



Town of Castle Rock

Agenda Memorandum

Agenda Date: 2/26/2020

Item #: 6. **File #:** TMP 2020-105

To: Honorable Mayor and Members of Town Council

From:

Tim Friday, P.E., Assistant Director of Castle Rock Water
Mark Marlowe, P.E., Director of Castle Rock Water

Resolution Approving a Construction Contract between the Town of Castle Rock and _____ to Construct the Castle Rock Water Administration and Customer Service Building

Executive Summary

Castle Rock Water staff request approval of a Resolution (see **Attachment A**) approving a Construction Contract (see **Exhibit 1**) with _____ for constructing Castle Rock Water's Administration and Customer Service Building at a contract amount of \$_____.

A competitive bidding process was used to obtain bids from qualified contractors. Each bid was evaluated for completeness and to ensure that the bid met all the requirements identified in the invitation to bid and specifications. Bids ranged from \$_____ to \$_____. _____ submitted the lowest bid, was deemed responsive and is qualified based on the information submitted with the bid proposal. In addition, the construction team from _____ was interviewed and the CR Water team recommends _____ for award of this contract.

Construction is expected to be completed by the end of 2020. This project has been coordinated with town-wide facilities space planning and is part of the overall site development planned for the Castle Rock Water Campus. The total cost of this project, including design work completed in 2018 and 2019, plus this construction contract, is \$_____.

History of Past Town Council, Boards & Commissions, or Other Discussions

On April 2, 2019, Town Council approved a resolution approving a services agreement with HB&A Inc. in the amount of \$251,057 plus a Town-managed contingency of \$12,553 for design of this project.

Discussion

Castle Rock Water was created as a separate department from Public Works in 2002 and purchased the property at 175 Kellogg Court in August 2002 to establish a headquarters and home for this new

department. The 9.8-acre property was formerly used as a lumber yard and included a showroom building and a metal warehouse for storing lumber. These buildings were constructed in 1998/99. The existing showroom building was modified in 2002/2003 to accommodate Customer Service and Administrative staff, and several modular buildings were installed to temporarily accommodate Operations and Engineering staff. Since 2002, the department has grown from 44 full time equivalents (FTEs) to a current staff of 96 FTEs, and with continued growth in the Town, it is expected that the Department will employ approximately 110 to 120 FTEs.

A facilities site assessment was conducted in early 2013 to evaluate options to accommodate existing staff as well as plan for future staff. The conclusion and recommendation of that assessment pointed toward developing the Kellogg property as the permanent home for Castle Rock Water. In addition, space deficiencies were identified for each division within the department. The Operations and Maintenance division had the largest space deficiency and, subsequently, the Operations and Maintenance Building was designed in 2014 and built in 2015. This 20,000 square foot facility is sized to accommodate 44 personnel and includes two service bays, an employee break room, one small conference room and a meeting room sized to accommodate 120 people.

The Administration and Customer Service Division has the next largest space deficiency and a new building has been planned to provide adequate space such that all staff can be housed in permanent buildings. The facilities site assessment completed in 2013 recommended the following:

- Build a new, more inviting, and accessible Administration and Customer Service building north of the existing Administration facility or as an addition to the facility with ground level access for visitors.
- Move the Engineering, Water Resources and Stormwater Divisions into the existing Administration facility and remove all the modular buildings.
- Make appropriate site improvements to accommodate customer access and parking, and employee parking.

In 2019, Castle Rock Water retained HB&A to develop construction documents for a new Administration and Customer Service Building. The result of that work yielded bid documents consisting of drawings and specifications. Using these bid documents, a competitive bidding process was used to obtain bids from qualified general contractors. Bids ranged from \$_____ to \$_____ and each bid was evaluated for completeness and to ensure that the bid met all the requirements of the contract. All bids met the contract requirements. The CR Water team then interviewed the contractors who submitted the two lowest bids, _____ and _____, to get to know each team and discuss each contractor's approach to the project, costs and schedule. Both companies have qualified teams of professionals and staff is confident in their abilities to deliver a successful project. The Town then entered into negotiations with _____ as the lowest apparent bidder to negotiate a final contract price that would best fit the 2020 budget appropriation (\$4,048,808).

Funding for this project was included in the 2020 budget line item "Admin/Cust Svc Building" and split proportionally among CR Water's four enterprise funds. Construction is expected to begin in mid-April and be completed by the end of 2020. Some additional items (minor renovation of the existing building, landscaping and removal of the modular buildings) will be completed in early 2021. This

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project has been coordinated with town-wide facilities space planning.

Budget Impact

Funding for this project was budgeted in the 2020 budget and split among the four enterprise funds as detailed below.

Project	Account Number	2020 Budget Amount	This Contract	Contingency	Remaining Balance
Admin/Cust. Svc Building	210-4275-442.77-57	\$1,741,344			
	211-4375-443.77-57	\$779,017			
	212-4475-444.77-57	\$798,594			
	213-4577-445.77-57	\$729,853			
Total		\$4,048,808			

Staff Recommendation

Staff recommends approval of the agreement between the Town of Castle Rock and _____ plus a Town-managed contingency of \$_____ for a total cost not to exceed \$_____ for construction of Castle Rock Water's Administration and Customer Service Building.

Proposed Motion

"I move to approval of the above Resolution as presented"

Attachments

Attachment A: Resolution
Exhibit 1: Contract
Attachment B: Overall Site Plan, Floor Plan and Architectural Renderings