

**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: January 17, 2019

RE: SEH 2019 Service Contract

**DISCUSSION:**

Attached is SEH's proposed 2019 rates and draft contract addendum. As in the past, the rate increases reflect annual salary adjustments. The Board is asked to acknowledge that the original signed contract and general conditions will remain and the Town of Foxfield is approving the rate increases through the end of 2019. These rates match the rates utilized in the gate proposal SEH provided.

**ATTACHMENTS:**

Exhibit A – SEH 2019 Contract Addendum and Rates Letter Proposal



Building a Better World  
for All of Us™

December 14, 2018

RE: Town of Foxfield 2019 On-Call  
Engineering Services Contract

Ms. Karen Proctor  
Town Administrator  
Town of Foxfield  
P.O. Box 461450  
Foxfield, CO 80046

Dear Karen:

Please find attached SEH's proposed 2019 rates and draft contract addendum. Similar to past updates, the rate increases reflect annual salary adjustments.

After review of the statement below, if all looks acceptable, please sign and return a copy for my files acknowledging the originally signed contract and general conditions remains in force, and that the Town of Foxfield finds our rates to be acceptable through the end of 2019.

"The agreement entered into between Short Elliott Hendrickson Incorporated and the Town of Foxfield, signed and dated, December 14, 2014, is hereby extended through December 31, 2019, and SEH's attached 2019 Rate Schedule is hereby accepted".

Sincerely,

**Short Elliott Hendrickson Inc.**

Scott Jardine, PE (CO), LEED AP  
Project Manager

Accepted for Town of Foxfield

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments: 2019 Foxfield Contract Addendum, SEH 2019 Rate Schedule  
Cc: Rick Coldsnow, PE, Principal – Short Elliott Hendrickson, Inc.

**ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT**

THIS ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT is made and entered into this \_\_\_ day of 2018, by and between the Town of Foxfield, Colorado (hereinafter referred to as the "Town") and Short Elliott Hendrickson, Inc. (hereinafter referred to as "Consultant").

**RECITALS:**

- A. Effective January 1, 2015, the Town and Consultant entered into a Professional Services Agreement (the "Agreement").
- B. The parties desire to extend the Agreement with this Addendum for one additional year.

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, Consultant shall provide to the Town, the additional work as needed in the manner provided in this Addendum.

- 1. The contract term for the Agreement is hereby extended by this Addendum for one additional year, from January 1, 2019, through and including December 31, 2019.
- 2. Consultant shall perform all work as set forth in the Agreement in accordance with Consultant's rate schedule attached hereto as **Exhibit A**, and incorporated by this reference.
- 3. The original Agreement is in full force and effect and is hereby ratified by the Town and the Consultant. The original Agreement and this Addendum constitute all of the agreements between the Town and the Consultant.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

**TOWN OF FOXFIELD, COLORADO**

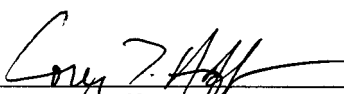
By:

\_\_\_\_\_  
Lisa Jones, Mayor

ATTEST:

\_\_\_\_\_  
Miranda Gallivan, Town Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Corey Y. Hoffmann  
Town Attorney



**Exhibit B**

**Rate Sheet**  
**Through December 31, 2019**

<b>Name</b>	<b>Title</b>	<b>Hourly Rate</b>
Rick Coldsnow, Paul Wells, Chuck Gustafson	Principal / Group Manager	\$214.00
Scott Jardine, Eric Nyce, Jon Larson, Steve Kaye, David Krell, Jason Triplett	Senior Project Manager	\$190.00
George Robinson	Survey Manager	\$183.00
Tim Nuetzel, David Hoesly, Erica Olsen, Tom Wrona, Lis Frisk, Jimmie Hayson	Senior Project Engineer	\$148.00
Scott Klinker	Survey Field Chief	\$138.00
Jennifer Russell	Professional Engineer II	\$127.00
Kit Clunis	Professional Engineer I	\$116.00
Kevin Almada, Brian Willems	Staff Engineer II	\$106.00
Emma Elefante, Taylor Poynor, Karen Kulesza, Mitch Wagner, Katie Croell	Staff Engineer I	\$101.00
Dan Sundeen, Stan Barnett	Senior Designer	\$137.00
William Brumbaugh	Designer	\$90.00
Suzie O'Connor	Accounting	\$121.00
Jennifer Monroe, Kari Young	Administration	\$89.00
	Engineer Intern	\$67.00
	Survey instrument person	\$104.00
<b>Expenses</b>		
Vehicle Mileage		\$0.54/mile
Field Vehicle		\$4.50/Hr
Survey Equipment		\$30.00/Hr
Sub consultants (pre approved)		Cost + 5%
All other expenses		At cost