

**PARKS, RECREATION & CULTURAL SERVICES MEMORANDUM  
#34-2019**

**DATE:** November 18, 2019

**TO:** Honorable Mayor Antonio B. Esquibel and City Council Members

**THROUGH:** Heather Geyer, City Manager *hmg*

**FROM:** Amanda J. Peterson, Director of Parks, Recreation & Culture *ajp*

**SUBJECT:** CR-127 – Justice Center West Park Design Contract Addendum #1

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**PURPOSE**

Staff is seeking approval of CR-127, a resolution to approve an addendum to the contract with DHM Design in the amount of \$249,895 to complete the construction design process for the property at 112<sup>th</sup> Avenue and Elati Street, referred to as Justice Center West Park.

**BACKGROUND**

On June 27, 2016, City Council approved the purchase of a 3.43 acre parcel of land, located at 421 W. 112<sup>th</sup> Avenue for the purpose of developing a new park/open space. Grant funding in the amount of \$252,000 was received from Adams County Open Space (ACOS) to pay for approximately 60% of the cost of the acquisition.

The 3.43 acre site is currently being referred to as the Justice Center West Park (JCW Park) due to its proximity to the new Justice Center. It is likely that during the design phase, an official name will begin to emerge. At the time an official name is proposed, that name will be brought forward through the Parks and Recreation Advisory Board and City Council for approval, as per the Parks Naming Policy. The site is currently undeveloped.

On January 24, 2018, staff initiated a Request for Proposals (RFP) process to solicit a design team for the Master Plan and Construction Design for JCW Park. The RFP required that the base bid include the Master Plan, with the Construction Design component identified as an add-alternate.

On April 9, 2018 City Council approved a contract with DHM Design Corporation for just the base bid to complete a master plan for the site, as to not commit to the full construction design process until such time that the community had the opportunity to provide input regarding the master plan.

The master plan process included public outreach to a variety of stakeholders. Outreach events included a site tour with the Parks and Recreation Advisory Board, a workshop with students from eighth grade classes at Global Village Academy, a booth at the Food Truck Carnival, a public open house on the site and a focus group with residents from the immediately adjacent neighborhood. Additionally, concepts were presented to the parks maintenance employees, police employees, the Youth Commission and the Parks and Recreation Advisory Board. Feedback from each group was incorporated into the master plan. The plan was approved by City Council on July 16, 2018.

An initial budget of \$300,000 was identified for the design of the park, but no funding was allocated for the construction phase of the project. As such, a decision was made during the

2019 budget development process to remove the funding for the project from the 2019 budget. At that time, staff made a commitment to City Council to seek grant funding to leverage city funds, with the intention that city funding would be allocated once grant funds were secured.

**UPDATE**

Since that time, staff has successfully secured grant funding in the amount of \$150,000 from ACOS and \$60,000 from the Department of Local Affairs (DOLA) for the purpose of completing the construction design.

Based upon their initial RFP response and the approved master plan, DHM provided an updated proposal for construction design services in the amount of \$249,895. The proposed contract amendment includes the complete design of the park, and will take the project from a conceptual plan to a fully developed set of construction documents.

Staff will continue to do public outreach and seek alternate funding sources for the construction phase. It is anticipated that design will take approximately 6-9 months to complete, throughout which time additional grant funds will be sought to fund the construction phase of the project.

**STAFF RECOMMENDATION**

Staff recommends approval of the proposed contract amendment.

**BUDGET/TIME IMPLICATIONS**

DHM can begin the design process immediately upon approval of the contract amendment.

DOLA requires the project to start within 90 days of notification of funding. Notification was received on June 12, 2019, however, DOLA provided an extension through November.

Funding in the amount of \$40,000 from ACOS discretionary funds, as well as \$150,000 from the ACOS grant and \$60,000 from the DOLA grant, is included in the 2020 adopted Capital Projects Fund budget.

**STAFF REFERENCE**

If City Council members have any comments or questions they may contact Amanda Peterson, Director of Parks, Recreation & Culture at 303.450.8950 or [apeterson@northglenn.org](mailto:apeterson@northglenn.org).

**ATTACHMENTS**

1. DHM Construction Design Work Plan and Cost Summary

# Justice Center West Park

Northglenn, Colorado

Work Plan and Professional Fees - Design Development thru Construction Documents

Prepared By: DHM Design  
9/1/2018

## DESCRIPTION OF SERVICES

Landscape Architect			Land Surveyor		Civil Engineer		Irrigation Designer		Electrical Engineer		Structural Engineer		Geotechnical Engineer	
DHM Design			Flatirons, Inc.		JVA Engineering		HydroSystems		JCAA Engineering		San Engineering		Ground Engineering	
Principal-in-Charge Project Manager	Associate / Senior Designer	Designer	Surveyor		Engineer		Designer		Engineer		Engineer		Engineer	
\$ 150	\$ 90	\$ 75	Lump Sum		Lump Sum		Lump Sum		Lump Sum		Lump Sum		Lump Sum	

### TASK 1: DETAILED BASEMAP COLLECTION & PROJECT STARTUP

#### Land Surveyor: (Surveying & Utility Locates)

- Field Survey: Survey of key areas - Topographic, utility, property and boundary. Control points established as necessary, referenced to the City Control Network and vertical datum NAVD1988
- Geotechnical boring survey
- Potholing & utility locates - SB-18-167 Quality Level B

#### Landscape Architect:

- Site investigations with Land Surveyor / Coordination
- Attend Kickoff Meeting
- Prepare project schedule for team coordination
- Internal Design Team Coordination Meetings
- Kick-off meeting notes/follow-up coordination with Design Team
- Coordination with project team and City Staff to discuss project milestone dates
- Coordination with project team and City Staff to discuss project review schedule
- Assemble base map info & review background information
  - Provide site survey that will service as basis for design

#### Civil Engineer:

- On site field inspection to review physical constraints
- Review conceptual design
- Review conceptual grading
- Preliminary drainage evaluation
- Develop Community Center Drive access concept design
- Coordination meeting and coordination with City and Dry Utility entities

#### Electrical Engineer:

- On site field inspection to review existing electrical distribution at site and surrounding area
- Review conceptual design
- Coordination with Design Team
- General project coordination (City, Design Team, etc.)

	4.00	2.00	\$11,250											
	3.00													
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	4.00	8.00												
					\$ 5,000.00									
									\$ 2,300.00					
20.00	32.00													

#### Team Meeting #1: Project Kickoff Meeting:

- Team meeting / site visit

#### Deliverables:

- Preliminary project schedule
- Meeting minutes from kick-off meeting - PDF
- Site survey - PDF & CAD

**Subtotals (Task 1):** \$ 5,400.00 \$ 4,230.00 \$ 975.00 \$ 11,250.00 \$ 5,000.00 \$ - \$ 2,300.00 \$ - \$ -

### Task 2: DESIGN DEVELOPMENT - 65% SUBMITTAL

Prepare preliminary plan package including, but not limited to:

- Existing Conditions and Demolition Plan
- Layout & Materials Plan
  - Preliminary walk & trail design
  - Preliminary playground design
  - Preliminary custom shade structure design
- Layout & Materials Plan Enlargements
  - Preliminary design of plaza areas
- Grading Plan

8.00	16.00	16.00												
40.00	40.00	70.00												
24.00	8.00	16.00												
40.00	16.00	32.00												



Preliminary cost estimates - 95% & 100%  
 - Progress coordination meetings with Design Team  
 Final project specifications  
 General project coordination (City, Design Team, etc.)

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3.00	24.00																		
40.00	112.00																		

**Team Meeting #3:** 95% Construction Document Package Review  
 - Team meeting to review 95% CD package prior to final submittal

**Deliverables:**  
 - 95% Construction Document package - PDF & (2) Full Size Plan Sets (Hardcopy)  
 - Final Construction Document package - PDF & (2) Full Size Plan Sets (Hardcopy)  
 - Meeting minutes from CD package review meeting - PDF

**Subtotals (Task 3):** \$ 12,300.00 \$ 21,240.00 \$ 12,000.00 \$ - \$ 12,500.00 \$ 8,520.00 \$ 4,200.00 \$ 18,000.00 \$ -

Expenses (mileage, printing, etc.): \$ 1,200.00

**Final Construction Document Preparation: \$ 249,895.00**

**BID ALTERNATE #1: CONSTRUCTION ADMINISTRATION**

**- Construction Phase Services**

- Attend weekly OAC meetings - 45 OAC Meetings
  - Based upon a 9 month construction period
  - Field inspections would be performed at each OAC meeting
  - Field reports would be provided with each field inspection
  - OAC meetings for both sports complexes would take place on same day
- Attend misc. review meetings throughout construction project - (20) Meetings
- Assist with Contract Administration
- Provide submittal review/approval in conformance with drawings and specifications
- Respond to RFI's
- Review and recommend approval/denial/modification of all change orders
- Review pay applications
- Maintain project design file
- Review all testing results
- Attend and provide punch lists for the Substantial Completion walk-thru and prepare final walk-thru documents - (2) Punchwalks
- Provide recommendations of Project Close-out
- Review project schedule
- Identify work that is unsatisfactory, faulty, defective or does not conform to the contract documents; does not meet requirements of inspections, testing or approvals; or work that has been damaged
- Conduct 11th month and 23rd month warranty walks with contractor and Apex/City Staff

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**Meetings:**  
 - (45) Weekly OAC Meetings  
 - (20) Misc. Review Meetings  
 - (2) Punch list walk-thru's

**Subtotals (Bid Alternate #1):** \$ 55,350.00 \$ - \$ - \$ - \$ 5,500.00 \$ 2,520.00 \$ 5,500.00 \$ 6,500.00 \$ -

Expenses (mileage, printing, etc.): \$ 2,250.00

**Bid Alternate #1 (Construction Administrative Services) Total: \$ 77,620.00**

**PROPOSAL NOTES & OMISSIONS**

- Notes:**
- All time for scope of work outlined above to be billed hourly to a topset not-to-exceed fee.
  - DHM Staff is available to begin work on this project immediately
  - Certified utility locates are included in cost - Meets SB-18-167 Quality Level B standards
  - Geotechnical Report includes (4) borings - (3) for structures and (1) for parking lot
  - DHM Staff is available to attend additional meetings and provide further deliverables beyond what is stated above, based on a time/expense basis.

- Omissions:**
- Traffic Study is not included in this proposal. If a traffic study is required, DHM will bill at our direct cost
  - Additional community outreach, Council or NURA meetings will be billed on a time/expense basis
  - This proposal does include bidding services and construction administrative tasks as a Bid Alternate
  - Additional presentation graphic work will be billed on a time/expense basis

SPONSORED BY: MAYOR ESQUIBEL

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-127  
Series of 2019

\_\_\_\_\_  
Series of 2019

A RESOLUTION APPROVING ADDENDUM NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND DHM DESIGN CORPORATION FOR DESIGN SERVICES FOR THE JUSTICE CENTER WEST PARK PROJECT

WHEREAS, the City of Northglenn entered into a Professional Services Agreement with DHM Design Corporation on April 9, 2018 for the completion of the Justice Center West Park Master Plan; and

WHEREAS, the City desires to supplement the Agreement with an Addendum No. 1 to allow for an additional scope of services to provide complete design services and construction documents for the Justice Center West Park Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Addendum No. 1 to the Professional Services Agreement between the City of Northglenn and DHM Design Corporation, attached hereto, in an amount not to exceed \$249,895.00 for design services for the Justice Center West Park Project is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
ANTONIO B. ESQUIBEL  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

**ADDENDUM #1 TO AGREEMENT FOR PROFESSIONAL SERVICES**

THIS FIRST ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the CITY OF NORTHGLENN, State of Colorado (hereinafter referred to as the "City") and DHM Design (hereinafter referred to as "Consultant").

**RECITALS:**

A. On April 9, 2018 the City and Consultant entered into an Agreement for Professional Services for Justice Center West Master Planning services (the "Agreement").

B. The parties desire to supplement the Agreement with this Addendum #1 to allow for an additional scope of services for:

**Exhibit A**, Justice Center West Park Design Development Through Construction Documents

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Consultant shall provide to the City, professional Justice Center West Park Design services as needed in the manner provided in the Agreement.

1. The Scope of Services in the Agreement is hereby supplemented to include the scope of services for Justice Center West Park Design attached hereto as **Exhibit A**, and incorporated herein by this reference (the "Additional Scope of Services"). Consultant shall commence work on the Additional Scope of Services within ten (10) days of the issuance of a Notice to Proceed.

2. Subparagraph A. of Article IV entitled "Compensation" is hereby amended to provide as follows:

A. Compensation shall not exceed \$249,895.00 for the work described in **Exhibit A** to this Addendum # 1.

3. The original Agreement is in full force and effect and is hereby ratified by the City and the Consultant. The original Agreement and this Addendum constitute all of the agreements between the City and the Consultant.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe to the same in duplicate.

**CITY OF NORTHGLENN, COLORADO**

By: \_\_\_\_\_

Antonio B. Esquibel \_\_\_\_\_

Print Name

Mayor \_\_\_\_\_

Title

Date

ATTEST:

\_\_\_\_\_  
Johanna Small, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Corey Y. Hoffmann, City Attorney

**CONSULTANT**

By:  \_\_\_\_\_

PRINCIPAL

11.6.2019

Title

Date

ATTEST:

\_\_\_\_\_

Title

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