

**Town of Lyons, Colorado  
Board of Trustees  
BOT Agenda Cover Sheet  
Agenda Item No: IX.7  
Meeting Date: 03/16/2020**

**TO:** Mayor Sullivan and Members of Board of Trustees

**FROM:** Erika Archer, Grant Manager

**DATE:** March 6, 2020

**ITEM:** Resolution 2020-50 – A Resolution of the Town of Lyons, Colorado to Approve the First Amendment to the Professional Services Agreement with Interwest for Program Management Services for Flood Recovery Construction

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☐ ORDINANCE  
☒ MOTION / RESOLUTION  
☐ INFORMATION

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**I. REQUEST OR ISSUE:**

This resolution approves a First Amendment authorizing an increase in contract price for additional scope.

**II. RECOMMENDED ACTION / NEXT STEP:**

Approve Resolution 2020-50.

**III. FISCAL IMPACTS:**

Expenses for this Professional Services Contract are eligible for reimbursement through the Federal Emergency Management Agency ("FEMA") under multiple PWs and the Department of Housing and Urban Development Community Development Block Grant Disaster Recovery ("CBDG-DR") under Boulder County Collaborative under various sub-allocations.

**IV. BACKGROUND INFORMATION:**

The scope of this contract includes program management services from the commencement date until completion of the contractor's operations. Initially, the scope of this contract covered services for seven Lyons projects. This amendment increases the scope and tasks to twelve.

Interwest Contract Info:

Original Agreement:	\$127,200.00
Amendment 1:	<u>\$101,300.00</u>
<b>TOTAL:</b>	<b>\$228,500.00</b>

Procurement Details:

The Town issued a Request for Proposals for Program Management Services for Flood Recovery Construction on March 29, 2019. This was advertised on BidNet Direct and OEDIT. Four proposals were received and date-stamped at the front desk of the Lyons Town Hall before the due date of 2:30 PM on April 30, 2019. The Proposals were evaluated by a committee of three, ranked according to the weighted scoring outlined within the RFP. The two highest ranked firms were interviewed and scored on May 14, 2019. Interwest Consulting Group received the highest ranked score and was determined to be the successful proposer. The Town entered into a Professional Services Agreement with Interwest effective June 10, 2019 for \$127,200. Both a Notice of Award and a Notice to Proceed were issued on June 4, 2019. All documentation is retained according to Town Policy and meets federal guidelines.

**V. LEGAL ISSUES:**

None

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None

**VII. SUMMARY AND ALTERNATIVES:**

In order to be fully reimbursed by the grantors, tasks must be reallocated within the contract in order to reflect work done. The alternative to not amending this contract would be to put this contract out to bid. Town Staff feels that due to the urgency of the CDBG-DR funding, this would be an unwise decision as grant funds need to be spent by July 2020. Interwest has considerable knowledge of the projects and issues and to start over with a new contractor could put the funding in jeopardy.

**PROPOSED MOTION:**

**"I move to approve Resolution 2020-50, A Resolution of the Town of Lyons, Colorado To Approve the First Amendment to the Professional Services Agreement with Interwest for Program Management Services for Flood Recovery Construction."**