

**CITY MANAGER'S OFFICE
MEMORANDUM 18-01**

DATE: January 8, 2018

TO: Honorable Mayor Carol Dodge and City Council Members
City of Northglenn Leadership Team

FROM: James A. Hayes, AICP, City Manager *JH*

SUBJECT: Civic Campus Master Plan – Project Update

PURPOSE

The purpose of the discussion item is to provide a public update to City Council on the Civic Campus Master Plan implementation and receive feedback and input on the approach to funding and project management.

BACKGROUND

The Civic Campus Master Plan was adopted by City Council on April 10, 2017. The Plan outlined multiple phases of development including a new recreation center, senior center, performing arts theater, new city hall, and extensive private development. The private development portion of the land use plan included multi-family residential, senior housing, hotel, and retail. Phase 1 of the plan is to develop two-thirds of the infrastructure for the site and construct a new recreation center, senior center, and performing arts theater on the property.

On June 26, 2017, City Council approved a contract with BRS and MIG to conduct the civic campus engagement with the public for the new building. The project kicked off in September, 2017, an update was provided in December, 2017 and final results will be reported in March, 2018.

UPDATE

City staff continues to meet and confer on the Civic Campus program weekly as part of the executive DRC meeting. This update includes a schedule for the program after the public engagement is completed in the first quarter of 2018. One of the critical next steps is to procure the services of a program manager to supplement staff resources. The RFQ will be issued the week of January 8, 2018 following the project update and discussion with City Council. Program management services will be paid for out of the \$53 million total budget.

Staff has identified a need for additional resources to complete the project. Rather than hire full-time staff for a specific project, it may be more beneficial to hire a company to provide said services. An external consulting firm will provide additional expertise for design and construction procurements and would serve as the program manager, responsible for managing future consultants and contractors retained for the project. Private firms may also be able to scale resources up and down depending upon the demands of the program.

BUDGET IMPLICATIONS

The 2018 Budget and Capital Improvement Program includes \$4.875 million in the 2018 CIP and \$8 million in the 2019 CIP to implement the program for Phase 1. The total budget for Phase 1 is \$53 million divided into \$40 million for the building program and \$13 million in

infrastructure. The balance of the program budget for construction will be allocated in future CIP starting in 2020.

Phase 1 Civic Campus - Available Sources

	Annual Revenues	One-Time Reserves
Capital ½% Sales Tax	\$1,000,000	\$11,000,000
2% Marijuana Tax	\$500,000	\$1,600,000
General Fund Transfer	\$1,700,000	\$3,000,000
Total Available	\$3,200,000	\$15,600,000
Annual Debt Service (building)	(\$2,700,000)*	
Remaining Available Ongoing	\$500,000	
One-time Reserves (infrastructure)		(\$13,000,000)*
Remaining Available One-time		\$2,600,000

* Annual Debt Service (25 years / \$67.5 million) for \$40 million building program

* One-time expenditure for \$13 million infrastructure program

SCHEDULE/TIME IMPLICATIONS

The Civic Center engagement process will be completed in Q1 with a report to City Council planned for March 5, 2018. If City Council agrees to proceed with implementation, the procurement of the program manager is a critical path item to meet the following high-level schedule.

Schedule

Phase 1 – Project Planning

Civic Campus Program Management RFQ/RFP – Release by January 12, 2018

- Contract in March, 2018

Phase 2 – Pre-Design and RFP

Recreation Center, Senior Center, and Theater Complex Design

Infrastructure Design

- (Includes roads, wet and dry utilities, permitting and all entitlements)
- Concurrent procurement (seeking joint venture companies to perform both designs)
- Contract in August/September, 2018

Phase 3 – Design

- 12-15 months to complete

Phase 4 – Construction Bid and Award

- 3-6 months to complete

Phase 5 – Construction (infrastructure and building)

- 18-24 months to complete

NEXT STEPS / CITY COUNCIL OPTIONS

Next steps for the project are outlined in the schedule above.

City Council options:

- 1) Concur with staff recommendation to initiate procurement for program management services in January, 2018.

- 2) Direct staff to re-evaluate third party services and identify additional staff resources (new FTE) that may be required to implement the program.
- 3) Direct staff to wait on the proposed procurement until the final report for the public engagement is provided on March 5, 2018.

STAFF RECOMMENDATION

Option1: Proceed with the procurement for program management services in January, 2018.

ATTACHMENTS

None

STAFF REFERENCE

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