



Agenda Item Summary

MEETING DATE: February 10, 2025

SUBJECT: **Resolution No. 13-R-2025** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Logan Simpson Design Inc. for Services Related to the Trails and Open Space Master Plan Update (RFP No. 2024-012)

PRESENTED BY: Collin Mieras, Planner II

SUMMARY

On or about November 1, 2024, the Town of Mead (“Town”) issued a Request for Proposals for the Trails and Open Space Master Plan (RFP No. 2024-012, or “RFP”) for services related to developing and drafting a master plan to update and modernize the Town’s existing Open Space, Parks & Trails Master Plan (the “Services”).

Logan Simpson Design Inc., an Arizona corporation (the “Contractor”), submitted a response to the RFP and represents that it has the requisite expertise and experience to perform the Services. Following a review of responses to the RFP, Staff recommends approving an agreement for professional services with Contractor (the “Agreement”) for a not-to-exceed compensation amount of \$314,364.00 (the “NTE Amount”).

Contractor will utilize certain subcontractors/subconsultants identified in Contractor’s response to the RFP, including Otak, Inc., a Colorado corporation, (“Otak”) and ETC Institute Inc., a Kansas corporation, (“ETC Institute”) (together, the “Approved Subcontractors”). The Agreement requires the Contractor to submit an invoice to the Town no more frequently than once a month which includes a specific time and material breakdown of: (1) time spent by the Contractor on the Services; and (2) time spent by Otak on the Services. Upon completion of ETC Institute’s portion of the Services, the Contractor will include the flat rate paid to ETC Institute for completion of the statistically valid survey in the corresponding invoice. Following approval of an invoice by the Town, the Town will issue one payment to the Contractor, and the Contractor will be responsible for distributing the funds to the Approved Subcontractors in accordance with the Approved Subcontractor’s time spent on the Services.

Resolution No. 13-R-2025 (“Resolution”): (a) approves the Agreement with the Contractor; (b) authorizes the Town Attorney, in cooperation with the Town Manager, to make changes to the Agreement as may be necessary prior to mutual execution that do not materially increase the Town’s financial or other obligations; and (c) authorizes the Town Manager to execute the Agreement when in final form.

FINANCIAL CONSIDERATIONS

The adopted 2025 budget appropriates \$325,000.00 for the Trails and Open Space Master Plan under the Park and Open Space Impact Fund. The NTE Amount of \$314,364.00 is within the budget. The Contractor will commence the Services in 2025, with the majority of the Services being completed in calendar year 2025.

The Town was previously awarded a Congestion Mitigation and Air Quality (CMAQ) grant in the amount of \$225,000.00 through the Colorado Department of Transportation (CDOT), with a local agency commitment of \$46,772.00. CMAQ grant proceeds will reduce the Town's net costs towards the Services.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Resolution. A motion to approve the February 10, 2025 consent agenda will approve the Resolution. If this item is pulled off the consent for further discussion or questions, Staff recommends the following motion:

Suggested Motion:

“I move to adopt Resolution No. 13-R-2025, A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Logan Simpson Design Inc. for Services Related to the Trails and Open Space Master Plan Update (RFP No. 2024-012).”

ATTACHMENTS

Resolution No.13-R-2025

Exhibit 1 - Logan Simpson Design Inc. Agreement for Professional Services