

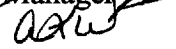


## LOGISTICS MEMORANDUM

# 07-04

May 24, 2007

**TO:** Honorable Mayor Kathleen M. Novak and City Council Members

**FROM:** A.J. Krieger, City Manager   
Kurt Kowar, Logistics Center Manager   
Amy Ward, Civil Engineer II 

**SUBJECT:** CR-45-Water Treatment Plant (WTP) Clearwell Expansion Design Contract, Amendment #2, Construction Administration Services

### RECOMMENDATION:

Attached to this memorandum is a Resolution which, if approved would authorize the Mayor to execute Amendment #2 to the Professional Services Agreement between the City of Northglenn and The Engineering Company (TEC) for construction administration services. Staff recommends approval of the proposed amendment.

### BACKGROUND:

On August 10, 2006, the City Council approved Staff Report 06-22 to execute a Professional Services Agreement (PSA) between the City and TEC to complete the design of the WTP Clearwell /Administration Addition. The design scope of the PSA included an expansion of the existing clearwell and a new administration building for the WTP.

Amendment #2 adds construction administration services for the construction of the administration building. The scope of services that TEC is proposing is attached to the Amendment as Exhibit A. The scope of services includes the following activities: structural inspection; submittal review; interpretation of contract documents; completion of the as-built drawings; and architectural, mechanical and electrical consulting.

### POTENTIAL OBJECTION:

City Staff is not aware of any specific opposition to the proposed Resolution.

### BUDGET/TIME IMPLICATIONS:

The cost of Amendment #2 for TEC to perform the Construction Administration Services as proposed is \$24,989.00. There are sufficient funds in the 2007 Water Treatment Plant Clearwell project budget, account 502.69264.000.3999.749, for the cost of the proposed amendment.

### STAFF REFERENCE:

Please contact Kurt Kowar, Logistics Center Manager at [kkowar@northglenn.org](mailto:kkowar@northglenn.org), or (303) 349-3772.

SPONSORED BY: COUNCIL MEMBER MONROE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-45  
Series of 2007

\_\_\_\_\_  
Series of 2007

A RESOLUTION APPROVING A SECOND ADDENDUM TO THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF NORTHGLENN AND THE ENGINEERING COMPANY

WHEREAS, the City of Northglenn entered into a Professional Services Agreement dated August 10, 2006 with The Engineering Company for civil engineering services; and

WHEREAS, the parties desire to supplement the Agreement with the attached Addendum #2 to allow for an additional scope of services for the Water Treatment Plant Administration Building construction administration services.

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

The Second Addendum to the Professional Services Agreement between the City of Northglenn and The Engineering Company 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 \_\_\_\_\_, 2007.

\_\_\_\_\_  
KATHLEEN M. NOVAK  
Mayor

ATTEST:

\_\_\_\_\_  
DIANA L. LENTZ, CMC  
City Clerk

APPROVED AS TO FORM:

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

## ADDENDUM #2 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS SECOND ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between the CITY OF NORTHGLENN, State of Colorado (hereinafter referred to as the "City") and THE ENGINEERING COMPANY (hereinafter referred to as "Consultant").

### RECITALS:

A. On August 10, 2006, the City and Consultant entered into an Agreement for Professional Services for civil engineering services (the "Agreement").

B. The parties desire to supplement the Agreement with this Addendum #2 to allow for an additional scope of services for the design services for:

**Exhibit A**, 2007 Water Treatment Plant Administration Building Construction Administration Services

### AGREEMENT

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Consultant shall provide to the City, professional engineering services as needed in the manner provided in the Agreement.

1. The Scope of Services in the Agreement is hereby supplemented to include the scope of services for the design services attached hereto as **Exhibit A**, and incorporated herein by this reference (the "Additional Scope of Services"). Consultant shall commence work on the Additional Scope of Services within ten (10) days of the issuance of a Notice to Proceed.

2. Subparagraph A. of Article IV entitled "Compensation" is hereby amended to provide as follows:

A. Compensation shall not exceed \$24,989.00 for the work described in **Exhibit A** to this Addendum #2.

3. The original Agreement is in full force and effect and is hereby ratified by the City and the Consultant. The original Agreement and this Addendum constitute all of the agreements between the City and the Consultant.

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

**CITY OF NORTHGLENN, COLORADO**

By: \_\_\_\_\_  
Kathleen M. Novak  
Title: Mayor

ATTEST:

\_\_\_\_\_  
Diana L. Lentz, City Clerk

APPROVED AS TO FORM:

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

**CONSULTANT**

By: [Signature]  
Vice-President 5/16/07  
Title Date

ATTEST:

[Signature]  
Secretary 5/16/07  
Title Date



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fa: 970.484.7488

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April 20, 2007

Amy Ward, P.E.  
City of Northglenn  
P.O. Box 330061  
Northglenn, Colorado 80233

RE: 2007 Water Treatment Plant Administration Building Construction Administration  
Services Proposal

Ms. Ward:

TEC is pleased to provide this proposal for construction administration services for the 2007 Water Treatment Plant Administration Building project. Detailed descriptions of the scope of work and associated fees are enclosed.

Description:

TEC will provide limited construction administration services to support Northglenn as the primary Construction Administrator for the project. The scope requested by the City of Northglenn includes structural inspection, structural shop drawing review, assistance with interpretation of construction documents, and preparation of as-built drawings. Based on our experience with similar projects we would also recommend budgeting for limited architectural, mechanical, and electrical consulting for shop drawing review and questions.

Scope:

1. Structural Inspection.
  - a. Conduct structural inspections for the foundation, floor slab, framing, and roof as required to comply with Chapter 17 of the International Building Code.
  - b. Provide written statements of inspection as required by building officials to comply with Chapter 17 of the International Building Code.
2. Structural Submittal Review.
  - a. Provide review for submittals associated with Specification Sections 02527, 02601, and Specification Divisions 3, 4, and 5.
3. Interpretation of Contract Documents.
  - a. Answer Contractor's requests for information for structural issues.
  - b. Provide clarification for Owner's questions.
4. As-Built Drawings.
  - a. Revise drawings based on Contractor's and Owner's as-built red-lined drawings.
  - b. Provide 2 sets of 22"x34" revised drawings to Owner.
5. Architectural, Mechanical, and Electrical Consulting.
  - a. Provide review for submittals associated with Specification Divisions 6, 7, 8, 9, 10, 12, 15, and 16.
  - b. Answer Contractor's requests for information for architectural, mechanical, and electrical issues.
6. Post-tensioned Slab
  - a. Provide design and inspection for post-tensioned slab on grade.

Amy Ward, P.E.  
City of Northglenn  
April 20, 2007  
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Work Not Included: The following items are specifically excluded from the scope of work.

1. Construction administration including construction meetings and distribution of submittals.
2. Mechanical and electrical inspections.
3. Architectural consulting for colors, floors, and furnishings.
4. Geotechnical inspection and recommendations.
5. Materials testing.
6. Surveying.

Schedule:

The schedule will be set by the City of Northglenn working in conjunction with the Contractor. The preliminary schedule is for the scope of services to start in March 2007 and to be completed by December 2007.

Fee:

TEC proposes to do the work outlined above for a fee not to exceed \$24,989.00 billed on an hourly plus expenses basis. An itemized cost estimate is enclosed.

Additional Services:

Additional services beyond those set forth above may be requested and will be billed at current hourly rates as shown on the enclosed rate schedule and subject to annual adjustment. Such services shall be agreed to in writing in advance of additional work being conducted.

TEC is committed to providing quality engineering services to serve the needs of our clients. We look forward to working with you on this project. Please call me with your questions regarding this proposal and to discuss how to handle the contract.

Sincerely,



David W. Marsh, P.E.  
Project Manager I  
The **Engineering** Company

enc.

**Cost Summary - 2007 Water Treatment Plant Administration Building**

Item	Qty	Unit	Unit Price	Cost
<b>1. Structural Inspection</b>				
Structural Engineer	60	hrs	\$100.00	\$6,000.00
Mileage	500	mi	\$0.50	\$250.00
			Subtotal	\$6,250.00
<b>2. Structural Submittal Review</b>				
Structural Engineer	48	hrs	\$100.00	\$4,800.00
Clerical	16	hrs	\$43.00	\$688.00
Copying and Mailing	1	ea	\$100.00	\$100.00
			Subtotal	\$5,588.00
<b>3. Interpretation of Contract Documents</b>				
Project Manager I	30	hrs	\$100.00	\$3,000.00
			Subtotal	\$3,000.00
<b>4. As-Built Drawings</b>				
Project Manager I	8	hrs	\$100.00	\$800.00
Design Tech I	16	ea	\$74.00	\$1,184.00
Copying and Mailing	1	ea	\$100.00	\$100.00
			Subtotal	\$2,084.00
<b>5. Architectural, Mechanical, Electrical Consulting</b>				
Architectural	33	hrs	\$ 100.00	\$3,300.00
Mechanical	14	hrs	\$ 100.00	\$1,400.00
Electrical	11	hrs	\$ 100.00	\$1,100.00
			Subtotal	\$5,800.00
<b>6. Post-Tensioned Slab</b>				
Design	1	ea	\$ 997.00	\$997.00
Inspection	2	ea	\$ 225.00	\$450.00
Geotech	4	hrs	\$ 105.00	\$420.00
Administration	4	hrs	\$ 100.00	\$400.00
			Subtotal	\$2,267.00
<b>Total Cost</b>				<b>\$24,989.00</b>

**2007 TEC HOURLY RATE SCHEDULE**

<b>Classification</b>	<b>Hourly Rate</b>
Principal III	\$148.00
Principal II	\$140.00
Principal I	\$120.00
Project Manager II	\$115.00
Project Manager I	\$100.00
Senior Engineer	\$88.00
Project Engineer II	\$83.00
Project Engineer I	\$80.00
Design Engineer II	\$75.00
Design Engineer I	\$70.00
Resident Observer II	\$85.00
Resident Observer I	\$70.00
Surveying Manager	\$92.00
Surveying Party Chief II	\$61.00
Surveying Party Chief I	\$55.00
Network Administrator	\$86.00
Design Tech II	\$79.00
Design Tech I	\$74.00
CAD Operator II	\$60.00
CAD Operator I	\$62.00
GIS Analyst	\$62.00
Office Support	\$43.00
Mileage	\$0.50/mi.
Robotic Leica	\$45.00
GPS	\$60.00

(Revised: December 15, 2006)