

# Memorandum

**Date:** March 23, 2023

**Project:** Town of Lyons GoCO Black Bear Improvements

**To:** Tracy Sanders  
Town of Lyons

**From:** Chris Jain, Nicolas Lozano Ordoñez

**Re:** Additional Design Services Request

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## *Background*

Consor (Murraysmith) was contracted in June 2021 to provide engineering design services for park improvements at the Black Bear Hole parking lot and the addition of a secondary gravel parking lot located between 2<sup>nd</sup> Avenue and the wastewater treatment facility. The improvements also include a prefabricated restroom facility at the 2<sup>nd</sup> Avenue parking lot with utility connections.

The design services scope includes project management, surveying, and the development of final plans, specifications, and probable construction cost estimate for bidding and construction.

During the course of this project, the amount of work required by Consor exceeded the amount of work outlined in the original Contract/ Scope of Work. This letter outlines the additional services that were performed and the associated fees.

## *Scope of Additional Services – Construction Administration Services*

The services have exceeded the original scope of services due to numerous factors, but particularly related to the additional time spent during meetings, site visits, submittal reviews, and contractor change order reviews as summarized below. The additional time is also attributed to the contractor's construction schedule extending several additional months than originally planned for at the time of the construction contract award.

- Additional Construction Services Support to Date
  - Hours have been included that reflect actual time spent at site meetings, weekly virtual meetings, and coordination during the project.
  - Additional time spent reviewing submittals.
  - Time responding to contractor requests for information (RFIs)
  - Site visits for contractor questions during the construction of the riprap protection at the bridge abutment.

- Reviewing the redesign of the restroom – the contractor proposed to design a restroom with individual elements opposed to the Town's original selected prefabricated restroom. This required review time and meetings to discuss and coordinate the review of all of the elements of the new restroom design.
- The original construction schedule proposed to have construction complete by Memorial Day weekend (May 27, 2022), however construction continued into September 2022 (substantial completion site walk occurred on September 1, 2022). Closeout documentation and review of contractor change orders extended into November 2022.

The fee estimate below includes a summary of the additional hours spent on the project we feel are directly related to the additional construction services scope. We are requesting additional project funding of **\$14,990** that is beyond the original scoped and budgeted amount of **\$63,311** (including Amendment No. 1), totaling **\$78,421**.

Employee	Additional Hours
Joel Price	6
Chris Jain	16
Nicolas Lozano Ordonez	66
<b>Total Fee</b>	<b>\$14,990</b>

#### *Summary*

To date, Consor has provided additional services beyond the initial scope of work in the total of **\$14,990** for the Town of Lyons and proposes that the contract be amended to include these fees. Please see the attached revised fee estimated for a detailed breakdown. This amendment will closeout the project.

Sincerely,



CONSOR  
Chris Jain, PE  
Senior Engineer

**TOWN OF LYONS**  
**GOCO ADDITIONAL SERVICES**  
**FEE ESTIMATE**

Staff Name	LABOR CLASSIFICATION (HOURS)					
	Principal Engineer II	Professional Engineer VII	Engineering Designer III	Hours	Labor	Total
	Price	Jain	Lozano Ordonez			
<b>Task 1 - Additional Construction Services</b> Additional Site Visits, Weekly Virtual Construction Meetings, RFI Responses, Submittal Reviews, Change Order Reviews, Restroom Redesign and Review, Abutment						
<b>Task 1.1 - Protection Site Visits</b>	6	16	66	88	\$ 14,990	\$ 14,990
<b>Task 1 Subtotal</b>	<b>6</b>	<b>16</b>	<b>66</b>	<b>88</b>	<b>\$ 14,990</b>	<b>\$ 14,990</b>
<b>TOTAL - ALL TASKS</b>	<b>6</b>	<b>16</b>	<b>66</b>	<b>88</b>	<b>\$ 14,990</b>	<b>\$ 14,990</b>