

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 74-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING A SPECIAL PROJECT
TASK ORDER FOR DITESCO, LLC TO PERFORM PROJECT AND CONSTRUCTION
MANAGEMENT SERVICES FOR THE TOWN HALL BOARD ROOM CONVERSION PROJECT**

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 entered into an agreement for professional services (“Agreement”) with Ditesco, LLC (“Ditesco”) for Ditesco to provide owner’s representative services to the Town on a per project basis; and

WHEREAS, the Town has need of project and construction management services for its Board Room Conversion Project (“Project”) and desires to engage Ditesco for such services as the Town’s representative; and

WHEREAS, in accordance with the Agreement, the Board of Trustees desires to approve a task order authorizing Ditesco’s services for the Project in an amount not to exceed Forty-One Thousand One Hundred Twenty-Seven Dollars and No Cents (\$41,127.00) in substantially the form attached to this Resolution as **Exhibit 1** (the “Task Order”); and

WHEREAS, the Board of Trustees further desires to 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 as **Exhibit 1** and incorporated herein; (b) authorizes the Town Attorney, in cooperation with the Town Manager, to make 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.

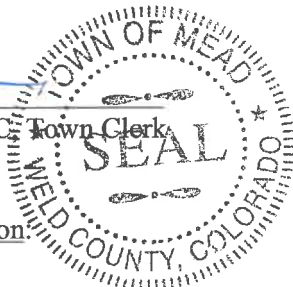
Section 3. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 26TH DAY OF SEPTEMBER, 2022.

ATTEST:

By: _____

Mary E. Strutt, MMC, Town Clerk



TOWN OF MEAD:

By: _____

Colleen G. Whitlow, Mayor

Attachments to Resolution:

Exhibit 1 – Task Order



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2022-006

Task Name: Project & Construction Management for Board Room Conversion Project

Requested By: Erika Rasmussen

Proposed Start Date: September 2022

Funding Source: 09-51-5500

Proposed Completion Date: April 2023

Tasks / Deliverables: See attached memorandum

Total Task Order Budget: \$41,127.00

Approval:

Town Manager

Date: 9/26/2022

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

Approved by BOT Reso 74-R-2022 9/26/22

[Signature]

Attachments: Task Order Memorandum; Ditesco Proposal dated 9/3/2022

FINANCE DIRECTOR REVIEW:

Finance has reviewed this Task Order and the funds:

are appropriated

are not appropriated (note: _____)

By: *[Signature]* -----

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



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager

From: Erika Rasmussen, Town Engineer

Date: 09/9/2022

Subject: Project & Construction Management for Board Room Conversion Project

Task Order No.: 2022-006

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:

- **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:

- Construction Phase – Begin in September 2022, with an anticipated completion of April 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 \$41,127.00. Amount remaining under PSA after approval of this Task Order: \$188,385.00.

Review and approval of Task Order Memorandum:

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.)