

**PLANNING & DEVELOPMENT MEMORANDUM**  
**#59-2023**

**DATE:** Nov. 27, 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-155 – City Hall Materials Testing & Inspection Services Contract Addendum #1

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**PURPOSE**

To consider CR-155, a resolution approving Addendum #1 to the contract with Terracon for materials testing and inspection services associated with the construction of the new City Hall.

**BACKGROUND**

The original contract for materials testing and inspection services with Terracon was approved by City Manager Heather Geyer on May 25, 2023. Under this contract, Terracon is acting in a capacity as a third-party inspector on behalf of the City to review foundation and structural construction performed by the City’s General Contractor, FCI. Terracon was selected in accordance with the City’s procurement policies following a review of proposals. The original contract amount was \$74,320.

Materials testing and inspection services are difficult to estimate, as there are items that arise during construction that require inspection that may not have been anticipated. However, these inspections are a necessary step in the development process and are required by SafeBuilt to obtain a Certificate of Occupancy once the building is constructed.

The additional scope of services is to accommodate testing for foundation excavation and infill monitoring. This testing provides protection against potential foundation issues and also covers some necessary retesting.

The amount of the proposed contract amendment is \$15,974.38. The total contract will be \$90,294.38. Additionally, staff is requesting City Council approve a 10% contingency of \$9,029.43 for any unforeseen items that may surface during inspection that need to be covered. This would allow for flexibility to quickly authorize work that is vital to keeping the project moving forward without any delays.

The following is a summary of the City’s contract with Terracon for materials testing and inspection services:

<b>Contract</b>	<b>Amount</b>
Current contract	\$74,320.00
Addendum No. 1	\$15,974.38
<b>Total</b>	<b>\$90,294.38</b>

**BUDGET/TIME IMPLICATIONS**

Funding for the construction of the new City Hall was approved at \$33.8M, inclusive of all hard costs, soft costs and contingencies associated with the project. This contract falls within the budgeted amount for the project.

With approval of this contract addendum, Terracon would be authorized to complete the necessary inspections. Anticipated substantial completion of the new City Hall is Q3 2024.

**STAFF RECOMMENDATION**

Attached is CR-155, a resolution that, if approved, would authorize the Mayor to execute Addendum No. 1 to the contract between the City and Terracon for City Hall Materials Testing and Inspection Services in the amount of \$15,974.38, for a total project amount not to exceed \$90,294.38. Additionally, staff recommends a 10% contingency for unforeseen inspections that may be required and recommends that Council authorize the City Manager to approve minor changes in scope and execute relevant change orders up to the approved expenditure limit of \$99,323.81. Staff recommends approval of CR-155.

**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.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-155  
Series of 2023

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

A RESOLUTION APPROVING ADDENDUM NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF NORTHGLENN AND TERRACON CONSULTANTS, INC. FOR MATERIALS TESTING AND INSPECTION SERVICES FOR THE NORTHGLENN CITY HALL PROJECT

WHEREAS, the City of Northglenn entered into a Professional Services Agreement dated May 25, 2023 with Terracon Consultants, Inc. for an amount not to exceed \$74,320 for materials testing and inspection services for the new City Hall construction project;

WHEREAS, the City Council desires to approve Addendum No. 1 to the Professional Services Agreement to provide funding in the amount of \$15,974.38 to accommodate testing for foundation excavation and infill monitoring, increasing the total contract amount to \$90,294.38; and

WHEREAS, City Council further desires to approve a ten percent (10%) contingency of \$9,029.43 for unanticipated testing and inspection services required for the project.

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

Section 1. Addendum No. 1 to the Agreement for Professional Services between the City of Northglenn and Terracon Consultants, Inc., attached hereto, in the amount of \$15,974.38, with a contingency of \$9,029.43 for materials testing and inspection services for the Northglenn City Hall Project is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn. The total contract amount shall not exceed \$99,323.81.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
SHANNON LUKEMAN-HIROMASA  
Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

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

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

**ADDENDUM #1 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 Terracon Consultants, Inc. (hereinafter referred to as "Consultant").

**RECITALS:**

A. On May 25, 2023 the City and Consultant entered into an Agreement for Professional Services for materials testing and special inspection services for the Northglenn City Hall project (the "Agreement").

**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 as proposed in Change Order No. 1 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 fifteen thousand nine hundred seventy-four and 38/100 dollars (\$15,974.38) for the work described in **Exhibit A**, based on the current billing rates as provided in **Exhibit B**, to this Addendum #1. The total contract amount for materials testing and special inspection services is hereby amended to be an amount not to exceed ninety thousand two hundred ninety-four and 38/100 dollars (\$90,294.38).

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 #1 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: [Signature] \_\_\_\_\_

Principal \_\_\_\_\_ 10/09/2023 \_\_\_\_\_  
Title Date

ATTEST:

[Signature] F. Stewart Ward \_\_\_\_\_  
Senior Engineer \_\_\_\_\_ 10/9/23 \_\_\_\_\_  
Title Date

10625 W. I-70 Frontage Rd. N., Ste. 3  
Wheat Ridge, Colorado 80033

P (303) 423-3300  
F (303) 423-3353

**Terracon.com**



September 18, 2023

City of Northglenn  
11701 Community Center Drive  
Northglenn, Colorado 80233

Attn: Mr. Nate Richards

Re: Change Order No. 1  
Northglenn City Hall  
11701 Community Center Drive  
Northglenn, Colorado 80233  
Northglenn Contract No. 2023-093  
Terracon Project No. 25231083

Dear Mr. Richards:

Terracon's Change Order No. includes work for the following services:

Item	Description
<p><b>Drilled Pier Foundations</b></p>	<p>Terracon will observe construction of drilled piers. Terracon will perform the following:</p> <ul style="list-style-type: none"> <li>■ Observe the drilling of the piers to verify conformance with the specifications; such as pier diameter and depth, penetration in to bedrock if required, reinforcing steel, plumbness, and condition of the bottom and sidewall. Other pertinent data can be detailed during the pre-construction specification and review meeting, if requested;</li> <li>■ Document installation techniques (e.g. required casing, shear rings, ground water, cleaning and concrete placement); and</li> <li>■ Notify the contractor's representative of anomalies, or deviations from the specifications.</li> </ul> <p>Summary of Change Order: Our proposal estimated 12 days for drilled piers, contractor had 17 days for drilled piers. The actual time for concrete testing of the piers was longer than estimated due to time between the first concrete truck and the last concrete truck.</p>



**Change Order No. 1**  
Northglenn City Hall ■ Northglenn, Colorado  
September 18, 2023 ■ Terracon Project No. 25231083

Item	Description
<p><b>Perimeter Drain</b></p>	<p>A Terracon representative will be provided, on an as-scheduled basis, to observe the installation of the perimeter drain in general accordance with the project plans and specifications will include:</p> <ul style="list-style-type: none"> <li>■ Size and type of drain pipe.</li> <li>■ Positive slope of drain pipe.</li> <li>■ Gravel depth below and above pipe.</li> <li>■ Barrier below and above pipe.</li> </ul> <p>Summary of Change Order: Our original proposal did not included the perimeter drain observations.</p>
<p><b>Project Management</b></p>	<p>A project manager will be assigned to the project to review the daily activity and assist in scheduling the work. Field and laboratory tests will be reviewed prior to final submittal. The project manager will be responsible for the project budget, communicating with the contractor regarding schedule, deviations, and documenting the resolution of outstanding deviations.</p> <p>To help create a good working relationship with the contractor and for the contractor to better understand our scope of work for the project, we request that Terracon be invited to preconstruction meetings prior to each phase of construction.</p> <p>Summary of Change Order: Increase project management in association with the additional work for the drilled piers and perimeter drain. Project Engineer time associated with the sump pit located under the slab-on-void and within proximity to the drilled piers.</p>

**1.0 Compensation**

Based on the additional work performed the proposed change order is \$15,974.39. A summary of our unit rates, quantities, and the resulting costs is included on the attached Change Order Estimate.

**2.0 Authorization**

This change order may be accepted by providing us with an Addendum to Agreement for Professional Services.

Sincerely,  
**Terracon Consultants, Inc.**

F. Stewart Ward, P.E.  
Senior Engineer

Thomas Madrid  
Department Manager / APR

Copies to: Addressee (via e-mail)  
Enclosures: Change Order Estimate

**Explore with us**



**CHANGE ORDER NO. 1**

**Construction Materials Services  
Northglenn City Hall  
Terracon Proposal No. 25231083**

Service	Rate	Quantity	Units	Trips/Events	Total Quantity	Cost
<b>Drilled Pier Observation</b>						
Special Inspector	\$75.00	32.5	hours		32.5	\$2,437.50
Special Inspector (Overtime)	\$112.50	6.75	hours		6.75	\$759.38
Engineering Technician	\$70.00	43.75	hours		43.75	\$3,062.50
Engineering Technician (Overtime)	\$105.00	16.25	hours		16.25	\$1,706.25
Engineering Technician - Cylinder pick-ups	\$70.00	5.5	hours		5.5	\$385.00
Engineering Technician - Cylinder pick-ups (Saturday)	\$105.00	12	hours		12	\$1,260.00
Concrete Cylinders - Compressive Strength	\$20.00	5	cylinders/set	8	40	\$800.00
Vehicle Charge	\$30.00	14	round trip		14	\$420.00
Report Fee	\$45.00	17	each		17	\$765.00
<b>Subtotal</b>						<b>\$11,595.63</b>
<b>Perimeter Drain</b>						
Special Inspector	\$75.00	22.25	hours		22.25	\$1,668.75
Vehicle Charge	\$30.00	6	round trip		6	\$180.00
Report Fee	\$45.00	10	each		10	\$450.00
<b>Subtotal</b>						<b>\$2,298.75</b>
<b>Project Management / Engineering</b>						
Project Engineering	\$160.00	4	hours		4	\$640.00
Project Manager	\$160.00	9	hours		9	\$1,440.00
<b>Subtotal</b>						<b>\$2,080.00</b>
<b>TOTAL</b>						<b>\$ 15,974.38</b>

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