

**PUBLIC WORKS DEPARTMENT  
MEMORANDUM #2018 – 44**

DATE: August 13, 2018  
TO: Honorable Mayor Carol Dodge and City Council Members  
FROM: Robert Webber, MBA, Acting City Manager  
SUBJECT: **Council Discussion Item**  
Civic Center Campus Phase I Implementation Update

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**PURPOSE**

The City Civic Center team will provide periodic updates to Council regarding the progress made on the Civic Center Project Phase 1.

**BACKGROUND**

City Council approved funding for the implementation of Phase 1 of the Civic Center Campus Project in the amount of \$53.0M. The City's internal core team for the project includes, Eric Ensey, Amanda Peterson, Jason Loveland, Debbie Tuttle and Rob Webber. The team is supported by other members of staff as needed from Planning, Parks and Recreation, and Public Works.

Civic Center Phase 1 Project:

Project Mission

*Northglenn's new recreation, senior center and theater should support and enhance health, wellness, culture and quality of life for all Northglenn residents for generations to come..."*

Project Goals

- *Create a multi-generational facility that serves the needs of all user groups.*
- *Ensure that successful existing programs and activities are supported in the new facility.*
- *Maintain affordability of facility while ensuring fiscal responsibility and revenue generation.*
- *Prioritize the needs of Northglenn residents while still ensuring more users are attracted to the facility.*
- *Remain genuine to Northglenn's past, present and future and continue to celebrate the "small-town feel".*
- *Successfully plan the infrastructure to be a part of the larger vision of the property.*

**Update of Activity:**

March 2018:

- Council approval of \$53M for Phase I of the Civic Center Project
- RFP process completed to select a program and project management firm
  - Selection of Project 1

April 2018

- Council approval of a Professional Services Agreement with Project 1
- Project kickoff meeting with staff and the consultant team
- Project delivery method discussion

May 2018

- Budget and schedule review

June

- Project method selection - CMGC
- RFQ development for design architecture and engineering team

July

- RFQ released
- RFQs accepted and a shortlist of A&E firms selected

August – October Schedule:

- The team has selected a short list of A&E firms for proposals.
- The following is the schedule for the RFP Process:
  - a. Issue RFP to Shortlisted A/E Firms August 06, 2018
  - b. Mandatory Pre-Proposal / Site Visit August 09, 2018
  - c. Questions from A/E Firms Due August 13, 2018
  - d. Response to Questions Provided August 17, 2018
  - e. RFP Responses Due August 28, 2018
  - f. A/E Work Sessions September 7 and 10, 2018
  - g. Notify Top Ranked Firm September 12, 2018
  - h. Contract Reconciliation September 12-24, 2018
  - i. Contract Award by City Council September 24 or October 8, 2018
  - j. Notice to Proceed/Begin Services October 15, 2018

**BUDGET/TIME IMPLICATIONS**

Currently on pace to meet schedule and budget

**STAFF REFERENCE**

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**ATTACHMENTS**

None