

**Administrative Services**  
**Purchasing Division**

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February 10, 2005

North Star Design  
700 Automation Drive, Unit I  
Windsor, CO 80550

Attn: Patricia Kroetch, PE

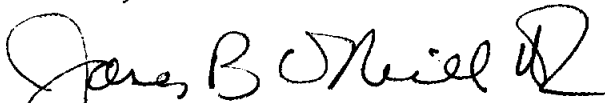
Re: P-884 Civil Engineering Annual

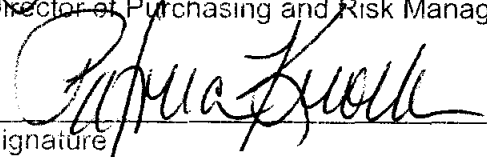
The City of Fort Collins has elected to renew P-884 Civil Engineering Annual for the City of Fort Collins with your firm. The terms and conditions of this renewal will be the same as stated in the original bid documents.

If the renewal is acceptable to your firm, please sign this letter in the space provided and return along with a current copy of your insurance to the City of Fort Collins, Purchasing Division, before February 10, 2005. **If delivered**, please deliver to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, CO 80524. **If mailed**, the mailing address is P.O. Box 580, Fort Collins, Colorado 80522-0580.

If this renewal is not acceptable with your firm, please send us a written notice stating that you do not wish to renew the bid. If you have any questions regarding this renewal, please contact John Stephen, CPPO, Senior Buyer, at 970-221-6777.

Sincerely,

  
James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

  
Signature

2/16/05  
Date

(Please indicate your desire to renew P-884 by signing this letter and returning it with a current copy of insurance forms to Purchasing Division on or before February 10, 2005.)

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
02/21/05

**PRODUCER**  
**Van Gilder Insurance Corp.**  
 700 Broadway, Suite 1000  
 Denver, CO 80203  
 303 837-8500

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

**INSURED**  
**North Star Design, Inc.**  
 700 Automation Dr., Unit 1  
 Windsor, CO 80550


INSURER A: **Hartford Insurance (Service Center)**  
 INSURER B: **Everest National Insurance Company**  
 INSURER C:  
 INSURER D:  
 INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<b>34WEGKD0139</b>	<b>09/01/04</b>	<b>09/01/05</b>	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000
<b>B</b>	<b>OTHER Professional Liability</b>	<b>48AE003420041</b>	<b>09/01/04</b>	<b>09/01/05</b>	\$1,000,000 per claim \$1,000,000 annl aggr.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b>	<b>ADDITIONAL INSURED; INSURER LETTER:</b>	<b>CANCELLATION</b>
City of Fort Collins Purchasing Division PO Box 580 Fort Collins, CO 80522-0580		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

**PROJECT TEAM  
SCHEDULE OF RATES  
City of Fort Collins RFP P-884  
2003 Civil Engineering Design, Drafting and Surveying Services**

**UPDATED 2-22-05**

<u>ENGINEERING</u>	<u>HOURLY RATE</u>
Project Manager	\$85
Project Engineer / Project Designer	\$67
Design Engineer / Technician	\$55
Clerical	\$37

<u>SURVEYING</u>	<u>HOURLY RATE</u>
Registered Land Surveyor	<del>\$64</del> \$65.25
Surveying Technician I	<del>\$52</del> \$53.00
Surveying Technician II	<del>\$42</del> \$42.75
Surveying Technician III	<del>\$37</del> \$37.75
Crew Rate (3 person)	<del>\$130</del> \$132.50
Crew Rate (2 person)	<del>\$105</del> \$107.00
GPS Receivers (each)	<del>\$40</del> \$40.75
Draftsman (CAD Technician I)	<del>\$52</del> \$53.00
Draftsman (CAD Technician II)	<del>\$42</del> \$42.75
Draftsman (CAD Technician III)	<del>\$37</del> \$37.75

<u>DIRECT EXPENSES</u>		
Mileage:	Standard Vehicle	\$0.35 / Mile
	4-Wheel Drive	\$0.48 / Mile
Prints:	18"x24"	\$1.50 / Sheet
	24"x36"	\$2.00 / Sheet
Mylar Sepia	24" X 36"	\$10.00/Sheet
Copies:	8 ½ x 11"	\$0.15/copy
	8 ½ x 14"	\$0.20/copy
	11 x 17"	\$0.25/copy