



## STAFF REPORT

**To:** Honorable Mayor and Members of Town Council

**Thru:** David L. Corliss, Town

**From:** Mark Marlowe, P.E., Director of Castle Rock Water  
Mark Henderson, P.E., Assistant Director of Castle Rock Water  
Frank N. Main, Project Manager, Stormwater

**Title:** **Resolution Approving the Second Amendment to the Supplemental Design, Bidding & Construction Support Services Agreement with Olsson, Inc. for the East Plum Creek Reach 5 Phase II Stabilization Project [located at the CR-1 Water Intake Diversion Structure] Project Code 250018**

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### Executive Summary

Castle Rock Water (CRW) staff requests Town Council approval of a Resolution (**Attachment A**) approving the Second Amendment to the Supplemental Design, Bidding, and Construction Support Services Agreement with Olsson, Inc. for the East Plum Creek Reach 5 Phase II Stabilization Project (**Exhibit 1**).

Purchase Order No. 2343 was originally authorized on September 21, 2022, in the amount of \$134,610 for these services. The First Amendment increased the agreement by \$97,194 to complete an Alternatives Study evaluating the feasibility of incorporating design improvements to the CR-1 Water Intake Diversion Structure into the overall project scope, and extended the agreement completion date, resulting in a revised authorization of \$231,804.

The proposed Second Amendment includes:

- A contract time extension through June 1, 2027; and
- An additional budget appropriation of \$60,977.50 plus a 10% contingency of \$6,097.75 for a total of \$67,075.25 to complete construction-related services, including preparation of an as-built survey and submission of a Letter of Map Revision (LOMR) to Federal Emergency Management Administration (FEMA).

These additional services are necessary due to construction delays, expanded permitting requirements, increased coordination with regulatory agencies, extended

construction support efforts, and other project-related tasks that exceeded the original 2022 scope of services. Olsson and CORVUS have provided these services to support successful project completion and maintain regulatory compliance.

Approval of the Second Amendment will increase the total Authorization amount to \$298,879.25, requiring Town Council approval in accordance with Town purchasing policies.

### **History of Past Town Council, Boards & Commissions, or other Discussions**

The East Plum Creek Reach 5 Phase II Stabilization Project was originally identified in the *East Plum Creek Watershed Master Plan Preliminary Design Report* (Master Plan), which was adopted by Town Council through Resolution No. 2009-03 on January 6, 2009. The Master Plan identified stream stabilization improvements as necessary to address ongoing channel erosion, floodplain impacts, and long-term protection of critical public infrastructure within the East Plum Creek corridor.

In 2020, the Town contracted with Olsson to provide engineering services and permit coordination for the EPC Reach 5 Phase II Stabilization Project. During the design phase, additional efforts became necessary due to new direction provided by the U.S. Army Corps of Engineers (USACE) and the U.S. Fish and Wildlife Service (USFWS).

To maintain project continuity and ensure timely completion of the remaining permitting efforts, as well as support during the bidding and construction phases, a sole-source procurement with Olsson was requested through a new Supplemental Services Agreement for bid and construction phase engineering services.

On September 21, 2022, Town Council approved a supplemental Services Agreement with Olsson, Inc. (P.O. #2340) through a sole source procurement process for additional design, permitting, bidding, and construction support services, with an approved funding amount of \$134,610. The supplemental scope included securing required environmental permits, preparation of supplemental design elements including a trailhead parking lot , general bidding and construction support, and preparation of a FEMA Letter of Map Revision (LOMR) for the East Plum Creek floodplain.

On May 27, 2026, staff presented the proposed Second Amendment to the Castle Rock Water Commission for review and recommendation. Castle Rock Water Commission voted 6 to 0 to recommend Council approval of the amendment.

### **Discussion**

Olsson, Inc. has requested a Second Amendment to the Supplemental Design, Bidding, and Construction Support Services Agreement for the East Plum Creek Reach 5 Phase II Stabilization Project to complete additional construction-related services and extend the agreement completion date.

Construction activities were originally anticipated to occur earlier in the project schedule; however, the project experienced delays and construction is now expected to be completed in June 2026. As a result, additional engineering, permitting, coordination, and construction support services have been necessary beyond those anticipated in the original February 3, 2022 scope of services.

To support completion of the project and the associated FEMA Letter of Map Revision (LOMR) process, Olsson has requested an extension of the agreement completion date to June 1, 2027.

In addition to the requested time extension, Olsson is requesting a budget amendment in the amount of \$60,977.50 for additional services that exceeded the original contract scope.

These services include:

- Project coordination and management
- Permitting support
- Bid and construction-related services
- CR-1 diversion conceptual design
- FEMA LOMR services

Approval of the Second Amendment will allow Olsson to continue supporting construction completion activities, maintain regulatory compliance requirements, and finalize FEMA floodplain mapping revisions associated with the project. Staff has reviewed the proposed scope of the changes and the requested additional funding and agrees that the requested funding is appropriate for the additional scope.

**Budget Impact**

Approval of the proposed Second Amendment will increase the total revised authorization to cost to \$298,879.25, as summarized below:

- Original Agreement: \$134,610.00
- Amendment No. 1: \$97,194.00
- Amendment No. 2: \$67,075.25 - (\$60,977.50 Agreement plus \$6,097.75 Town-managed 10% Contingency)
- **Total Revised Authorization: \$298,879.25**

| Fund                | Account Number     | Original Authorization | Amd. 1             | Amd. 2             | Amd. 2 Contingency | Revised Authorization |
|---------------------|--------------------|------------------------|--------------------|--------------------|--------------------|-----------------------|
| SW-EPC Stream Stab. | 212-4475-444.76-37 | \$ 94,227.00           | \$ -               | \$42,684.25        | \$4,268.42         | \$ 141,179.67         |
| WR - CR-1 Diversion | 211-4375-443.79-16 | \$ 40,383.00           | \$97,194.00        | \$18,293.25        | \$1,829.33         | \$ 157,699.58         |
|                     | <b>Total</b>       | <b>\$134,610.00</b>    | <b>\$97,194.00</b> | <b>\$60,977.50</b> | <b>\$6,097.75</b>  | <b>\$ 298,879.25</b>  |

### **Staff Recommendation**

Staff recommends approval of the Second Amendment to the Supplemental Design, Bidding, and Construction Support Services Agreement with Olsson, Inc. for the East Plum Creek Reach 5 Phase II Stabilization Project in the amount of \$60,977.50, together with a Town-managed 10% contingency of \$6,097.75, for a total authorization increase of \$67,075.25, and extending the agreement term through June 1, 2027

### **Proposed Motion**

*“I move to approve the Resolution as introduced by title.”*

### **Alternative Motions**

*“I move to approve the resolution as introduced by title, with the following conditions: (list conditions).”*

*“I move to continue this item to the Town Council meeting on \_\_\_\_\_ date to allow additional time to (list information needed).”*

### **Attachments**

Attachment A: Resolution  
Exhibit 1: Agreement  
Attachment B: Project Map