

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 58-R-2023**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING A
SPECIAL PROJECT TASK ORDER WITH EST, INC., TO PERFORM
ENGINEERING SERVICES FOR THE WELD COUNTY ROAD 34 BRIDGE
REPLACEMENT 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 Board of Trustees previously approved that certain Agreement for Professional Services with EST, Inc., an Oklahoma corporation (“Contractor”) for on-call engineering services for state and federally funded project dated April 25, 2022 (the “Agreement”); and

WHEREAS, the Town has need of engineering services for the Weld County Road (WCR) 34 Bridge Replacement Project (“Project”); and

WHEREAS, in accordance with the terms of the Agreement, Task Order No. 2023-011, attached hereto as **Exhibit 1** (“Task Order”), has been prepared for the Project; and

WHEREAS, the Town’s review panel has selected the Contractor as the engineering firm that best meets the needs of the Project; and

WHEREAS, the cost for completion of the engineering and design services associated with the Project is two hundred sixty-six thousand eight hundred twenty-six and 18/100 dollars (\$266,826.18) as more specifically set forth in the Task Order and its attachments; and

WHEREAS, the Board of Trustees desires to approve the Task Order substantially in the form attached to this Resolution and 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 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 28th DAY OF AUGUST 2023.

ATTEST:

By: 
Mary E. Strutt, MMC, Town Clerk



TOWN OF MEAD:

By: 
Colleen G. Whitlow, Mayor

Exhibit 1
Task Order No. 2023-011
(EST, Inc.)

[see attached task order and memorandum]



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2023-011

Task Name: EST, Inc., Engineering Services - WCR 34 Bridge Replacement Project

Requested By: Robyn Brown, Deputy Town Engineer

Proposed Start Date: July 2023

Funding Source: 14-40-5562
14-40-5720

Proposed Completion Date:
December 2024

Tasks / Deliverables: See attached memorandum

Task Order Budget: \$266,826.18

Approval:

Town Manager

Date: 8/29/23

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:

14-40-5562	Transportation Fund	\$200,396.00
14-40-5720	Transportation Fund - Contingency	\$175,000.00



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager
From: Robyn Brown, Deputy Town Engineer
Date: August 18, 2023
Subject: EST, Inc., Engineering Services – WCR 34 Bridge Replacement Project
Task Order No.: 2023-011

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

- **Engineering Services:** Provide engineering services for the WCR 34 Bridge Replacement Project for an amount not to exceed \$266,826.18.

Time schedule: Proposed start date of July 2023, with an anticipated completion date of December 31, 2024.

Deliverables: See Contractor's attached scope of services dated August 14, 2023 (regarding WCR 34 Bridge Design), RFP 2022-001D.

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 \$266,826.18.

Review and approval of Task Order Memorandum:

A handwritten signature in black ink that reads "Robyn Brown".

Signed: 08/18/2023 @ 1:08:38 PM
Robyn Brown, Deputy 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.)