



**PUBLIC WORKS DEPARTMENT  
MEMORANDUM #2017 – 37**

DATE: June 26, 2017  
TO: Honorable Mayor Joyce Downing and City Council Members  
FROM: James A. Hayes, AICP – City Manager   
David H. Willett – Director of Public Works  
James S. May – Chief of Police   
SUBJECT: **Council Discussion Item**  
Ralston House Design Update – June 2017

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**PURPOSE**

The City Project Team will provide an update to Council on design and project status of the Ralston House project at the end of every month. This is the June 2017 update.

**BACKGROUND**

The Ralston House Children's Advocacy Center is currently providing services out of the outdated facility located at the Northglenn Water Treatment Plant (WTP). The proposed new facility will be located adjacent to the old facility. Once the new Ralston House is operational the old facility will be demolished.

**PROJECT UPDATE**

**Grant Application Update:**

Grant Application #1: Ralston House (RH) staff coordinated the formal application for a Department of Labor Affairs (DOLA) Energy Impact Grant with the City of Northglenn, which shall serve as the official applicant. The application was submitted in January. In April the RH staff and City staff attended the grant hearing and presented the Ralston House project to the advisory committee. Unfortunately, DOLA did not approve the grant for the Ralston House.

Grant Application #2: Gates Foundation – A decision is expected June 30<sup>th</sup>. RH is also seeking grants from the Boettcher Foundation and the El Pomar Foundation. RH is hopeful to receive \$50,000 from each of the three organizations to offset FFE expenses and other capital expenditures related to the project.

**Site Preparations Update:**

Staff recently advertised the Design/Build solicitation package for the relocation of the WTP backup Generator. The generator relocation construction project is anticipated to begin in July/August.

**Design Update:**

The RH civil design package has been approved. However, staff will be seeking an amendment to the design to add back the conference room originally removed to keep the building footprint under 5,000 sq. ft.; a minimum area requirement by the DOLA to obtain LEED certification.

Although the RH building will not be LEED certified the building will be designed and built to current energy standards.

Staff anticipates that the revised RH design will be submitted to the City building department for review in July. Staff anticipates an expedient turn-around.

**Cost Update:**

The design change corresponding to the conference room add-back is \$7,550. The project design contingency has the funding to cover the change.

The architect (Eidos Architects PC) provided an opinion of cost in September 2016. The total project cost at that time was estimated at \$1,700,000. Staff will be seeking an updated opinion of cost for the project in conjunction with the aforementioned minor design change.

**Schedule Update:**

Procurement – It is anticipated that the RH construction bid package (including the conference room add back) will be offered to a General Contractor through the City solicitation process in August/September.

Administration – The municipal parties conducted a strategy meeting on June 6<sup>th</sup> to discuss next steps. The atmosphere was positive all around but in particular to the initiative to seek other grant opportunities and to get the project started this year. It was determined that minor revisions (likely 100% construction funding) to the IGA will need to be accomplished in near future. The city of Northglenn will work with the City Attorney to update the Phase 2 IGA with a “first amendment to the Phase 2 IGA” to reflect any revisions in the contributions by the parties. The first amendment cost revision will most likely be based on the updated opinion of probable cost for the project. Credits will be given for monies already paid.

The City will begin the invoice process to acquire all of the funding after the IGA has been amended. Once all of the funding has been received, the City can award the project. Absent delay in the process outlined, groundbreaking could occur in October/November.

**BUDGET/TIME IMPLICATIONS**

The city of Northglenn has appropriated \$280,000 in the 2017 Capital Projects Fund of which \$37,798 will be the City share of the capital construction in the IGA. The balance of the funds are set aside to cover site preparation work and other costs associated with the project that are the sole responsibility of Northglenn. Any unused funds after completion of the project will be left in the Capital Projects Fund and may be redirected to other projects as appropriate.

**RECOMMENDATION**

None, information only.

**STAFF REFERENCE**

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**ATTACHMENTS**

None.