

**Parks, Recreation & Cultural Services Department  
#17-2019**

**DATE:** June 10, 2019  
**TO:** Honorable Mayor Pro Tem Esquibel and City Council Members  
**THROUGH:** Heather Geyer, City Manager *hmg*  
**FROM:** Amanda J. Peterson, Director of Parks, Recreation & Culture *ajp*  
Dana Kester, Project Manager – Parks & Recreation  
**SUBJECT:** CR-62 – Northwest Open Space Improvements Contract Addendum

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**PURPOSE**

Staff is seeking an addendum to the Agreement for Professional Services for Construction Administration with DHM Design Corporation in the amount of \$18,700.00 for the Northwest Open Space renovation project.

**BACKGROUND**

On November 14, 2016, Council approved a Professional Services Agreement (PSA) with DHM Design Corporation to provide design and construction administration services for the Northwest Open Space (NWOS) renovation project in the amount of \$221,247.00.

The initial scope of work for the project included data collection, schematic design, three public outreach events, a project website for the public, cost estimation, 40%, 90% and 100% construction documents, a geotechnical report, drainage report, and construction administration services throughout the duration of phase I.

Construction began on phase I of the project in late October 2018. As of the end of May 2019, the construction is roughly 50% completed. Due to unforeseen site conditions and circumstances, additional necessary project meetings and the need for additional design work related to the site utilities, the design and construction administration efforts for the project have exceeded both the scope and the original not-to-exceed amount of the PSA with DHM Design Corporation. While there are funds remaining in the total project budget, no contingency was requested when the PSA with DHM Design Corporation was originally approved.

The total funding allocated for the design of the entire site and construction of phase I is \$3,640,000.00. This includes funding over the course of multiple years, summarized as follows:

Capital Improvement Program	\$150,000.00
Conservation Trust Fund	\$1,320,000.00
Adams County Open Space Grants	\$2,160,000.00
Northglenn Community Foundation Grant	\$10,000.00

Expenses that have been committed and/or expended on the project thus far total \$3,466,122.12. This includes the following expenses incurred for all aspects of the design and construction to date:

DHM Design Corporation (design/construction administration)	\$221,247.00
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ECI (general contractor)	\$2,879,629.56
CXT (pre-fabricated concrete restroom)	\$348,821.29
Permitting, Testing & Notifications	\$8,356.26
Xcel Energy	\$8,068.01

A contingency of \$198,319 was identified for this project. Of that, \$173,877.88 remains.

**STAFF RECOMMENDATION**

Attached to this memorandum is a resolution which, if approved, would authorize the Mayor to execute Addendum #1 to the Agreement for Professional Services with DHM Design Corporation for an amount not to exceed \$18,700.00, bringing the total design and construction administration services compensation to an amount not to exceed \$239,947.00.

Staff recommends approval of the proposed resolution.

**BUDGET/TIME IMPLICATIONS**

Funding is available in the existing project budget for the addendum to the PSA as outlined above. No additional funds are requested. If approval is granted, construction administration services will continue for the duration of the project, without any lapse in service.

**STAFF REFERENCE**

If Council members have any comments or questions they may contact Amanda Peterson, Director of Parks, Recreation and Culture at 303.450.8950 or [apeterson@northglenn.org](mailto:apeterson@northglenn.org).

CR-62 – Northwest Open Space Improvements Contract Addendum  
Addendum #1 to Professional Services Agreement (Contract #2016-143 A)

SPONSORED BY: MAYOR PRO TEM ESQUIBEL

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-62  
Series of 2019

\_\_\_\_\_  
Series of 2019

A RESOLUTION APPROVING ADDENDUM #1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND DHM DESIGN CORPORATION FOR DESIGN SERVICES FOR THE NORTHWEST OPEN SPACE IMPROVEMENTS PROJECT

WHEREAS, the City of Northglenn entered into a Professional Services Agreement with DHM Design Corporation on November 14, 2016 for design services for the Northwest Open Space Improvements Project; and

WHEREAS, the parties desire to supplement the Agreement with an Addendum #1 to allow for an additional scope of services to provide additional construction administration services.

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

Section 1. Addendum #1 to the Professional Services Agreement between the City of Northglenn and DHM Design Corporation, attached hereto, in an amount not to exceed \$18,700.00 for construction administration services for the Northwest Open Space Improvements 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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
ANTONIO B. ESQUIBEL  
Mayor Pro Tem

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 DHM Design Corporation (hereinafter referred to as "Consultant").

**RECITALS:**

A. On November 14, 2016 the City and Consultant entered into an Agreement for Professional Services for Construction Administration services (the "Agreement").

B. The parties desire to supplement the Agreement with this Addendum #1 to allow for additional monies for:

**Exhibit A**, Additional Professional Services - Construction Administration

**AGREEMENT**

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

1. The Scope of Services in the Agreement is hereby supplemented to include the monies for additional construction administration attached hereto as **Exhibit A**, and incorporated herein by this reference (the "Additional Monies"). Consultant shall commence work on the original 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 \$18,700 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: Matthew White IHM DESIGN

PRINCIPAL

3.25.2019

Title

Date

ATTEST:

[Signature]

Project Manager - Parks + Recreation 3/25/19

Title

Date



March 4, 2019

Ms. Dana Kester  
Parks Project Coordinator  
City of Northglenn

RE: Change Order Request for the Northwest Open Space project

Dear Ms. Kester:

Please review our change order request for additional Construction Administrative services for the Northwest Open Space project. Based upon our previous conversations, DHM Design has prepared the following request for additional professional fees:

Respectfully,  
DHM Design Corporation

**Matthew Whipple – NRPA**

Principal

DHM DESIGN

Landscape Architecture | Land Planning | Ecological Planning | Urban Design

900 South Broadway, Suite 300 | Denver, CO 80209

Direct: 720.763.3969 | Cell: 720.256.6267

### **PROJECT UNDERSTANDING**

The City of Northglenn is currently in the process of constructing the Northwest Open Space project. At this time, the project is roughly 50% completed. Due to unforeseen site conditions and circumstances for additional redesign of miscellaneous utilities, the administrative efforts for the project have exceeded the budgeted allowance for construction administrative services for the project.

### **PROFESSIONAL FEES**

In an effort to continue the services required to see this project to completion, DHM is asking for \$18,700 to cover the additional costs that will be incurred by the extended CA process.

**Please note: All time is billed hourly to a not-to-exceed amount – Any hours not used will remain unbilled.**



**SCHEDULE AND STAFF**

DHM is available to continue this Construction Administrative service for this project to see it through to completion.

**DHM Design Staff:**

Staffing remains in place per our original contract

If you find the general scope and costs presented in this change order request acceptable, please sign and return as our authorization to proceed.

Approved by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_