

**PARKS, RECREATION AND CULTURAL SERVICES  
MEMORANDUM #29 - 2010**

**DATE:** September 23, 2010  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** William A. Simmons, City Manager *WAS*  
Amanda Peterson, Director of Parks, Recreation and Cultural Services *AP*  
Brian Magnett, Acting Director of Parks, Recreation and Cultural Services *BM*  
Mark Hofmeister, Civil Engineer I *MH*  
**SUBJECT:** CR-126, 2010 Ballfield Improvement Project

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**BACKGROUND**

The existing backstops and side fencing around the ballfields at Northwest Open Space are approximately 30 years old. The side fencing and backstops have shown significant deterioration over time and are in need of replacement. The Ballfield Improvement Project will include both work by Contractor and City staff and will replace approximately 2,500 feet of existing fence with new fence, install four new backstops, install new gates, install four dugout covers, install new infield mix, install soil amendments, install sod and perform minor irrigation adjustments.

On August 25, 2010, the City accepted three (3) bids for the Ballfield Improvement Project. The bids were requested with three alternates. The proposed contract includes new side fencing, four new backstops, gates, four dugouts and all three alternates which include removing and disposing of the existing backstops, adding backstop kickboards, and adding protective polyvinyl chloride (PVC) coating to the chain link fencing. The lowest bidder is Metro Fence Company Inc., with a bid including alternates of \$106,032.00. City staff contacted the submitted references and determined the Contractor's past performance on similar projects meets the City's standards. Copies of the standard agreement and bid tabulation are attached.

Additional work, which includes infield mix, soil amendments, sod replacement, and irrigation for the completion of the Ballfield Improvement Project will be purchased separately and installed by City staff. The cost for the materials for the additional work totals \$22,705.00. The total project budget is shown below:

Contractor Bid (Fencing, Backstops, Gates & Dugouts)	\$106,032.00
10% Contingency	\$10,603.00
Materials to be installed by City	\$22,705.00
<b>Total Project Cost</b>	<b>\$139,400.00</b>

**BUDGET/TIME IMPLICATIONS**

The cost of the Ballfield Improvement Project as proposed is \$106,032.00 plus contingency of \$10,603.00 for a total of \$116,635.00. Project funding is identified in the 2010 Capital Improvement Projects Fund. The specific funding sources are: Adams County Open Space discretionary funds disbursement (ADCOO), Conservation Trust Fund (CTF), and Adams County Open Space Grant Fund.

**RECOMMENDATION**

Staff recommends approval of the proposed Resolution. Attached to this memorandum is a Consideration Resolution that, if approved, would:

- 1) Authorize the Mayor to execute a contract between the City of Northglenn and Metro Fence Company Inc., for the Ballfield Improvement Project in the amount of \$106,032.00;
- 2) Authorize \$10,603.00 as a 10% contingency and authorize the City Manager, on behalf of the City, to approve minor changes in the scope of work and execute relevant change orders up to the approved expenditure limit of \$116,635.00.

**STAFF REFERENCE**

Amanda Peterson, Director of Parks, Recreation, & Cultural Services at [apeterson@northglenn.org](mailto:apeterson@northglenn.org),  
or (303) 450-8950

Brian Magnett, Acting Director of Parks, Recreation, & Cultural Services at [bmagnett@northglenn.org](mailto:bmagnett@northglenn.org),  
or (303) 450-8899



**CITY OF NORTHGLENN  
FORMAL BID SUMMARY**

BID NUMBER IFB 2010-28

PAGE 1

BID NAME Ballfield Improvement Project

DEPARTMENT: Public Works

	Dean Contracting, Inc.	ASI Fence, LTD	Metro Fence Company, Inc.	Kremer's	
DA DUE 8/25/2010	BID RECEIVED: DATE: 8/25/10 TIME: 11:29	BID RECEIVED: DATE: 8/25/10 TIME: 1:21 pm	BID RECEIVED: DATE: 8/25/10 TIME: 1:43 pm	BID RECEIVED: DATE: TIME:	BID RECEIVED: DATE: TIME:
TIME: 2:00 PM					
Total for all Unit Prices	\$ 103,181.60	\$ 129,392.00	\$ 84,332.00	N/A	Bid 500 - Wrong Bid opening
Alternate #1	\$ 4,850.00	\$ 2,750.00	\$ 2500.00		
Alternate #2	\$ 2,040.00	\$ 4,920.00	\$ 3200.00		
Alt ke #3	\$ 19,379.00	\$ 20,700.00	\$ 16,000.00		
Addendum Acknowledged	Yes	Yes	Yes		
Contracting with Illegal Alien Certification	Yes	Yes	Yes		

*Kathleen Swannick*  
Buyer

*David Andrews*  
City Clerk

8/25/10  
Date

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-126  
Series of 2010

\_\_\_\_\_  
Series of 2010

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND METRO FENCE COMPANY, INC. FOR THE BALLFIELD IMPROVEMENT PROJECT

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

Section 1. The Agreement between the City of Northglenn and Metro Fence Company, Inc., attached hereto, in the amount of \$106,032.00 with a ten percent (10%) contingency of \$10,603.00 for a total amount not to exceed \$116,635.00 for the Ballfield Improvement Project 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 \_\_\_\_\_ 2010.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

## AGREEMENT

**PROJECT NAME: BALLFIELD IMPROVEMENT PROJECT**

**PROJECT NUMBER: IFB 2010-28**

**PROJECT MANAGER: Mark Hofmeister**

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Northglenn, hereinafter called "CITY", and Metro Fence Company, Inc. hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the project named:

**"Ballfield Improvement Project – IFB 2010-28"**

2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor supervision, and other services necessary for the completion of the PROJECT described herein.

3. The CONTRACTOR will provide performance and payment bonds and a certificate of insurance naming the City as an additional insured for purposes of said project within 10 days after the date of the NOTICE OF AWARD.

4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$106,032.00, or as shown in the BID schedule. The CONTRACTOR will commence the work within 10 calendar days after the date of NOTICE TO PROCEED. The CONTRACTOR will complete the work within 30 working days after the date of NOTICE TO PROCEED unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

5. The term "CONTRACT DOCUMENTS" means and includes all items as set forth in Section 1.01 of the General Conditions.

6. The CITY will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

7. This AGREEMENT shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in TWO copies, each of which shall be deemed an original on the date first above written.

**CITY:**

City of Northglenn  
By \_\_\_\_\_  
Name Joyce Downing Date \_\_\_\_\_  
Title Mayor

**ATTEST:**

\_\_\_\_\_  
Name Johanna Small, CMC Date \_\_\_\_\_  
Title City Clerk

(SEAL)

**APPROVED AS TO FORM:**

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

**CONTRACTOR:**

By METRO FENCE Company *Scott Parks*  
Name Scott Parks Date 9/2/10  
(Please Type or Print)

Title Project Manager  
Address 8335 Quebec Street  
Commerce City CO 80022

(SEAL)

**ATTEST:**

*S.A. Knorr*  
\_\_\_\_\_  
Name Shirley A. Knorr Date 9-10-10  
Name (Please Print or Type)  
Title Secretary / Treasurer

**CITY'S CONTRACT #** \_\_\_\_\_

Mark Hofmeister  
Print Name of City's Project Manager