HIGHLANDS RANCH MEETROPOLITAN DISTRICT
STUDY SESSION ADDENDA

August 21, 2019

- Memo: August 21, 2019 – Tanks Park Amenities
- Capital Project Delivery
- Parkway Renovations
- Financial Report as of July 31, 2019
MEMO

Date: August 21, 2019
To: Metro District Board of Directors
From: Ken Standen
Subject: Tanks Park - Amenities

Background
An agreement was reached between Centennial Water and Sanitation District and the Metro District in 1998 allowing the Metro District use of the property for recreational uses including the water storage tank lids. Skate equipment and an in-line hockey rink were installed on the lids in 2001, pickleball courts were added inside the in-line rink in 2014.

In 2018 staff identified the need to replace the skate ramps on the east tank. The equipment is over 17 years old and has deteriorated creating unsafe skating conditions which require frequent maintenance and repairs. As we reviewed options for replacing the skate ramps we identified the opportunity to move the pickleball courts to the east tank which would allow us to make improvements to the courts. We would then replace the skate ramps and move them to the west tank. Changes to the pickleball courts and skate ramp area require review and approval by Centennial staff.

The 2019 budget anticipated use of Conservation Trust Funds (CTF) for pickleball improvements and use of Major Repair Funds (MRF) to replace the skate park equipment. In April 2019, the Board approved an appropriation of $75,000 from CTF for the pickleball court improvements. A neighborhood meeting was held on May 14, 2019 to get resident and user feedback on the proposed changes.

Pickleball Improvements
Improvements will include relocating the four pickleball courts plus an additional two courts to the east tank, installing a chain link perimeter fence with wind screens, fencing to separate the courts, and a cantilevered shade structure in the turf to the east of the courts. The current setup on the west tank lid will not accommodate adequate fencing for court separation. The east tank lid was originally designed and built with steel plates embedded, anticipating fencing for tennis courts, which will allow us to install a perimeter fence with windscreens.

Skate Park Improvements
The current skating ramps will be removed and new ramps may be installed on the west tank. Staff found manufacturers of skate park equipment that could provide suitable replacement equipment. Staff held a bid opening on June 25, 2019 receiving the following proposals:

<table>
<thead>
<tr>
<th>Company/Proposal</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Ramp Company</td>
<td>$144,928.97</td>
</tr>
<tr>
<td>Rhino Skate Ramps (Kraftsman Comm Playgrounds)*</td>
<td>$149,990.98</td>
</tr>
<tr>
<td>Spohn Ranch Skateparks</td>
<td>No bid</td>
</tr>
</tbody>
</table>

*No bid bond with proposal
Staff feels that American Ramp Company had the best design for beginner/intermediate level riders with best flow and use of space. The importance of designing good flow between the skate ramps and the desire for a “fun box” and half pipe was expressed by several residents and riders at the neighborhood meeting.

**Next Steps**
Public Works has been assisting with this project to assure the safety of the water storage tank lids. Centennial Water and Sanitation District drafted a scope of work for Bates Engineering and the Metro District has contracted with Bates to ensure the appropriate guidelines are followed during construction. The proposed changes were presented to the Centennial Water and Sanitation District Board on March 19th. They consented to the changes to the pickleball courts and skate ramp area contingent upon final plans being reviewed and approved by Centennial Staff.

Staff was recently informed of a new federal requirement for Centennial to execute a risk and resiliency assessment for all of its water facilities. The American Water Infrastructure Act of 2018 requires Centennial to perform and certify this assessment by March 2020. Centennial is in the process of hiring a consultant to assist with the assessment. Through the process of understanding this new requirement Centennial staff is concerned that the assessment will result in a recommendation to remove recreational facilities from the water tanks.

Staff recommends putting all improvements on hold until Centennial is able to make a determination regarding recreational amenities on the water tanks.
**Capital Project Delivery**

August 2019

**Service Center Project Goals**

- Renovate and expand the PROS Service Center complex
- Provide a modern and efficient operations facility
- Maintain full operational activities throughout construction
- Make design decisions based on constructability and cost considerations
- Identify opportunities to reduce overall project duration and minimize impact to operations
- Control overall project budget to provide best value to District

**Project Delivery Options**

Design – Bid – Build (DBB)

Construction Manager/General Contractor (CM/GC)

**Design - Bid - Build**

Most Common Method for Public Projects

- **Process**
  - Identify project parameters
  - Complete design and bid documents
  - Advertise & bid
  - Determine lowest qualified bidder
  - Award and construction

**Design - Bid - Build**

Typical Projects

- Roadway construction
- Parkway landscaping
- Storm sewer
- Traffic signals
- Parks

**Design - Bid - Build**

- **Pros**
  - Final approved design (30%+) required to confirm physics and/or code compliance
  - More experienced Design Team can expedite process
  - Best opportunity for competitive bid from multiple contractors
- **Cons**
  - Input only from design team on market impacts on subcontractors and materials cost/availability
  - May extend overall project schedule
  - Subject to availability of contractors
Construction Manager/General Contractor
CM/GC

Utilized when it best fits project demands

- Process
  - Publicly advertise for general contractor qualification statements
  - Evaluate submittals based on qualifications, request proposals from best qualified contractors
  - Select Best Overall Value for the District
  - Board approval for award of preconstruction services
  - Complete design (with contractor value engineering recommendations)
  - Negotiate Guaranteed Maximum Price (GMP)

Examples
- Highlands Ranch Mansion Renovation
  - Project used combination of CDBB and CM/GC for different components
- Del Clark Channel Stabilization Project
  - UDFCD managed, utilizes their Project Partners Delivery system
- 1-25 GAP Project

Construction Manager/General Contractor

Pros
- Most collaborative environment with owner, designer, and contractor
- Allows contractor input on methods and materials for design decisions to reduce costs and increase efficiency
- Works well for renovation projects as team works through design decisions
- Can save time on projects that have separate phases/components
- Guaranteed Maximum Price (GMP) at 10% design helps decisions with budget constraints

Cons
- Least amount of subcontractor competition
- Higher contractor overhead costs than design-bid-build
- Contractual relations based on mutual trust and respect

CM/GC – Shared Risk

- What is the difference between DDB and CM/GC?
  - Risk Allocation – CM/GC is a shared risk approach

Project Delivery Option Process

- Both options need to be publicly advertised
  - Request for Qualifications (RFQ)
  - Request for Proposals (RFP)
  - Project bids
- Board resolution to authorize alternative delivery method before proceeding with selection process
- Once pricing obtained, Board must approve appropriation of funds

Parks, Recreation and Open Space Service Center

- Project has multiple components/phases
  - Site Improvements
  - New Fleet Building
  - Three New Storage Buildings
  - Existing Building - Major Renovation
- CM/GC proposed for building renovation
- Other improvements being evaluated for best delivery method
  - DDB or CM/GC – schedule, cost, impacts to operations and phasing are all part of the evaluation
Parks, Recreation and Open Space Service Center

- CMWSC will assist in achieving goals by providing input to team to:
  - Develop realistic schedule
  - Be cost effective for renovation
  - Determine phasing
  - Minimize impact to staff and ongoing operations
  - Evaluate design options for cost and timing

Questions?
Parkway Renovations

Current Conditions
### Recreational Revenues through July 2019

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<tr>
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<tbody>
<tr>
<td>Map to Trail</td>
<td>$5,883</td>
<td>$6,194</td>
<td>$6,779</td>
<td>$6,991</td>
<td>$10,730</td>
<td>$9,581</td>
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<tr>
<td>Trail Fees</td>
<td>$2,986</td>
<td>$4,122</td>
<td>$3,375</td>
<td>$3,786</td>
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<td>Parking Fees</td>
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<td>Membership Fees</td>
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<tr>
<td>Food and Beverage</td>
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<tr>
<td>Miscellaneous</td>
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<td>$500</td>
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Unusually cold and snowy spring led to refund of all cancellations
Summer sports still posting collections in early August

### General Fund Expenditures by Object

<table>
<thead>
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<tbody>
<tr>
<td>Maintained Budget</td>
<td>$2,094,710</td>
<td>$2,133,696</td>
<td>$2,102,312</td>
<td>$2,102,312</td>
<td>$2,102,312</td>
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<tr>
<td>Contracted Services</td>
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<tr>
<td>Miscellaneous and Capital</td>
<td>$3,484,782</td>
<td>$3,164,782</td>
<td>$3,333,782</td>
<td>$3,433,782</td>
<td>$3,533,782</td>
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<tr>
<td>Total Budget Expenditures</td>
<td>$9,580,525</td>
<td>$9,072,490</td>
<td>$9,310,864</td>
<td>$9,515,164</td>
<td>$9,652,164</td>
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<tr>
<td>SEPT. in Maintained Budget</td>
<td>$792,599</td>
<td>$802,599</td>
<td>$812,599</td>
<td>$822,599</td>
<td>$832,599</td>
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<tr>
<td>Personnel Salaries</td>
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<td>$510,500</td>
<td>$515,500</td>
<td>$520,500</td>
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<td>$802,599</td>
<td>$812,599</td>
<td>$822,599</td>
<td>$832,599</td>
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<tr>
<td>Other Expenditures</td>
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### Internal Control

**Accounts Payable / Purchasing**
- **Review All Purchase Orders**
  - Compliance for obtaining quotes on purchases over $1,000
  - No quote necessary and < $25
  - No purchase orders under $2
  - Compliance with SOPs

**Travel and Vehicle**
- **Reimbursement**
  - Compliance with SOPs