

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 63-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING  
A SPECIAL PROJECT TASK ORDER FOR JVA, INC. TO COMPLETE  
PHASE 1 OF THE NORTH CREEK DITCH FLOODPLAIN ANALYSIS**

**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 Board of Trustees previously approved that certain Agreement for Professional Services between JVA, Inc. (“Contractor”) and the Town of Mead for general town engineering services, including special projects, dated March 11, 2019, as amended by the First Amendment to Agreement for Professional Services dated January 13, 2020 (the “Agreement”); and

**WHEREAS**, the Town has need of Contractor’s services to assist with completing Phase 1 of the North Creek Ditch Floodplain Analysis (“Special Project”); and

**WHEREAS**, the Special Project is identified as a high priority in the Town’s 2018 Stormwater Master Plan Update; and

**WHEREAS**, in accordance with the terms of the Agreement, Task Order No. 2020-008, attached hereto as **Exhibit 1** (“Task Order”), has been completed for the Special Project; and

**WHEREAS**, the cost for completion of the Special Project is eighty thousand five hundred dollars (\$80,500.00), and funds for the Special Project are available in the Town’s approved 2020 Budget, specifically \$50,000 in the General/Drainage Engineering Fees line item (01-46-5405) and \$125,000 in the Storm Drainage Impact Fund line item (13-40-5500); 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 any non-material 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.

**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 29th DAY OF JUNE, 2020.**

**ATTEST:**

By:   
Mary E. Strutt, MME, Town Clerk



**TOWN OF MEAD:**

By:   
Colleen G. Whitlow, Mayor

**Exhibit 1**  
**Task Order No. 2020-008**

*[see attached task order and memorandum]*



**TASK ORDER - SPECIAL PROJECTS**

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**TASK ORDER NO.:** 2020-008

**Task Name:** North Creek Floodplain Analysis

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**Requested By:** Public Works, Erika Rasmussen (Town Dept. / Project Mgr.)      **Proposed Start Date:** July 1, 2020

**Funding Source:** 01-46-5405      **Proposed Completion Date:** Dec. 31, 2020  
13-40-5500

**Tasks / Deliverables:** See attached memorandum      **Total Task Order Budget:** \$80,500.00

**Approval:**

A blue ink signature of the Town Manager, consisting of several loops and a long horizontal stroke.

**Date:** 6/30/2020

Town Manager

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

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Attachment: Task Order Memorandum

**FINANCE DIRECTOR REVIEW:**

*Finance has reviewed this Task Order and the funds:*

*are appropriated*

*are not appropriated (note: \_\_\_\_\_)*

By: A blue ink signature of the Finance Director, consisting of a stylized 'M' and 'A' followed by a horizontal line.

Account reference/information: 01-46-5405 General/Drainage Engineering Fees, 13-40-5500 Storm Drainage Impact Fund Capital Outlay.



## TASK ORDER MEMORANDUM

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**To:** Helen Migchelbrink, Town Manager

**From:** Erika Rasmussen, Town Engineer

**Date:** June 17, 2020

**Subject:** North Creek Floodplain Analysis

**Task Order No.:** 2020-008

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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: North Creek floodplain analysis using existing hydrological, Lidar, development drainage reports and new survey data to establish initial floodway boundary map and identify potential split flow location. Phase 1 of the complete North Creek floodplain analysis plan will be completed this year totaling \$80,500, with the remainder of the project (Phases 2 and 3) planned for 2021.

Time schedule: Analysis in Phase 1 to be substantially complete by December 31, 2020.

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 Letter Agreement related to the Task(s) outlined above is attached to this Task Order Memorandum as ATTACHMENT A. I have reviewed and approved the Letter Agreement, 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 \$80,500.00.

*Review and approval of Task Order Memorandum:*

A handwritten signature in black ink, appearing to read "Erika Rasmussen".

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.)