

**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, MAY 11, 2015
COMMUNITY ROOM
6:00 P.M.**

I. State and County Representatives

Representative Kathleen Conti and Senator Linda Newell, Arapahoe County Commissioner Nancy Doty and Annie Larson from Senator Cory Gardner's office will be present to discuss legislation and issues of concern.

II. Community Branding

Communications Coordinator Leigh Ann Hoffhines will be present to discuss the next steps in the community branding process.

III. Recreation Center HVAC Instillation Update

Public Works Director Rick Kahm and Facilities and Operations Manager Michael Hogan will provide an update on the Recreation Center HVAC installation.

IV. Council Member's Choice

- Posting of Council Requests on City Council webpage
- Proposed Executive Session Process
 - a. Study/Special Meeting
Vote downstairs in Community Room to move into Executive Session
Move to Executive Session in City Council Conference Room
Return to Community Room to take vote to exit Executive Session

or
 - b. Vote at End of Council Meeting
Vote in Council Chambers to move into Executive Session
Move to Executive Session in City Council Conference Room
Return to Council Chambers to take vote to exit Executive Session

V. City Manager's Choice

VI. City Attorney's Choice



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Eric A. Keck, City Manager
Michael Flaherty, Deputy City Manager

FROM: Leigh Ann Hoffhines, Communications Coordinator

DATE: May 6, 2015

SUBJECT: Community Branding Project Update

During the City Council Study Session on Monday, May 11, City Manager Keck and I will provide an update on the planned community branding project.

As you know, we issued a Request for Proposals for this project in early March to help us locate a professional firm qualified to undertake such a project. We had a very healthy response from branding firms near and far. The City's project team has spent the last several weeks reviewing the submitted proposals and comparing notes on the firms' qualifications and their proposed processes and approaches to this project.

With an eye towards the importance of broad and effective community engagement as part of this process, we have worked hard to determine which firm will be the best fit for this project. We narrowed the field down to three local firms and conducted interviews last week. The City's project team is recommending entering into a contract with Slate Communications, a Fort Collins firm that specializes in branding, communications, and marketing.

At Council's February 23rd Study Session, we discussed the possibility of using some of the monies the City received from the dissolution of the Englewood Small Business Development Corporation (ESBDC) to fund the branding project. This project was not included in the 2015 Budget, and we believe it makes sense to move forward with the ESBDC funding option since the branding project will have a strong focus on economic development enhancements.

If Council supports moving forward, we plan to present a contract and a requested fund transfer for Council's formal consideration at the regular City Council meeting on May 18, 2015.

At Monday's Study Session, we will share details on the selection process and will be happy to answer any questions you have.

City of Englewood

Facilities and Operations
2800 S. Platte River Drive
Englewood, CO 80110
303-762-2540



MEMORANDUM

TO: City Council

THROUGH: Eric Keck, City Manager

THROUGH: Rick Kahm, Director of Public Works

FROM: Michael Hogan, Facilities and Operations Manager

DATE: May 7, 2015

SUBJECT: Recreation Center HVAC Replacement Project Update

Recreation Center Project Update:

Council approved a contract for \$594,800 to Colorado Mechanical Systems (CMS) on 3/2/2015 as the lowest responsible bidder for the Recreation Center HVAC Replacement Project. CMS did not follow through with their contract and the city was forced to look to the second lowest bidder. American Mechanical Services (AMS).

AMS placed and original bid for \$724,509. Through council direction, teamwork with AMS, and value engineering, the project team was able to lower the costs of installation to \$667,426 generating a savings for the city of \$57,083. These savings were gained by City maintenance staff proposing to complete much of the demolition work in house and changing some of the burden of project management to City staff. The City has also waived all liquidated damages deciding instead to focus on team work between the contractor and the City. City staff has also concluded that 10% construction contingency funds are no longer needed, \$15,000 will be adequate to cover any change orders that may be needed. AMS will also provide the City with a percentage of any savings realized during the project through further value engineering.

American Mechanical Services of Denver LLC will provide Project Services at: **City of Englewood
Recreation Center
1155 W Oxford Ave.
Englewood, CO 80110**

Bid price given Jan 15th, 2015 (\$724,590.00)

Value Engineering	
Demolition contractor (Englewood to demo RF, CT, Pumps)	\$ 13,392.00
Supervision & Administrative Cost(s)	\$ 17,385.00
Liquidated Damages/Afterhours/Overtime work	\$ 19,965.00
Consumables	\$ 4,135.00
Warranty	\$ 1,557.00
Permit Fee(s)	\$ 730.00
Total of Value Engineering savings (above)	\$ 57,164.00
<u>New/revised Bid price (April 29th, 2015)</u>	<u>\$667,426.00</u>

The City will also contract the services of an environmental monitoring vendor to monitor and test the air quality before, during and after the project to ensure ASHRAE standards for ventilation are met or exceeded.

