



REQUEST FOR COUNCIL ACTION

MEETING DATE: January 17, 2023
PREPARED BY: Administration
AGENDA ITEM: Community Center Renovation and Expansion Project – Design Process Governance

PREVIOUS ACTIONS:

Following the November 2022 General Election, City Council approved ordinance no. 22-20 at its December 5, 2022 meeting, imposing a local option sales tax to fund the Community Center Renovation and Expansion Project.

RECOMMENDED COUNCIL ACTION:

Adopt resolution no. 23-017 Community Center Renovation and Expansion Project – Design Governance Model.

COMMENTS:

Following the November 2022 election and approval of the local option sales tax ballot question for the Community Center Renovation and Expansion Project, staff has been developing a project design governance model and project timeline.

The following is the proposed project design governance model:

Staff project team:

Members: Parks and Recreation Director Chuck Stifter, Community Center Manager Angie Dehn + specialty area supervisors as needed

Role: Lead design process with Architecture / Engineering and Construction Manager at Risk

Owners team:

Members: Mayor Steffenson, Councilmember Judy Hanson, Park Board Chair Bill Lewis, Park Board member Ken Helvey, Parks and Recreation Director Chuck Stifter, City Administrator Heidi Nelson, Finance Director Greg Sticha, Community Center Manager Angie Dehn

Role: Meet monthly to review and provide direction throughout design process

Community Center working group:

Members: (Membership to be confirmed at a future date following approval of governance structure.)

Role: Meet quarterly to review design and provide input

Joint City Council and Park Board work sessions:

Members: Mayor, City Council and Park Board

Role: Meet quarterly to review design and provide direction

The following is a project timeline that has been developed for general guidance:

Retain Architect and Construction Manager at Risk	March 2023
Selection process for Architecture & Engineering and Construction Manager at Risk:	
<u>Architecture & Engineering RFP</u>	
• RFP authorization by Park Board (PB)	1/19/23
• RFP due date	2/8/23
• A&E interviews PB/City Council (CC)	2/16/23
• A&E contract approval by CC	3/6/23
 <u>Construction Manager at Risk RFP</u>	
• RFP authorization by PB	1/19/23
• RFP due date	2/8/23
• CM@R interviews by staff	2/13/23
• CM@R recommendation by PB	2/16/23
• CM@R contract approval by CC	3/6/23
Finalize scope of project site	April 2023
Site survey, Geotech	Spring 2023
Finalize funding plan	June 2023
Concept design	June-August 2023
Schematic design	September-December 2023
Design development	January-April 2024
Construction documents	May-October 2024
Bid project	November 2024
Construction start	Winter 2024 / Spring 2025

It should be noted that the city’s purchasing policy will be adhered to with regard to approval of architect and construction management contracts by City Council as well as the public bidding of the overall project and contract awards being approved by City Council, along with approval of project financing plan.

ATTACHMENTS:

Attachment A – Resolution No. 23-017