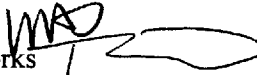



**PUBLIC WORKS DEPARTMENT  
MEMORANDUM # 2010 – 33**

**DATE:** May 13, 2010  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** William A. Simmons, City Manager   
David H. Willett, Director of Public Works  
Joliette Woodson, Transportation Engineer   
**SUBJECT:** CR – 80 Design Modification/West 112<sup>th</sup> Avenue Widening

---

**BACKGROUND**

Construction plans for the W. 112<sup>th</sup> Avenue Widening project were completed in 2006. This project was a joint effort between the City of Westminster and the City of Northglenn. In 2007, the plans were put on hold due to lack of funds. In 2009, the City of Westminster modified the plans and completed their half of the work.

A summary of key elements included in the West 112 Avenue Rehabilitation Project are as follows:

- 3" Milling/Overlay
- Roadway widening from the Western City limit to Pecos Street
- EB right turn lane at Huron Street
- Storm drainage improvements handling runoff from the NW Open Space

Plan modifications are necessary to reflect the improvements completed by the City of Westminster. The firm that completed the original design was JR Engineering, LLC. Staff has negotiated a contract that includes necessary plan modifications, bid assistance and limited construction administration.

**BUDGET/TIME IMPLICATIONS**

The design/engineering/procurement cost of the W. 112<sup>th</sup> Avenue Widening Project as proposed is \$51,500.00 with a 10% contingency of \$5,150.00 for a total of **\$56,650.00**. The proposed project would be funded out of the 2010 Capital Improvement Fund for Street Construction (Mill Levy).

**RECOMMENDATION**

Attached to this memorandum is a Resolution that, if approved, would:

- 1) Authorize the Mayor to execute a contract between the City of Northglenn and JR Engineering, LLC, for the W. 112<sup>th</sup> Avenue Widening Project in the amount of \$51,500.00;
- 2) Authorize \$5,150.00 as a contingency and authorize the City Manager, on behalf of the City, to approve minor changes in the scope of work and execute relevant change orders up to the approved expenditure limit of **\$56,650.00**.

Staff recommends approval of the proposed Resolution.

**STAFF REFERENCE**

David H. Willett, P.E., Director of Public Works  
Joliette Woodson, P.E., Transportation Engineer

[dwillett@northglenn.org](mailto:dwillett@northglenn.org) or 303.450.8783  
[jwoodson@northglenn.org](mailto:jwoodson@northglenn.org) or 303.450.8835

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-80  
Series of 2010

\_\_\_\_\_  
Series of 2010

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND JR ENGINEERING, LLC FOR THE WEST 112<sup>TH</sup> AVENUE WIDENING PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Professional Services Agreement between the City of Northglenn and JR Engineering, LLC, attached hereto, in the amount of \$51,500.00 with a ten percent (10%) contingency of \$5,150.00 for a total amount not to exceed \$56,650.00 for the West 112<sup>th</sup> Avenue Widening Project is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and JR Engineering, LLC (hereinafter referred to as "Consultant").

### RECITALS:

A. The City requires professional services.

B. Consultant has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the City, professional consulting services for the Project.

### I. SCOPE OF SERVICES

Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

### II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY

The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

### III. OWNERSHIP OF WORK PRODUCT

The City acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work.

### IV. COMPENSATION

A. In consideration for the completion of the services specified herein by Consultant, the City shall pay Consultant an amount not to exceed fifty one thousand five hundred dollars (\$51,500.00 ). Payment shall be made in accordance with the schedule of charges in **Exhibit B** which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.

1. All invoices, including Consultant's verified payment request, shall be submitted by

Consultant to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

## **V. COMMENCEMENT AND COMPLETION OF WORK**

Within seven (7) days of receipt from the City of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete and Consultant shall furnish the City the specified deliverables as provided in Exhibit A.

## **VI. CHANGES IN SCOPE OF SERVICES**

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

## **VII. PROFESSIONAL RESPONSIBILITY**

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good

standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

## **VIII. ILLEGAL ALIENS**

A. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that Consultant will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement.

B. Prohibited Acts. Consultant shall not:

1. Knowingly employ or contract with an illegal alien to perform work under this Agreement; or

2. Enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. Consultant has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Consultant shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under the Agreement, Consultant shall:

a. Notify the subcontractor and the City within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under the Agreement; and

b. Terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to subparagraph (a) hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under the Agreement; except that Consultant shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under the Agreement.

D. **Duty to Comply with Investigations.** Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

E. If Consultant does not currently employ any employees, Consultant shall sign the NO Employee Affidavit attached hereto.

F. If Consultant wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Consultant shall sign the Department Program Affidavit attached hereto.

## **IX. INDEMNIFICATION**

Consultant agrees to indemnify and hold harmless the City, its officers, employees, and insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant, or which arise out of any workmen's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant. Consultant agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of Consultant, or at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with, any such liability, claims, or demands. Consultant also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss, or damage was caused in whole or in part by the act, omission, or other fault of the City, its officers, or its employees, the City shall reimburse Consultant for the portion of the judgment attributable to such act, omission, or other fault of the City, its officers, or employees.

## **X. INSURANCE**

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance

sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain, and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workmen's compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease - policy limit, and one million dollars (\$1,000,000) disease - each employee. Evidence of qualified self-insured status may be substituted for the workmen's compensation requirements of this paragraph.

2. Commercial general liability insurance with minimum combined single limits of six hundred thousand (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers, employees, and consultants as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Consultant shall be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Consultant's insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn  
Attn: Marti Robards  
11701 Community Center Drive  
Northglenn, Colorado 80233-8061

E. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently one hundred fifty thousand dollars (\$150,000) per person and six hundred thousand dollars (\$600,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §24-10-101 *et seq.*, Colo. Rev. Stat., as from time to time amended, or otherwise available to the City, its officers, or its employees.

#### **XI. NON-ASSIGNABILITY**

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

#### **XII. TERMINATION**

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

#### **XIII. CONFLICT OF INTEREST**

The Consultant shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

#### **XIV. VENUE**

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.



**XV. INDEPENDENT CONTRACTOR**

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the City for any purposes.

**XVI. NO WAIVER**

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

**XVII. ENTIRE AGREEMENT**

This Agreement and the attached Exhibits A and B is the entire Agreement between Consultant and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

**XVIII. SUBJECT TO ANNUAL APPROPRIATION**

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement or liability in any ensuing fiscal conflicting provisions in the Agreement establishing any monetary obligation beyond the current fiscal year.

**XIX. NOTICE**

Any notice or communication between Consultant and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City: City of Northglenn  
11701 Community Center Drive  
Northglenn, Colorado 80233-8061

Consultant: JR Engineering  
7200 South Alton Way, Suite C100  
Centennial, CO 80112

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

**CITY OF NORTHGLENN, COLORADO**

By: \_\_\_\_\_  
Joyce Downing Date

Mayor  
Title

ATTEST:

\_\_\_\_\_  
Johanna Small, CMC Date  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Corey Y. Hoffmann Date  
City Attorney

**CONSULTANT:**

By: Aaron L. Clutter

Aaron L. Clutter  
Print Name

Vice President 5/3/10  
Title Date

ATTEST:

By: Wendy Craven

Wendy Craven  
Print Name

Project Accountant 5/3/10  
Title Date

City's Contract # \_\_\_\_\_

Name of City's Project Manager  
Joliette Woodson

Mr. David Willett  
City of Northglenn  
11701 Community Center Dr.  
Northglenn, CO



**RE: West 112<sup>th</sup> Avenue Construction Documents**

Dear Mr. Willett:

JR Engineering, LLC appreciates the opportunity to submit the following proposal for additional professional civil engineering services for the above-referenced project. The intent of this proposal is to provide additional civil engineering services and project management as a result of the City of Northglenn's decision to proceed with construction of the south half of W.112<sup>TH</sup> Ave. Our design will match the plan and profile and construction standards of the recent City of Westminster construction project. The costs and scope include providing all necessary services to assure the management, design, deliverables, bidding assistance, and construction administration of this project, which will allow the City of Northglenn to move forward with the construction.

Thank you again for the opportunity to be of service to you. We look forward to working with you and hope to hear from you soon. If you have any questions, please contact me directly.

Sincerely,

**JR ENGINEERING, LLC**

Trent T. Marshall, P.E.  
Client Manager

TTM/vqh

Enclosure

## WORK PLAN

### *Task 100: Data Collection*

JR Engineering will hold a project kick off meeting to determine the project scope. We will begin to collect as-built data from the City of Westminster and verify the existing conditions survey that was completed in 2008. Once this information is collected, JR will update the existing base map and surfaces. Deliverables for this task will include:

- Meeting agendas,
- Precise meeting minutes,
- Action items and responsibility,
- Updated base map.

### *Task 200: Design Phase*

Once the base map has been updated, JR Engineering will begin to modify the existing 112<sup>th</sup> Ave design to match the as-built data from the City of Westminster. JR will revise the roadway horizontal and vertical layout, typical sections, the signage and striping plan, and redesign the storm sewer system. JR will also coordinated with United Power to have the power poles on the south side of 112<sup>th</sup> Ave removed and with Xcel Energy to relocate the pole on the southwest corner of 112<sup>th</sup> Ave. & Huron St. Deliverables for this task will include:

- Revised horizontal layout and vertical profile,
- Revised signage and striping plan,
- A storm sewer design, and,
- Utility coordination

### *Task 300: Construction Plans & Documents*

JR Engineering will make modifications to the existing W. 112<sup>th</sup> Avenue widening construction plans once the design is complete, so that the City of Northglenn will be able to bid and construct their portion of W. 112<sup>th</sup> Ave., from a point 100 feet west of Alcott St. (approx Sta. 13+75) to the Pecos/111<sup>th</sup> Pl. intersection, and a right turn lane at Huron Street. The modifications will include: separating out the roadway and drainage plan and profile sheets of the area to be reconstructed and recreating the title sheet, general notes, detail sheets, and index. The plans set will also include plans sheets to replace the existing AC waterline in the roadway section on the south side of 112<sup>th</sup> Ave. All plan sheets will be produced to CDOT standards. The plan set assembled for the W. 112<sup>th</sup> Ave Construction project is anticipated to include the following:

- Title Sheet
- Standard Plans List
- Typical Sections
- General Notes
- Summary of Approximate Quantities
- Tabulations
- Geometric Control Plan
- Right of Way and Ownership Plan
- Erosion Control Notes

- Stormwater Management Plans
- Construction Phasing Plans
- Demolition Plans
- Storm Drainage Plans & Profiles
- Street Plan & Profiles
- Curb Return Plan & Profiles
- Waterline replacement plans
- Miscellaneous Details
- Signage & Striping Plans
- Cross Sections

#### *Task 400: Bid Phase*

JR Engineering will assist the City of Northglenn through out the bidding process once the construction plans and specifications has been completed. Services that JR will provide to the City include:

- Attend the Pre-Bid Meeting
- Answer Technical Questions & Prepare Addendums
- Review the Bid & Provide Recommendations on the Bidders
- Provide Value Engineering Suggestion & Estimates
- Update the Construction Documents

#### *Task 500: Construction Administration*

JR Engineering will provide the City of Northglenn with construction administration to assure that the 112<sup>th</sup> Ave. project is constructed to the intent of the design. Tasks that JR will provide to the City include:

- Attend the Pre-Construction Meeting and Project Walkthrough
- Conduct Periodic Field Visits and Attend Field Meetings
- Produce a record Drawing Plan Set

#### *Cost Estimate*

JR Engineering will provide a detailed cost estimate of the completed construction plans.

#### *Technical Specifications*

JR Engineering will revise the technical specifications as part of the total bid package.

#### *Reimbursable Expenses*

JR Engineering will provide printing, delivery costs and other expenses required for the City of Northglenn submittals and bid package delivery. Deliverables will include fifteen (15) construction plan sets, specifications, and electronic files (.dwg, .dxf, .pdf, .doc) of all the construction documents.

**COST OF SERVICES SUMMARY**

Task 100: Data Collection	\$4,220.00
Task 200: Design Phase	\$18,020.00
Task 300: Construction Plans & Documents	\$13,960.00
Task 400: Bid Phase	\$5,060.00
Task 300: Construction Administration	\$9,440.00
Reimbursable Expenses	<u>\$800.00</u>

**TOTAL** **\$51,500.00**

**ASSUMPTIONS****REIMBURSABLE EXPENSES**

All reimbursable expenses are included in the above fee.

**ADDITIONAL SERVICES**

All services not listed under "Scope of Services" are considered Additional Services. The compensation for these services, if necessary, will be in addition to that for "Scope of Services."

Provided below are examples of "Additional Services":

- Engineering services incident to project scope changes beyond JR control.
- Work due to change in government requirements instituted after the date of this agreement.
- Preparing documents for alternate bids or out-of-sequence services.
- Making revisions to drawings, specifications, or other documents when such revisions are inconsistent with prior approvals or instructions.
- Providing consultation and professional services in connection with evaluation or replacement of any work damaged during construction.
- Services made necessary by contractor's default or by defects in the work of the contractor.
- Post-construction services, but these services can be provided on request.
- Furnishing of opinions as an expert or serving as an expert witness.
- Providing services in connection with future facilities, systems or equipment which are not intended to be constructed as part of this project.
- Landscaping plans.
- Geotechnical engineering and soil testing.
- Environmental analysis.
- Providing any utility and facilities design for sanitary sewer main, gas, electric, telephone and cable television.

**JR Engineering**

**Hourly Rate Schedule**

<b>Professional</b>	<b>Hourly Rate</b>
Level 1 Clerical Assistant   Design Technician	\$ 55
Level 2 Engineering Assistant   Surveying Assistant	\$ 85
Level 3 Engineer   Surveyor   Inspector   Construction Engineer	\$ 95
Level 4 Project Engineer   Project Surveyor   Project Inspector   Project Lead	\$110
Level 5 Project Principal   Client Manager	\$130
Field Survey	\$140
<b>Reimbursable Expenses</b>	<b>Cost Plus 2.5%</b>

Effective January 1, 2010

*This Schedule of Rates is considered "Company Confidential" and shall not be released to a third party without written permission of JR Engineering.*

**PROSPECTIVE CONSULTANT'S CERTIFICATE REGARDING EMPLOYING OR  
CONTRACTING WITH AN ILLEGAL ALIEN**

FROM: \_\_\_\_\_  
(Prospective Consultant)

TO: City of Northglenn  
PO Box 330061  
11701 Community Center Drive  
Northglenn, CO 80233

Project Name \_\_\_\_\_

Bid Number \_\_\_\_\_ Project No. \_\_\_\_\_

As a prospective Consultant for the above-identified bid, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that I (we) will confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment.

Executed this 3<sup>rd</sup> day of May, 2010.

Prospective Consultant JR Engineering LLC

By: Aaron L. Cluth

Title: Vice President

Finance Dept Use Only	
Initials	_____
Date	_____
PO #	_____



**NO EMPLOYEE AFFIDAVIT**

**1. Check and complete one:**

I, \_\_\_\_\_, am a sole proprietor doing business as \_\_\_\_\_ I do not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the City, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

**OR**

I, \_\_\_\_\_, am an owner/member/shareholder of \_\_\_\_\_, a \_\_\_\_\_ [specify type of entity-i.e, corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the City, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

**2. Check one.**

I, \_\_\_\_\_, am a United States citizen or legal permanent resident.

*The City must verify this statement by reviewing one of the following items:*

- o *A valid Colorado Driver's license or a Colorado identification card*
- o *A United States military card or a military dependent's identification card*
- o *A United States Coast Guard Merchant Mariner card*
- o *A Native American tribal document or*
- o *In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card*
- o *Any other documents or combination of documents listed in the City's "Acceptable Documents for Lawful Presence Verification" chart that prove both the consultant's citizenship/lawful presence and identity.*

**OR**

I am otherwise lawfully present in the United States pursuant to federal law.

*Consultant must verify this statement through the federal systematic alien verification of entitlement program, the "SAVE" program, and provide such verification to the City.*

*Ram S. Clouth*  
Signature

5/3/10  
Date

Finance Dept Use Only	
Initials	_____
Date	_____
PO #	_____

DEPARTMENT PROGRAM AFFIDAVIT

(To be completed if Consultant participates in the Department of Labor Lawful Presence Verification Program)

I, Aaron L. Clutter, as a public contractor under contract with the City of Northglenn (the "City"), hereby affirm that:

1. I have examined or will examine the legal work status of all employees who are newly hired for employment to perform work under this public contract for services ("Contract") with the Town within twenty (20) days after such hiring date;

2. I have retained or will retain file copies of all documents required by 8 U.S.C. § 1324a, which verify the employment eligibility and identity of newly hired employees who perform work under this Contract; and

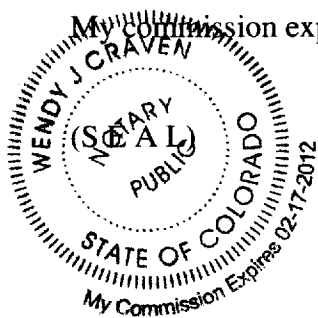
3. I have not and will not alter or falsify the identification documents for my newly hired employees who perform work under this Contract.

Aaron L. Clutter  
Consultant Signature

5/3/10  
Date

STATE OF COLORADO )  
 ) ss.  
COUNTY OF Windsor )

The foregoing instrument was subscribed, sworn to and acknowledged before me this 3rd day of May, 2010, by Aaron L. Clutter as Vice President of JR Engineering LLC.



Wendy J. Craven  
Notary Public

Finance Dept Use Only  
Initials \_\_\_\_\_  
Date \_\_\_\_\_  
PO # \_\_\_\_\_