

**PUBLIC WORKS DEPARTMENT MEMORANDUM
#65-2018**

DATE: November 26, 2018
TO: Honorable Mayor Carol Dodge and City Council Members
THROUGH: Heather Geyer, City Manager *HG*
FROM: Kent Kisselman, PE – Director of Public Works *KHK*
SUBJECT: CR-150 – Project Administrator (112th & York/Fox Run) Addendum #1

PURPOSE

City Council is considering a contract addendum to the Project Administrator Contract for 112th Avenue and York St/Fox Run Parkway Improvements.

BACKGROUND

On November 21st, 2017 the City entered into a contract for project administration with Stanley Consultants, Inc. to provide project administration services for roadway and signal improvements at E 112th Ave and York St and a new signal at E 112th Ave and Fox Run Parkway. The Project Administrator provides all procurement services and oversees the environmental, engineering and design work of the improvements. In addition, Stanley Consultants have been the coordination link between CDOT and Thornton.

This addendum will extend the contract through the bidding and construction phase for project administration.

BUDGET/TIME IMPLICATIONS

The original project administrator contract covered work up to the preparation of bidding documents, this addendum will extend the contract to cover project bidding and construction initiation.

Initial Contract	\$40,000.00
Addendum #1	\$16,670.00
Total	<u>\$56,670.00</u>

Funding Source

CIP Fund – 40-65-800-63999-9126-000 \$16,670.00

RECOMMENDATION

1. Attached to this memorandum is a Resolution that, if approved, would authorize the Mayor to execute Addendum #1 between the City of Northglenn and Stanley Consultants, Inc. for the Project Administrator contract in an amount not to exceed \$16,670.00.

Staff recommends approval of Resolution CR-150.

STAFF REFERENCE

If Council members have any comments or questions they may contact Kent Kisselman, 303.450.4005, or kkisselman@northglenn.org.

CR-150 – Project Administrator Addendum #1
Addendum #1

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-150
Series of 2018

Series of 2018

A RESOLUTION APPROVING ADDENDUM NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND STANLEY CONSULTANTS, INC. FOR PROJECT ADMINISTRATION SERVICES

WHEREAS, the City of Northglenn entered into a Professional Services Agreement with Stanley Consultants, Inc. in the amount of \$40,000 for project administration services for the 112th Avenue and York Street/Fox Run Parkway Roadway and Signal Improvements Project on November 21, 2017; and

WHEREAS, the City desires to amend the Agreement to allow for an additional scope of services to provide project administration services through the bidding and construction phase of the project, as more particularly described in the attached Addendum No. 1.

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

Section 1. Addendum No. 1 to the Professional Services Agreement between the City of Northglenn and Stanley Consultants, Inc., attached hereto, in an amount not to exceed \$16,670 for project administration services for the 112th Avenue and York Street/Fox Run Parkway Roadway and Signal Improvements 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 _____, 2018.

CAROL A. DODGE
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

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 Stanley Consultants, Inc. (hereinafter referred to as "Consultant").

RECITALS:

A. On November 21st, 2017 the City and Consultant entered into an Agreement for Professional Services for Project Administration services (the "Agreement").

B. The parties desire to supplement the Agreement with this Addendum #1 to allow for an additional scope of services for:

Exhibit A, Continued Project 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 Continued Project Administration 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 \$16,670 for the work described in **Exhibit A** to this Addendum # 1.

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: _____

Carol A. Dodge

Print Name

Mayor

Title

Date

ATTEST:

Johanna Small, CMC, City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann, City Attorney

CONSULTANT

By: 

Vice President

Title

10/18/18

Date

ATTEST:



PROJECT COORDINATOR 10/18/18

Title

Date

STANLEYCONSULTANTS, Inc

8000 South Chester Street › Suite 500 › Centennial, CO 80112
303.799.6806 › stanleyconsultants.com



October 2, 2018

Kent Kisselman, P.E.
City of Northglenn
12301 Claude Court
Northglenn, CO 80241

RE: Request for Contract Amendment - 112th Avenue Project Administration (Contract #2017-163)

Dear Mr. Kisselman,

We respectfully request an amendment to our existing 112th Avenue Project Administration (PA) project (Contract #2017-163) to provide continued PA professional services through project bidding and construction. This amendment request **DOES NOT** include professional services to manage the construction phase of the project. Those services will be prepared in a separate scope and fee proposal by Stanley Consultants.

Attachment A contains the scope of work for the continued project support services and **Attachment B** contains the workhour and fee estimate. We can complete these additional services for a not-to-exceed fee amount of **\$16,670**. This would bring the overall contract not-to-exceed amount to **\$56,670**. These services will be compensated on a time and materials (T&M) basis.

We also request that our current contract be extended through December 31, 2019.

We appreciate the opportunity to continue work on this important City project. If you have any questions regarding this request, please don't hesitate to contact me at 720.460.4724 or by email at binningjeff@stanleygroup.com.

Sincerely,

STANLEY CONSULTANTS, INC.

Jeff Binning, P.E.
Project Manager

ATTACHMENT A – SCOPE OF WORK

The following are the professional services that will be provided for the duration of the project which includes Bidding/Award and Construction Support Services:

Project Management/Coordination

Stanley will monitor and control the effort and progress of the proposed services as follows:

- Monitor design consultant progress and review/approve invoices
- Prepare monthly Progress Reports and client invoices
- Prepare Local Agency Reimbursement Request packages as needed

Bidding/Award Services

Stanley's project manager and project staff will be available during the bidding phase to assist the City of Northglenn in responding to contractor inquiries. Work associated with this task will include:

- Attending the pre-bid meeting to answer questions from prospective bidders
- Supporting the City of Northglenn during the bidding process by providing answers to Contractor inquiries
- Issuing addenda (if required) to clarify issues in the bid documents

Construction Support Services

Stanley will be available during construction to respond to questions specifically related to the design plans and specifications and provide clarification when requested. This service shall include, but not be limited to, the following:

- Attend pre-construction meeting
- Coordinate and relay all construction submittals and shop drawings to the design consultant for review and approval
- Coordinate with the design consultant to respond to questions in the field that arise relative to the plans, details or special provisions

Assumptions/Exclusions

- This scope of service excludes any construction administration or construction management services. Those services will be provided under a separate contract.

112th Avenue Project Administration (Contract #2017-163)

Contract Amendment Request

Date: 10/2/2018

TASK / DELIVERABLE	Marvineta Hartwig, PE Principal-in-Charge	Jeff Blinlog, PE Project Manager	Amelia Dyer Administrative Assistant	Kelly Clark Administrative Assistant	Stanley Total			TOTAL	ATTACHMENT B FEE SCHEDULE
					Professional Service Hours	Professional Service Fee	Other Direct Costs	Total Professional Service Fee and Other Direct Costs	DESCRIPTION / ASSUMPTIONS
PROJECT MANAGEMENT/COORDINATION:									
Project Management/Coordination	1	10	2	10	23	\$3,060	\$ 25	\$ 3,085	Postage / Reproductions / Misc.
BIDDING/AWARD SERVICES									
Bidding/Award Services		10		1	11	\$1,930	\$ 75	\$ 2,005	Mileage to attend Pre-bid meeting and bid opening
CONSTRUCTION SUPPORT SERVICES									
Construction Support Services	1	80		1	82	\$11,430	\$ 150	\$ 11,580	Mileage to attend misc coordination meetings during construction
	2	80	2	12	96	\$ 16,420	\$ 250	\$ 16,670	