

**PLANNING & DEVELOPMENT MEMORANDUM  
#19-2023**

**DATE:** March 13, 2023

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *hmg*  
Jason Loveland, Interim Deputy City Manager *AL2*

**FROM:** Brook Svoboda, Director of Planning & Development *[Signature]*  
Eric Ensey, Senior Planner

**SUBJECT:** CR-42 – Addendum #5 to the Professional Services Agreement with Cumming Management Group

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**PURPOSE**

To consider CR-42, a resolution approving Addendum #5 to the agreement with Cumming Management Group Inc. (CMGI) for construction management and administration services for the redevelopment of the Northglenn Civic Center (NGCC) site.

**BACKGROUND**

**Phase I**

The City originally contracted with CMGI in April 2018 to assist in construction administration and management for Phase I of the NGCC site, which included the construction of the new Northglenn Recreation Center, Senior Center and Theatre, as well as associated public infrastructure. The scope for Phase I has been completed.

**Phase II**

City Council approved an addendum to the agreement with CMGI to continue their services into Phase II of the NGCC project, including construction of a new city hall facility as well as redevelopment of the remainder of the NGCC site, which is the area north of Festival Lawn (old recreation center). The contract was approved in the amount of \$330,471. On May 9, 2022, Council approved a contract amendment for \$165,500 to extend services through Oct. 31, 2024. The total contract amount for Phase II is currently at \$495,971.

Addendum #5 would increase CMGI’s contract by \$45,000 for work performed on project coordination for the redevelopment of the old recreation center land, including coordination with the Colorado Department of Public Health and Environment on site remediation, consultant coordination, and other work. The \$45,000 would cover all work performed up to March 6, 2023, by CMGI on the old recreation center site.

CMGI is continuing to assist staff in managing and administering the design and construction of the new City Hall facility. CMGI is already under contract for this work.

**BUDGET/TIME IMPLICATIONS**

The following is a summary of the current contract amount with CMGI and the additional scope:

	<b>Amount</b>
Current contract	\$495,971
Addendum #5	\$45,000
<b>CMGI Total Contract</b>	<b>\$540,971</b>

The breakdown of the project budget is as follows:

Construction costs	\$26,600,000
Soft costs (including all design costs and FFE)	\$4,690,000
Contingencies	\$2,490,000
<b>Total Budget</b>	<b>\$33,780,000</b>

At this time, CMGI's scope has been included as part of the total costs associated with the new City Hall project and is part of the soft costs budgeted.

**STAFF RECOMMENDATION**

Attached is CR-42, a resolution that, if approved, would authorize the Mayor to execute Addendum #5 to the agreement between the City and Cumming Management Group Inc. for Phase II of the NGCC project in an amount not to exceed \$45,000. Staff recommends approval of CR-42.

**STAFF REFERENCE**

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

CR-42 – Addendum #5 to Professional Services Agreement with Cumming Management Group

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-42  
Series of 2023

\_\_\_\_\_  
Series of 2023

A RESOLUTION APPROVING ADDENDUM #5 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND CUMMING MANAGEMENT GROUP, INC. FOR PROGRAM AND PROJECT MANAGEMENT SERVICES FOR THE IMPLEMENTATION OF PHASE 2 OF THE CIVIC CENTER MASTER PLAN

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

Section 1. Addendum #5 to the Professional Services Agreement between the City of Northglenn and Cumming Management Group, Inc., attached hereto, in an amount not to exceed \$45,000.00 for program and project management services including overall development assistance for the implementation of Phase 2 of the Civic Center Master Plan 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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

**ADDENDUM #5 TO AGREEMENT FOR PROFESSIONAL SERVICES**

THIS FIFTH 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 Cumming Management Group Inc (hereinafter referred to as "Consultant").

**RECITALS:**

- A. On April 9, 2018 the City and Consultant entered into an Agreement for Professional Services for the implementation of Phase 1 of the Civic Center Master Plan (the "Agreement").
- B. On April 13, 2020 the City and Consultant executed an Amendment to the Agreement to reflect the identity of the new legal parties to the Agreement.
- C. On April 20, 2020 the City and Consultant executed Change Order #1 to the Agreement to reduce the scope of services by \$101,345.
- D. On December 21, 2020 the City and Consultant executed Addendum #1 to increase the scope of services to add Program and Project Management of Phase 2 of the Civic Center Master Plan, increasing the contract amount by \$330,471.
- E. On September 27, 2021 the City and Consultant executed Addendum #2 to increase the scope of services, increasing the contract amount by \$18,020.30.
- F. On April 11, 2022 the City and Consultant will execute Addendum #3 to increase the scope of services, increasing the contract by \$15,000.
- G. On May 9, 2022 the City and Consultant executed Addendum #4 to increase the scope of services for Phase 2 of the Civic Center Master Plan, increasing the contract by \$165,500, and extending services through October 31, 2024 and updating the billable rates.

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Consultant shall provide to the City, professional consulting 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 Overall Development Assistance for Phase 2 of the Civic Center Mater Plan 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 \$45,000 for the work described in **Exhibit A**, based on the current billing rates as provided in **Exhibit B**, to this Addendum #5. The total contract amount for Phase 2 of the Civic Center Master Plan is hereby amended to be an amount not to exceed \$540,971.
- 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, Addendum #2, Addendum # 3, Addendum #4 and this Addendum #5 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: *Jack Christensen* JACK CHRISTENSEN

SENIOR DIRECTOR 2/21/2023

Title

Date

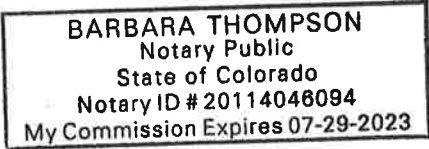
ATTEST:

*Barbara Thompson*

Office Mgr / Notary 2/21/23

Title

Date





88 Inverness Circle East  
Building G, Suite 101  
Englewood, CO 80112  
Phone: 303-771-0396  
Fax: 303-948-7230  
[ccorpusa.com](http://ccorpusa.com)

Eric Ensey  
City of Northglenn  
11701 Community Center Drive  
Northglenn, CO 80233

RE: Cumming Management Group Inc. Phase 2-3 Services

Dear Eric,

Thank you for the opportunity to provide an update to our contract for services rendered on the overall development of the Civic Center Campus. Per our previous conversations, a brief summary of our services rendered outside of the City Hall contract include:

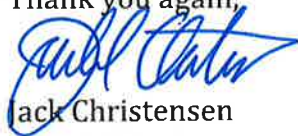
- Developer Coordination, Meetings, Document Reviews.
  - Meet with Development team and Northglenn regularly. Coordinate next steps with team and review/respond to Developer documentation.
- Voluntary Clean-up Program Coordination and Vendor Management.
  - Meet with VCP vendor regularly throughout the origination and procurement. Review documentation, coordinate with CDPHE, and assist with next steps in the process.
- Weekly Team Meetings.
  - Weekly internal team meetings with Northglenn to coordinate all project development activities.
- Additional Abatement and Demolition Coordination to tie into VCP.
  - Develop RFP, coordinate site walks, review proposals, and correspond with abatement vendors to get to next steps of the former Rec Center demolition.
- Environmental Phase 1 and 2 Coordination.
  - Coordinate with Environmental Vendors to produce Phase 1 and Phase 2 reports for development. Review report and distribute/correspond as needed throughout the first steps of development.
- Additional Design Development for Demo Package Production.
  - Coordinate with design teams to produce a demo package for the former Rec Center following the shift of this out of the Phase 1 scope.
- Northglenn Sub vendor Development Coordination
  - Procure teams and meet regularly to bring team on board to help with development of the site. This includes EPS, MIG, Martin/Martin.
- Traffic Signal Control Coordination with Design and GC Procurement.
  - Coordination with design teams to develop traffic control construction plans, distribution and pricing meetings with General Contractor, and contract procurement for this scope of work

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The above services are estimated to have begun December 16<sup>th</sup>, 2020, with the kick-off for the VCP program and Developer discussions. The estimated completion for these services is through the March 6, 2023 City Council meeting, where the next steps for this Development will be determined, and further Cumming coordination can begin based on City Council decision.

The value of services in the timeline above is \$45,000, which includes the added time requested to continue to the March 6<sup>th</sup> meeting, above the previously discussed wrap-up mid-December 2022.

Thank you again,



Jack Christensen  
Senior Director

## Cumming Management Group, Inc.'s billing rates 2023

<b>+DISCIPLINE</b>	<b>HOURLY RATE</b>
Executive/Senior Vice President	\$350.00
Vice President/Regional Director	\$295.00
Managing Director / Senior Director	\$255.00
Director / Project Director	\$240.00
Associate Director	\$210.00
Senior Manager	\$194.00
Manager	\$163.00
Assistant Manager / Administrator	\$131.00
Coordinator	\$113.00
Intern	\$70.00