

Town of Castle Rock

Central Service Center

HB&A

15-Jan-19



HB&A Personnel Classification

	Hours	Rate	Total
Architect	0	\$ 150.00	\$ -
Architect Intern	0	\$ 90.00	\$ -
Admin	0	\$ 76.00	\$ -
Total			\$ -

Lump Sum

Consultant:

Irrigation *	DHM	\$ 2,500.00
Survey **	Aztec	\$ 1,400.00
Civil ***	Kiowa	\$ 2,385.00
Civil ****	Kiowa	\$ 7,000.00
Surveyor *****	Aztec	\$ 1,950.00
Surveyor *****	Aztec	\$ 4,500.00
Total Consultants		\$ 19,735.00

Total Fee	\$ 19,735.00
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Tasks Provided:

* Temporary Irrigation Design

** IREA Easement

*** Additional Construction Administration Services (See attached letter)

**** See attached Letter from Kiowa Engineering (fee was negotiated 7/10/2018)

***** Updated survey after Millings were removed (Aztec Proposal attached)

***** Updated Plat (Aztec Proposal Attached)

DHM DESIGN

LANDSCAPE ARCHITECTURE | LAND PLANNING | ECOLOGICAL PLANNING | URBAN DESIGN

October 09, 2018

Amy Umiamaka, AIA, LEED® AP BD+C, NCARB

Principal & Architect

o: 719.473.7063x622 | d: 719.424.4622 | hbaa.com

102 E. Moreno Avenue

Colorado Springs, CO 80903

**RE: Additional Irrigation Design Services for
Castle Rock Service Center**

Ms. Umiamaka,

Thank you for the opportunity to offer our services for the Castle Rock Service Center. We look forward to our continued involvement with this project and our collaborations with HB&A. Per the Town's request we have provided additional irrigation design services for the temporary irrigation system associated with the native grass areas of the Castle Rock Service Center.

DHM Design will provide professional irrigation design services for these areas as outlined on the approved landscape plans for the amount of \$2500.

Sincerely,

DHM Design Corporation



Mark Wilcox, PLA, ASLA
Principal | DHM Design

January 25, 2019

Matt Erichsen, P.E.
Kiowa Engineering Corporation
7175 West Jefferson Ave., Suite 2200
Lakewood, CO 80235

Re: IREA Easement Billing explanation

Matt:

- AzTec Consultants, Inc. provided a legal and exhibit for the IREA easement in question on June 14, 2018. Our standard flat fee of \$800 was then charged.
- A field revision to the location of the electric line installed was made and we were asked to survey in the new location and update the legal and exhibit, which we did for a discounted fee of \$600. This was provided on September 5, 2018.
- Then we were asked to revise the legal and exhibit again when the transformer was not installed in the planned location. Another trip to the field was needed to locate it and update the legal and exhibit, again for a discounted fee of \$600. This final legal and exhibit was provided on November 1, 2018.

Sincerely,

AzTec Consultants, Inc.



Tony Peall, PLS
Group Manager





January 25, 2019

Ms. Amy Umiamaka
HB&A, LLC
102 East Moreno Avenue
Colorado Springs, Colorado 80903

**RE: Additional Construction Services - Castle Rock Central Service Center
Kiowa Project Number 17023**

Dear Ms. Umiamaka:

Our original fee for construction services made some assumptions on how much we would be needed during the construction phase. That fee has been exhausted and we are requesting a modification to our original contract amount to cover the time for our services.

1. Modified access drive design to minimize removal and replacement (5hrs @ \$110/hr)
2. Revised storm sewer design to go over new fire service lines which were installed too shallow (6hrs @ \$110/hr). **The contractor has indicated they will pay for this additional cost.
3. Site Visit (3hrs @ \$110/hr plus mileage)
4. Previously billed additional hours from Invoice 13 (\$845). Includes an update to the site earthwork calculation using the new survey after the asphalt milling pile was removed, review finish grade elevation along the face of the retaining wall and communication with Architect and Town.

Estimated Engineering Fee: \$2,385

Please feel free to contact me if there are any questions.

Sincerely,
Kiowa Engineering Corporation

A handwritten signature in dark ink that reads "Matthew Erichsen". The signature is fluid and cursive, with the first name "Matthew" being more prominent than the last name "Erichsen".

Matthew Erichsen, P.E., CFM
Project Manager



July 10, 2018

Ms. Amy Umiamaka
HB&A, LLC
102 East Moreno Avenue
Colorado Springs, Colorado 80903

**RE: Additional Services - Castle Rock Central Service Center
Kiowa Project Number 17023**

Dear Ms. Umiamaka:

We have had some additional services/fees associated with the Castle Rock Central Service Center project. I would like to request a modification to our original contract amount to cover some of the additional fees. Following is a description of the additional services and the fee for these services that I feel is reasonable. It is not the total amount we have incurred.

- Offsite drainage analysis of the flows tributary to the existing drainage ditch including a site visit to review the flow paths through the existing upstream development. Our original scope included a limited analysis of the offsite drainage areas. The additional analysis was needed to address Town comments and design the drainage channel improvements.
- Coordination with the Town and Barbara on the work/requirements in the Preble's mouse habitat (RCZ). Add information to the plans for work in the RCZ.
- Storm sewer system modifications. The original design had the storm sewer draining to the northwest lagoon. The design was modified to drain the entire site east into the east lagoon.
- Two revisions to the layout and design of the north parking lot (added sidewalk in the center of the parking lot and shifted the sidewalk to be along the north side of the building).
- Adjust the plans and add information for site bid alternates.
- Design/grading of temporary road around the old WWTP. After it was determined the WWTP would be removed and filled, modified design of the temp road to go along future Liggett.

Total Additional Services Fee: \$7,000

I would be happy to discuss in more detail with you or Brian, especially since it is after the fact. Please feel free to contact me if there are any questions.

Sincerely,
Kiowa Engineering Corporation

A handwritten signature in black ink that reads "Matthew Erichsen". The signature is written in a cursive, flowing style.

Matthew Erichsen, P.E., CFM
Project Manager



February 12, 2018

Matt Erichsen, P.E.

Kiowa Engineering Corporation

7175 West Jefferson Ave., Suite 2200

Lakewood, CO 80235

Re: Proposal to Provide Surveying Services for:
Castle Rock Central Service Center – Topographic Survey
Castle Rock, Colorado

Matt:

Aztec Consultants, Inc. is pleased to submit this proposal to provide surveying services for the **Castle Rock Central Service Center** project located in Castle Rock, Colorado. The following outlines our Scope of Services, Fee and Schedule.

Scope of Services

1. Topographic Survey

- Aztec will utilize existing project control for this task.
- Field survey to locate improvements, ground features, trees and visible utilities within the survey limits. The survey limits are outlined in red on the attached **"EXHIBIT A"**.
- Field survey adjacent building Finnish floor elevations as shown on "EXHIBIT A".
- Provide a complete AutoCAD file containing points, planimetrics, visible utilities, 1' contours and DTM.

Exclusions

- Providing and surveying underground utility markings is not part of this proposal.

Fee

The Client agrees to pay Aztec Consultants compensation for services performed on a fixed fee basis, except as noted. The fees quoted herein will be used as a guide in determining the percentage of work completed by Aztec, where applicable. Progress billings will be made towards the end of each month for services performed during that period. All bills are due and payable upon receipt of invoice.

1. Topographic Survey.....Lump Sum Fee: \$1,950

Schedule

The Scope of Services will be completed within Three (3) weeks from the date that Written Notice to Proceed is received. Field work days lost due to snow cover or inclement weather will be added to the end of the 3 week schedule.

General Terms

It is understood and agreed between the parties that the total fee as described herein is for the scope of services as set forth herein. If unforeseen field conditions exist, assumptions of this proposal are not met or additional services are requested by **Kiowa Engineering Corporation** (Client), the scope of the additional services and a lump sum fee will be determined and a change order will be prepared and sent to Client describing the scope and fees of the additional services requested. Work on the additional services will not commence until written authorization to proceed is received via standard mail, facsimile or e-mail.

We look forward to being a part of your team for this project. Please call if you have any questions.
Sincerely,

AzTec Consultants, Inc.



Derek S. Brown, PLS
Group Manager

Approved and accepted this _____ day of _____, 2018, by

(Signature)

_____ **for** _____
(Title) **(Client name)**

EXHIBIT A

Topographic Survey Limits





January 05, 2018

Matt Erichsen, P.E.

Kiowa Engineering Corporation

7175 West Jefferson Ave., Suite 2200

Lakewood, CO 80235

Re: Proposal to Provide Surveying Services for:

Castle Rock Parks O&M – Final Plat

Castle Rock, Colorado

Matt:

Aztec Consultants, Inc. is pleased to submit this proposal to provide surveying services for the **Castle Rock Parks O&M – Final Plat** located in Castle Rock, Colorado. The following outlines our Scope of Services, Fee and Schedule.

Scope of Services

1. Final Plat

- This proposal is to plat a parcel of land known as the O & M parcels, the plat will consist of two tracts and misc. easements. Boundary attached as **Exhibit A**.
- Aztec will utilize existing project control for this task.
- Research **Douglas County** records to obtain subdivision plats, Land Survey Plats and deeds relevant to the site.
- Utilize existing ALTA survey to locate section corners, property corners and range points controlling the boundaries of the subject parcels.
- Resolve any discrepancies between field measured data and record data.
- Review a current title commitment (to be provided by owner or client) to identify and plot existing easements and encumbrances.
- Prepare a final subdivision plat which adheres to the Town of Castle Rock subdivision requirements.
- Client to provide AutoCAD line work for the Final Plat.
- Set final boundary monuments on the plat boundary as required by state statutes.
- This proposal includes (3) minor revisions and addressing comments during the Town's review process.
- Design changes to lot lines or major site revisions will require an additional fee.
- Aztec is not responsible for processing the plat through the Town's review process or for any associated fees.
- Provide signed and sealed mylar prints for recording at the County.
- Provide AutoCAD files of the approved Final Plat.

Fee

The Client agrees to pay AzTec Consultants compensation for services performed on a fixed fee basis, except as noted. The fees quoted herein will be used as a guide in determining the percentage of work completed by AzTec, where applicable. Progress billings will be made towards the end of each month for services performed during that period. All bills are due and payable upon receipt of invoice.

1. Final Plat.....Lump Sum Fee: \$4,500

Schedule

The Final Plat will be prepared for first submittal within Three (3) weeks from the date that Written Notice to Proceed, AutoCAD line work and a current title commitment are received. Review comments will be addressed within One (1) week from the date they are received.

General Terms

It is understood and agreed between the parties that the total fee as described herein is for the scope of services as set forth herein. If unforeseen field conditions exist, assumptions of this proposal are not met or additional services are requested by **Kiowa Engineering Corporation** (Client), the scope of the additional services and a lump sum fee will be determined and a change order will be prepared and sent to Client describing the scope and fees of the additional services requested. Work on the additional services will not commence until written authorization to proceed is received via standard mail, facsimile or e-mail.

We look forward to being a part of your team for this project. Please call if you have any questions.

Sincerely,

AzTec Consultants, Inc.



Tony Peall
Project Manager

Approved and accepted this _____ day of _____, 2018, by

(Signature)

_____ for _____
(Title) (Client name)



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