



**TOWN COUNCIL STUDY SESSION AGENDA**  
**July 10, 2023**  
**4:00 PM**

**I. Study Session Items**

1. Town Hall Expansion Plan - Exstrom/AMD - 1 hour
2. 10-Year Financial Plan – Brown - 1 hour

**II. Staff Updates**

**III. Town Council Updates/Items**

**IV. Study Session Follow-Up Items to Council**

*These items are not intended for discussion, but are another resource to provide follow-up information to the Town Council and public.*

1. May 2023 Contracts Memo - Engineering and Public Works



## MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Bob Exstrom, Project Manager  
**DATE:** July 10, 2023  
**SUBJECT:** Town Hall Expansion Project

---

### **ISSUE:**

Town Hall was constructed in the early 2000s and has reached its design life and requires renovation and expansion. In April 2022, Town Council approved a Facility Master Plan that provided a rough program and plan for six (6) building projects including expanding and renovating Town Hall. In January 2023, Town Council approved contracts and amendments with Anderson Mason Dale (AMD) and JHL Constructors to start the Town Hall expansion project. Services for preliminary design (30%) and preconstruction are now complete, and the project team is ready to share the results with Council and request permission to advance the design to the 60% level pending Council's approval of the architect's next contract amendment.

### **FISCAL/BUDGET IMPACT:**

The total cost for this project including hard costs, soft costs, and owner contingencies is currently estimated to be approx. \$35,200,000. Note, this estimate was developed based on 30% drawings/specs and current market conditions, which are difficult to predict at this stage. Cost and budget have been leveled through a value engineering exercise and the team is committed to staying at or below the allocated budget.

At this stage in the project, approximately 81% of the total project cost is attributable to hard costs. Hard costs encompass expenses directly related to the physical construction of the project including but not limited to materials, labor, equipment, general conditions, and contractor contingencies. Hard costs for the expansion portion of the project are currently estimated at \$21,877,418 and hard costs for the renovation portion of the project are currently estimated at \$6,503,812 for a total of \$28,381,230.

At this stage in the project, approximately 16% of the total project cost is attributable to soft costs. Soft costs encompass expenses indirectly associated with the construction of the project including but not limited to outside legal fees; architectural and engineering fees; water and sewer tap fees; surveying; geotechnical engineering; fixtures, furniture, and equipment (FF&E); self-performed information technology scope; artwork; site/monument signage; utility relocations; material inspection and testing fees; commissioning services; and moving expenses. Soft costs are currently estimated at approx. \$5,724,002.

At this stage in the project, approximately 3% of the total project cost is attributable to owner contingency. Owner contingency is a reserve amount set aside by the Town for buyout gaps during procurement of goods and services, unforeseen conditions and risks, scope

modifications, and/or additions. Any changes to scope that are not included in the contractor's guaranteed maximum price (GMP) will be paid for with the owner contingency. Owner contingency is currently estimated at approx. \$1,094,768.

**BACKGROUND:**

In 2021, the Council approved funds to perform a Facility Master Plan through a contract with Stantec. Town Hall expansion was one of six projects identified in the study. In April 2022, Council approved the Facility Master Plan via Resolution No. 22-016. In May 2022, Council approved an alternative contracting method known as the Construction Manager/General Contractor (CMGC) via Resolution No. 22-018.

In January 2023, Council approved a design contract and amendment with Anderson Mason Dale Architects for program verification and conceptual/schematic (30%) design services. Council also approved a construction contract and amendment with JHL Constructors for construction management/general contracting and preconstruction services.

In January 2023, the project team kicked off program verification efforts through a series of meetings and workshops with the Town Manager and department directors. This effort resulted in a finalized program description for each department. This data was then converted to blocking diagrams where department adjacencies were finalized. This led to the development of site plans, floor plans, massing diagrams, renderings, and cost estimates which were eventually finalized in June 2023 and presented to department directors and deputies on June 27, 2023.

Looking ahead, the next step in the process is advancing the design to 60% and processing entitlements, which preliminarily include a site plan amendment and construction permit submittals. Staff will present the 60% submittal to Council at a future study session and eventually the site plan amendment will be presented to Planning Commission and Council for approval. Additionally, staff will be presenting subsequent design and construction contract amendments to Council for approval. Construction is still tentatively scheduled to start in the first quarter of 2024 and be completed in 2025.

**RECOMMENDATION:**

Staff recommends requesting a scope and fee from the architect for design development (60%) and entitlement services. Entitlement services preliminarily include preparing the site plan amendment and construction permit submittals. The architect's proposal will be presented to Council under the form of a contract amendment for approval.

**REQUESTED DIRECTION:**

Staff requests Council's direction on the 30% design submittal and on moving forward with requesting a scope and fee from the architect for design development (60%) and entitlement services.

**ATTACHMENT:**

None



## MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Mary Lou Brown, Finance Director  
**DATE:** July 10, 2023  
**SUBJECT:** 10-Year Financial Plan

---

**ISSUE:**

The ten-year plan provides a view into the impact of the Town's strategic direction on the stability of its finances. Priorities will be highlighted and potential decisions that may be necessary in the near-term to prepare for the future will be discussed.

**FISCAL/BUDGET IMPACT:**

No financial impact at this time.

**BACKGROUND:**

This is the third year in which a full set of financial data has been prepared for a ten-year period for the Town's major funds. Potential risks, financial stress areas, compliance with financial policies, proposed mitigation actions and decision-making parameters will all be discussed. The information pulls together, into one place, all the financial impacts of proposed actions, plans, studies, etc. proposed by the Town's staff.

**RECOMMENDATION:**

The presentation is for informational and discussion purposes only; no action will be required at this time.

**REQUESTED DIRECTION:**

Presentation is for informational and discussion purposes and will provide insight into the proposed 2024 Budget.

**ATTACHMENT:**

None



## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Tom Williams, PE, Director of Engineering/Public Works 

**THROUGH:** Michelle Kivela, Town Manager 

**DATE:** June 5, 2023

**SUBJECT:** May Contracts

---

The following contracts (over \$50,000 under \$100,000) were approved in May 2023:

**Professional Agreement for Pine Drive Over Sulphur Gulch Bridge Rehabilitation-Construction Management (CIP22-045) with Vivid Engineering Group Inc. dated May 9, 2023.**

Professional services agreement for the construction management, inspection and material testing needed for the Pine Drive/Sulphur Gulch bridge rehabilitation project.

**Project Cost: \$99,763.00**

**Professional Agreement for 2023 Townwide Roadway Resurfacing Program-Construction Management (CIP23-002) with Alfred Benesch & Company dated May 10, 2023.**

The purpose of this contract is to provide the Town with daily onsite inspections and material testing to verify that all work conforms with contract specifications and industry standards.

**Project Cost: \$77,980.00**

**Professional Agreement for 2023 Townwide Roadway Preservation Program-Construction Management (CIP23-003) with Alfred Benesch & Company dated May 10, 2023.**

The purpose of this contract is to provide the Town with daily onsite inspections and material testing to verify that all work conforms with contract specifications and industry standards.

**Project Cost: \$79,670.00**

**Professional Agreement for 2023 Townwide Roadway Concrete Program-Construction Management (CIP23-004) with Alfred Benesch & Company dated May 10, 2023.**

The purpose of this contract is to provide the Town with daily onsite inspections and material testing to verify that all work conforms with contract specifications and industry standards.

**Project Cost: \$84,058.00**

**Professional Agreement for Hilltop Road and Canterbury Parkway Area Improvements-  
Construction Management (CIP22-039) with Alfred Benesch & Company dated May 26,  
2023.**

Professional services agreement for the construction management, inspection and material testing needed for the Hilltop Road & Canterbury Area Improvements project.

**Project Cost: \$69,113.00**