

## REQUEST FOR COUNCIL ACTION

**SUBJECT:** Amendment No. 1 to the Professional Services Agreement with Bowen Collins & Associates, Inc.

**SUMMARY:** Approve Amendment No. 1 to the Professional Services Agreement with Bowen Collins & Associates, Inc. for additional design services for the Cemetery Sexton Building Storm Drain Project, in the amount of \$5,560.00.

**FISCAL IMPACT:** Funding for this project is available through the Parks Capital account.

**STAFF RECOMMENDATION:**

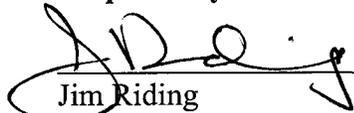
Staff recommends approval of Amendment No. 1 to the Professional Services Agreement with Bowen Collins & Associates, Inc. for additional design services for the Cemetery Sexton Building Storm Drain Project, in the amount of \$5,560.00.

**MOTION RECOMMENDED:**

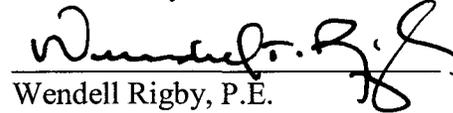
"I move to adopt Resolution No. 15-196 authorizing the Mayor to execute Amendment No. 1 to the Professional Services Agreement with Bowen Collins & Associates, Inc. for additional design services for the Cemetery Sexton Building Storm Drain Project, in the amount of \$5,560.00.

Roll Call vote required.

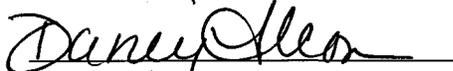
**Prepared by:**

  
Jim Riding  
CIP/Facilities/Project Manager

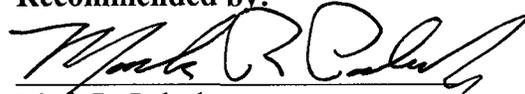
**Reviewed by:**

  
Wendell Rigby, P.E.  
Public Works Director

**Reviewed as to Legal Sufficiency:**

  
Darien Alcorn  
Acting City Attorney

**Recommended by:**

  
Mark R. Palesh  
City Manager

## **BACKGROUND DISCUSSION:**

City Staff has requested the following additions to the design drawings in order to have a more complete facility that will last well into the future as described in the 4 paragraphs below.

**1. Expansion of Irrigated Area:** The existing cemetery irrigation pump station supplies landscape irrigation to only a portion of the cemetery. The City desires to expand the area supplied by the new pump station to include all of the cemetery landscape areas, as well as the Sexton Building landscape areas.

**2. New Meter Vault and Backup Service:** The City has requested that a new 2-inch meter and vault be added at the site to serve as a backup water supply to the new irrigation pump station, in the event that the existing groundwater supply is insufficient to adequately supply landscape irrigation to the cemetery and the Sexton Building sites.

**3. Project Phasing:** Due to budget constraints, the City desires to divide the project into two phases that can be bid and constructed separately. The Engineer will divide the Bid Schedule into two phases for this purpose. They will also provide an updated construction cost estimate divided into two phases. The first phase will include the storm drain, the driveway, the irrigation pump wet well, and all improvements in and associated with the parking lot. The second phase will include the irrigation pump station. The second phase will likely be completed next budget year due to budget constraints.

**4. Landscape Irrigation and Sign Details:** As requested by the City, the Engineer will revise standard irrigation details that have been used for past City projects, and will also provide design for a new sign to replace the existing sign at the Sexton Building.

Attachments:

Amendment  
Proposed fee  
Resolution

THE CITY OF WEST JORDAN, UTAH  
A Municipal Corporation

RESOLUTION NO. 15-196

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AMENDMENT NO. 1 TO THE  
PROFESSIONAL SERVICES AGREEMENT BETWEEN  
THE CITY AND BOWEN COLLINS & ASSOCIATES, INC. FOR THE  
CEMETERY SEXTON BUILDING STORM DRAIN PROJECT

**WHEREAS**, the City Council of the City of West Jordan has reviewed Amendment No. 1 to the Professional Services Agreement between the City of West Jordan and Bowen Collins & Associates, Inc. (a copy of which is attached) for additional design services for Cemetery Sexton Building Storm Drain Project, in an amount not to exceed \$5,560.00; and

**WHEREAS**, the City Council of the City of West Jordan desires to approve Amendment No. 1 to the Professional Services Agreement with Bowen Collins & Associates, Inc. for additional design services for the Cemetery Sexton Building Storm Drain Project, in an amount not to exceed \$5,560.00.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH, THAT:

Section 1. After approval as to legal form, the Mayor is hereby authorized and directed to approve Amendment No. 1 to the Professional Services Agreement with Bowen Collins & Associates for additional design services for the Cemetery Sexton Building Storm Drain Project, in an amount not to exceed \$5,560.00.

Section 2. This Resolution shall take effect immediately upon passage.

Adopted by the City Council of West Jordan, Utah this 28<sup>th</sup> day of October 2015.

\_\_\_\_\_  
Kim V. Rolfe  
Mayor

ATTEST:

\_\_\_\_\_  
MELANIE S. BRIGGS  
City Recorder

Voting by the City Council

"AYE"

"NAY"

Jeff Haaga

\_\_\_\_\_

\_\_\_\_\_

Judy Hansen

\_\_\_\_\_

\_\_\_\_\_

Chris McConnehey

\_\_\_\_\_

\_\_\_\_\_

Chad Nichols

\_\_\_\_\_

\_\_\_\_\_

Sophie Rice

\_\_\_\_\_

\_\_\_\_\_

Ben Southworth

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Mayor Kim V. Rolfe

\_\_\_\_\_

\_\_\_\_\_

**AMENDMENT NO. 1**  
**TO AN AGREEMENT**  
**FOR PROFESSIONAL SERVICES**  
**BEWTEEN THE CITY OF WEST JORDAN**  
**AND**  
*Bowen Collins & Associates, Inc.*

THIS AMENDMENT, made and entered into this 28<sup>th</sup> day of October 2015 by and between the CITY OF WEST JORDAN, a municipal corporation (hereinafter referred to as "City"), and Bowen Collins & Associates (hereinafter referred to as "Consultant").

The City and Consultant agree as to amend the following sections of the original Professional Services Agreement to provide for additional engineering services for the Cemetery Sexton Building Storm Drain Project.

2. **DESCRIPTION OF SERVICES**

The services to be performed by Consultant are as follows:

Provide additional engineering services for the Project as described in the attached Consultant's proposal date September 21, 2015.

3. **COMPENSATION AND PAYMENT**

The total compensation payable to Consultant by City for the services described in Paragraph 2 shall not exceed the sum of **\$5,560** for Amendment No. 1 bringing the total not-to exceed fee to \$35,360.00 for services under this contract and fee shall be earned on a fixed fee basis as indicated in the Professional Services Agreement.

In concurrence and witness whereof, this Agreement has been executed by the parties effective on the date and year first above written.

CITY OF WEST JORDAN

\_\_\_\_\_  
Kim V. Rolfe, Mayor

ATTEST:

\_\_\_\_\_  
Melanie Briggs, MMC  
City Recorder

CONSULTANT

By: Tena S Campbell

Its: Secretary/Treasurer

STATE OF Utah

COUNTY OF Salt Lake :SS

On this 16<sup>th</sup> day of October, 2015, personally appeared before me, Tena S. Campbell, who being by me duly sworn did say that <sup>she</sup> ~~he~~ is the Secretary/Treasurer of Bowen Collins and Associates, a corporation, and that the foregoing instrument was signed in behalf of said corporation by authority of its Board of Directors, and he acknowledged to me that said corporation executed the same.

Gwen O. Rasmussen  
NOTARY PUBLIC



My Commission Expires: 04/01/2018

Residing in Salt Lake County, Salt Lake

**EXHIBIT A**  
(Consultant Proposal)



September 21, 2015

Mr. Jim Riding  
West Jordan City  
8000 West Redwood Road  
West Jordan, Utah 84088

**Subject: Cemetery Sexton Building Storm Drain Project – Proposed Contract Amendment**

Dear Jim:

We are currently working to complete the design of the Cemetery Sexton Building Storm Drain and Irrigation Pump Station Project. In the course of designing the new storm drain, irrigation pump station, and driveway improvements, it will be necessary to complete the following tasks:

1. **Expansion of Irrigated Area:** The existing cemetery irrigation pump station supplies landscape irrigation to only a portion of the cemetery. The City desires to expand the area supplied by the new pump station to include all of the cemetery landscape areas, as well as the Sexton Building landscape areas. We are working with Russ Jacobsen to size the new pump station to supply landscape irrigation water to this expanded area.
2. **New Meter Vault and Backup Service:** The City has requested that a new 2-inch meter and vault be added at the site to serve as a backup water supply to the new irrigation pump station, in the event that the existing groundwater supply is insufficient to adequately supply landscape irrigation to the cemetery and the Sexton Building sites.
3. **Project Phasing:** Due to budget constraints, the City desires to divide the project into two phases that can be bid and constructed separately. We will divide the Bid Schedule into two phases for this purpose. We will also provide an updated construction cost estimate divided into two phases. It is our understanding that the first phase will include the storm drain, the driveway, the irrigation pump wet well, and all improvements in and associated with the parking lot. The second phase will include the irrigation pump station.
4. **Landscape Irrigation and Sign Details:** As requested by the City, we will revise standard irrigation details that have been used for past City projects, and will also provide design for a new sign to replace the existing sign at the Sexton Building.

Proposed changes in fees for these additional tasks are shown in Table 1. A breakdown of this estimate is attached.

**Table 1**

Original Contract Fee	Proposed Amendment	Total Amended Fee Estimate
\$29,800	\$5,560	\$35,360

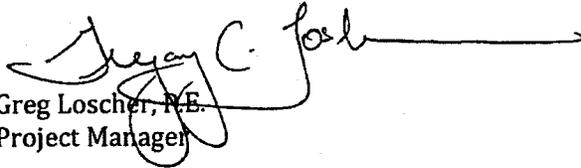
Our scope of services includes bid period and construction period services for the project. It is assumed that if the second phase of the project is constructed at a later time (when funds are

Mr. Jim Riding  
September 21, 2015  
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available), that a separate contract or task order will be negotiated for bid and construction period services associated with that work.

If you have any questions or need any further information, please call.

Sincerely,  
Bowen Collins & Associates, Inc.



Greg Loscher, P.E.  
Project Manager

**Exhibit A**  
**West Jordan City**  
**Cemetery Sexton Building Storm Drain and Pump Design - Contract Amendment**  
**Engineering Man-Hour and Fee Estimate**  
 Last Updated 9/21/2015

Labor Category	Office Support		Tech 3		Tech 4		Engineer 1		Lands Arch.		Engineer 5		Engineer 6		Subtotal Expenses	Total Cost
	GR	MH	SR	SR	BB	NW	JT	GL	DY	CB	Subtotal Hours	Subtotal	Subtotal	Subtotal		
Staff																
Labor Rate	\$62	\$62	\$90	\$90	\$107	\$93	\$107	\$135	\$120	\$154						
<b>Task No.</b>	<b>Task Description</b>															
1	Collect and Review Existing Information															
2	Surface Feature Survey															
3	Design Drawings															
4	Contract Documents															
5	Coordination Meetings															
6	Cost Estimate															
7	Bid Period Services															
8	Construction Period Services															
	0	0	8	8	0	18	8	4	2	0	40	4	2	0		
Subtotal															\$	\$ 5,560.00
	<b>Total Hours</b>															
	0	0	8	8	0	18	8	4	2	0	40	4	2	0		\$ 5,560.00

**Expenses include:**  
 Mileage reimbursement at \$0.75/mile  
 Computer/Communications Charge at \$7/labor hour  
 10% Markup on Outside Services  
 Landscape Irrigation Subcontractor: Russ Jacobsen (included in Tasks 3 and 4)