




LOGISTICS MEMORANDUM

07-16

July 12, 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-58-Water Treatment Plant (WTP) Clearwell Expansion Design Contract, Addendum #3, Construction Administration Services

RECOMMENDATION:

Attached to this memorandum is a Resolution which, if approved would authorize the Mayor to execute Addendum #3 to the Professional Services Agreement between the City of Northglenn and The Engineering Company (TEC) for construction administration services in the amount of \$140,916.00. Staff recommends approval of the proposed Resolution.

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 original scope of the PSA was limited to the design for a clearwell expansion and a new administration building for the WTP.

On May 24, 2007, the City Council approved two amendments to the PSA. Addendum #1 covered additional design services that were beyond the original scope of work and Addendum #2 added the construction administration for the administration building to TEC's scope of work.

If approved, Addendum #3 would add construction administration services for the construction of the clearwell addition. The scope of services that TEC is proposing is attached to the Addendum as Exhibit A and includes the following activities: construction administration, structural inspection, submittal review, and completion of the as-built drawings.

POTENTIAL OBJECTION:

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

BUDGET/TIME IMPLICATIONS:

The cost of Addendum #3 for TEC to perform the Construction Administration Services is \$140,916.00. There are sufficient funds in the 2007 Water Treatment Plant Clearwell project budget (account 502.69264.000.3999.749) for the additional services provided by the proposed addendum.

STAFF REFERENCE:

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

SPONSORED BY: COUNCIL MEMBER MONROE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-58
Series of 2007

Series of 2007

A RESOLUTION APPROVING A THIRD 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 #3 to allow for an additional scope of services for the 2007 Water Treatment Plant Clearwell Addition Construction Administration Services.

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

The Third 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.

RICK LINDSEY
Mayor Pro-Tem

ATTEST:

DIANA L. LENTZ, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

ADDENDUM #3 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 #3 to allow for an additional scope of services for the design services for:

Exhibit A, 2007 Water Treatment Plant Clearwell Addition 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 \$140,916.00 for the work described in **Exhibit A** to this Addendum #3.

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

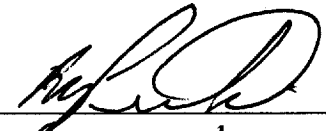
APPROVED AS TO FORM:

Corey Y. Hoffmann, City Attorney

CONSULTANT

By: 
Vice-President 6/1/07
Title Date

ATTEST:


Secretary 6/1/07
Title Date



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www.tec-engrs.com

March 1, 2007

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

RE: Northglenn Water Treatment Plant Clearwell Addition Construction Administration Services Proposal

Ms. Ward:

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

Description:

TEC will provide construction administration services to facilitate construction of the clearwell, pumping station, and related structures. The scope of work includes construction administration with part-time resident observer, structural inspection, shop drawing review, interpretation of construction documents, and preparation of as-built drawings.

Scope:

1. Construction Administration.
 - a. Provide a part-time resident observer to provide quality assurance, to facilitate construction meetings and documentation, and to provide timely responses to Contractor's questions and construction issues.
 - b. The resident observer will be on site three days per week on average.
 - c. Conduct construction meetings every other week and provide meeting minutes and monthly construction reports to the Owner.
 - d. Review Contractor's pay requests and forward to the City of Northglenn.
 - e. Answer Contractor's requests for information.
 - f. Provide clarification for Owner's questions.
2. Structural Inspection.
 - a. Conduct structural inspections for all structures 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.
3. Submittal Review.
 - a. Receive submittals from the Contractor and manage all review, processing, and distribution of the submittals.
 - b. Coordinate review with architectural, mechanical, and electrical subconsultants.
4. As-Built Drawings.
 - a. Revise drawings based on Contractor's as-built red-lined drawings.
 - b. Provide 2 sets of 22"x34" revised drawings to Owner.

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City of Northglenn
March 1, 2007
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Work Not Included: The following items are specifically excluded from the scope of work.

1. Geotechnical inspection and recommendations.
2. Materials testing.
3. Surveying.

Schedule:

The estimate is based on an assumed construction duration of ten months. The preliminary schedule is for the scope of services to start in July 2007 and to be completed by May 2008.

Fee:

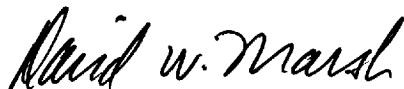
TEC proposes to do the work outlined above for a fee not to exceed \$140,916 billed on an hourly plus expenses basis. An itemized cost estimate is enclosed.

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 - Northglenn Water Treatment Plant Clearwell Addition

Item	Qty	Unit	Unit Price	Cost
1. Construction Administration				
Project Manager I	378	hrs	\$ 100.00	\$37,800.00
Resident Observer I	888	hrs	\$ 70.00	\$62,160.00
Mileage	11100	mi	\$ 0.50	\$5,550.00
			Subtotal	\$105,510.00
2. Structural Inspection				
Structural Engineer	112	hrs	\$100.00	\$11,200.00
Mileage	1400	mi	\$0.50	\$700.00
			Subtotal	\$11,900.00
3. Submittal Review				
Structural Engineer	50	hrs	\$100.00	\$5,000.00
Design Engineer II	40	hrs	\$75.00	\$3,000.00
Architectural	11	hrs	\$100.00	\$1,100.00
Mechanical	19	hrs	\$100.00	\$1,900.00
Electrical	16	hrs	\$100.00	\$1,600.00
Clerical	160	hrs	\$43.00	\$6,880.00
Copying and Mailing	1	ea	\$500.00	\$500.00
			Subtotal	\$19,980.00
4. As-Built Drawings				
Project Manager I	16	hrs	\$100.00	\$1,600.00
Design Tech I	24	ea	\$74.00	\$1,776.00
Copying and Mailing	1	ea	\$150.00	\$150.00
			Subtotal	\$3,526.00
Total Cost				\$140,916.00

2007 TEC HOURLY RATE SCHEDULE

Classification	Hourly Rate
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)