



Creating Community, Enhancing Health, Inspiring Play since 1959

BOARD OF DIRECTORS MEETING

November 9, 2021 – 6pm

Peak Community & Wellness Center, 6612 S Ward St., Littleton, CO 80127

Zoom Option:

You are invited to a Zoom webinar.

When: Nov 9, 2021 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 11/09/2021 Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_uP3m-pwLSk-NzIMAvFNfBg

After registering, you will receive a confirmation email containing information about joining the webinar.

AGENDA

Pursuant to Colorado Revised Statutes 18-8-308(2), 24-18-109(3)(a), 24-18-110, 32-1-902(3), all known potential conflicts of interest of any board members have been filed with the Secretary of State.

I. CALL TO ORDER (Maple room)

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. APPROVAL OF OCTOBER 26, 2021 MINUTES

VI. COMMUNITY COMMENTS

For Zoom attendees, please click 'Raise Your Hand' at the bottom of the screen, and the moderator will alert the Board of your desire to speak and your microphone will be enabled. A three-minute time period will be observed and there will be only one three-minute opportunity per person to speak during the Community Comments time.

VII. DECISION ITEMS

A. Revised Foothills Golf Course Clubhouse Design Contract

- Ronald Hopp

B. Foothills Golf Course Clubhouse CM/GC Contract

- Ronald Hopp

VIII. EXECUTIVE DIRECTOR'S REPORT

IX. DISCUSSION ITEMS

A. 2022 Proposed Budget Presentations

- Parks, Planning and Construction
- Administration

- Colin Insley

- Dennis Weiner

X. EXECUTIVE SESSION

A. Personnel Matters per 24-6-402(4)(f), C.R.S.

XI. ADJOURNMENT

Individuals who require special accommodation to attend and/or participate in this meeting should call the Foothills District Office at 303.409.2108 to advise of their specific need(s) at least 24 hours prior to the meeting.

RECORD OF PROCEEDINGS

FOOTHILLS PARK & RECREATION DISTRICT REGULAR BOARD OF DIRECTORS MEETING

September 28, 2021

Zoom Option:

You are invited to a Zoom webinar.

When: Sep 28, 2021 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 9/28/2021 Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_jb5412I7RhWQOp9RCI4-2Q

After registering, you will receive a confirmation email containing information about joining the webinar.

- I. CALL TO ORDER: Director Meyer called the regular meeting to order at 6pm.
- II. PLEDGE OF ALLEGIANCE: Director Meyer led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:
- | | |
|-----------------------|-------------------------------|
| Director Bielkiewicz: | Present |
| Director Trimble: | Present arrived 6:04 via Zoom |
| Director James: | Present |
| Director Butman: | Absent |
| Director Meyer: | Present |

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Dennis Weiner, Director of Finance and Administrative Services; Derek Eberhardt, Director of Operations; Barb Butler, Director of Recreation Programs; Colin Insley, Director of Parks, Planning and Construction; Tom Woodard, Director of Golf; Richelle Riley, Recording Secretary; other Foothills staff and members of the public.

Potential conflicts of interest were disclosed pursuant to Colorado Revised Statutes 18-8-308(2), 24-18-109(3)(a), 24-18-110, and 32-1-902(3).

IV. APPROVAL OF AGENDA:

MOTION: Director James moved that the Foothills Board of Directors approve the September 28, 2021 agenda as submitted. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director James, aye; Director Meyer, aye. The motion was approved.

V. APPROVAL OF AUGUST 24, 2021 MINUTES:

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve the minutes of the August 24, 2021 board meeting as submitted. Director James seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director James, aye; Director Meyer, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

VII. DECISION ITEMS:

A. Dutch Creek Trail Design Contract

Referring to the memo provided, Colin Insley discussed the Dutch Creek Trail extension project has been a priority for the District for quite some time. Mr. Insley talked about the attached proposal from Architerra to

RECORD OF PROCEEDINGS

start the project. It will include preliminary design in lining out the trail location, Mr. Insley explained. There will be a public involvement process to share the plans with the public for comment.

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve the proposal for the initial phase of design for the Dutch Creek Trail in the amount of \$58,500 and authorize the Executive Director to execute the contract document. Director James seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, aye; Director James, aye; Director Meyer, aye. The motion was approved.

B. Foothills Golf Course Clubhouse Design Contract

Ronald Hopp gave an overview of things staff have been working on with the clubhouse project since the last conversation with the Board. He reminded there was a public workshop and from that feedback, updates were made to the conceptual design that was presented to the Board. Based upon that, JNS has completed 50 percent schematic design. Mr. Hopp talked about several things that need to happen before 100 percent schematic design. Staff have solicited some rough order of magnitude pricing from seven general contractors, and have developed and distributed an RFP for the CMGC, Mr. Hopp discussed. The RFP was sent out yesterday to nine general contractors, and it will be published in the Jeffco Transcript. He explained that staff are considering, and have interviewed, a couple of Owner's Representatives.

Mr. Hopp discussed other sub-consultants that have to get on board, staff are evaluating those contracts. JNS requires the District to contract with the sub-consultants, Mr. Hopp elaborated. Director Meyer expressed concern that there may be a risk that one of the sub-consultants does something inconsistent. Mr. Hopp offered that hopefully they will all put their concepts together, ultimately they work for the District, JNS works for the District as well, and staff's task will be to make sure that they are all working well together.

Mr. Hopp detailed the next steps related to JNS. As outlined in the memo provided, Mr. Hopp discussed consideration for the Board tonight is the fees for Phases 4, 5, 6 and 7 which will get the project through permitting and bidding and then there is the parallel path of the CM/GC and the possible Owner's Representative. Mr. Hopp pointed out the proposal attached.

MOTION: Director James moved that the Foothills Board of Directors approve and authorize the Executive Director to execute an agreement with Johnson Nathan Strohe to provide continued design services (Phases 4 through 7) for the Foothills Golf Course Clubhouse as discussed, subject to staff and legal counsel approval. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, aye; Director James, aye; Director Meyer, aye. The motion was approved.

C. Dakota Ridge Metropolitan District Consent Resolution

Referring to the memo provided, Mr. Hopp pointed out a proposed development located at the northeast corner of the intersection of Belleview and Simms. They have a desire to form a metropolitan district called Dakota Ridge Metropolitan District. As part of the service plan, the metropolitan district would like to include park and recreation powers in order to provide services to the residents of the sub-division. They want to provide some open space, a pocket park, and a dog park. It will not duplicate any of the Foothills District's regional park or recreation services. Staff do not think it will negatively affect the Foothills District, in fact, they will be public parks, Mr. Hopp explained. It would be an amenity that the metropolitan district owns and maintains that would be open to the general public. In order for the metropolitan district to have park and recreation powers, the Foothills District has to provide a consent resolution requested by Jefferson County. Mr. Hopp reiterated this will not negatively affect any of the tax base to the Foothills District nor will it negatively affect any potential park credits or SB-35 funds that would be built in that area. He pointed out a vicinity map attached. Mr. Hopp answered questions from the Board. Director James expressed unease with metro districts and previous experience with developers and park credits; outstanding park credits that are

RECORD OF PROCEEDINGS

going to be detrimental to District finances. Mr. Hopp assured there won't be any park credits, but just in case, the resolution states that all park credits belong to Foothills as a regional park and recreation provider.

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve Resolution No. 21-007 consenting to the creation of Dakota Ridge Metropolitan District. Director James seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, aye; Director James, aye; Director Meyer, aye. The motion was approved.

VIII. EXECUTIVE DIRECTOR'S REPORT:

Mr. Hopp pointed out that the report states that the RFP for the Contract Manager/General Contractor went out the week of September 20th; it went out yesterday. Staff will start to work on the pools RFP for CM/GC.

Mr. Hopp reminded the Board about Hops in the Park. He talked about new fitness equipment at Ridge Recreation Center.

The District has been able to offer sign-on bonuses to try to encourage early childhood teachers. The District was able to get a grant for those hiring bonuses, Mr. Hopp explained. Barb Butler elaborated on staffing, hours, and capacity in Children's Programs.

Mr. Hopp provided an update on Mile High BMX.

Colin Insley provided an update on the Hine Lake outlet structure project. Mr. Hopp added information about the FEMA grant application process.

IX. DISCUSSION ITEMS:

A. 2022 Proposed Budget Estimates

Referring to the memo provided, Mr. Hopp said in accordance with Colorado Revised Statutes, 29-1-105 and 106, staff are required to submit 2022 budget estimates to the governing board by October 15, 2021. In order to satisfy these legal requirements, staff are presenting estimated revenues and expenditures for the 2022 fiscal year. A document is provided that reflects the estimated expenditures equal to estimated revenues for 2022; a balanced budget is required. Mr. Hopp reminded that staff are approaching the 2022 budget year like the 2021 budget year – as if it were a normal year, and discussed.

At the October 26, 2021 meeting, staff will give a general overview of the budget, and present operational budgets for Golf and Leisure Services. At the November 9, 2021 meeting, Parks and Administration will present their budgets. At the December 14, 2021 meeting, the Board will be asked to consider the final budget along with resolutions for Adoption of the Budget, Appropriation of Funds, Certification of Mill Levies. It has to be submitted to the county by December 15, 2021. Mr. Hopp requested if there are concerns, thoughts, or requested changes to the budget, staff would like to hear those tonight, October, or November since the budget that will be presented to the Board in December will presumably be the final draft.

Mr. Hopp summarized highlights of the budget numbers as presented. There are significant estimates because there are some things that are not finalized, he explained.

For the record, Mr. Hopp stated that estimated revenues are \$67,443,324 and estimated expenditures are \$67,443,324; staff are presenting a balanced budget. Let the minutes reflect that the Board has received a summary document containing the budget estimates and it has been stated during the meeting.

RECORD OF PROCEEDINGS

B. Energy Performance Contract Phase II Recommendations

Mr. Hopp acknowledged McKinstry representatives Adam Allington, Ashley Brasovan, and Stephan Rank. He recognized Terry Green who is managing this project, and Mr. Green was wished a happy birthday.

Mr. Hopp recalled at the last board meeting, representatives from McKinstry presented the overall findings from their facility audit which represented all the potential identified projects. The number was high and staff knew it wouldn't be accomplished all together, but wanted to accomplish something. The Board expressed concerns about the cost of all those projects and asked staff to work with representatives from McKinstry to come up with a project that is palatable, affordable, and addresses the biggest needs foreseen at this point in time. He reminded that with the mill levy election that was extended staff talked about improving facilities, mentioned some priorities, and indicated it is consistent with funding generated from the mill levy which was utilized to get the COP as well.

Mr. Hopp explained staff wanted to focus on, in addition to energy savings, some end-of-life type things as well. We keep experiencing failures of equipment that is old and aging and think a more efficient, effective process would be to address some of that equipment in the larger project for economies of scale and an efficiencies perspective.

Mr. Hopp discussed the significant facilities at Lilley Gulch and Ridge. Referring to the memo provided, he pointed out an example of a piece of equipment at its end of life, and talked about other examples. The Ridge has the biggest impact on users in terms of the pools, child care programs, fitness, and sports. Mr. Hopp explained if there were a catastrophic failure of roof top equipment, the District potentially could lose hundreds of thousands of dollars of revenue if not able to come up with temporary solutions. Staff would like to be proactive with Lilley Gulch because of its age, and the Ridge because of its impact to District services, and replace a lot of the equipment related to that. In addition, staff feel the LED lighting retrofits is also a very important project.

Referring to the project scope spreadsheet, Mr. Hopp discussed the recommendation, detailing each recommended project, costs and funding sources. He recognized it would be investing in some significant equipment at the Ridge and Lilley Gulch. The LED lighting makes sense from a payback perspective. The building automation system will be helpful and a service to the District's constituents and utilization of the facilities. There was discussion and questions were answered.

Mr. Hopp explained staff tried to be conservative with this and conservative with the clubhouse and pools projects to find a comfortable number. He acknowledged there are still unknowns related to the pools and the clubhouse projects, but hopefully are conservative enough that this opportunity can be funded. There was discussion about the building automation control system; Mr. Allington, Stephan Rank, Mr. Eberhardt, and Mr. Green provided detail. There was discussion about funding. Mr. Hopp assured it would be staff's intent not to spend any more than the \$6 million of the COP, that is why capital numbers are outlined. Staff have to hold the line on the other projects, there are conservative estimates on those as well.

Director Bielkiewicz suggested to make the decision now so the District is guaranteed to get these rates. Director James expressed concern for the timing of it all, but expressed trust in the staff. Director Trimble agreed if staff are comfortable with the overall number would vote to move forward with the control system from the standpoint of having everything done at the same time. He added if something had to be cut, would agree to cut that. He agreed staff knows what needs to be done.

Mr. Hopp recognized it is a definite step forward in investing in the District's existing facilities which we decided we wanted to do. We are still able to take care of high priorities of the clubhouse and the pools and the trail project.

RECORD OF PROCEEDINGS

Director Meyer expressed thanks for all the work on this project. We've said before we've got to take care of what we have. It needs to get done so we can operate well.

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve the staff recommended Energy Performance Contract, Phase II totaling \$7,980,073 funded with COP funds totaling \$5,984,983 and District Capital Funds totaling \$1,995,090 and further authorize the Executive Director to execute all required documents as discussed, subject to staff and legal counsel approval. Director Trimble seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, aye; Director James, aye; Director Meyer, aye. The motion was approved.

C. Finance Update

Dennis Weiner discussed the financial update through August 31, 2021 as detailed in the report provided. He discussed year-to-date operating revenues, year-to-date operating expenditures, net operating loss, non-operating revenue and expenditures. Looking at the bottom line through August 31, 2021, net revenue was better than the plan year-to-date.

X. ADJOURNMENT:

The regular meeting was adjourned at 7:10pm. The next regular board meeting will be held at 6pm on Tuesday, October 26, 2021.

Submitted by: Richelle Riley, Recording Secretary



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: November 9, 2021
MEMO TO: Foothills Board of Directors
FROM: Ronald Hopp, Executive Director
SUBJECT: Revised Foothills Golf Course Clubhouse Design Contract

At the September meeting, the Board authorized a contract with Johnson Nathan Strohe (JNS) to provide continued planning services for the Foothills Golf Course Clubhouse. At the time, the Board expressed concern about the fact that the sub-consultants would be contracted directly with the District as opposed to being carried by JNS. As a result, staff and Todd Goulding, our Owner's Representative on the project, met with JNS and negotiated with them a contract that would include most of the sub-consultants being carried under their contract. These sub-consultants include the following:

- Structural Engineering
- Mechanical, Electrical and Plumbing Design
- Lighting Design
- Technology Services
- Landscape Architecture
- Envelope Consulting
- Kitchen Design

The civil engineering company, survey company, geotechnical firm and environmental investigation firm have all been previously contracted with directly by the District.

Due to the addition of the sub-consultants and the additional fee to carry the contracts, staff is providing a revised contract proposal for the Board's review and consideration. The attached draft proposal includes the following design services and fees that is inclusive of the sub-consultant fees as well as Architectural Design and contract administration.

- Completion of Schematic Design (Phase 4) - \$51,700
- Design Development (Phase 5) - \$167,625
- Entitlements - \$5,000
- Construction Documents (Phase 6) - \$180,975
- Permitting & Bidding (Phase 7) - \$29,480
- Contract Admin - \$14,553

Total design fees - \$449,333

Construction Administration: *to be agreed upon and approved at a later date.*

These design fees and the construction project will be funded with proceeds from the 2021 Certificate of Participation.

MOTION: I move that the Foothills Board of Directors approve and authorize the Executive Director to execute the revised agreement with Johnson Nathan Strohe, inclusive of the aforementioned sub-consultants, to provide continued design services (Phase 4 -7) for the Foothills Golf Course Clubhouse as discussed, subject to staff and legal counsel approval.



1600 Wynkoop St #100
Denver, CO 80202
303.892.7062

21 September 2021
Revised 5 November 2021

Mr. Ron Hopp
Executive Director
Foothills Parks & Recreation District
6612 S. Ward St.
Littleton, CO 80127

RE: Foothills Golf Course Clubhouse
Letter of Agreement for Architectural & Interior Design Services

Dear Ron,

Thank you for the opportunity to provide Architectural and Interior Design services for your Foothills Golf Clubhouse project. We understand the intent of this engagement is to complete design services through the duration of construction of the Clubhouse building. As discussed with your team, JNS has agreed to carry the contracts of the design sub-consultants per the attached consultant matrix.

PROJECT APPROACH

Each project is unique, and our approach is tailored to the specific assets, constraints, and opportunities of a particular site and program. We believe each project is born of its context and we conduct our design process with a collective understanding of the end users, the client's desires and the most efficient and artful solution.

We will begin immediately upon your acceptance of this agreement with the following project approach:

PHASE 4: COMPLETION OF 100% SCHEMATIC DESIGN

- 100% Schematic Design phase to begin upon Client approval of 50% Schematic Design, completion & receipt of the site survey and geotechnical report (expected approximately October 1, 2021), engagement of design engineers/consultants and engagement of CM/GC for preconstruction services.
- Further refinements to the Architectural concept
- Coordinate a design & construction schedule with Owner's General Contractor.
- Interior Design concept & visioning, including space planning of furniture layout and key finishes, furnishings, and materials.
- Deliverables to include a 100% Schematic Design drawing set and outline specification.

PHASE 5: DESIGN DEVELOPMENT

- Design Development phase to begin upon Client approval of 100% Schematic Design and construction cost estimate of 100% SD documents.
- Drawings / Work Product to include:
 - Site plan development with Civil Engineer and Landscape Architect
 - Refined Code & Accessibility analysis
 - Overall floor plans, reflected ceiling plans, and roof plan

- Exterior elevations with material and color selections
- Typical building and wall sections
- Typical exterior and interior details
- Preliminary project specification manual
- Finalization of furniture plans
- Developed interior architecture elements
- Finish Schedule and Legend
- Deliverables to include a 100% Design Development drawing set and specification.

PHASE 6: CONSTRUCTION DOCUMENTS

- Construction Documents phase to begin upon Client approval of 100% Design Development and construction cost estimate of 100% DD documents.
- Drawings / Work Product shall be documents for permitting and construction, including:
 - Architectural Site Plan developed with the Civil Engineer and Landscape Architect
 - Final Building Code & Accessibility Analysis
 - Overall Floor plans, reflected ceiling plans, and roof plan
 - Enlarged partial floor plans as required
 - Exterior elevations with material indications and color
 - Enlarged partial exterior elevations as required
 - Building sections and wall sections
 - Stair & ramp plans, sections, and details
 - Exterior and interior details
 - Window and Door details and schedules
 - Project specification manual based on Masterformat. Division 1 General Conditions shall be reviewed by Owner.
 - Final millwork details and control samples, as required
 - Interior finish and furniture plans
 - Interior elevations as required
 - Interior finish schedule
 - Furniture specifications to be provided to Owner's procurement agent
- Deliverables to include 100% Construction Permit set and specification suitable for bidding, construction, and building permit approval.

PHASE 7: PERMITTING & BIDDING

- During this phase we will work with Jefferson County for all permitting, including any code variance, interpretation, or administrative modification requests.
- Issue the set of documents to the General Contractor for final bidding, and respond to bid questions and clarifications.
- Issue addenda and clarifications required to address Jefferson County plan review comments and General Contractor bid questions & clarifications.

QUALIFICATIONS & CLARIFICATIONS

- Entitlements / Site Development Plan approvals with Jefferson County shall be billed hourly.
- Construction Administration fees for JNS and sub-consultants shall be determined and submitted for contract once a CM/GC is under contract for the project and a construction duration and GMP is established.

Exclusions:

- Site Survey / Geotechnical Report / Soils Investigation
- Civil Engineering
- Art Selection and Procurement
- Signage Design
- Abatement / Environmental / Hazardous Materials Testing and Documentation
- Materials Testing

- Record/As-Built Drawings
- Cost Estimating
- JNS shall work with Owner's CM/GC to establish project cost and budget. CM/GC shall provide timely estimates necessary to ensure project budget is maintained. Significant Value Engineering after 100% Design Development shall be subject to additional services.
- Interior Design Procurement, Warehousing, and Installation
- Photorealistic Renderings (available for an additional fee)
- Approval of purchase orders
- LEED (or similar) Project Certification
- Separate permit packages (i.e. foundation permit packages)

PROFESSIONAL FEES

For the services described herein, we propose to be compensated on a lump sum basis per the attached fee schedule.

Note: fees for programming, conceptual design, and 50% Schematic Design have already been approved and contracted, and are not included herein.

As agreed upon with FHPRD, fees for Construction Administration shall be proposed for approval concurrent with General Contractor GMP.

PAYMENTS TO THE DESIGNER

Payments are due within 30 days of invoice or will bear interest at the rate of 1.5% per month after 30 days. If JNS is not paid within 30 days of invoice, we will provide a written stop work notice without consequence/fault to JNS.

HOURLY RATES

All work for variable and/or additional scope of services will be billed at JOHNSON NATHAN STROHE's hourly rates. Hourly rates are subject to change on a calendar year basis. Current rates for 2021:

Partner	\$295.00
Principal	\$195.00
Associate/Project Manager	\$185.00
Project Architect	\$165.00
Sr. Architectural Staff	\$135.00
Senior Interior Designer	\$135.00
Architectural Staff	\$110.00
Interior Designer	\$100.00

REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to the services described above and are charged at Architect's cost. These expenses include expenditures made by the Architect in the interest of the Project for the expenses listed below:

- a. Printing of drawing and specification sets required by the Owner or Jurisdictional Agencies; not including items prepared for JNS internal use.
- b. Expense of photorealistic renderings, physical models, and mock-ups requested by the Owner.
- c. Presentation materials beyond the Sketch-Up models and Image "boards" described herein.

USE OF DOCUMENTS

All concepts, plans, drawings and specifications prepared by the Designer ("Project Documents") remain the Architect's property at all times. The Architect shall, for all purposes, be deemed the author and owner of the Project Documents and shall retain all common law, statutory and other intellectual property rights, including copyrights. The

Owner may make use of the Work in furtherance of the Project which may include sharing with investment partners, banking entities, real estate brokers, and construction professionals for pricing purposes only. The Owner may not use the Work in any other way or on any other project without prior written consent and payment of a fee to the Architect.

CORPORATE PROTECTION

JOHNSON NATHAN STROHE, P.C. is a Colorado corporation, and Owner agrees that its sole remedy for any claims, damages, losses, expenses and costs arising from or caused by Architect's services regarding the Project shall be against JOHNSON NATHAN STROHE, P.C. only, and not against any individual employee, member or owner of JOHNSON NATHAN STROHE, P.C.

The Agreement constitutes the entire understanding and agreement between the parties with respect to the Project. The Client agrees that JNS is not a party to nor liable under any agreement that the Client may have with other parties with respect to the Project.

We look forward to working with you on this project. Please call me if you need any additional information or clarification.

Sincerely,



Nicole Nathan, AIA
Partner

Accepted by Owner:

By: _____

Name: _____

Date: _____

FOOTHILLS GOLF COURSE CLUBHOUSE - DESIGN FEES

	100% Schematic Design (Phase 4)	Design Development (Phase 5)	Entitlements	Construction Documents (Phase 6)	Permitting & Bidding (Phase 7)	Contract Admin	Total Fee**
Architecture + Interior Design: JNS	\$42,750.00	\$109,000.00	*	\$109,000.00	\$28,500.00	\$14,553.00	\$303,803.00
Structural Engineering: Studio NYL	\$5,000.00	\$15,000.00	-	\$15,000.00	-		\$35,000.00
MEP Engineering: BG Buildingworks	\$2,350.00	\$12,250.00	-	\$19,600.00	\$980.00		\$35,180.00
Lighting Design: BG Buildingworks	-	\$6,300.00	-	\$6,300.00	-		\$12,600.00
Technology Services: BG Buildingworks	-	\$3,950.00	-	\$3,950.00	-		\$7,900.00
Landscape Architecture: Norris Design	-	\$14,250.00	\$5,000.00	\$20,250.00	-		\$39,500.00
Envelope Consulting: STM Consulting & Engineering	\$1,600.00	\$4,375.00	-	\$4,375.00	-		\$10,350.00
Kitchen Design: TriMark Marlinn	-	\$2,500.00	-	\$2,500.00	-		\$5,000.00
Total Fees by Phase	\$51,700.00	\$167,625.00	\$5,000.00	\$180,975.00	\$29,480.00	\$14,553.00	\$449,333.00 Total Design Fees

* Entitlement efforts by JNS shall be billed hourly.

**Construction Administration Fees to be approved at a later date, concurrent with General Contractor GMP.



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: November 9, 2021

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Foothills Golf Course Clubhouse CM/GC Contract

On September 27th, the District issued a Request for Proposals (RFP) for a Construction Manager as Constructor for the Foothills Golf Course Clubhouse project. The deadline was October 18th and we received eight (8) submittals. The committee, consisting of Tom Woodard, Dennis Weiner, Randy Meyers, Derek Eberhardt, Heather Vasquez Johnson with JNS, and Todd Goulding, our owner's representative, reviewed the submittals. The proposals were narrowed down to five firms that were interviewed on Monday, November 1st and Tuesday, November 2nd.

All of the firms that we interviewed were excellent general contractors. The interviews were very professional and we learned much about each of the firms. At the completion of the interviews, the committee worked diligently to discuss each of the firms. Several factors were weighed as part of the selection process including their interview performance, original proposals, fees, relevant work experience, experience with installing cross-laminated timber (CLT) which is part of our design, and the best project team fit for the project. Based on these factors, the committee selected Adolphson & Peterson Construction.

Since the CM/GC contracting is different than most of the other contracting agreements that the District typically uses, we are using an industry standard agreement (AIA A133 and AIA A201) which will be modified by the parties including District Counsel review and Special District requirements. This agreement is intended for use on projects where a construction manager, in addition to serving as advisor to the owner during the preconstruction phase, also will provide the District with a guaranteed maximum price proposal to perform the construction project which the owner may accept, reject, or negotiate. Upon the owner's acceptance of the proposal by execution of the Guaranteed Maximum Price (GMP) Amendment (Exhibit A) the construction manager becomes contractually bound to provide labor and materials for the project and to complete the construction project at or below the guaranteed maximum price. The document divides the construction manager's services into two phases: the preconstruction phase and the construction phase, portions of which may proceed concurrently in order to fast track the process and to either take advantage of, or help, navigate the challenging commodities and labor market.

In summary, we are asking the Board to approve Adolphson & Peterson as the CM/GC for preconstruction services with a cost of .25% of construction cost. The intent is to bring

them on as the General Contractor once the design is finalized and they provide the District with a GMP. There will be a future agenda item for the Board's consideration of the GMP for this project as well. Costs for preconstruction services will be credited against the final GMP (no cost) as long as the project is approved and proceeds. If the project is stopped or we terminate the agreement, the District would only be obligated to pay an estimated .25% of the construction cost which would be (\$25k) based on \$10M construction project.

MOTION: I move that the Foothills Board of Directors approve and authorize the Executive Director to execute a CM/GC agreement with Adolphson & Peterson to provide preconstruction and construction services for the Foothills Golf Course Clubhouse Project as discussed, subject to staff and legal counsel approval.



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: November 9, 2021
MEMO TO: Foothills Board of Directors
FROM: Ronald Hopp, Executive Director
SUBJECT: Executive Director's Report

Please welcome the new staff who have started working for the District and also please welcome back our rehired staff! We are excited to have them as part of our team!

<u>Name</u>	<u>Department</u>
Melissa Berry	Sports Specialty Programming
Anna Castor	Foothills Fieldhouse
Jessica Frazier	Wellness
Joel Lane	Wellness
Luke Paterson	Foothills Pro Shop & Operations
Wendy Taylor	Peak Recreation Center

The Management Team, Human Resources and Marketing have gone to meeting virtually once per week to discuss COVID-19 related and other operational issues.

We currently have six facility-use Intergovernmental Agreements (IGAs) with various entities that allow for the residents of those entities to utilize programs and facilities at District rates. As a reminder, each respective district is billed the differential between the resident rates and the non-resident rates. The attached spreadsheet shows revenues generated from the various IGAs year-to-date, 2021.

I attended the Jeffco Open Space Director's meeting at Fossil Trace Golf Course. This was the first time this meeting has been in person since the start of the pandemic and it was to see many of my colleagues. Some of the discussion items included Jefferson County Open Space Administrative Policies related to user fees, pandemic management, ARPA discussion and other topics.

BOO-rific Bash & Splash was a smashing success this year! We had more than 300 children and welcomed more than 1,000 people in total to Ridge Recreation Center. Check out the BOO-rific photo album on Facebook –

<https://www.facebook.com/media/set/?vanity=FHPRD&set=a.10160935044018644>.

There is a long list of people to thank for making the event such a success.

- Kelly, Belinda, Derek and the whole Facilities team!

- Bryan and the whole Aquatics team!
- Kate, Tory and Jacqueline for all the Marketing support and helping out at the event!
- All of our community volunteers!
- All of our community vendors!

The 401k Committee met with our financial advisor group to review the District’s Salary Deferral Plan for the third quarter, 2021.

An email from Sarah McAfee: *We have some new art at Sanctuary Park! We worked with neighbors from the Meadows Sanctuary HOA to have a chainsaw artist come out to carve two trees. The artist, Buzzsawbusby Chainsaw Arts, created two unique pieces from old cottonwood trees. One tree is carved into a large momma bear and the other tree has her three cubs. The beaver was added to the cub tree to represent the beaver that lives in the pond. This was a very fun project to work on with the neighbors and everyone is really excited how it turned out. The funds for this project were generously donated by the neighbors that live next to the site.*





As discussed at the last board meeting, a letter was sent to the Jefferson County Board of County Commissioners and the County Manager regarding American Rescue Plan Act funds for Special Districts. A copy of the letter is attached.

Colin Insley and I attended a virtual meeting with members of the Mesa View Estates HOA to continue to discuss the proposed capital improvements to Estates Park as well as continued discussion of some financing mechanisms and agreements.

We reported last month in the capital projects update the equipment for the outdoor splash pad at the Ridge was supposed to be delivered on or about October 29, 2021. Production was delayed and the new estimated ship date is November 10th with an estimated delivery date of November 17th, 2021. Colorado Hardscape is planning to begin work around December 1, 2021.

In an effort to fill our many open positions and promote our full-time and part-time positions, the District will be hosting a Job Fair on Wednesday, November 17 from 4-7 p.m. at the Peak Community & Wellness Center.

The apparel that was provided to our District employees last year in-lieu of a holiday luncheon was well received by our employees. Between the uncertainty of being able to host a holiday event due to COVID-19 and wanting to provide something to all of our employees, we are considering doing something very similar and expanding the options of items that our employees can select. We will still recognize our service award recipients as well.

Our annual Food & Toy Drive benefiting the Jeffco Action Center started yesterday and we will be collecting now until Monday December 6th. Each facility will have a blue collection barrel by the front entrance. The Jeffco Action Center is in “desperate need” this year for toys and everyday grocery items beyond holiday foods. Please spread the word and help where you can to make sure our community has a happy holiday! A flyer is attached with more details.

The December board meeting is the second Tuesday of the month, December 14th.

As a reminder, an updated Capital Projects report is included in the packet.

It is too early in the month to have the final financial update for October. It will be included in the next board packet.

IGA MONTHLY FACILITY/CLASS/GOLF USAGE

2021														
AGENCY	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL	
Bowles Metro	725	543	446	592	560	272	1,397	737	378	458			6,108	
Normandy Estates	172	69	148	253	108	87	234	151	121	117			1,460	
Plains Metro	25	5	17	0	25	105	0	10	0	0			187	
Roxborough Village	1,147	1,197	890	2,138	1,565	1,903	3,677	1,546	769	526			15,358	
TrailMark	861	649	642	1,712	764	1,215	2,240	757	398	554			9,792	
Vintage Reserve HOA	80	35	58	396	54	336	668	244	214	293			2,378	
Monthly Totals	3,010	2,498	2,201	5,091	3,076	3,918	8,216	3,445	1,880	1,948	0	0	35,283	
													35,283	



Creating Community, Enhancing Health, Inspiring Play since 1959

November 4, 2021

The Honorable Tracy Kraft-Tharp, District 1
Jefferson County Board of County Commissioners
100 Jefferson County Parkway, Suite 5550
Golden, CO 80419

The Honorable Andy Kerr, District 2
Jefferson County Board of County Commissioners
100 Jefferson County Parkway, Suite 5550
Golden, CO 80419

The Honorable Lesley Dahlkemper, District 3
Jefferson County Board of County Commissioners
100 Jefferson County Parkway, Suite 5550
Golden, CO 80419

Mr. Donald Davis, County Manager
Jefferson County Board of County Commissioners
100 Jefferson County Parkway, Suite 5550
Golden, CO 80419

RE: American Rescue Plan Act funds for Special Districts

Dear Commissioners and County Manager,

On behalf of Foothills Park & Recreation District (the District), we are contacting you to respectfully request assistance from Jefferson County's Coronavirus Local Fiscal Recovery Fund monies for our District's eligible pandemic-related expenditures, revenue losses, and additional recovery measures.

The District provides 93,000+ District residents in Unincorporated Jefferson County, and thousands of patrons from surrounding areas, with park and recreation services that other units of government do not otherwise provide. In addition to providing a myriad of traditional park and recreation services, programs and facilities, some critical services we also provide include; licensed childcare and camps, resources for senior adults, and excellent parks, trails and open spaces which have been critical outlets for many Jefferson County residents during the pandemic. We are one of the largest employers of youth in southern Jefferson County with a total workforce (pre-COVID) of nearly 1,100 employees annually, but unfortunately, we had to furlough nearly 500 employees due to significant losses in revenue. The pandemic has taken a significant toll on many special districts, yet most have been unable to access fiscal relief programs.

Board of Directors

William Meyer
Chair

Michael Bielkiewicz
First Vice Chair

Phillip Trimble
Second Vice Chair

Tim W. James
Treasurer

Kyle Butman
Secretary

Ronald Hopp
Executive Director

Now, the American Rescue Plan Act gives counties the authority to transfer Coronavirus Local Fiscal Recovery Fund monies to special purpose units of state and local government for the same eligible uses as cities and counties. These uses include costs to respond to the pandemic, revenue loss, premium pay for essential workers; and necessary investments in infrastructure to serve the residents of the District and the County. Among the eligible uses of these funds, the funds would be utilized to assist the District with economic recovery including investment in infrastructure to enhance the quality of life for residents of Jefferson County and also to assist the District with revenue replacement as the pandemic has caused the District to lose over \$5 million dollars in 2020 and 2021.

The District would appreciate your consideration of allocating a portion of the County's Fiscal Recovery Funds to prevent further reductions to the essential services we provide to our community. We look forward to working with you and your staff on this issue to ensure that our county's residents continue to receive the essential services that we and other special districts provide.

Thank you,



Bill Meyer, Chair



Michael Bielkiewicz, First Vice Chair



Phillip Trimble, Second Vice Chair



Tim W. James, Treasurer



Kyle Butman, Secretary

Foothills Park & Recreation District Board of Directors



**Foothills Park & Recreation District
is proud to support**

Holiday Food & Toy Drive

NOV 8 – DEC 6, 2021

All donations will benefit **the ACTIONCENTER**
COMMUNITY • COMPASSION • CONNECTION

All non-perishable food donations gladly accepted!

CONSIDER STAPLES LIKE:

- Cereal
- Hearty Soups
- Canned Protein
- Rice
- Pasta & Sauce
- Beans
- Peanut Butter

New & unwrapped toys for children 0-12 years will be donated to the Action Center's Santa Shop.

TOYS NEEDED INCLUDE:

- Baby Dolls of various races
- Arts & Crafts Kits
- Legos/Mega Blocks
- Make-up Kits
- Science Kits
- Scooters
- Bikes
- Helmets
- Headphones
- Skateboards
- Remote Control toys

Look for the donation bins located at the entries of the following Foothills District donation locations:

Peak Community & Wellness Center, 6612 S. Ward St., Littleton

Ridge Recreation Center, 6613 S. Ward St., Littleton

Edge Ice Arena, 6623 S. Ward St., Littleton

Lilley Gulch Recreation Center, 6147 S. Holland Way, Littleton

Clement Park Sports Office, 7306 W. Bowles, Littleton

Meadows Golf Club, 7007 Meadows Golf Club Drive, Littleton

Foothills Golf Course, 3901 S. Carr St., Denver

Foothills Sports Arena, 3608 S. Kipling Pkwy., Denver

Foothills Fieldhouse, 3606 S. Independence St., Denver

Thank you for your donation!



Foothills
Park & Recreation District



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: November 9, 2021
MEMO TO: Foothills Board of Directors
FROM: Ronald Hopp, Executive Director
SUBJECT: Capital Projects Report through October 31, 2021

Parks, Planning and Construction

2020 Mill Levy Projects

Budget: \$2,190,000 2020 Mill Levy Funds
Additional Funding Sources: \$170,571 SB35 Funds Requested 2/6/2020
\$ 37,628 SB35 Funds Requested 6/23/2020
Other Funding: \$200,000 Reserves for the Lilley Pad Playground
\$117,100 Allocation from 2018 Projects
\$430,282 Allocation from 2019 Projects

Available Budget: \$3,145,581

Expenses to date: \$2,841,306
Scheduled Completion: Spring 2020

Woodmar Square Park

- Project Completed

Alper's Farm Park

- Contracted Project Completed
- Staff will refurbish Gazebo in the Fall

Eagle Meadows Park

- Project Completed

Schaefer Athletic Complex Playground

- Playground installed and completed.

Williamsburg 1 Trail, Kipling Trail, Stoney Creek Trail

- Williamsburg 1 Trail – Complete
- Stoney Creek Trail – Complete
- Kipling Trail Repairs – Complete

Lilley Pad Park

- Playground and amenities- Complete

2021 Mill Levy Projects

Budget: \$2,200,000
Funding: \$2,200,000 – 2021 Mill Levy Capital Funds
Expenses to Date: \$197,645
Scheduled Completion: Spring 2022

Lakehurst Park

- Community Meeting hosted on 4/24/2021
- Additional research is being conducted on sidewalks throughout the park including meeting with Jefferson County, and HOA
- The County is researching all property restrictions for the HOA.

Westbury Greenbelt

- Richdell Construction awarded contract
- Work will be over the winter 2021-2022

Columbine Hills Park

- Richdell Construction awarded contract
- Contractor mobilized on site and working on irrigation

Columbine Hills Sports Park

- Richdell Construction awarded contract
- Contractor mobilized on site and working on irrigation

Westfield Park

- Richdell Construction awarded contract
- Work will be over the winter 2021-2022

Victory Park

- Richdell Construction awarded contract
- Work will be winter 2021-2022

Robert A. Easton Regional Park

- Preliminary review with Jeffco is completed
- Design in progress (Shade structures, ballfield in NW section of the park)

Belleview Acres Park

Budget: \$216,000

Funding: \$216,000 - SB35 Development Funds

Expenses to Date: \$170,665

- Staff working on tap fees and quotes for larger water tap

Clement Park Tennis and Pickleball Court Complex

Budget: \$1,860,000

Expenses to date: \$99,121

Funding: District Capital Budget

Scheduled Completion: Late Spring 2022

- Contractor has been demoing the existing site.
- Dirt work and grading to begin this week.
- Contract reviewed and signed with Fieldturf for post-tension concrete courts , surfacing and fencing.

Leisure Services

Jason Jennings Field Replacement

Budget: \$132,000 (total project is \$351,750 - \$219,750 will be reimbursed from Miracle League of Mile High Denver)

Funding: Mill Levy

Expenses to Date: \$361,550

Budget Remaining: (\$229,550)

Scheduled Completion: Project Substantially Completed

- Under contract with Academy Sports Turf. Project scheduled for June 15 through July 15, 2020.
- Drainage issues on the perimeter of the field were identified and addressed. These improvements allow water to drain off the surface of the field.
- During installation, standing water was on the subsurface. Core samples of the subsurface were obtained. Discussion with the field representatives occurred regarding the standing water. It was determined that the water was not an issue and the installation was completed. After completion, several “bubbles of water” appeared under the turf. The district is working with the company to remedy this issue.
- Project substantially completed and a 90% payment paid. The district is holding 10% as contingency. Miracle League of Metro Denver has made the first installment of their share, which is \$94,972.50.
- We were experiencing “bubbles” in the field, which are believed to be water vapor; however, it has been 3 months since one has appeared. We are continuing to work with the installation company as well as the manufacturing representative to resolve the issue.
- Field cleaning and inspection occurred the week of April 5. A few new small bubbles were observed. After deflating them it was determined that there was no water in the bubbles, the field looked great otherwise. We are observing the field throughout the first few weeks of this season to determine if the field concerns have been remediated.
- We are still experiencing some bubbling with the wet spring and continue to have discussions with Academy Sports Turf.

Ice Resurfacers for Edge

Budget: \$130,000

Funding: District Capital Project Budget

Expenses to Date: \$144,926

Budget Remaining: \$1859 – Project Completed

Scheduled Completion: Projected Completed June 2021

- A competitive bid process was conducted in January 2021. Bids were received from Zamboni and Olympia. Staff recommendation based on pricing and options was Zamboni,
- Board approved the recommendation to purchase the Zamboni Ice Resurfacers at the January 26, 2021 board meeting.
- On January 29, 2021 the district signed a purchase agreement with Zamboni for the amount of \$144,926.00
- The ice resurfacers are on order and are scheduled for delivery May 20, 2021.
- The ice resurfacers were delivered on time and are in operation. The old ice resurfacers were picked up on June 16, 2021.
- The invoice has been submitted for payment in the amount of \$144,926. Project completed.

Sound System at the Amphitheatre

Budget: \$70,000

Funding: District Capital Project Budget

Expenses to Date: \$5,260.70

Budget Remaining: \$70,000

Scheduled Completion: Project Completed

- A preliminary meeting held with staff in January. A decision made to do a feasibility study on the grid structure of the Amphitheatre to determine the structural integrity and weight bearing loads.
- A contract was secured with the engineering firm of Martin/Martin to complete the feasibility study. This report was received the first week of April, and determined that it is possible to use the grid to structure for speakers.
- Staff meet on site with a representative from Brown Note Design to discuss the engineering report. We are awaiting a proposal from Brown Note on purchase, design and install of speakers.
- An initial Estimate of Probable Cost was received on May 6. The amount is estimated at \$87,647.62. We have authorized Brown Note Production to proceed with the Pre-Project Design Work in the amount of \$1,166.70.
- On June 10, 2021 we signed a contract with Brown Note for the Sound System which is due to be installed September 2021.
- On June 15, 2021 initiated a contract with McBride Electrical for some electricity work that needs added for the project. In mid-August the electrical work was completed.
- Brown Note is waiting on the sound system equipment to arrive and then install will be scheduled.
- Installation on the sound system was completed the week of September 27 and on October 6 the system was tested. It exceeded our expectations. Final payment is in progress.

Ridge Fitness Equipment

Budget: \$120,000

Funding: Mill Levy

Expenses to Date: \$102,270

Budget Remaining: \$17,730

Scheduled Completion: August 2021

- Fitness intern researching equipment and pricing
- Equipment selection and order has been placed; will be using some of the excess budget to replace cardio pieces at the Peak requiring excessive repairs
- Equipment replaced in September; 2 pieces still on back order

Ridge Outdoor Sprayground

Budget: \$436,215

Funding: Mill Levy

Expenses to Date: \$149,871.35

Budget Remaining: \$286,343.65

Scheduled Completion: Spring 2022

- Refinement of budget and equipment to be furnished, pending updated pricing through Sourcewell for equipment and installation
- Equipment ordered on July 8, 2021
- Anticipated delivery date of vertical elements is October 29, 2021

Outdoor Pool Refurbishments

Columbine West Pool Budget: \$30,000

Funding: District Capital Project Budget

Expenses to Date: \$43,987.50

Budget Remaining: \$(13,987.50)

6th Avenue West Pool Budget: \$30,000
Funding: District Capital Project Budget
Expenses to Date: \$45,287.70
Budget Remaining: (\$15,278.70)
Scheduled Completion: Spring 2023

- Perkins & Will along with Counsilman-Hunsaker Associates presenting concepts for further development and refinement. Final concept will be presented to stakeholders for public comment.
- Survey sent to stakeholders for the 6th Avenue West and Columbine West Pools concepts to assist in guiding the conceptual design process.
- Finalized conceptual design and surveyed stakeholders for each pool.
- Planning for repairs at each site to open for summer 2022.
- Preparing RFP's for CM/GC services

Golf

Meadows Tee Box Reconstruction Project

Budget: \$20,000
Vendor: Modern Golf
Funding: Golf Course Development & Improvement Fund
Project Completed
Final Cost: \$28,452.86

Meadows Golf Course Drainage Project – 12th Fairway

Budget: \$96,560
Vendor: GreenOne Industries
Funding: Golf Development & Improvement Fund
Project Completed
Final Cost: \$96,560

Foothills Tee Box Reconstruction Project

Budget: \$91,870
Vendor: Modern Golf
Funding: Golf Development and Improvement Fund
Projected Started: 2nd Week of May
Scheduled Completion: End of the year

- Tee Boxes will be rebuilt on the following holes:
 - Tee Boxes – 9 and 17 on the Championship golf course
 - Several tee boxes on the Executive golf course
 - Several tee boxes on the Par 3 golf course
- Project will start in the Spring of 2021

Foothills Cart Path Replacement and Addition Project

Budget: \$78,554
Vendor: Core Development
Funding: Golf Development and Improvement Fund
Project Completed
Final Cost: \$78,554.16

- Core Development replaced and added cart paths on the following holes at Foothills golf course

- Hole 7 Green and 8 Tee box
- Hole 16 Green
- Hole 11 Green
- Hole 12 Tee
- Hole 13 – Tree Service Road

New Foothills Golf Course Clubhouse-Design Services Agreement

Budget: Not to Exceed \$45,000

Vendor: Johnson, Nathan, Strohe (JNS)

Funding: District Capital Project Budget

Agreement Start Date: March 10, 2021

Expenses to Date: \$20,000

Budget Remaining: \$25,000

Scheduled Completion: Late Summer or Early Fall of 2021

- JNS will provide programming and conceptual design services for the new Foothills Golf Course clubhouse
 - JNS is currently in the final stage of phase one programming. Which involves collaborating with the District and engaging the community in developing a Program of Requirements for the new facility.