



Agenda Item Summary

MEETING DATE: January 29, 2024

SUBJECT: **Resolution No. 11-R-2024** – A Resolution of the Town of Mead, Colorado, Approving Extensions of Engineering-Related Professional Service Agreements (JVA, Inc., Felsburg Holt & Ullevig, Inc., Fox Tuttle Transportation Group, Michael Baker International, Inc., Otak, Inc., Est, Inc., Ayres Associates, Inc., and InVision GIS, LLC)

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

SUMMARY

The Town desires to extend the term of the current Professional Services Agreements with the following engineering firms for calendar year 2024 to provide general and on-call engineering services to the Town of Mead:

- JVA, Inc. agreement dated March 18, 2019 (general and on-call engineering related services)
- Felsburg Holt & Ullevig, Inc., agreement dated April 8, 2019 (on-call traffic engineering services)
- Fox Tuttle Transportation Group agreement dated April 8, 2019 (on-call traffic engineering services)
- Michael Baker International agreement dated August 5, 2019 (bridge inspection and design services)
- Otak, Inc., agreement dated April 25, 2022 (on-call engineering)
- EST, Inc., agreement dated April 25, 2022 (on-call engineering)
- Ayres Associates Inc., agreement dated April 25, 2022 (on-call engineering)
- InVision GIS, LLC agreement dated January 8, 2020 (GIS consulting services)

(collectively, the “Prior Agreements”). Each of the Prior Agreements have been extended through calendar year 2023. These firms are currently under contract with the Town and have been performing these services satisfactorily to date. They are familiar with Town standards and processes, have historical knowledge and understanding of the Town’s facilities and operations, and are equipped with sufficient staff to react to the varying demands of development review, design, engineering analyses/studies, inspection and design services, and GIS consulting services, as applicable.

Resolution No. 11-R-2024: (a) approves an extension of the term of each of the Prior Agreements to December 31, 2024; (b) approves NTE compensation amounts as set forth in the table below; and (c) authorizes the Mayor or Town Manager to execute written amendments or extensions to the Prior

Agreements reflecting the extension of the term and adjusted compensation amounts for calendar year 2024, following the review and approval of such written amendments or extensions by the Town Attorney.

FINANCIAL CONSIDERATIONS

The NTE amounts for the 2024 extensions of the Prior Agreements are set forth in the table below. These amounts are included in the adopted 2024 Town budget.

Vendor	Services	NTE Compensation for 2024
JVA, Inc.	General and on-call engineering services	\$100,000.00
Felsburg Holt & Ullevig, Inc.	On-call traffic engineering services	\$30,000.00
Fox Tuttle Transportation Group	On-call traffic engineering services	\$30,000.00
Michael Baker International, Inc.	Bridge inspection and engineering services	\$30,000.00
Otak, Inc.	On-call engineering services for State or Federally funded projects	\$25,000.00
EST, Inc.	On-call engineering services for State of Federally funded projects	\$25,000.00
Ayres Associates, Inc.	On-call engineering services for State or Federally funded projects	\$25,000.00
InVision GIS, LLC	GIS consulting services	\$20,000.00

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the January 29, 2024 consent agenda will approve this item. If the resolution is removed from the consent agenda, a suggested motion is set forth below.

Suggested Motion:

“I move to adopt Resolution No. 11-R-2024, a Resolution of the Town of Mead, Colorado, Approving Extensions of Certain Engineering-Related Professional Service Agreements (JVA, Inc., Felsburg Holt & Ullevig, Inc., Fox Tuttle Transportation Group, Michael Baker International, Inc., Otak, Inc., EST, Inc., Ayres Associates, Inc., and InVision GIS, LLC).”

ATTACHMENTS

Resolution No. 11-R-2024