



## Agenda Item Summary

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MEETING DATE: May 28, 2024

SUBJECT: **Resolution No. 47-R-2024** – A Resolution of the Town of Mead, Colorado, Approving a Task Order for Wilson & Company, Inc., Engineers & Architects to Complete Topographic Survey and Design Services for the Sekich Business Park

PRESENTED BY: Immanuel Windhorst, Pavement Management Manager

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### SUMMARY

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The Town desires to reconstruct several streets and address drainage issues in the Sekich Business Park as part of the Town’s annual street maintenance program. A proposal was obtained from Wilson & Company, Inc., Engineers & Architects (“Contractor”), utilizing the existing Professional Services Agreement for on-call engineering services dated April 25, 2022, between the Town and Contractor, which proposal outlines specific topographic survey and preliminary roadway design planning services for Sekich Business Park to be completed by Contractor (the “Services”). Town staff now desires to execute a task order to establish the scope of work and to set a not to exceed amount of \$98,900.00 for the Services (“Task Order”).

While the proposal attached to the Task Order includes three potential design projects, the present Task Order is limited to the Services (the topographic survey and preliminary roadway design planning services for the Sekich Business Park). The Contractor is expected to begin the Services in June 2024 and to complete the Services in October 2024. The reconstruction of streets in Sekich Business Park (as part of the Town’s annual street maintenance program) is tentatively scheduled for calendar year 2025, subject to funding availability.

Resolution No. 47-R-2024: (a) approves the Task Order; (b) authorizes the Town Manager, in consultation with the Town Attorney, to make any non-material or non-substantive changes to the Task Order as may be necessary that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute the Task Order when in final form.

### FINANCIAL CONSIDERATIONS

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As stated above, the not-to-exceed amount for the Task Order is \$98,900. The approved 2024 budget identifies \$200,000 for this design project in 04-44-5405 Street Improvement Fund – Engineering Fees.

### STAFF RECOMMENDATION/ACTION REQUIRED

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A motion to approve the consent agenda for May 28, 2024, will approve this item. If the resolution is removed from the consent agenda, the suggested motion is:

Suggested Motion:

“I move to adopt Resolution No. 47-R-2024, A Resolution of the Town of Mead, Colorado, Approving a Task Order for Wilson & Company, Inc., Engineers & Architects to Complete Topographic Survey and Design Services for the Sekich Business Park, for an amount not to Exceed \$98,900.00.”

ATTACHMENTS

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Resolution No. 47-R-2024  
Task Order (Exhibit 1 to Resolution)