



**PLANNING & DEVELOPMENT MEMORANDUM
#26-2022**

DATE: Aug. 22, 2022

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Brook Svoboda, Director of Planning & Development 
Ashley McFarland, Planner II
Rob Webber, Operations Manager

SUBJECT: CR-131 – Waste Optimization Study Contract Addendum

PURPOSE

To consider CR-131, a resolution approving a contract addendum with LBA Associates for additional services and labor for the Waste Optimization Study.

BACKGROUND

Since June of 2020, the Planning Division and Public Works Department have worked with LBA Associates on the Waste Optimization Study. The project's goal is to understand what options exist for expanding current residential City waste services.

During the course of the project, additional work was required to provide the documents and presentations for the study that will be brought forward. Due to the amount of time that has transpired, staff is proposing an exercise for the consultant to re-engage existing Council members on the project and bring new Council members up to speed. This would also serve as a check-in to reevaluate/affirm that the report aligns with Council's current expectations and objectives. The exercise would include one-on-one interviews with Council, followed up with a debrief with staff, and identification of any potential modifications to the report before presenting the final report. Interviews would be scheduled in August and September, allowing for enough time to make any adjustments to the final report, which is tentatively scheduled to be presented to City Council on Oct. 17.

Due to the proposed increase in scope of services, LBA Associates has provided a change order request for \$6,043 for the following work:

Task	Labor and Expenses
Prepare content and handouts	\$560 (four hours)
Set meeting schedule	\$280 (two hours)
Conduct nine live meetings	\$2,800 (20 hours) and \$140 (mileage)
Review/revise Council presentation (plus two virtual staff calls)	\$1,120 (eight hours)
Review final presentation with staff and City Manager	\$560 (four hours)
Review staff memo	\$280 (two hours)
Make presentation	\$23 (mileage)
Follow-up and next steps	\$280
Total	\$6,043

Staff reviewed the request for scope and budget adjustment provided by LBA Associates and agree with the request.

BUDGET/TIME IMPLICATIONS

Funding for the project is available in the Sanitation Fund. The cost of the work performed under the original contract, previously executed Addendum #1, and the proposed Addendum #2 would be \$55,498. Addendum #2 requires City Council approval because the total project cost exceeds the City Manager's spending authority of \$50,000.

STAFF RECOMMENDATION

Staff is recommending approval of CR-131, a resolution that, if approved, would authorize the Mayor to execute Addendum #2 to the contract between the City and LBA Associates for additional services and labor for the Waste Optimization Study in the amount of \$6,043, for a total project cost not to exceed \$55,498.

STAFF REFERENCE

If Council members have any questions, please contact Brook Svoboda, Director of Planning & Development, at bsvoboda@northglenn.org or 303.450.8937.

CR-131 – Waste Optimization Study Contract Addendum
Addendum #2 to Professional Services Agreement

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-131
Series of 2022

Series of 2022

A RESOLUTION APPROVING ADDENDUM #2 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND LBA ASSOCIATES, INC. FOR THE WASTE OPTIMIZATION STUDY

WHEREAS, the City of Northglenn entered into a Professional Services Agreement dated August 27, 2020 with LBA Associates, Inc. for an amount not to exceed \$47,800.00 for the Waste Optimization Study;

WHEREAS, Addendum No. 1 to the Agreement, dated December 13, 2021 was executed for \$1,680 for an increased scope of services, of which \$1,655 was expended; and

WHEREAS, the City desires to supplement the Agreement with Addendum #2 to allow for an additional scope of services to include a City Council re-engagement exercise.

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

Section 1. Addendum #2 to the Professional Services Agreement between the City of Northglenn and LBA Associates, Inc., attached hereto as Exhibit 1, in the amount of \$6,043.00 for the Waste Optimization Study, is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn. The total project shall not exceed \$55,498.00.

DATED at Northglenn, Colorado, this ____ day of _____, 2022.

MEREDITH LEIGHTY
Mayor

ATTEST:

APPROVED AS TO FORM:

JOHANNA SMALL, CMC
City Clerk

COREY Y. HOFFMANN
City Attorney

ADDENDUM #2 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS FIRST ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this ____ day of _____, 20____, by and between the CITY OF NORTHGLENN, State of Colorado (hereinafter referred to as the "City") and LBA Associates, Inc. (hereinafter referred to as "Consultant").

RECITALS:

A. On August 27, 2020 the City and Consultant entered into an Agreement for Professional Services for Waste Optimization Study (the "Agreement"), in the amount of \$47,800.

B. On December 13, 2021 the City and Consultant executed Addendum #1 to increase the scope of services for an amount not to exceed \$1,680; of which only \$1,655 was utilized.

AGREEMENT

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

1. The Scope of Services in the Agreement is hereby supplemented to include the work performed outside of the existing Agreement and Addendum #1 attached hereto as **Exhibit A**, and incorporated herein by this reference (the "Additional Scope of Work"). Compensation for the Additional Scope of Work will be for an amount not to exceed \$6,043 as provide in **Exhibit B**.

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

A. Compensation shall not exceed \$55,498 for the work performed under the original contract, Addendum #1 and 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, Addendum #1 and this Addendum #2 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: _____

Meredith Leighty _____

Print Name

Mayor _____

Title

Date

ATTEST:

Johanna Small, CMC, City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann, City Attorney

CONSULTANT

By: *Laurie Batchelder Adams*

President 8-18-22
Title Date

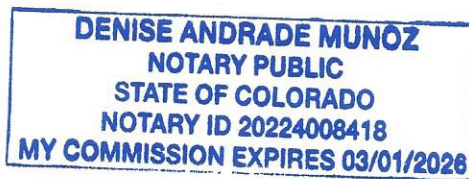
ATTEST:

Title Date

State of Colorado
County of Arapahoe

The foregoing instrument was acknowledged before me on this 18 day of August 2022 by Laurie Batchelder Adams who is personally known to me or has produced CO Driver's license as identification

[Signature]
Notary's Signature



8/15/22



LBA ASSOCIATES

July 31, 2022

Ashley McFarland & Rob Weber
 City of Northglenn
 11701 Community Center Drive
 Northglenn, CO 80233

RE: Request for Scope & Budget Adjustment - Waste Optimization Study, Contract #2020-073

Ashley and Rob:

Per the city's request, LBA Associates submits this change order to the above-referenced contract for adding individual Council member meetings during - and delaying the Council presentation until - the fourth quarter 2022. We are submitting a time and materials, not-to-exceed budget addition of \$6,043 (see table below). As with the original contract, costs for any tasks not undertaken will not be invoiced. These costs are based solely on Batchelder Adams labor at a rate of \$140/hour.

	Task	Labor	Expenses	Subtotal
New Council "101" & Project Meetings				
	Prepare content & handouts (if any)	\$560 (4 hrs)	\$0	\$560
	Set mtg schedule & locations	\$280 (2 hrs)	\$0	\$280
	Conduct 9 live mtgs in Northglenn (with 6 travel trips)	\$2,800 (20 hrs)	\$140 (240 miles)	\$2,940
	Review/revise council presentation (plus 2 virtual staff calls)	\$1,120 (8 hrs)	\$0	\$1,120
Final Presentation				
	Review final presentation with staff, City Manager (up to 2 virtual mtgs)	\$560 (4 hrs)	\$0	\$560
	Review staff memo	\$280 (2 hrs)	\$0	\$140
	Make presentation	\$0 (0 hrs)	\$23 (40 miles)	\$23
	Follow-up & clarify next steps	\$280 (2 hrs)	\$0	\$280
	Total	\$5,880 (42 hrs)	\$163	\$6,043

We remain committed to helping staff make a compelling case to City Council such that your waste system optimizations are successful. Please let me know if you have questions regarding this request.

Sincerely,

Laurie Batchelder Adams, President
 LBA Associates, Inc.