

**PLANNING & DEVELOPMENT MEMORANDUM**  
**#28-2024**

**DATE:** July 22, 2024

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *hmg*  
Jason Loveland, Deputy City Manager *12*

**FROM:** Brook Svoboda, Director of Planning & Development *[Signature]*  
Eric Ensey, Senior Planner

**SUBJECT:** City Hall Construction Update – July 2024

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**PURPOSE**

To provide City Council with an update on the construction of the new City Hall.

**BACKGROUND**

This update includes a Monthly Progress Report for July as Attachment 1 to the staff memorandum. This report was generated by the City’s project management and administration consultant team at Cumming Management Group.

Construction continues to advance on schedule and within budget. Several finishing touches were installed in July.

July saw the completion of the exterior architectural materials and the PV canopy. Final sidewalks have been installed along with the various landscaped seat walls. Boulders have been placed in landscaped areas and final grading and topsoil were situated in various locations. The final lift of asphalt will also be added before the end of July. On the inside, glazing has begun on office and conference room windows. Additionally, most of the tile and carpeting have been installed. FCI is working with their subconsultant team on final Mechanical, Electrical and Plumbing (MEP) inspections, including the heating and cooling systems and water.

August will see the finishing of the building, along with punch-list walks and corrections to those punch-list items. Final inspections will be called upon by SafeBuilt. Temporary Certificate of Occupancy (TCO) is anticipated the last week of July. Furniture installation is still slated for after Aug. 5.

**BUDGET/TIME IMPLICATIONS**

The total budget for the new City Hall facility is \$33.78M. The breakdown is as follows:

Construction costs	\$27,823,538
Soft costs (including all design costs and furniture, fixtures, and equipment (FF&E))	\$5,084,540
Contingencies	\$871,922
<b>Total Budget</b>	<b>\$33,780,000</b>

Key dates, post substantial construction completion, have been tentatively identified. The following is a listing of those dates, keeping in mind that there is still a chance that they may need to be adjusted:

- July 8 (tentatively): TCO. Following this, the construction team will work on outstanding punch list items in working toward completion and final sign-off. Training may also take place in the building once a TCO has been issued.
- Aug. 5 (tentatively): Certificate of Occupancy (CO). Once a CO is issued, the building may be occupied.
- Aug. 5: Furniture installation, following CO
- Sept. 9: Last meeting in current Council Chambers
- Sept. 11-13: Staff move-in and training
- Sept. 16: Inaugural City Council meeting with Project Team reception
- Oct. 10: VIP Grand Opening Ceremony
- Oct. 12: Brunch with Mayor
- Oct. 12: Public Open House

Further refining of key dates will continue during the next month. Staff will provide those dates in the August update.

**STAFF RECOMMENDATION**

This is for informational purposes only.

**STAFF REFERENCE**

If Council Members have any questions, please contact Brook Svoboda, Director of Planning & Development, at [bsvoboda@northglenn.org](mailto:bsvoboda@northglenn.org) or 303.450.8937.

**ATTACHMENT**

1. Monthly Progress Report – July 2024

# MONTHLY PROGRESS REPORT – July 2024

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Project: Northglenn City Hall  
 Report Date: 07/22/24  
 Prepared By: Nate Richards  
 Senior Project Manager, Cumming Management Group

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## Section 1: Project Status

### 1.1 – KEY ACTIVITIES AND ACCOMPLISHMENTS (LAST MONTH):

The following is a list of key activities and accomplishments completed June2024:

- Final MEP inspections
- Flooring materials
- PV canopy panel installation

### 1.2 – UPCOMING CRITICAL ACTIVITIES (NEXT MONTH):

The following is a list of upcoming critical activities for the Project that are projected to be completed or underway in August 2024:

- Punchlists
- Final inspections
- Furniture installation

### 1.3 – BUDGET AND SCHEDULE SUMMARY:

Presented in Table 1 is a high-level budget summary. Costs to-date are as expected, and the GMP has been finalized.

**Table 1 - Budget Summary**

Budget Element	Current Budget Amount	Remaining Budget	Spent to Date
<b>Construction</b>	\$27,823,538	\$5,791,832	\$22,031,706
<b>Other Owner Soft Costs</b>	\$5,956,462	\$2,256,341	\$3,700,121
<b>Total Project Budget</b>	<b>\$33,780,000</b>	<b>\$8,048,173</b>	<b>\$25,731,827</b>

Presented in Table 2 is a summary of key milestone dates for the Project. The first column shows the milestones we are tracking for the monthly reports. The second column provides the schedule dates from the FGMP accepted schedule. The final column is comments about each milestone listed. The project is currently tracking on schedule with a substantial completion by Fall 2024.

**Table 2 - Schedule Summary**

Milestone	Contract Schedule	Comments
Final Inspections	July 2024	In progress this month
Furniture Install	August 2024	Materials arriving for August install.
Substantial Completion	3rd Quarter 2024	On Track for September move.

**1.4 – RISK SUMMARY:**

Presented in Table 3 is a summary of risks that are currently active or that have been identified as having a potentially significant cost or schedule impact.

**Table 3 - Active/Critical Risks**

Risk Description	Risk Type	Mitigation Steps
<b>Security / AV Changes to Building</b>	Schedule/Budget	The Police Department and Staff reviewed the site as it was constructed in March of 2024 and had some adjustments to be made for staff safety and some added AV items. The GC is indicating these changes are driving the schedule past original completion, but still within the Q3, 2024 date.
<b>Owner Supplied Item Delays</b>	Schedule/Budget	No current issues. Procurement of Owner supplied items such as Furniture will start Summer 2024.
<b>Replacement of Slab 98'-6"</b>	Schedule/Budget	The extreme rain event on September 14 <sup>th</sup> 2023 caused the void form to fail upon concrete pour. This required the demo of the pour, void form, and subgrade repair. FCI moved to other slabs to pour while this area was remediated. FCI has indicated they pursued Builder’s Risk. Insurance disbursement values were finalized early June to the vendors involved. FCI and the team are negotiating the builder’s risk deductible.
<b>Soil Stockpile near Justice Center</b>	Community Updates	A small portion of the soil stockpile will be utilized for topsoil, but much of the stockpile will remain unchanged as the City Project Team works on next steps for the awarded EPA grant at the old Recreation Center site. The soil has been reseeded and protected from wind and water erosion while the project is planned. The goal will be to use this soil for infill after the site has been cleaned and contaminated soil from the Rec site is removed.
<b>Lower Elevation Metal Panels</b>	Finish Materials	Some of the metal panels arrived from the manufacturer with small defects. The defects will not impede installation and completion, and can be easily removed and replaced when replacements are sent from the manufacturer.

1.5 – CONTRACT SUMMARY:

Vendor / Scope	Original Contract Amount	Change Orders	Current Contract
<b>Anderson Mason Dale (Architect)</b>	\$1,878,330		
CO 01 – Amendment 02		\$113,201	
CO 02 – Additional Services Request		\$0	
CO 03 – Additional Services Request		\$51,143	
<b>Total</b>			<b>\$2,042,674</b>
<b>Cumming Management Group (Owner’s Rep)</b>	\$495,971		
CO 01 – Phase 3 Services Pre-Work		\$45,000	
<b>Total</b>			<b>\$540,971</b>
<b>FCI Contractors (CMGC)</b>	\$26,494,561		
Contract Adjust for Precon (within Council Value)		<b>\$46,346</b>	
PCCO 001 – Project Alternates Release		<b>\$698,601</b>	
PCCO 002 – Water Line, Mechanical Change		<b>\$45,891</b>	
PCCO 003 – Structure revision, Stockpile seed, add’l testing		<b>\$100,381</b>	
PCCO 004 – Ductwork and Lighting Revisions		<b>\$58,152</b>	
PCCO 005 – AV Adds, Site furnishings, Sound Panel Adds		<b>\$199,227</b>	
PCCO 006 – Signage, AV/IT, Office changes		<b>\$72,107</b>	
PCCO 007 – PD Changes, BDA add, Building Adds		<b>\$108,272</b>	
<b>Total</b>			<b>\$27,823,538</b>
<b>Workplace Resource (Furniture)</b>	\$1,223,620		
CO 01 – Office adds		<b>\$23,365.92</b>	<b>Contingency</b>
<b>Total</b>			<b>\$1,246,985.92</b>

## Section 2: Construction Work Update

Final inspections are underway this month, furniture install starting next month, punchlists happening this month and corrections into August.

Substantial Completion is anticipated to be in August 2024 with move in September.

### Site Photos –July 2024

Photo 1 – Roof PV Array



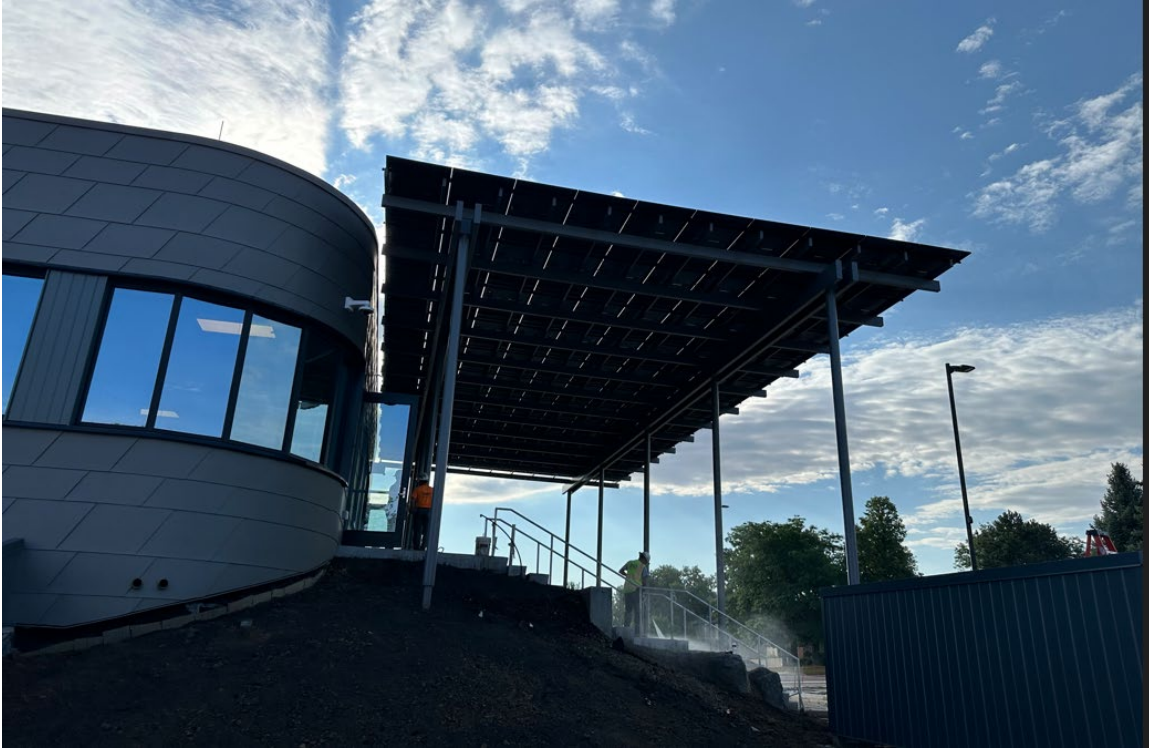
**Photo 2 – Level 2 Conference Room and Hall**



**Photo 3 – Exterior Cladding Complete**



**Photo 4 – South PV Canopy**



**Photo 5 – Art Installation**

