



## Agenda Item Summary

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MEETING DATE: February 12, 2024

SUBJECT: **Resolution No. 18-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Dewberry Engineers Inc. for Project and Construction Management Services for State or Federally Funded Projects – 3rd Street and Welker Avenue Intersection Project and Additional Services (TBD)

PRESENTED BY: Erika Rasmussen, Town Engineer/Public Works Director

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### SUMMARY

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The Town of Mead issued a Request for Proposals (RFP 2023-009) on November 1, 2023, for Project and Construction Management Services for State and Federally Funded Projects / 3<sup>rd</sup> Street and Welker Avenue Intersection Project (the “Project”). The Town received six proposals for consideration from qualified firms, and two proposals were shortlisted for in-person interviews. The review panel selected Dewberry Engineers Inc. and determined they best meet the needs of the Project. Staff is recommending an award to Dewberry Engineers Inc. (the “Contractor”) for an amount not to exceed \$556,585.00.

Resolution No. 19 (the “Resolution”): (1) approves the Agreement for Professional Services with the Contractor (the “Agreement”) for a not-to-exceed compensation amount of \$556,585.00, and (2) authorizes Mayor Whitlow to execute the Agreement on behalf of the Town, once in final form. A copy of the Agreement is attached to the Resolution as **Exhibit 1**.

The Contractor will manage all aspects of Project and construction management and shall be responsible for completing the required CDOT inspection, reporting and testing requirements, review of monthly pay applications, verification of quantities, utility coordination, and contract and project close-out assistance, including the preparation and submittal of requests for reimbursement to CDOT. The Contractor will work closely with the Town of Mead Project Manager to perform Project and construction management services along with construction administration and inspection for this Project based on standard CDOT and Local Agency project requirements.

The Project (3<sup>rd</sup> Street and Welker Avenue Intersection Project) is a federally funded public infrastructure project. The design is finalized, and right-of-way acquisition is underway. The Project is expected to go to bid in Q1 2024, pending final CDOT clearances and real estate acquisition. The Project includes the addition of new turn lanes, curb, gutter, sidewalk, striping, and traffic signal.

RFP 2023-009 also contemplates that the Town *may* request the Contractor to provide additional construction management services for other public infrastructure projects in the future and specifically excluding the Project (the “Additional Services”).

The Agreement includes language which clarifies that no Additional Services will be provided by the Contractor to the Town unless and until: (1) a Task Order is approved identifying the specific Additional Services to be provided by the Contractor to the Town; and (2) the Agreement is amended to the extent necessary to properly adjust the Not-to-Exceed Amount set forth in Section IV.A. of the Agreement.

Specifically, the Agreement contains the following language in Section I.C. (“Task Orders for Additional Services”):

No task order(s) shall be approved or executed by the Town Representative [Town Manager] unless and until the Board of Trustees has considered and approved a Resolution: (1) authorizing a written amendment to this Agreement to increase the Not-to-Exceed Amount set forth in Section IV.A. below, as necessary; and (2) delegating authority to the Town Representative (Town Manager) to finalize and execute the task order(s) on behalf of the Town.

This language ensures that the Board will have the opportunity to review and approve the scope of services and pricing associated with any future projects.

#### FINANCIAL CONSIDERATIONS

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The approved 2024 budget identified funds in the following fund to fund the Project Services:

14-40-5500 – Transportation Fund – Capital Outlay- Welker/3<sup>rd</sup> Intersection

#### STAFF RECOMMENDATION/ACTION REQUIRED

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A motion to approve the February 12, 2024, consent agenda will approve the Resolution (approving the Agreement and authorizing the Mayor to execute the Agreement with the Contractor, once in final form). If this item is pulled off the consent agenda for further discussion or questions, Staff recommends the following motion:

Suggested Motion:

“I move to approve Resolution No. 18-R-2024, A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Dewberry Engineers Inc. for Project and Construction Management Services for State or Federally Funded Projects – 3rd Street and Welker Avenue Intersection Project and Additional Services (TBD).”

#### ATTACHMENTS

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Resolution No. 18-R-2024  
Agreement for Professional Services  
Exhibit A to Agreement – Project Services (3<sup>rd</sup> Street and Welker Avenue Intersection Project)  
Exhibit B to Agreement – Contractor Compensation  
Exhibit C to Agreement – Task Order Form