

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 24-R-2022**

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING THE FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES WITH DITESCO, LLC AND AUTHORIZING EXECUTION OF TASK ORDER 2022-004 (RE CONSTRUCTION MANAGEMENT FOR DESIGN AND CONSTRUCTION SERVICES – TOWN OF MEAD COMMUNITY CENTER / BEAN PLANT)

WHEREAS, the Town of Mead and DITESCO, LLC, a Colorado limited liability company (“Contractor”) entered into that certain Agreement for Professional Services dated March 30, 2021 (the “Agreement”), pursuant to which Contractor was retained to provide certain owner’s representative / project management services for the Town (“Services”); and

WHEREAS, the Town and Contractor desire to amend the Agreement as specifically set forth in that certain First Amendment to Agreement for Professional Services (the “First Amendment”), a copy of which is attached to this Resolution as **Exhibit 1** in order to extend the term of the Agreement through December 31, 2023 and adjust the not-to-exceed compensation amount set forth in Section IV.A. of the Agreement to account for the specific Services set forth in Task Order 2022-004 (re construction management for demolition, design and construction services associated with the Community Center / Bean Plant) (the “Project Task Order”); and

WHEREAS, a copy of the Project Task Order is attached to this Resolution as **Exhibit 2** and is incorporated herein by reference; and

WHEREAS, the Board of Trustees desires to approve the First Amendment and further desires to authorize the Mayor to execute the First Amendment on behalf of the Town; and

WHEREAS, the Board of Trustees further desires to authorize the Town Manager to execute the Project Task Order following the date on which the First Amendment has been fully executed by the Contractor and Town,

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

Section 1. The foregoing recitals and findings are incorporated into this Resolution as findings and conclusions of the Board of Trustees.

Section 2. The Board of Trustees hereby: (a) approves the First Amendment in substantially the same form as is attached in **Exhibit 1**; (b) authorizes the Town Attorney in cooperation with the Town Manager to make non-material changes to the First Amendment that do not increase the Town’s financial obligations; (c) authorizes the Mayor to execute the First Amendment on behalf of the Town when in final form; and (d) delegates authority to the Town Manager to execute the Project Task Order following the effective date of the First Amendment.

Section 3. Effective Date. This Resolution is effective immediately upon adoption.

Section 4. Repealer. All resolutions or parts of resolutions in conflict with this Resolution are repealed.

Section 5. Certification. The Town Clerk shall certify the passage of this Resolution and make at least one copy of the adopted Resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 28th DAY OF MARCH, 2022.

ATTEST:

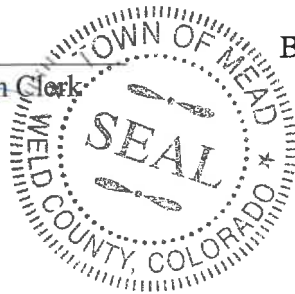
TOWN OF MEAD

By: _____

Mary E. Strutt, MMC, Town Clerk

By: _____

Colleen G. Whitlow, Mayor



Attachment(s):

Exhibit 1 – First Amendment to Professional Services Agreement (DITESCO, LLC)

Exhibit 2 – Project Task Order (Task Order 2022-004)



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2022-004

Task Name: Demolition, design, and construction of Town of Mead Bean Plant/Community Center

Requested By: Erika Rasmussen

Proposed Start Date: April 2022

Funding Source: 09-51-5500

Proposed Completion Date: Dec 2023

Tasks / Deliverables: See attached memorandum

Total Task Order Budget: \$385,619.00

Approval:

Date: 3/23/2023

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: 3/23/2022

Account reference/information: 09-51-5500 Capital Outlay - Community Center



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager

From: Erika Rasmussen, Town Engineer

Date: 03/17/2022

Subject: Construction Management for demolition, design, and construction of Town of Mead Bean Plant/Recreation Center

Task Order No.: 2022-004

This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **Ditesco, LLC** (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:

- **Demolition Phase:** Develop a demolition drawing set, including technical specifications, prepare bid documents and manage the selected contractor through this phase and provide on-site construction management and inspection services.
- **Design Phase Management:** Provide a full complement of project management services including budget management, preparation of an RFP for architect selection, coordination of design development, oversight of the architectural consultant contract, and design review.
- **Construction Phase Management:** Provide project and construction management services including procurement, review of pay applications, daily inspections, testing oversight, submittal review, utility coordination, and maintenance of project records.

Time schedule:
Demolition Phase - April 2022-August 2022
Design Phase - September 2022-January 2023
Construction Phase - Completed by September 2023

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. 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 Engineer to proceed with the special project described above for the not to exceed fee of \$385,619.00.

Review and approval of Task Order Memorandum:

A handwritten signature in blue ink that reads "Erika Rasmussen". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Erika Rasmussen, Town Engineer/PW Director

(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.)