



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2024-004

Task Name: Provide Topographic Survey and Design Services for the Sekich Business Park.

Requested By: Manny Windhorst, Program Manager

Proposed Start Date: Upon NTP

Funding Source: 04-44-5405

Proposed Completion Date: Fall 2024

Tasks / Deliverables: See attached memorandum

Total Task Order Budget: \$98,900.00

Approval:

_____ **Date:** _____
Town Manager

Additional Comments: This Task Order is not valid without attached Task Order memorandum, approved by the Town Engineer.

Attachment: Task Order Memorandum

TOWN TREASURER / FINANCE REVIEW:

Town Treasurer / Finance has reviewed this Task Order and the funds:

- are appropriated*
- are not appropriated (note: _____)*

By: _____

Account reference/information:
04-44-5405 – Street Improvement Fund-Engineering Fees



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager

From: Manny Windhorst, Pavement Management Program Manager

Date: May 28, 2024

Subject: Design Services for Sekich Business Park Improvements – Provide Topographic Survey and Design Services for the Sekich Business Park.

Task Order No.: 2024-004

This Task Order Memorandum has been prepared in accordance with the Town's Agreement for Professional Services with **Wilson & Company, Inc., Engineers & Architects** (the "Contractor") dated April 25, 2022 for on-call engineering services, including special projects, as extended by that certain First Amendment to the Agreement for Professional Services dated April 4, 2024 (together, the "PSA"). No special projects shall be performed by the Contractor until the Town's Authorized Representative has executed a Task Order authorizing the Contractor to proceed with the Task(s) identified below.

Task(s) to be performed: Topographic Survey and Design Services associated with the Sekich Business Park, as described in Contractor proposal dated April 25, 2024 (copy attached to this Task Order Memo). There are additional projects described in the proposal and separate task orders will be issued as funding becomes available for those projects.

Time schedule: Topographic Survey, Site walk, and Issues Exhibit - June 1, 2024 through August 1, 2024. Preliminary Design Plans - August 1, 2024 through October 15, 2024.

Deliverables: See attached Contractor proposal dated April 25, 2024 (eleven (11) pages). Sekich Business Park portion only.

Charges: Unless otherwise set forth in this Task Order Memorandum, the Charges authorized herein shall be considered a not to exceed (NTE) figure. Charges shall be calculated pursuant to the hourly rates in the PSA, unless otherwise set forth herein. A copy of Contractor proposal related to the Task(s) outlined above is attached to this Task Order Memorandum. I have reviewed and approved the scope of services set forth in the Contractor's proposal, and I therefore request that you proceed to approve the attached Task Order, which will authorize the Contractor to proceed with the additional design services described above for the not to exceed fee of Ninety-Eight Thousand Nine Hundred and 00/100 Dollars (**\$98,900.00**).



Review and approval of Task Order Memorandum:

Erika Rasmussen, Town Engineer

(Note: This Task Order Memorandum is not valid unless and until a Task Order has been executed by the Town Manager and approved by the Town Treasurer/Finance.)

Attachment: Contractor proposal dated April 25, 2024
(11 pages)

April 25, 2024

Mr. Manny Windhorst
Pavement Manager Program Manager
Town of Mead
441 Third Street
Mead, CO 80542

Re: Town of Mead Pavement Maintenance Projects (22-100-019-04)

Dear Manny -

Wilson & Company is pleased to submit this proposal, through our Town of Mead 2022 On-Call Contract, to provide Topographic Survey and Design Services for various roadways throughout the Town. The proposal contains three sections (Sekich Business Park, 4th Street Alley, and WCR 7). The Town will execute one task order and Wilson & Company will track design fees and expenses as three separate projects. The first project is for the Sekich Business Park and our assumptions are based upon discussions with the Town, previous design plans, partial as-built plans, and project maps provided by the Town.

Sekich Business Park

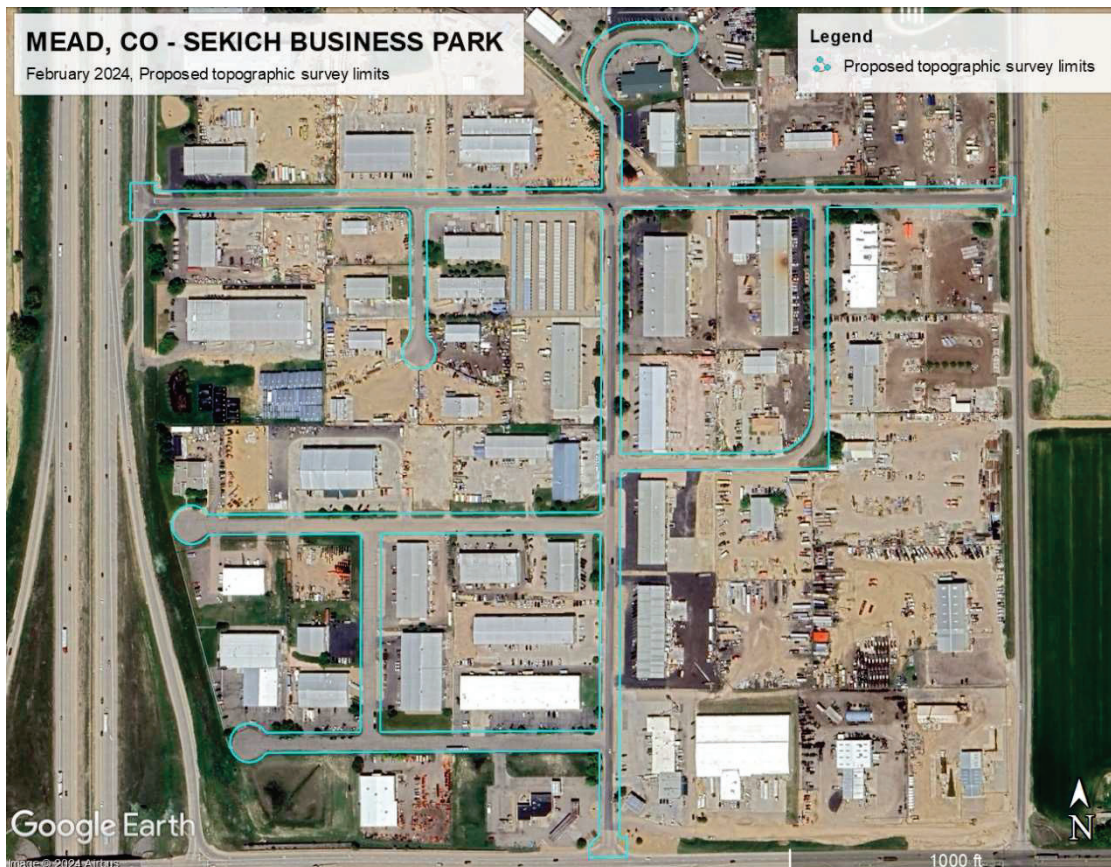


Figure 1 – Proposed Topographic Survey Limits

Background

The Town of Mead is embarking on pavement maintenance and drainage improvements internal to the Sekich Business Park. Three streets were recently repaved (Valley Drive, North Valley Drive, and South Valley Drive). A majority of Mead Street and Mulligan Drive are programmed for full depth asphalt removal, 6" cement stabilization, and 8" asphalt placement. The remaining streets (Mead Street cul-de-sac, Longs Peak Court, and Hilltop Road) are programmed for chip seal rehabilitation. See Figure 2 below.

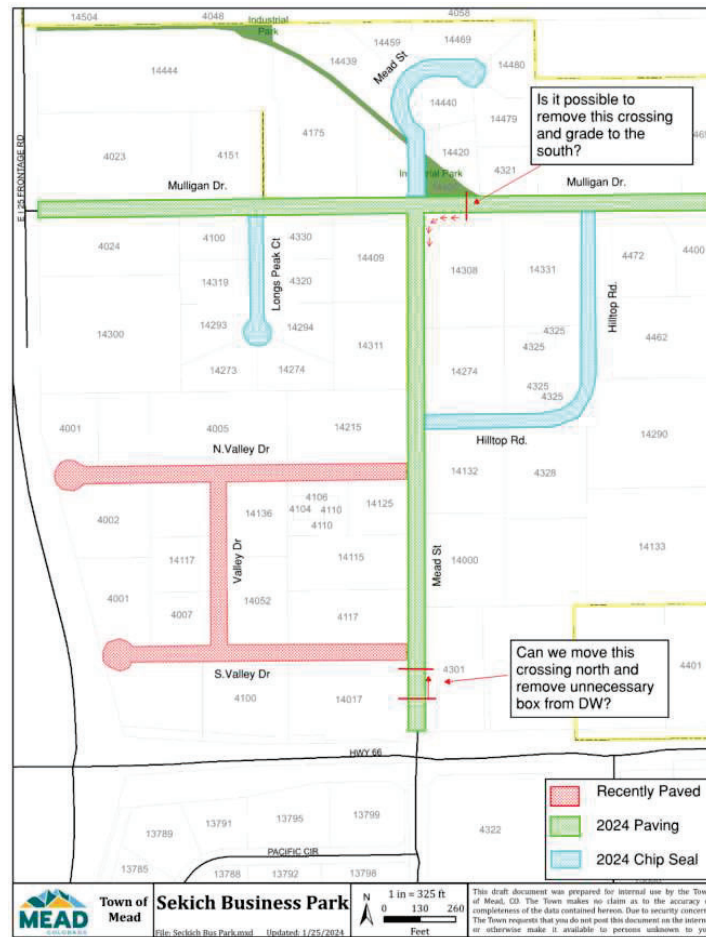


Figure 2 – Programmed Pavement Rehabilitation

The Town has requested this proposal to include topographic survey of the entire area shown in Figure 1. The red and blue areas in Figure 2 are for drainage information only. The green areas require a plan & profile of roadways and ditch flowlines. It is assumed that the roadway reconstruction will have a centerline crown and 2% cross slopes. All driveway culverts will be included in the topographic survey. All work will be within the existing right of way. There are 2 areas shown in Figure 2 which will be evaluated for drainage revisions.

Topographic Survey

A design-grade topographic survey will be performed within the right-of-way regions interior to the cyan polygon as rendered in Figure 1 above. Control values will be referenced to a modified Colorado North Zone

0501 State Plane Coordinate System (aka “ground” system) with elevations based upon North American Vertical Datum of 1988 (NAVD88) and tied to a National Geodetic Survey (NGS) vertical benchmark.

The results of the topographic survey will be delivered as a v2023 Civil3d .dwg base file, which will include GIS parcel lines secured from Weld County GIS, complete with parcel numbers and owner names as determined from said county’s records. No engineering utility locates will be provided with the topographic survey. Utility potholing will be the responsibility of the general contractor prior to construction, as directed by the Town of Mead.

No right-of-entry efforts and no boundary survey efforts are currently planned within this scope and fee. If access to private property is needed, the Town of Mead will notify the property owners. Weld County GIS parcel/right-of-way lines will be secured from county-available datasets and integrated into the topographic survey basemap as approximate parcel/rights-of-way lines.

Issues Exhibit and Site Walk

Wilson & Company will prepare an Issues Exhibit to be used in a site walk with the Town of Mead, prior to design efforts. During the site walk, emphasis will be placed on areas of drainage concerns, driveway culvert crossings, subgrade stabilization, erosion / sedimentation areas, and driveway tie-ins. After the project site walk Wilson & Company will prepare Preliminary Design Plans to a 30% level.

Preliminary Design Plans (30%)

The preliminary design plans will provide an overview of the proposed design improvements including ditch line regrading limits, proposed drainage flow paths, and alternatives for addressing existing drainage issues. The intent of the 30% design plans is to provide enough information for the Town and the Contractor to develop an estimate and complete the work in phases. Wilson & Company is assuming one round of staff review comments, with the comments addressed, to complete the 30% design plans. Tasks that will be completed with this phase of design include:

- Construction Documents (24x36 sheet format)
 - Cover and General Notes
 - Topographic Survey
 - Demolition Plan
 - Horizontal Control Plan
 - Drainage and Grading Plan with Ditch Line Profiles
 - Standard Details
- Monthly project coordination meetings and with Town staff.
- Deliverables – Topographic Survey, Issues Exhibit, and Preliminary Design Plans (30%)

Schedule and Fee

Assuming a Notice to Proceed (NTP) is given June 1, 2024, we anticipate completion dates as follow:

- Topographic Survey, Site Walk, and Issues Exhibit– June 1 through August 1, 2024
- Preliminary Design Plans – August 1 through October 15, 2024
- **Sekich Business Park - Not to Exceed Fee of \$98,900**

4th Street Alley (Martin to Fairbairn)



Figure 3 – 4th Street Alley

Background

The Town of Mead would like to improve the 4th Street Alley between Martin Avenue and Fairbairn Avenue with the intent of constructing a concrete roadway. Options being considered for drainage include a west to east slope with a concrete curb along the east edge, to convey drainage out to the main cross streets, or a center pan with no curb. We are assuming the alley will surface drain from one end to the other, longitudinally, or via one highpoint placed in the alley. This will be verified with the topographic survey and subsequent design; further scope definition is given below for each. The Town has asked to include potholing services as part of the alley reconstruction as well.

Topographic Survey

A design-grade topographic survey will be performed within the red polygon as shown in Figure 4 below. It is estimated that approximately three control points of reasonable permanency will be established from which field efforts will be conducted. Control values will be referenced to a modified Colorado North Zone 0501 State Plane Coordinate System (aka “ground” system) with elevations based upon North American Vertical

Datum of 1988 (NAVD88) and tied to a National Geodetic Survey (NGS) vertical benchmark. The results of the topographic survey will be delivered as v2023 Civil3d .dwg and .pdf drawing files.

Underground utility locates provided by Triunity will be surveyed with the initial survey effort. Eight (8) potholes are anticipated, and these will be surveyed with a separate trip during the design phase of the project.

Weld County GIS parcel/right-of-way lines will be secured from county-available datasets and integrated into the topographic survey basemap as approximate parcel/rights-of-way lines. If additional efforts related to boundary survey/determination become needed, this work can be conducted under an additional scope/fee.

Figure 4 – 4th Street Alley Topo Limits



Utility Locating

Triunity will provide utility coordination and subsurface utility engineering (SUE) for this project. Triunity will coordinate with all known utility companies. Initial work will include mapping and database research to identify utilities and owners within the proposed project footprint. This work qualifies as Subsurface Utility Engineering (SUE) Quality Level “D” (QLD). As the design progresses, work items will include utility coordination and geophysical investigation (Quality Level B) for underground utilities. Triunity will prepare a test hole location plan where conflicts warrant a Quality Level A designation for review by the Town and the Design Team. For the purposes of this proposal, our team has assumed the completion of up to 8 utility test holes to be incorporated into the SUE plans.

Issues Exhibit and Site Walk

Wilson & Company will prepare an Issues Exhibit to be used in a site walk with the Town of Mead, prior to design efforts. The alley is approximately 340 LF within a 20’ ROW. We are assuming a concrete roadway between 12’-14’ wide to minimize grading impacts to adjacent private properties. During the site walk, emphasis will be placed on areas of drainage concerns, excavations and potential utility conflicts, current uses adjacent to the alley, and apron tie-ins with the main cross streets. After the project site walk Wilson & Company will prepare Preliminary Design Plans to a 30% level.

Preliminary Design Plans (30%)

The preliminary design plans will provide an overview of the proposed alley improvement including proposed drainage flow paths, grading limits, and potential utility conflicts. The intent of the 30% design plans is to provide enough information for the Town and the Contractor to develop an estimate and complete the work. Wilson & Company is assuming one round of staff review comments, with the comments addressed, to complete the 30% design plans. Tasks that will be completed with this phase of design include:

- Construction Documents (24x36 sheet format)
 - Cover and General Notes
 - Topographic Survey
 - Demolition Plan
 - Horizontal Control Plan
 - Drainage and Grading Plan with Ditch Line Profiles
 - Standard Details
- Monthly project coordination meetings and reviews with Town staff.
- A potholing allowance has been included in the fee section of the proposal and assumes two survey trips to collect field data.
- Deliverables – Topographic Survey, Issues Exhibit, and Preliminary Design Plans (30%)

Schedule and Fee

Assuming a Notice to Proceed (NTP) is given June 1, 2024, we anticipate completion dates as follow:

- Topographic Survey, Site Walk, and Issues Exhibits – June 1 through July 15, 2024
- Preliminary Design Plans – July 15 through September 1, 2024
- **4th Street Alley - Not to Exceed Fee of \$43,460**

WCR7 (WCR38 to Ball Aerospace)



Figure 5 – Weld County Road 7 (WCR7)

Background

The Town of Mead would like to pave Weld County Road 7 (WCR7) between WCR38 and Ball Aerospace Drive. WCR7 is identified in the Town’s Master Transportation Plan as a future, 2-lane major arterial. We area assuming a modified cross section that will fit within the 60’ existing ROW, consisting of a 24’ wide asphalt paved roadway with 3:1 side slope and a borrow ditch on each side will be the section used for this project. This cross section matches previously completed reconstruction of WCR7 south of WCR 38, and the Town’s Rural Road Section (less 4’ paved shoulders). The existing gravel roadway was measured in the field in various locations and is approximately 24’ wide. We are assuming the road profile will remain relatively close to existing conditions. Utility locates have been included in the scope as well as an allowance for formal SUE in the event existing utilities will be impacted. This project will be a cost share between the Town of Mead and the Town of Berthoud.

Topographic Survey

A design-grade topographic survey will be performed, as shown in Figure 5 above, of the existing CR7 right-of-way including a wider section at the WCR38 and Ball Aerospace intersections. Six control points will be established from which field efforts will be conducted. Control values will be referenced to a modified Colorado North Zone 0501 State Plane Coordinate System (aka “ground” system) with elevations based upon

North American Vertical Datum of 1988 (NAVD88) and tied to a National Geodetic Survey (NGS) vertical benchmark.

At present, it is our understanding that the right-of-way is mostly 60' wide (30' on either side of the section lines), but with additional 20' conveyances affecting two land divisions – one being the additional 20' of right-of-way existing on the westerly side of Margil Farms First Filing (northeast corner of the intersection of CR7/CR38), the second being the additional 20' of right-of-way existing on the westerly side of Berthoud Technological Center Filing One. The topographic survey itself will be confined to the County Roads 7 and 38 right-of-way regions, excepting the westerly +/-100' of Ball Aerospace Drive which will be surveyed as indicated. The results of the topographic survey and County Road 7 right-of-way determination will be delivered as v2023 Civil3d .dwg and .pdf drawing files.

Preliminary boundary research did not reveal any additional right-of-way takes affecting the remaining parcels that adjoin the topographic survey corridor – here, no title exceptions were provided in their respective, discoverable title documents. No scope nor fee are included for the acquisition and examination of property information binders (“O&E reports”) for the purpose of discovery of additional right-of-way conveyances that are not determinable via responsible research using the digital records of the Weld County Clerk and Recorder. If the acquisition and examination of such O&E reports becomes necessitated after additional widths are indicated via (1) field discovery, (2) additional document discovery, or (3) information provided by either the Town of Mead or Weld County, the client (Town of Mead) will be informed of additional efforts needed to accurately determine the right-of-way as well as any additional costs associated with such efforts.

Issues Exhibit and Site Walk

Wilson & Company will prepare an Issues Exhibit to be used in a site walk with the Town of Mead, prior to design efforts. The project paving area is approximately 9,200 LF (1.87 Miles) which includes 4,000 LF in the Town of Berthoud and 5,200 LF in the Town of Mead. During the site walk, emphasis will be placed on areas of drainage concerns, existing and potential proposed culverts, roadside ditches, the roadway profile, and driveway connection points. Prior to design work, Wilson & Company and the Town review the Town's Street Design Criteria (Table 300-1) and document the project approach for the horizontal and vertical design. After the project site walk Wilson & Company will prepare Preliminary Design Plans to a 30% level.

Preliminary Design Exhibit

The preliminary design exhibit will provide an overview of the proposed roadway improvements including proposed drainage flow paths, grading limits, centerline profile and potential utility conflicts. The intent of the 30% design plans is to provide enough information for the Town to develop a final design and construction budget. Wilson & Company is assuming one round of staff review comments, with the comments addressed, to complete the 30% design plans. Tasks that will be completed with this phase of design include:

- Construction Documents (24x36 sheet format)
 - Cover and General Notes
 - Topographic Survey
 - Demolition Plan
 - Horizontal Control Plan
 - Roadway Centerline Profile
 - Roadway Cross Sections
 - Drainage and Grading Plan with Ditch Line Profiles
 - Standard Details
- Monthly project coordination meetings and reviews with Town staff.

- Deliverables – Topographic Survey, Issues Exhibit, Drainage Memo, and Preliminary Design Plans (30%)

Subsurface Utility Engineering (SUE) Allowance

A line item with an estimate of Quality Level B SUE services and 10 potholes has been included. It will become clear during the preliminary design if these services are needed for the completion of final design.

Preliminary Roadway Drainage Design

The site walk and preliminary design effort will help to determine the effort required for drainage design along the roadway. With any new roadway, it is important to fix any known drainage issue and confirm that the project will do no harm to adjacent properties. There are irrigation facilities in the area that may be using existing roadside swales for tailwater or delivery, and there is one large draw that needs to be accounted for with an appropriately sized cross culvert. A drainage report with existing and proposed conditions and design considerations will be prepared for the project.

Schedule and Fee

Assuming a Notice to Proceed (NTP) is given June 1, 2024, we anticipate completion dates as follows:

- Topographic Survey, Site Walk, and Issues Exhibit – June 1 through September 1, 2024
- Construction Documents and Town Staff Review – September 1 through November 30, 2024
- **WCR7 - Not to Exceed Fee of \$157,610**

Assumptions and Exclusions

- All proposed design and construction work will be contained to the public right-of-way.
- Property and easement acquisitions are not anticipated. Boundary and right-of-way determination is not included – Weld County Parcels maps will be used and shown as approximate right-of-way.
- Geotechnical exploration and a pavement design report are not included at this time and can be added to the scope if needed.
- Traffic engineering is not included at this time and can be added to the scope if needed.
- Quantities, cost estimating, and construction specifications are not included at this time and can be added to the scope if needed.
- Construction Administration services are included for each project as response to construction related questions pertaining to design.
- Inspection (Observation) services, field quantity measurements, and pay estimates are not included at this time and can be added to the scope if needed.
- Drainage modeling and storm / inlet capacity calculations for Sekich and the Alley projects are not included with this scope.
- Stormwater Management Plans for construction will be provided by others.
- Water quality facilities are not anticipated at this time.
- Environmental services are not anticipated at this time.
- CDOT and / or Federal involvement are not anticipated at this time.
- Public outreach services are not anticipated at this time.
- Drainage reports for Sekich and the Alley projects are not anticipated at this time.
- Major drainage structures and structural design are not anticipated at this time.

The total fee proposed for this work order is a “not to exceed fee” of \$299,970. A breakdown of the anticipated hours and fees is attached. Thank you for your time in reviewing this proposal. Please call me if you have any questions.

Sincerely,



Tim Kemp, PE
CA Practice Lead
Accepted by:



Scott Waterman, PE
Vice President

Authorized Signature
Town of Mead

Printed Name

Date

