

**RESOLUTION NO. 2024-22
OF THE FRONT RANGE PASSENGER RAIL DISTRICT**

**AMENDING TASK ORDER NO. 1 WITH HDR ENGINEERING, INC.
FOR PLANNING AND PROJECT DEVELOPMENT SERVICES**

WHEREAS, pursuant to Section 32-22-101, et. seq., C.R.S. (the “Act”), the Front Range Passenger Rail District (the “District”) was established as a body politic and corporate and a political subdivision of the state to research, develop, construct, operate, and maintain an interconnected passenger rail system within the front range that is competitive in terms of travel time for comparable trips with other modes of surface transportation; and

WHEREAS, Section 32-22-105(2)(d), C.R.S. authorizes the Board of Directors of the District (the “Board”) to pass resolutions necessary for the government and management of the affairs of the District and the execution of the District’s powers and duties; and

WHEREAS, pursuant to Section 32-22-105(2)(g)-(h), C.R.S., the Board is authorized to appoint, hire, and retain engineers and other professional consultants, and to prescribe methods for the performance or furnishing of labor, materials, or supplies that may be required to carry out the purposes of the Act; and

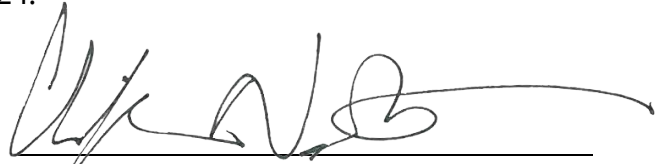
WHEREAS, on May 31, 2024, the Board approved *Resolution No. 2023-06* authorizing the General Manager to execute a contract with HDR Engineering, Inc. (“HDR”) to provide planning and project development services for the District (the “Contract”); and

WHEREAS, the Board approved *Resolution No. 2024-15* authorizing execution of the Task Order No. 1 under the Contract and authorizing the appropriation of District funds therefor; and

WHEREAS, the Board desires to amend Task Order No. 1 to extend the term to December 31, 2025, revise the scope of Task Order No. 1 as further described in Exhibit A, and increase the fee payable to HDR by an additional \$74,204 in consideration for the extension of term and expansion of the scope of Task Order No. 1.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Front Range Passenger Rail District that the Board hereby approves amending Task Order No. 1 under the Contract to extend the term of Task Order No. 1 to December 31, 2025; approves amending Task Order No. 1 under the Contract to revise the scope as described in Exhibit A; authorizes the expenditure of funds to increase the fee payable to HDR by an additional \$74,204; authorizes the General Manager to execute an amendment to Task Order No. 1 according to the terms outlined in Exhibit A and in this Resolution, with such non-material modifications as may be approved by the General Manager and District legal counsel.

APPROVED this 13th day of December 2024.


Chair

ATTEST:

Joan Peck
Secretary

EXHIBIT A

Task Order No. 1 Term Extension and Scope Amendment – Contract for Professional Services – Planning and Project Development – with HDR Engineering, Inc.

1. PURPOSE OF AMENDMENT

Extend the Task Order #1 end date from December 31, 2024, to December 31, 2025. The extension would allow for the continuation of subtask items with remaining budget that need additional time to complete or to be in alignment with grant timeline requirements.

2. DETAILED SCOPE MODIFICATION

This scope modification includes the clarification of work to be performed under each subtask based on District Board identified priorities. Contract date extension will allow for scope items identified under the current budget to continue as well as scope enhancements and additional budget for advanced station area activities and coalition building.

Subtask 1.0 Project Management:

- a. Contract and project management including tracking scope, budget and deliverables.
- b. Includes monthly invoicing and monthly meetings with District Project Manager to provide updates on status of subtask work.
- c. Deliverables:
 - i. Monthly invoicing;
 - ii. Progress Reports; and
 - iii. Monthly status meetings with District Project Manager and other staff as appropriate.

Subtask 2.0 Programmatic Schedule

- a. Task completed. No additional scope or budget proposed.

Subtask 3.0 Railroad Infrastructure Planning

- a. Includes Advanced station planning and process development activities under Stage 1 of the Station Planning Process with local jurisdictions. This would include supporting District staff to work with local governments at four stations (Fort Collins, Loveland, Littleton and Castle Rock). These stations require additional technical assistance to support program development, station identification and stakeholder engagement.
- b. HDR will provide partner and stakeholder engagement support on behalf of the District by working with local jurisdictions at the four stations identified above to

Front Range Passenger Rail District
Resolution No. 2024-22
Exhibit A

develop a charter, establish a process for coordination with relevant railroad companies, provide support for the development of a Guidance Committee for each station, and assist in the development of a public engagement and media strategy as needed.

- c. HDR will work with the District to set the structure for station process and participate through the first Guidance Committee meeting. After that, HDR will work as an extension of District staff in preparing two (2) program level presentations, provide program coordination, and program technical support.
- d. Provide the District with a refined list of funding options for station development support that local governments can consider.
- e. HDR will provide District staff support with the CASTA transit/rail working group. Includes attending four (4) 2 hour working group meetings, preparing presentation materials, and being available to answer station planning development and transit coordination questions from CASTA members.
- f. Deliverables:
 - i. Develop Stage 1 scopes for program structure at each of the four station areas (Fort Collins, Loveland, Littleton, and Castle Rock) with local jurisdiction participation;
 - ii. Provide summary notes for meetings with local governments and key stakeholders; and
 - iii. Refined funding options memo for locals.

Subtask 4.0 Grant Support – FRA Grant Administration and Federal Reporting, Documentation and Financial Administration

- a. This is a contract timeline extension to expend funding allocated under current Subtask 4.0. This is a scope change only to remove the work associated with pursuing Rail Crossing Elimination (RCE) grants. Remaining budget from the original scope will be allocated to the new scope. No new funds are being added.
- b. HDR will assist the District with oversight and implementation of the Southwest Chief RAISE grant (up to 45 hours). This subtask includes completion of FRA administrative Deliverables, including an FRA-approved Project Management Plan pursuant to anticipated Task 1 of the Grant Agreement. Also included in this subtask is completion of additional FRA Grant Deliverables and consultant services related to coordination with FRA on Grant Deliverable development, review and delivery. The District and the City of Trinidad will provide to HDR relevant Project development documentation necessary to perform these tasks.
- c. Federal grant recipients must comply with all federal reporting compliance in order to keep awards of federal funding in good standing. HDR will assist the District in the completion of federal reporting requirements throughout the period of performance identified in the Grant Agreement.

Front Range Passenger Rail District
Resolution No. 2024-22
Exhibit A

d. Deliverables:

- i. Revised Project Management Plan for approval by FRA;
- ii. Final Performance Report;
- iii. Additional FRA Grant Deliverables TBD;
- iv. FRA Quarterly Reports;
- v. Federal Financial Reports;
- vi. Draft Final Performance Report;
- vii. Final Performance Report;
- viii. RAISE Performance Measurement Reports; and
- ix. Requests for Reimbursements.

Subtask 5.0 Governance and Policy Development

- a. HDR will provide ongoing governance and advisory services support for the District BOD and staff specific to SB24-184 negotiations and implementation discussions.
- b. HDR will assist in the review of draft documents, prepare comments, and provide recommendations for potential action by the District. Provide thought collaboration on issue evaluation, policy development and program strategies.
- c. Level of effort budgeted for Subtask 5 is expected to be approximately 28 hours.

Subtask 6.0 Board Engagement and Coalition Building

- a. HDR will provide support to make updates and additions to the coalition building database. This task also includes coalition building plan coordination and implementation support. The work performed would be as an extension of District staff and includes coordination with Board members and stakeholder outreach by station area.
- b. Deliverables:
 - i. Provide updates to database up to 20 hours.

FEE ESTIMATE

Fee Estimate

HDR Labor																	
Project Role	PM	Dpty PM	Transit Planning	Transit Planning	Sr. Rail Planner	Sr. Comms	Strat Comm	Strat Comm	Strat Comm	Financial Consultant	Admin I	Admin II	Economist	Project Coordinator	Transit Engineer	Subtotal Hours by Task	Subtotal Fee by Task
Staff Name	Perez	Dodge	Proud	Thompson	Van Hattem	Bellale	Olson	Thatcher	Speagle	Daley	Vogt	Gray	Shore	Oravec	Borsch		
Billing Category	Sr. Technical Advisor	Project Professional I	Sr. Project Manager II	Planner I	Sr. Project Professional III	Project Manager I	Communication Coordinator/Public Outreach III (Senior)	Communication Coordinator/Public Outreach II (Mid)	Communication Coordinator/Public Outreach I	Financial Consultant	Administrative I	Administrative II	Economist I	Administrative II	Project Engineer II		
Billing Rate	\$300.00	\$171.00	\$283.00	\$118.00	\$276.00	\$236.00	\$170.00	\$144.00	\$112.00	\$148.00	\$84.00	\$102.00	\$119.00	\$102.00	\$188.00		
1	Project Management	24	0	0	0	0	0	0	0	12	2	2	0	0	0	40.00	\$9,348.00
1.1	Bi-weekly meetings	12														12.00	\$3,600.00
1.2	Monthly invoices	12								8						20.00	\$4,784.00
1.3	Final billing									4	2	2				8.00	\$964.00
2	Programmatic Schedule	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	\$0.00
2.1	NO NEW TASKS OR BUDGET															0.00	\$0.00
2.2																0.00	\$0.00
3	Railroad Infrastructure Planning (Stations)	4	0	124	26	2	5	16	16	0	0	0	0	0	0	193.00	\$46,116.00
3.1	Project scoping by station			12												12.00	\$3,396.00
3.2	Process development			32												32.00	\$9,056.00
3.3	Stage I structure development			48	12	2										62.00	\$15,552.00
3.4	Stage I engagement	4		24	14		5	16	16							79.00	\$15,848.00
3.5	CASTA committee staffing			8												8.00	\$2,264.00
4	Grant Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	\$0.00
4.1	SWC RAISE Grant Administration (no additional fee)															0.00	\$0.00
4.2																0.00	\$0.00
5	Governance and Policy Development	53	0	0	0	0	0	0	0	0	0	0	0	0	0	53.00	\$15,900.00
5.1	SB 184 Advisory	8														8.00	\$2,400.00
5.2	Policy development support	45														45.00	\$13,500.00
																0.00	\$0.00
6	Board Engagement	2	0	0	0	0	0	0	0	20	0	0	0	0	0	22.00	\$2,840.00
6.1	Coalition building	2														2.00	\$600.00
6.2	Contact data base management								20							20.00	\$2,240.00
Total HDR Labor Hours		83.00	0.00	124.00	26.00	2.00	5.00	16.00	16.00	20.00	12.00	2.00	2.00	0.00	0.00	0.00	308.00
Total HDR Labor Fee		\$24,900.00	\$0.00	\$35,092.00	\$3,068.00	\$552.00	\$1,180.00	\$2,720.00	\$2,304.00	\$2,240.00	\$1,776.00	\$168.00	\$204.00	\$0.00	\$0.00	\$0.00	\$74,204.00
Direct Expenses																	
																	\$0.00
Mileage																	\$0.00
Travel																	\$0.00
Printing/Reproduction																	\$0.00
Other																	\$0.00
Other																	\$0.00
Other																	\$0.00
Other																	\$0.00
Subconsultants																	
Sub1																	\$0.00
TOTAL PROJECT FEE																	
																	\$74,204.00