

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 67-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING A
SPECIAL PROJECT TASK ORDER FOR FELSBURG HOLT & ULLEVIG, INC.
TO COMPLETE FINAL DESIGN OF THE 3RD AND WELKER INTERSECTION**

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 Felsburg Holt & Ullevig, Inc. (“Contractor”) and the Town of Mead for on-call traffic engineering services, including special projects, dated April 8, 2019, as extended by that certain Agreement for Professional Services 2020 Extension (the “Agreement”); and

WHEREAS, the Town has need of Contractor’s services to assist with completing the final design of the 3rd and Welker intersection (“Special Project”); and

WHEREAS, in accordance with the terms of the Agreement, Task Order No. 2020-010, attached hereto as **Exhibit 1** (“Task Order”), has been prepared for the Special Project; and

WHEREAS, the cost for completion of the Special Project is two hundred sixty-eight thousand three hundred ninety-one dollars (\$268,391.00), which figure includes costs associated with Contractor’s subconsultants including but not limited to Clark Land Surveying, Kumar & Associates, Inc., and Transportation Resource Services, Inc. (dba TRS Corp.), broken down into four (4) phases as specifically identified in the Task Order; 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 with the Contractor 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 27th DAY OF JULY, 2020.

ATTEST:

By: 
Mary E. Strutt, MMC, Town Clerk



TOWN OF MEAD:

By: 
Colleen G. Whitlow, Mayor

Exhibit 1
Task Order No. 2020-010

[see attached task order and memorandum]



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager
From: Erika Rasmussen, Town Engineer
Date: July 27, 2020
Subject: Design Services for 3rd Street/Welker Avenue Intersection Improvements
Task Order No.: 2020-010

This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **Felsburg, Holt & Ullevig**, (the "Contractor") for traffic 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: Development of a preliminary and final level design for intersection improvements at 3rd Street and Welker Avenue in the Town of Mead.

Time schedule: Review and recommendations to be substantially completed by August 31, 2021

Deliverables: See attached memorandum.

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 \$268,391.00.

Review and approval of Task Order Memorandum:

A handwritten signature in black ink that reads "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.)



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2020-010

Task Name: Design Services for 3rd Street/Welker Avenue Intersection Improvements

Requested By: Public Works, Erika Rasmussen **Proposed Start Date:** July 27, 2020
(Town Dept. / Project Mgr.)

Funding Source: 14-40-5500 **Proposed Completion Date:** August 31, 2021

Tasks / Deliverables: See attached memorandum **Total Task Order Budget:** \$268,391.00

Approval:

 _____ **Date:** _____
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: 14-40-5500 Transportation Engineering

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