

**RESOLUTION NO. 2025-03
OF THE FRONT RANGE PASSENGER RAIL DISTRICT
APPROVING TASK ORDER NO. 5 FOR PROFESSIONAL SERVICES
WITH CDR ASSOCIATES**

WHEREAS, pursuant to Section 32-22-101, *et. seq.*, C.R.S. (the “Act”), the Front Range Passenger Rail District (the “District”) was established as a body politic and corporate and a political subdivision of the state to research, develop, construct, operate, and maintain an interconnected passenger rail system within the front range that is competitive in terms of travel time for comparable trips with other modes of surface transportation; and

WHEREAS, except as otherwise specifically provided, the Board of Directors of the District (the “Board”) exercises and performs all powers, privileges, and duties vested in or imposed upon the District in the Act; and

WHEREAS, Section 32-22-105(2)(d), C.R.S., authorizes the Board to pass resolutions necessary for the government and management of the affairs of the district and the execution of the District’s powers and duties; and

WHEREAS, Section 32-22-105(2)(g)-(h), C.R.S., authorizes the Board to appoint, hire, and retain engineers and other professional consultants, and to prescribe methods for the performance or furnishing of labor, materials, or supplies that may be required to carry out the purposes of the Act; and

WHEREAS, the District identified the need to procure the services of consultants to perform on-call, task order-based professional services to support its efforts; and

WHEREAS, the District issued a Request for Qualifications for Multiple Award Task Order Contracts for Professional Services, dated September 13, 2023 (as amended by addenda, the “RFQ”) to select consultants to provide such Services; and

WHEREAS, on February 26, 2024, the District entered a Multiple Award Task Order Contract with CDR Associates (“CDR”) to provide outreach and coalition building services for the District (the “Contract”); and

WHEREAS, pursuant to the Contract, the Board desires for the District to issue its fifth Task Order (“Task Order No. 5”) to CDR to perform certain services described in Task Order No. 5 attached as **Exhibit A**; and

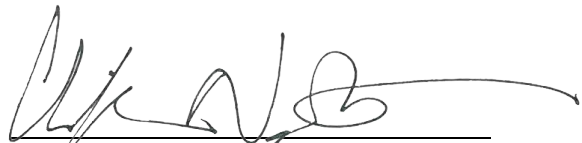
WHEREAS, pursuant to the District’s *Procurement and Purchasing Policy for Goods and Services* dated April 21, 2023, the Board’s Finance Committee must approve a District contract of more than \$20,000 but less than \$150,000 and refer it to the Board for ratification at a following Board meeting; and

WHEREAS, the Finance Committee reviewed and approved Task Order No. 5 at its meeting on June 17, 2025; and

WHEREAS, the Board now desires to authorize the execution of Task Order No. 5 and the appropriation of District funds therefore.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the Board hereby approves Task Order No. 5; authorizes the expenditure of funds for the purposes set forth in Task Order No. 5 in an amount not to exceed the maximum set forth therein; and authorizes the Interim General Manager to execute Task Order No. 5 in substantially the form presented, with such non-material modifications as may be approved by the Interim General Manager and District's legal counsel.

APPROVED this 27th day of June 2025.


Chair

ATTEST:

Joan Peck
Secretary

EXHIBIT A
Task Order No. 5 –
Contract for Professional Services
with CDR Associates

[See attached.]

TASK ORDER
BETWEEN
THE FRONT RANGE PASSENGER RAIL DISTRICT AND
CDR ASSOCIATES
FOR
PROFESSIONAL SERVICES
TASK ORDER NO. 5

This Task Order is made as of this 27th day of June, 2025 in accordance with the terms of the Multiple Award Task Order Contract (the “Contract”) between the Front Range Passenger Rail District (the “District”) and CDR Associates (the “Consultant”) made and entered into on February 26, 2024.

1. SCOPE OF SERVICES

Pursuant to Section 3 of the Contract, the Consultant is authorized to and shall perform the services set out in Appendix 1 of this Task Order, including providing any deliverables defined therein.

2. COMPENSATION

In return for the performance of the foregoing scope of services, the District will compensate the Consultant an amount not to exceed \$119,570 on a time and materials basis. The District will pay the Consultant allowable costs as they are incurred in the performance of this Task Order in accordance with Appendix 2 of this Task Order and the terms of the Contract. The Consultant is not authorized to perform services in excess of the not-to-exceed amount under this Task Order without prior written authorization from the District.

3. PERFORMANCE PERIOD

The Consultant shall perform all services described in this Task Order by December 31, 2025. The Consultant shall not perform any services described in this Task Order prior to the District’s Board of Directors’ approval scheduled for June 27, 2025 or after December 31, 2025.

4. PERSONNEL

As part of Appendix 2 of this Task Order, the Consultant and Subconsultant personnel who are authorized to perform the services are set out. Other Consultant or Subconsultant personnel are not authorized to perform services under this Task Order without prior authorization by the District in accordance with the terms of the Contract.

5. INSURANCE REQUIREMENTS

The Consultant shall comply with the insurance requirements set out in the Contract, including any insurance requirements applicable to any of the Subconsultants, unless otherwise modified in this Task Order.

6. WORK PRODUCT OWNERSHIP

All finished or unfinished documents and materials and Work Product produced or procured under this Task Order, including all intellectual property rights thereto, will become the District's property pursuant to the terms of the Contract.

All terminology used in this Task Order shall be interpreted in accordance with the Contract unless specifically defined differently in this Task Order.

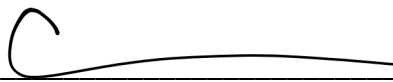
CDR Associates

By: _____

Jeffrey Range

Vice President

Front Range Passenger Rail District

By: _____

Chrissy Breit

Interim General Manager

APPENDIX 1. SCOPE OF SERVICES

Coalition Building

In addition to elected officials, within District's 13-county boundary, there are dozens of economic development organizations, chambers of commerce, trade and professional associations, regional transportation authorities, labor unions, and an assortment of other large and impactful stakeholder groups. While some are involved in and educated about FRPR's mission and goals, time has passed since many stakeholders have engaged in FRPR activities and been informed on new developments. For others, this will be the first time they are engaged around FRPR.

Coalition Building Activities

To constructively engage these key stakeholders, CDR is proposing four core tasks to support District to accomplish its goals of:

- Communicating FRPR's story, mission/vision, passenger rail's benefits, and the accomplishments of FRPR;
- Informing and updating stakeholders and constituents of the technical work of FRPR;
- Providing clarification between Joint Service and FRPR;
- Learning the concerns and interests of stakeholders and communities in the corridor; and
- Raising the profile and understanding of FRPR among stakeholders and the public

The four core tasks include:

Communications Coordination

Between the District staff and board; the SDP; Joint Service, and social media, marketing, and communications teams; there is a wide range of passenger rail-related activities and associated communications occurring. Following the guidance of District staff, the CDR team will assist in aligning messaging and coordinating communications. This will ensure stakeholders and the public will get consistent information. The team will accomplish this task by engaging with other transit stakeholder teams, understanding their activities and communications, and seeking to provide opportunities to co-create messaging and campaigns.

Alongside both District staff and communications consultants, the CDR team will develop a portfolio of required materials to engage stakeholders. These materials will include consistent messaging and branding. The materials could include digital assets to be shared with stakeholders and community members both for individual meetings and broader distribution. Materials could include infographics, slide decks, briefing sheets, storymaps, and more. Ultimately the types of materials and messages will be determined collectively by staff and consultants.

Process Design & Thought Partnership

FRPR's work exists in an extremely dynamic environment. The CDR team will assist the District in navigating this shifting landscape, while focusing on the overall goals by assessing risks, opportunities and various communities' needs and concerns. Through these assessments the CDR team will advise District on both an overall process for coalition building and stakeholder engagement, as well as for tactical, issue-specific needs.

Interviews, Meetings, and Engagement

A key step to accomplish the goals of this Coalition Building task, and District's goals, will be direct engagement with stakeholders. These stakeholders include city, county, and state-wide elected officials; chambers and economic development organizations; and other key interest groups. The outreach will be conducted throughout the entire FRPR corridor. The interviews and meetings will be conducted by CDR team members, other District consultants, District staff, and District board members. Meetings will be virtual, in-person, and via phone; and both proactive (as part of the broader engagement strategy) and responsive (as specific issues emerge). CDR will lead the coordination of meetings to ensure objectives are aligned with the District's goals and messaging is consistent.

Analysis and Documentation

Finally, this task will culminate with the collection and synthesis of information obtained, lessons learned, analysis of the issues and recommendations for moving forward. The documentation will lay a foundation for ongoing coalition building and coordinated communications.

Outcomes

Key activities in this process are meeting and engaging with stakeholders to accomplish the outcomes below. This proposal is seeking to accomplish two goals that are somewhat in tension with one another: lay out a clear plan of engagement and be flexible to meet any needs or issues that arise. To this end, this team proposes as a potential deliverable to conduct these numbers of meetings (i.e., phone call, virtual, in-person, etc.; some conducted by a single consultant, others by a team):

- .5 hour meetings (x25)
- 1 hour meetings (x20)
- 1.5 hour meetings (x15)
- 2 hour meetings (x10)

However, the team requests flexibility on these meetings in order to best service Front Range Passenger Rail and the Front Range Passenger Rail District.

Outcomes of these Coalition Building activities include:

- Communicate a current, unified message about the status of the District;
- Build relationships with a new crop of leaders since District was created;
- Create understanding of the upcoming IGA, joint service, and FRPR's role in CO's wider transit landscape
- Uncover and address misperceptions about District;
- Understand local political trends;
- Signal District's desire for information from a diverse group of local Thought Leaders;
- Recruit passenger rail champions and get intelligence on detractors and their messaging;
- Identify opportunities to both get involved and ensure local interests and concerns are understood and addressed.
- Inform future polling, questionnaires, and/or opinion research

APPENDIX 2. AUTHORIZED PERSONNEL

Name	Rank/Labor Classification
Jonathan Bartsch	CDR Principal
Jeffrey Range	CDR Sr. Program Manager
Christy Felton	CDR Finance Director
Melissa Bade	CDR Program Manager
Daniel Estes	CDR Program Manager
Audrey Clavijo	CDR Program Associate
Laura Hickey	CDR Program Associate
Patrick Teese	CDR Program Associate
Anderson Cole	CDR Program Associate
Tamra Ward	Taloma Partners Principal
Sean Walsh	Sean Walsh Consulting President
Rosa Guzman-Snyder	Community Language Cooperative Principal
Manuel Romero	Community Language Cooperative Staff
Gretchen Armijo	Equity Policy Solutions President
Paola Torres	Interpreting Services CEO

PROJECT BUDGET

CLIENT:	FRPR District
PROJECT TITLE:	MATOC - TO5: Coaliton Building
DATES:	June - Dec 31, 2025
SUBMITTED:	6/9/2025

PROJECT LABOR DESCRIPTION	Jonathan Bartsch \$270	Jeffrey Range \$230	Sean Walsh \$300	Tamra Ward \$300	CDR PA \$150	Christy Felton \$195
Proj Mgmt and Meetings						
Team Meetings	6	12	12	12	4	
Project Management and Financials		10				10
	\$1,620	\$5,060	\$3,600	\$3,600	\$600	\$1,950
Engagement						
Materials Development	2	2	2	2	16	
Process Design & Thought Partnership	20	38	40	40	4	
Communications Coordination	8	20	18	18	8	
Interviews & Meetings	20	24	36	36	4	
Analysis and Documentation	2	6	6	6	8	
	\$13,500	\$20,240	\$30,000	\$30,000	\$3,600	\$0

STAFFING	HOURS	RATES	AMOUNT
Jonathan Bartsch	58	\$270	\$15,660
Jeffrey Range	112	\$230	\$25,760
Sean Walsh	114	\$300	\$34,200
Tamra Ward	114	\$300	\$34,200
CDR PA	44	\$150	\$6,600
Christy Felton	10	\$195	\$1,950

TOTAL STAFFING	\$118,370
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OTHER DIRECT COSTS	UNITS	RATES	AMOUNT
Mileage	2000	0.6	1200
Printing	0	0	0
TOTAL ODC			1200

TOTAL PROPOSED BUDGET	\$119,570
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