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JohnstownCO.gov

## TOWN COUNCIL AGENDA COMMUNICATIONS

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**AGENDA DATE:** March 18, 2024

**SUBJECT:** A Change Order to Town Alleyway Aesthetic Improvements for BHA Design, Inc.

**ACTION PROPOSED:** Consider Change Order #1 by BHA Design, Inc.

**ATTACHMENTS:** 1. Johnstown Alley Change Order #1

**PRESENTED BY:** Jason Elkins, Public Works Director

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### AGENDA ITEM DESCRIPTION:

On November 6, 2023, Council approved a proposal from BHA Design, Inc. for the design of improvements for the alleyway west of Parish Avenue. Since that time, BHA Design Inc. (BHA) has been engaging with residents and business owners, conducted surveying, performed utilities investigations, and has coordinated with the five utility companies that require undergrounding of their utilities. Through this effort, BHA and staff have gained a more comprehensive understanding of the project's scope and the challenges we face. Consequently, BHA has identified essential tasks needed for the project's success that were not originally identified in the initial proposal.

Enclosed for your review and consideration, BHA is requesting a change order amounting to \$63,570. This adjustment covers labor and expenses for design services, including, the coordination of utility undergrounding, the relocation of Xcel's gas line, new trash enclosures, easement acquisition support, and design of a new parking lot adjacent to S. First Street (within CDOT right of way). The entirety of the additional services are included in the attached change order.

*The Community that Cares*

Should Council approve this change order, funding will be drawn from the \$1.5M allocated for this project in the Adopted 2024 Capital Improvements Fund Budget. A budget amendment is not required at this time.

Staff would like to bring to your attention that as BHA and utilities commence the development of their designs for the project, the potential for additional change orders may arise. These could involve services such as the design of a storm sewer, structural engineering services, private property ground lease agreements, and construction administration services. At this early stage in the design process, it is challenging to precisely determine the need for these services and the overall scope they would encompass. Staff will proactively keep the Council informed as we progress through the design phase to allow for Council to make informed decisions.

#### **STRATEGIC PLAN ALIGNMENT:**

- Healthy & Resilient Economy
  - *Invest in the development of a vibrant and interconnected downtown*
  - *Drive projects and initiatives that promote Johnstown as a premier destination for business*
  - *Cultivate local and regional partnerships that ensure the long term success and growth of Northern Colorado*
  - *Support the local labor market and work with partners to grow diverse employment opportunities*
- Quality Infrastructure & Facilities
  - *Establish and maintain levels of service*
  - *Ensure future viability of infrastructure and facilities*
  - *Repair and maintain existing infrastructure, facilities and equipment*

#### **LEGAL ADVICE:**

NA

#### **FINANCIAL ADVICE:**

This change order would amend the contract amount to \$376,155 of the executed Professional Services Agreement. \$63,570 would come from the \$1.5M budgeted for this project in the Capital Improvements Fund. A budget amendment is not needed at this time.

**RECOMMENDED ACTION:** Staff supports the approval the change order from BHA Design, Inc. for the amount of \$63,570.

**SUGGESTED MOTIONS:**

**For Approval:** I move to approve the change order from BHA Design, Inc. for \$63,570 and authorize the Town Manager to amend the Professional Services Agreement.

**For Denial:** I move to deny the change order as presented by BHA Design, Inc.

*Reviewed and Approved for Presentation,*



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Town Manager