

**TOWN OF TIMNATH, COLORADO
RESOLUTION NO. 27, SERIES 2025**

**A RESOLUTION APPROVING THE WORK ORDER WITH
NEXT PHASE ENGINEERING LLC, FOR NEIGHBORHOOD TRAFFIC
MITIGATION IMPLEMENTATION**

WHEREAS, the Town Council of the Town of Timnath (the “Town”) pursuant to C.R.S. § 31-15-103, has the power to pass resolutions; and

WHEREAS, the Town entered into a Professional Services Master Agreement for Traffic Engineering Services dated June 11, 2024 with Next Phase Engineering, LLC; and

WHEREAS, the Town intends to enter into a work order to amend the contract for traffic calming services; and

WHEREAS attached hereto as **Exhibit A** is the Work Order 6 pursuant to the Professional Services Master Agreement for Traffic Engineering dated April 8, 2025; and

WHEREAS, the Town Council is familiar with the Work Order pursuant to the Professional Services Master Agreement for General Engineering and finds it to be in the best interest of the Town, its residents, and the general public to enter into the agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO AS FOLLOW:

Section 1. Approval

The required purchase proposal and expenditure of funds up to \$46,900 is hereby approved, authorized, and ratified to enter into a Work Order with Next Phase Engineering LLC for Neighborhood Traffic Mitigation Implementation. The required agreements may be finalized by the Town Manager, in consultation with the Public Works Director, Legal Counsel, and other applicable staff or consultant. Any actions taken prior to the execution of this Resolution, that are within the authority conferred hereby, are ratified, confirmed, and approved by the Town Council.

INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, ON APRIL 8, 2025.



TOWN OF TIMNATH, COLORADO

A handwritten signature in blue ink, appearing to read "Robert Axmacher", is written over a horizontal line.

Robert Axmacher, Mayor

ATTEST:



Milissa Peters-Garcia, MMC

Town Clerk

WORK ORDER NUMBER 6

PURSUANT TO PROFESSIONAL SERVICES MASTER AGREEMENT FOR TRAFFIC
ENGINEERING BETWEEN
THE TOWN OF TIMNATH
AND
NEXT PHASE ENGINEERING, LLC

**MASTER AGREEMENT: Professional Services Master Agreement for Traffic
Engineering between the Town of Timnath (the “Town”) and Next Phase Engineering,
LLC (the “Consultant”)**

MASTER AGREEMENT EFFECTIVE DATE: June 11, 2024

PROJECT TITLE: NEIGHBORHOOD TRAFFIC CALMING IMPLEMENTATION

WORK ORDER COMMENCEMENT DATE: April 8, 2025

WORK ORDER COMPLETION DATE: December 31, 2025

NOT-TO-EXCEED FEE FOR THIS WORK ORDER: \$46,900

PROJECT DESCRIPTION/SCOPE OF SERVICES: _____

Consultant agrees to perform the services identified above and on the attached Scope and Fee Proposal dated March 20, 2025 (the “forms”) in accordance with the terms and conditions contained herein and in the Professional Services Master Agreement for Traffic Engineering (the “Master Agreement”) between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

The attached forms consisting of three (3) page(s) are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

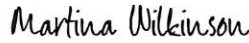
The Town affirms that it has appropriated sufficient funds to cover the additional work set forth in this Work Order, up to the not to exceed amount set forth above, in addition to any work under Master Agreement or prior Work Orders thereto; and that such funds shall be available prior to performance of the additional work.

[Remainder of page intentionally left blank. Signature page follows.]

IN WITNESS WHEREOF, The parties have executed this Work Order as of the date last written below. By the signature of its representative below, each party affirms that it has taken all necessary action to authorize said representative to execute this Work Order.

CONSULTANT:
Next Phase Engineering, LLC

DocuSigned by:

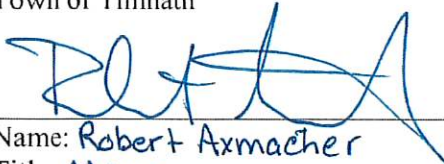


73D2300121141137
Name: Martina Wilkinson

Title: Principal

Date: 4/9/2025

TOWN:
Town of Timnath



Name: Robert Axmacher

Title: Mayor

Date: 4/8/25

ATTEST



Name: Milissa Peters-Garcia

Title: Town Clerk

Date: 4/9/25

DEPARTMENT APPROVAL

DocuSigned by:



A7C88DD0439C4A6
Name: Aaron Adams

Title: Town Manager

Date: 4/9/2025

Scope and Fee Proposal

Neighborhood Traffic Mitigation Implementation and Miscellaneous Transportation Support Town of Timnath

March 20, 2025

Attn: Kim Koivuniemi, Senior Civil Engineer
Town of Timnath
4750 Signal Tree Drive
Timnath, CO 80547

Dear Kim:

Thank you for reaching out to Next Phase Engineering to provide engineering and technical support for the upcoming implementation of the Neighborhood Traffic Mitigation Program as well as other related safety and operations support for the Town. We will be working as needed with Wilson and Company and Fox Tuttle, who are listed as subconsultants on Next Phase Engineering's Timnath On-Call Traffic Contract.

Next Phase Engineering will serve as contract and project manager and will complete the majority of the coordination and outreach. It is expected that Wilson will be completing any requested geometric layouts, cost estimates, striping plans and graphic design. Fox Tuttle will be available to support any questions related to pedestrian crossing guideline implementation.

Listed below are details of a work plan. A detailed breakdown of line-item tasks, hours, and costs is listed in subsequent sections.

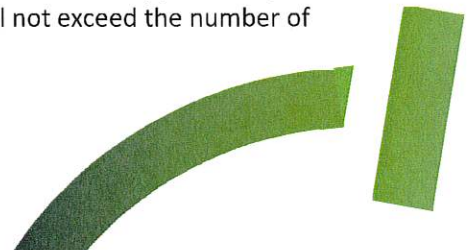
Scope and Work Tasks

100. Project Kickoff, Invoicing, and Data Review

Work in this task includes getting the project started, various coordination items and invoicing during the life of the project.

200. Implementation of NTMP, Crossing Guidelines

This task is available to support Timnath in any needs related to the implementation of the Neighborhood Traffic Mitigation Program and Pedestrian Crossing Guidelines. Specific work tasks will be dependent on the amount and type of requests, but could include support for project materials (including graphic design by Wilson), setting up Town files, review and support for up to five locations etc. It is assumed that the level of effort for this task will not exceed the number of hours shown.



300. Miscellaneous Transportation Support

This task involves one known specific work task, and also includes set aside hours (and associated fee) for as needed support:

- Striping layout of River Pass Road between Three Bell Parkway and Summerfields to accommodate the recommendations in the roadway safety audit completed last year. The layout will be done on an aerial and could be used for public information and/or for layout for a striping contractor.
- Other items may include high level conceptual layouts and/or cost estimates of intersections or pedestrian/trail crossings, signal timing, public information, staff training, etc. These tasks will be discussed and agreed upon by the Town and consultant prior to completion.

400. Transportation Fair

This task includes hours for preparation, support and attendance at the upcoming Transportation Fair. It includes staffing by next Phase (2 people) and one person each from Wilson and Fox Tuttle if needed.

Anticipated Fee

The anticipated fee associated with the work is shown in the table on the next page. We can refine the work elements and level of effort to precisely meet your needs. Reimbursables are billed at cost.

The fee is anticipated to be contracted as a time and materials with a not to exceed amount of \$ 46,900 so that if efficiencies are realized that time is not charged. Of the total project costs, \$15,000 is allocated to Wilson (striping layout and other misc. support) and \$ 4,000 is allocated to Fox Tuttle for any needed support.

Schedule

Next Phase Engineering and subconsultants are available to begin the project as needed after notice to proceed. It is anticipated that the project would be complete no later than December 31, 2025.

Please let us know if you have questions, or if we can provide additional information. We look forward to working with you and your team.


Sincerely,



Martina Wilkinson, P.E. PTOE
Principal
Next Phase Engineering
970-988-0143
martina@nextphase-eng.com

Town of Timnath Letter Proposal
NTMP Implementation, River Pass, and Misc Transportation Support

Date: 20-Mar-25

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;">  <div> Next Phase Engineering </div> </div> <div style="text-align: center;"> Town of Timnath Neighborhood Traffic Mitigation Implementation and Misc Transportation Support </div> </div>									
Item #	Task	Next Phase					TOTAL NEXT PHASE COSTS	SUBS Wilson Fox/Tuttle	TOTAL COSTS
		Principal Engineer	Technical Work	Clerical Work	Total Next Phase Hours	Next Phase Labor Costs			
	Hourly rate:	\$200	\$95	\$65					
100	Project Kickoff, Invoicing, Coordination, Misc.								
110	Planning, internal coordination and project invoicing	8			8	\$1,600	\$100	\$1,700	\$500 ¹
					0	\$0		\$0	\$500 ²
	Subtotal (Hours)	8	0	0	8				
	Subtotal (\$)	\$1,600	\$0	\$0		\$1,600	\$100	\$1,700	\$1,000
200	Implementation of NTMP, Crossing Guidelines								
210	Project Materials - graphic design of brochure, web info	8			8	\$1,600		\$1,600	\$3,500 ¹
215	Set up internal Town files, prioritization spreadsheet etc	12			12	\$2,400		\$2,400	\$2,400
220	Support for review of up to 5 locations (including eval)	50			50	\$10,000		\$10,000	\$10,000
225	Misc support for Crossing guidelines	8			8	\$1,600		\$1,600	\$2,500 ²
	Subtotal (Hours)	78	0	0	78				
	Subtotal (\$)	\$15,600	\$0	\$0		\$15,600	\$0	\$15,600	\$6,000
300	Miscellaneous Transportation Support								
310	Pilot project 3 Bell to Summerfields - striping layout	8			8	\$1,600		\$1,600	\$5,000 ¹
315	Other as needed support	32			32	\$6,400		\$6,400	\$5,000 ¹
	Subtotal (Hours)	40	0	0	40				
	Subtotal (\$)	\$8,000	\$0	\$0		\$8,000	\$0	\$8,000	\$10,000
400	Transportation Fair preparations and attendance								
410	Preparations and attendance (2 Next Phase, 1 Wilson, 1 Fox Tuttle)	12			12	\$2,400	\$200	\$2,600	\$1,000 ¹
					0	\$0		\$0	\$1,000 ²
	Subtotal (Hours)	12	0	0	12				
	Subtotal (\$)	\$2,400	\$0	\$0		\$2,400	\$200	\$2,600	\$2,000
	TOTAL HOURS	138	0	0	138				
	TOTAL COST	\$27,600	\$0	\$0		\$27,600	\$300	\$27,900	\$46,900
								Wilson Cost	\$15,000
								Fox Tuttle Cost	\$4,000

¹ Wilson

² Fox Tuttle