposer certifies that _____ is its correct Federal Taxpayer Identification Number.

Proposer is doing business as a(n) (please circle applicable entity):

- Individual
- Corporation
- Real Estate Agent
- Trust or Estate
- Sole Proprietorship
- Not-for-Profit Corporation
- Governmental Entity
- Other:
- Partnership
- Medical and Health Care Services Provider Corporation
- Tax Exempt Organization (IRC 501(a) only)