

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 44-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING  
THE 2ND AMENDMENT TO SPECIAL PROJECT TASK ORDER FOR  
FELSBURG HOLT & ULLEVIG, INC. TO COMPLETE FINAL DESIGN OF  
THE 3<sup>RD</sup> AND WELKER INTERSECTION IN COMPLIANCE WITH  
APPLICABLE FEDERAL GRANT REQUIREMENTS**

**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 2022 Extension (the “Agreement”); and

**WHEREAS**, the Board of Trustees previously approved Task Order No. 2020-010 by Resolution No. 67-R-2020 dated July 27, 2020 (“Original Task Order”) for design services related to the 3<sup>rd</sup> and Welker Intersection Improvement Project (the “Project”); and

**WHEREAS**, the Town previously approved Task Order No. 2020-016 (“Task Order - 1<sup>st</sup> Amendment”) for additional design services related to the Project; and

**WHEREAS**, the Town has need of Contractor’s services to assist with completing the final design of the Project to comply with federal grant requirements, including services to be provided by Contractor and approved subcontractors including but not limited to 105WEST, Inc., Goodbee & Associates Inc., Kumar & Associates, Inc. and TRS Corp. related to additional environmental and ROW acquisition services required for the Project (the “Project Expanded Scope of Services”); and

**WHEREAS**, in accordance with the terms of the Agreement, Task Order No. 2022-005 – 2<sup>nd</sup> Amendment, attached hereto as **Exhibit 1** (“Task Order – 2<sup>nd</sup> Amendment”), has been prepared for the Project Expanded Scope of Services; and

**WHEREAS**, the total cost for completion of the Project Expanded Scope of Services is two hundred ninety-three thousand eight hundred ninety-six dollars (\$293,896.00), inclusive of costs of the Contractor and approved Project subcontractors, as set forth and detailed in the Task Order – 2<sup>nd</sup> Amendment; and

**WHEREAS**, approval of the Task Order – 2<sup>nd</sup> Amendment will authorize total expenditures on Project design services of \$587,277.00 (inclusive of the funds encumbered under the Original Task Order and Task Order – 1<sup>st</sup> Amendment); and

**WHEREAS**, the Board of Trustees desires to approve the Task Order – 2<sup>nd</sup> Amendment in substantially the form attached to this Resolution and delegate authority to the Town Manager to execute the Task Order – 2<sup>nd</sup> Amendment on behalf of the Town.

**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 – 2<sup>nd</sup> Amendment 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 or non-substantive changes to the Task Order – 2<sup>nd</sup> Amendment as may be necessary that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute the Task Order – 2<sup>nd</sup> Amendment 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 13<sup>th</sup> DAY OF JUNE, 2022.**

**ATTEST:**

By:   
Mary E. Strutt, MMC, Town Clerk



**TOWN OF MEAD**

By:   
Colleen G. Whitlow, Mayor

**Exhibit 1**  
**Task Order No. 2022-005**

*[see attached task order and memorandum]*



**TASK ORDER - SPECIAL PROJECTS**

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**TASK ORDER NO.:** 2022-005 – 2<sup>nd</sup> Amendment (to Task Order No. 2020-010)

**Task Name:** Additional Design Services for 3<sup>rd</sup> Street/Welker Avenue  
Intersection Improvements – Environmental and ROW  
Acquisition Services

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**Requested By:** Public Works, Erika Rasmussen    **Proposed Start Date:** June 13, 2022

**Funding Source:** 14-40-5500                              **Proposed Completion Date:** December 31, 2022

**Tasks / Deliverables:** See attached memorandum    **Total Task Order Budget:** \$293,896.00

**Approval:**

**Date:** 6/13/22

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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/TOWN TREASURER REVIEW:**

*Finance/Town Treasurer has reviewed this Task Order and the funds:*

- are appropriated
- are not appropriated (note: -----)

By: Me 6/13/22

Account reference/information: 14-40-5500 Transportation Engineering





## TASK ORDER MEMORANDUM

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**To:** Helen Migchelbrink, Town Manager  
**From:** Erika Rasmussen, Town Engineer  
**Date:** May 24, 2022  
**Subject:** Design Services for 3<sup>rd</sup> Street/Welker Avenue Intersection Improvements – Environmental and ROW Acquisition, 2<sup>nd</sup> Amendment

**Task Order No.:** 2022-005 (2<sup>nd</sup> Amendment to Task Order No. 2020-010)

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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. The original Task Order for the Contractor's services related to the above-referenced project was approved by Task Order No. 2020-010. A 1<sup>st</sup> Amendment to the original Task Order was approved by Task Order No. 2020-016.

Task(s) to be performed: Amendment to include environmental analysis and ROW acquisition services for the intersection improvements at 3rd Street and Welker Avenue in the Town of Mead per the attached scope of work in order to comply with Federal grant requirements.

Time schedule: Review and recommendations to be substantially completed by December 31, 2022.

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 additional services related to the special project described above and as detailed in the attached memorandum for the not to exceed fee of \$293,896.00.

*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.)