

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 34-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING
A SPECIAL PROJECT TASK ORDER FOR JVA, INCORPORATED TO
COMPLETE FINAL DESIGN OF THE PUBLIC WORKS FACILITY**

WHEREAS, the Town of Mead is authorized under C.R.S. § 31-15-101 to enter into contracts for any lawful municipal purpose; and

WHEREAS, the Town has contracted with JVA, Incorporated (“JVA”) for general engineering services, including the provision of engineering work for special projects pursuant to task order, under that certain professional services agreement dated March 11, 2019 (“JVA Contract”); and

WHEREAS, the Town has need of JVA’s services to assist with the completion of final design of the Public Works facility (the “Services”); and

WHEREAS, specifically, the Services will be performed by JVA and DC2 Architects, as a subconsultant to JVA; and

WHEREAS, a conceptual design for the Public Works facility was completed in 2019 and includes four service bays, shop space and a training room; and

WHEREAS, in accordance with the JVA Contract, Task Order No. 2020-001, attached hereto as **Exhibit 1** (“Task Order”), has been completed for the Services; and

WHEREAS, the cost of the Services is **two hundred sixty-nine thousand seven hundred seventeen dollars and no cents (\$269,717.00)**, and funds for the Services have been budgeted in the Town’s Capital Improvement Fund (19-40-5500); and

WHEREAS, the Town has been awarded a Colorado Department of Local Affairs (DOLA) Energy and Mineral Impact Assistance grant for \$130,625, which will cover approximately 50% of the costs associated with the Services; and

WHEREAS, the Board of Trustees desires to approve the Task Order in substantially the form attached to this Resolution and delegate authority to the Town Manager to execute the Task Order.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Board of Trustees hereby: (a) approves the Task Order in substantially the same form as is attached hereto and incorporated herein; (b) authorizes the Town Manager, in consultation with the Town Attorney, to make such non-material changes to the Task Order that do not increase the Town's obligations; and (c) authorizes the Town Manger to execute the Task Order when in final form.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 9th DAY OF MARCH, 2020.

ATTEST:

TOWN OF MEAD:

By 
Mary E. Strutt, MMC Town Clerk




By 
Colleen G. Whitlow, Mayor

Exhibit 1
Task Order No. 2020-001

[see attached task order and memorandum]



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2020-001

Task Name: Public Works Maintenance Facility Final Design

Requested By: Public Works, Erika Rasmussen **Proposed Start Date:** March 10, 2020
(Town Dept. / Project Mgr.)

Funding Source: 19-40-5500 **Proposed Completion Date:** August 31, 2020

Tasks / Deliverables: See attached memorandum **Total Task Order Budget:** \$269,717.00

Approval:



Date: 3/9/2020

Town Manager

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

Attachment: Task Order Memorandum

FINANCE DIRECTOR REVIEW:

Finance has reviewed this Task Order and the funds:

are appropriated

are not appropriated (note: _____)

By: 

Account reference/information: 19-40-5500 Capital Improvement Fund



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager
From: Erika Rasmussen, Town Engineer
Date: February 28, 2020
Subject: Public Works Maintenance Facility Final Design
Task Order No.: 2020-001

This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **JVA, Inc.** (the "Contractor") for engineering services, including special projects. 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: Civil/architectural design of the Public Works Facility, including construction documents.

Time schedule: Design effort to be substantially complete by August 31, 2020. A separate notice to proceed will be issued for construction administration and bidding services.

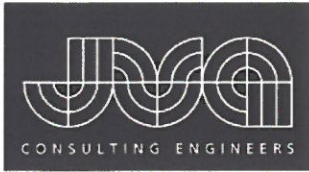
Deliverables: See attached scope of work.

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 the Contractor's proposal related to the Task(s) outlined above is attached to this Task Order Memorandum as **ATTACHMENT A**. I have reviewed and approved 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 special project described above for the not to exceed fee of \$269,717.00.

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 Finance Director.)



Attachment A

JVA, Incorporated
1319 Spruce Street
Boulder, CO 80302
303.444.1951
info@jvajva.com

February 24, 2020

www.jvajva.com

Ms. Erika Rasmussen, Town Engineer
Town of Mead
441 Third Street
Mead, CO 80542

Reference: Town of Mead – Public Works Maintenance Facility Final Design
Letter Agreement for Civil Engineering Services

Dear Erika:

As requested by the Town of Mead, JVA, Inc. (JVA) and D2C Architects (D2C) have partnered to provide an estimated scope of work and associated fees required to provide civil engineering and architectural services to Town of Mead (CLIENT). The estimated scope and fees are for the Public Works Maintenance Facility project on Welker Avenue West of the Town of Mead.

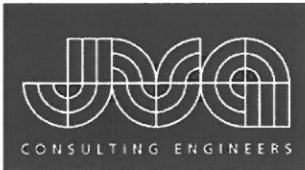
SCOPE OF WORK

JVA has partnered with D2C Architects to provide final civil and architectural services to the Town for the proposed Public Works maintenance facility. D2C will be a subconsultant to JVA understanding that JVA will be the prime consultant based on our existing on-call contract with the Town. While D2C Architects will contractually be a subconsultant to JVA, D2C will lead the planning efforts required for this project. D2C has also selected the following sub consultants to be part of the design team: MDP Engineering Group for mechanical, electrical, and plumbing design services, Jimenez Design group for Landscape and Irrigation design services, Kumar and Associates, Inc. for geotechnical services, Ridgetop for surveying services, and JVA for Structural design services. The full proposals proposed by D2C and all sub-consultants are included as attachments to this proposal.

The project scope includes final design of the proposed Public Works Facility to be located at the Mead Ponds site on Welker Avenue. The current scope and fees are based on the site plan completed during the conceptual design phase and is attached to this proposal for reference. Only the main admin building and associated parking lots are included in the current phase of design. The sand shed, material storage bins, fueling and covered equipment / vehicle storage are not part of the current scope. Preliminary design will account for the future improvements, but final design is not included at this time.

It is anticipated that the building will be served by an onsite Wastewater Treatment system. JVA's base Civil scope includes initial evaluation to identify and evaluate the benefits and constraints of an onsite wastewater system versus the offsite sanitary main connection. JVA has included a separate line item for an allowance from our Environmental Department to complete the final design of the onsite wastewater system. The proposed allowance is based on the current information at this time and a final scope and fee will be determined after the preliminary design and evaluation of the overall site is complete.

For purposes of this proposal, we have included Basic Services for the development of this site alone. If additional roadway and utility infrastructure is required outside this area, we have assumed that this will be negotiated separately. Based on this information and our understanding



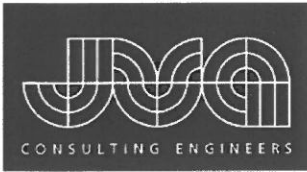
of the design efforts required for Public Works Facilities, the civil engineering services anticipated for this project include the following detailed tasks:

Schematic Design

1. JVA will assess the existing site conditions in the field and review the topographic survey information provided. Detailed site survey and topography will be provided by Ridgetop Surveying as outlined in their attached proposal. Geotechnical design services will be provided by Kumar and Associates as outlined in their attached proposal. At this time, we will request any additional surveying efforts and determine the need for additional geotechnical studies. JVA will gladly assist the owner with obtaining an updated boundary/design survey, geotechnical report, and traffic study.
2. JVA will provide preliminary grading and investigate drainage issues related to the existing site, and work with architectural disciplines for site layout. We will attend initial contact meetings with Town of Mead staff and Little Thompson Water District to determine their requirements. We will evaluate the existing public utility system and provide preliminary design of service extensions and connections to available mains.
3. JVA will produce the schematic design plans and narrative, including rough earthwork calculations, required for this phase of design. Based on our discussions, weekly team coordination meetings/conference calls and one Town review is anticipated.

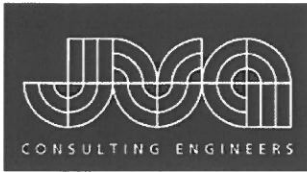
Design Development Phase

4. JVA will refine the grading to the one-foot contour interval. JVA will design the onsite drainage systems, and coordinate with the design team for sizing and location of drainage structures, including roof, courtyard and foundation drain outfall connections. JVA will refine the layout of the site access and parking areas. We assume the architectural disciplines will address layout and grading at detailed plaza areas and other special site features.
5. JVA will coordinate with the local review agencies, including the Little Thompson Water District utilities and fire departments, for private onsite water services to the building, and provide coordination drawings for review. We have assumed that the Fire Department will also require review of the proposed facilities and hydrant locations. It is assumed that the existing water main crossing the site will be adequate to provide fire and domestic service to the building.
6. Based on the Master Plan prepared in 2016, it was determined that the nearest sanitary sewer connection was approximately 5,000 feet away and an onsite wastewater treatment system may be a more cost-effective solution. JVA's base Civil scope includes initial evaluation to identify and evaluate the benefits and constraints of an onsite wastewater system versus the offsite sanitary main connection.
7. JVA will produce the design development plans and specifications. We will update the preliminary earthwork calculations with the more refined grading where applicable. JVA will provide quantities and opinions of probable costs for civil engineering components. Up to five weekly coordination meetings with the CLIENT and other project team members are anticipated.



Construction Documents

8. JVA will continue to refine the grading from the design development to the final grading required on the site with critical spot elevations provided. Storm sewer inlets, piping, grass-lined swales and drainage features will be designed. Estimated earthwork calculations are anticipated.
9. The water connections for the building will also be detailed in this phase and submitted for approval from Little Thompson Water District (LTWD). A looped water main is anticipated to provide fire hydrants around the site. Utility profiles will be provided if required by LTWD. We will coordinate with mechanical engineer and landscape architect for service taps and meters. JVA will assist owner in the easement process by delineating easements and provided easement CAD files. We assume a licensed land surveyor will produce all required easement legal descriptions and exhibits, and the owner will coordinate the easement submittal process.
10. D2C, the Town, and project mechanical/electrical/plumbing engineer will make contact with gas, electric, telephone, data and other non-municipal utility companies with regard to the utility service extensions, realignment, load sizing, building entry points, and/or undergrounding of said utilities. JVA will work with the CLIENT and design team for related site coordination. JVA will show these non-municipal utilities on our preliminary and final engineering plans based on design information provided by others. Based on our experience, we anticipate the utility companies will perform their own final design and the installation will be coordinated by the contractor.
11. JVA will finalize the design of the sidewalk, parking and access drive extensions for the site and produce a horizontal control plan with signage and striping. Demolition plans are included. We anticipate receiving pavement design criteria from the project's geotechnical consultant.
12. JVA has included a separate line item for an allowance from our Environmental Department to complete the final design of the onsite wastewater system. The proposed allowance is based on the current information at this time and a final scope and fee will be determined after the preliminary design and evaluation of the overall site is complete.
13. JVA anticipates that the architect, mechanical engineer and/or landscape architect will perform the required design for internal building features including internal roof drains, perimeter and underslab drains, internal plaza areas, internal/below-grade parking areas, sump/pump pits, etc., and that JVA will provide support to these efforts by coordinating exterior connections to adjacent utilities from these internal designs. Perimeter/underdrain and groundwater remediation design and support are not included at this time.
14. JVA will produce the construction plans, technical specifications for pertinent civil engineering sections, and applicable reports, and update the construction opinion of probable cost. We will attend or call into up to eight weekly coordination meetings with CLIENT and other project team members to complete the document review process.



Bid and Construction Phase Services

15. Bid phase services include attendance at the prebid meeting and addendum preparation. Services during construction comprise of the review of product submittals, change order documentation, and response to contractor information requests for civil engineering related items. Any combination of six site meetings (construction kick-off meeting, site observation visits, and/or punchlist meeting) will also be included during the work progress. Construction record drawings will be produced from contractor submitted records. We have assumed that the CLIENT will provide the lead on all the bidding and construction services for this project.

BASIS OF PAYMENT

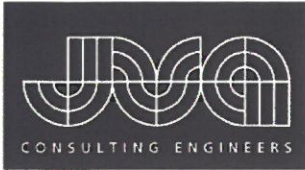
The basis of payment for the scope of work described above will be monthly billings based on the percentage of lump sum completed to date, plus reimbursable expenses. Sub-consultant will have 0% markup. This amount will not be exceeded without written authorization of the CLIENT.

Basic Civil Engineering Services

Schematic Design	\$ 8,500
Design Development	\$ 12,000
Construction Documents	\$ 24,000
Bidding Support	\$ 1,600
Construction Services	\$ 7,500
Reimbursable Expenses	\$ 700
SUBTOTAL CIVIL LUMP SUM FEE	\$ 54,300

Subconsultant Architectural Design Services

<u>DISCIPLINE</u>	<u>BASE FEES</u>	<u>REIMBURSABLES</u>
D2C Architectural Services	\$114,202	\$ 2,855
D2C LEED Allowance	\$ 7,250	N/A
Jimenez Landscape & Irrigation	\$ 19,440	\$ 420
MDP Mechanical	\$ 56,000	(included)
JVA Structural	\$ 15,000	\$ 250
SUBTOTAL ARCHITECTURAL FEE	\$211,892	\$ 3,525
TOTAL DESIGN FEE SERVICES	\$ 269,717	



Optional or Additional Services

Note: The exact scope of work is not known at this early stage of the project. Several possible subconsultant or civil engineering items may arise during the design process for which the OWNER may want to contract separately or budget additional contingent design fees. These fees will not be incurred unless required and authorized in writing by the OWNER. A preliminary budget range is included for your use. Please see subconsultant proposals for additional information. Note that this is our best guess at this time and the actual ranges may vary:

ALTA Survey and Locates	\$ 9,140
Geotechnical Investigation	\$ 6,125
Energy Modeling (allowance)	\$ 15,000
JVA Environmental OWT (allowance)	\$ 20,000 - \$ 40,000
Offsite Sanitary Main	\$ 6,000 - \$ 12,000
Mezzanine Structural Add Services	\$ 4,000

Exclusions: Services resulting from significant changes to the project scope, significant bid alternate design, rezoning/replatting, and significant site plan changes and additional design work or plans related to field conditions or contractor issues after plans are complete that could not have been reasonably foreseen may require extension of the time scheduled for our work and additional fees. Additional municipal submittals or public hearings required for planning department review and approval will be considered additional services may require extension of the time scheduled for our work and additional fees. Environmental assessment or design efforts for contamination cleanup measures are not included at this time. Vault or rooftop drainage systems are not included at this time. Traffic signals or signalization plans and site lighting are not included. JVA will incorporate the latest in stormwater management low impact development practices when practical; however, LEED support services are not included at this time. This proposal assumes that the development is designed and constructed in one phase. Overlot grading plans, early start grading/foundation packages, phased plans, and alternate designs will require additional services. Additional services will be required for coordination and submittals for RTD or other entities.

SCHEDULE

We can begin working with your team immediately and plan to meet required project deadlines.

If you are in agreement with the scope in this letter, please provide authorization to proceed and a copy of the Town of Mead on-call task order form with this letter attached as an Exhibit. All of us look forward to working with Town of Mead on this project and continuing to build upon our positive past relationships.

Sincerely,
JVA, Incorporated

By:

Kenneth J. Clifford, PE
Project Manager, Associate

Attachments: D2C and Subconsultant proposals, conceptual Site Plan