



Bend Metro Park & Recreation District

April 18, 2017

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

play for life

District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275



Board of Directors

April 18, 2017

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



5:30 p.m. EXECUTIVE SESSION - The Board will meet in Executive Session pursuant to ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. This session is closed to all members of the public except for representatives of the news media.

6:00 p.m. CONVENE MEETING

WORK SESSION

1. 2016 Volunteer Program Update – *Kim Johnson (20 minutes) 6:00 – 6:20*
2. Recycling in Parks Update – *Mike Duarte (25 minutes) 6:20 – 6:45*

VISITORS

Work sessions are scheduled for the board to receive and discuss information regarding district operations, projects, and planning to aid in their decision-making process. The Board may elect to ask for comment on work session items at this time. Visitors who wish to speak are asked to submit a public comment card provided at the sign-in table. The visitor’s section is not designed for a lengthy presentation. If you have a proposal for Board consideration, briefly introduce the subject, and request that the Board consider adding discussion to a future Board meeting agenda. Please state your name and address at the time you address the Board. Please limit your remarks to three minutes.

6:50 p.m. BREAK/TRANSITION

7:00 p.m. REGULAR MEETING

VISITORS

This is the time provided for individuals wishing to address the Board regarding items **not** listed in the business session. The Board may elect to ask for comment on business session items at the appropriate time. Visitors who wish to speak are asked to submit a public comment card provided at the sign-in table. The visitor’s section is not designed for a lengthy presentation. If you have a proposal for Board consideration, briefly introduce the subject, and request that the Board consider adding discussion to a future Board meeting agenda. Please state your name and address at the time you address the Board. Please limit your remarks to three minutes.

CONSENT AGENDA

1. Meeting Minutes – 4/4/2017
2. Intergovernmental Agreement (IGA) with the City of Bend for Egypt Drive at Rockridge Park

BUSINESS SESSION

1. Resolution No. 401 Supporting Bend - La Pine Schools Bond Measure – *(20 min)*
2. Award Construction Manager/General Contractor (CM/GC) Contract for the Larkspur Center Project – *Brian Hudspeth (30 min)*

EXECUTIVE DIRECTOR'S REPORT
BOARD MEETINGS CALENDAR REVIEW
GOOD OF THE ORDER
ADJOURN



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at vanessa@bendparksandrec.org or 541-706-6151. Providing at least 2 business days notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	April 18, 2017
SUBJECT:	2016 volunteer program update
STAFF RESOURCE:	Kim Johnson, Community Relations Coordinator
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	Community Connection Cultivate Partnerships

BACKGROUND

Volunteers play an important role as part of the Bend Park & Recreation District team that provides exceptional park and recreation services for our community. BPRD offers the opportunity for volunteers to engage in a wide variety of experiences that support programs, events, facilities and projects.

Volunteers connect with the District for many reasons and for varying amounts of time. Many volunteer as a means to meet other people, get involved in the community and share their skills. Others volunteer to support their children by coaching or assisting with a specific program. Students may volunteer to satisfy education requirements or expand their skills. Most often, people connect with us to offer their time to help care for the spaces and programs that matter most to them.

Kim Johnson will share with the board 2016 highlights including:

- Service was recorded for more than 1,800 volunteers, contributing a total of over 116,000 hours.
- This volunteer service total is the full time equivalent (FTE) of 55.75 staff.
- The time contributed by the individuals and groups who volunteered ranges from one hour to more than 250 hours of time.
- BPRD volunteers are all ages - from 12 years old to 87 years plus.

BUDGETARY IMPACT

None

ATTACHMENTS

2016 Volunteer Service Summary Report
2016 Volunteer Service Summary Spreadsheet



2016 Volunteer Service Summary

Volunteers play an important role as part of the Bend Park & Recreation District team that provides exceptional park and recreation services to the Bend community.

This summary is intended to offer a picture of the service volunteers provided with BPRD in 2016. Volunteer service totals vary from year to year due to several factors including: efficiencies in tracking information, consistency of reporting by staff and by volunteers, changes in District needs and the availability of volunteer opportunities. Year to year totals are not an “apples to apples” comparison of volunteer support.

BPRD offers the opportunity for volunteers to engage in a wide variety of experiences that support programs, events, facilities and projects. Volunteers connect with the District for many reasons and for varying amounts of time. Many volunteer because they want to meet other people and get involved in the community, others to support their children by coaching or assisting with a specific program. Students may get involved to satisfy course or degree requirements or expand their practical skills and some people give their time to help care for the spaces that they care about.

For 2016, BPRD recorded service from more than 1800 volunteers. These volunteers participated as individuals or as part of a group and range in age from 12 years old to 87 plus. Volunteers contributed anywhere from one hour to more than 250 hours of their time, in total providing over 116,000 hours in support of BPRD programs, facilities, events and projects. This is the full time equivalent (FTE) of 55.75 staff.

Volunteer service is assigned a dollar value annually by The Independent Sector, a non-profit organization providing statistics on volunteerism in the United States. The dollar amounts reflect the most recent information available for the average wage plus benefits for non-management, non-agricultural workers.

- National Value of Volunteer Time (2015) - \$23.56 per hour
- Oregon Value of Volunteer Time (2015) - \$22.75 per hour

Volunteers can be a resource as a pool of labor for a short period of time or specific project and can enrich program experience for patrons. Their service can demonstrate the amount of support an organization has within a community. BPRD tracks volunteer service hours as a measure of community involvement and support, but engaging volunteers provides many intangibles that cannot be as easily quantified.

The following offers perspective on the impact of different types of volunteer service from the people engaged with supporting BPRD:

Essential Volunteers

Service contributed by essential volunteers supports the district in being fiscally responsible and providing excellent and affordable programs and opportunities for the community. These volunteers bring expertise and guidance to the organization and the manpower needed to support key initiatives.

The increasing number of participants registering for youth sports programs has created a challenge with recruiting the number of qualified volunteers needed as coaches. Although staff has been able to fill the majority of these essential positions with volunteers to date, we may need to explore options for encouraging or incentivizing volunteer involvement in the future.

- Youth Sports Coaches - 616 individuals volunteered to coach youth teams
 - 208 of these volunteers coached more than one team and/or more than one sport, filling a total of 961 coach positions.
 - These volunteer coaches made it possible for 5795 children to participate.
 - Volunteer coaches contributed 40,213 hours, an FTE of 19.3 staff.
- BPRD Board of Directors – collectively contributing close to 1000 hours annually.
- Budget Committee – contributes at least 80 hours to facilitate the District budget process.
- Goose Hazing volunteers - report close to 600 hours of hazing geese with their dogs.
 - These efforts have contributed to a reduced number of geese in river front parks.

Program Support Volunteers

Program support volunteers enhance the quality, value and variety of the programs that the district is able to offer. Their participation directly benefits program participants and facilities and supports staff. Although staff is in place for each of these programs or projects, volunteer support helps offset costs, offers opportunity to allocate resources differently and may allow enrollment for more participants.

- Close to 100 teenage volunteers support after school and summer youth recreation programs.
- Groups and businesses including Cascade Crest Transitions, Heart of Oregon Corps, IBEX Global, Lifewise, Enterprise Car Rental, Marriott, 10 Barrel, Deschutes Brewery and others contributed over 708 hours working with park maintenance staff on specific park & trail projects, seasonal park clean-up, planting flowers, spreading bark and playground chips, pulling weeds and removing debris.
- Students from COCC and OSU/Cascades volunteer with fitness and recreation programs for practicum credit, with each student contributing approximately hours, working with staff mentors.

Community Involvement Volunteers

Volunteers in this category are engaged with the district by helping with the care of parks and trails and lending a hand at district sponsored events. These volunteers may participate as a way to fulfill a sense of community service and protecting natural resources, to connect with people in our community, or to learn about stewardship and the environment. These volunteers are often the “eyes and ears” that provide feedback to staff about maintenance, safety or community concerns.

- 16 trail sections, 29 parks and 6 off leash areas were supported by park/trail adopters
Adopting groups include:
 - Bend Pet Express, Bend Vet Clinic, Animal Emergency Center
 - Cascades Academy, Ensworth, Ponderosa and Westside Village Elementary Schools
 - Summit High Vocational Program, Marshall High School, Central Oregon Open Learners Homeschool Group
 - Hydro Flask, IBEX Global, REI, Fleet Feet Sports, Patagonia of Bend, The Wallace Group
 - Kiwanis Club, Central Oregon Running Klub, Lava City Roller Dolls, Bend Oregon Raider Nation, Central Oregon Disc Golf Club
 - Several families and individuals
- More than 114 people volunteered at BRPD sponsored events that connect people from throughout our community.

Bend Park & Recreation District is honored to work with the hundreds of generous people who give their time and talents to support their community. We are proud to provide these volunteers with opportunities to connect, play, grow and thrive.

2016 Volunteer Service Summary

	2014		2015		2016		Notes
	Volunteers	Hours	Volunteers	Hours	Volunteers	Hours	
Recreation							
Juniper Swim & Fitness Center							
Fitness & Water Exercise	63	1,320	61	1,814	51	1,912	
Junior Lifeguard/Swim Instructor Aide	36	1,039	46	1,280	59	1,675	
Childcare/Preschool	9	300	9	451	20	584	
Bend Senior Center							
Programs, Activities & Events	45	1,205	33	1,243	30	819	
Fitness	10	256	8	413	8	250	
Youth Sports Programs - Coaches	593	31,988	576	33,062	616	40,213	961 coaching positions filled in 2016
Therapeutic Recreation Programs	3	67	8	167	7	192	
Therapeutic Recreation Interns	4	2,560	5	3,000	4	2,400	
Youth Recreation & Enrichment Programs	31	941	42	1,390	49	1,192	inc. learn to play programs @The Pavilion
Adult & Youth Outdoor Programs	16	690	12	688	10	800	
District Events & Outreach Opportunities							
Pet Parade & July 4th Festival	58	178	62	242	76	254	
Hollinshead Open House, Discover Nature Festival, Open Streets	22	95	6	30	10	42	
Bend Track & Field Meet	16	70	20	61	22	65	
Outreach Opportunities - Old Mill Halloween, Earth Day	X	X	3	9	6	43	
Parks & Planning							
Goose Hazing	8	331	7	393	9	590	
Park & Trail Projects							
One Day Projects - Groups	531	1,094	208	622	156	708	25 group projects
Individuals - Beach Host, Special Projects	X	X	X	X	5	116	
Volunteers Completing Court Ordered Service	2	80	2	60	2	32	
Adopt-a-Park & Adopt-a-Trail Program							
Parks							
Individuals, Groups & Businesses	101	4,110	127	7,660	129	5,786	
School Groups	223	15,610	228	2,736	265	2,470	
Trails							
Individuals, Groups & Businesses	18	270	27	686	23	329	
School Groups	200	15,000	164	38,376	230	55,200	
Advisory Committees	11	231	19	475	X	X	no advisory groups in 2016
Administration							
BPRD Board of Directors	5	1,046	5	1,112	5	956	
BPRD Budget Committee	5	80	5	80	5	80	
BPR Foundation Board of Directors	8	89	5	90	5	65	
Volunteer Service Total	2,018	78,650	1,688	96,140	1,802	116,773	
without park/trail school group totals	1,595	48,041	6	1,314	1,307	59,103	

BOARD AGENDA COMMUNICATION

AGENDA DATE:	April 18, 2017
SUBJECT:	Recycling in parks update
STAFF RESOURCE:	Mike Duarte, Landscape Manager Sasha Sulia, Superintendent of Park Operations
PREVIOUS BOARD ACTION:	N/A
ACTION PROPOSED:	N/A
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Respond to User Expectations
Initiative:	Develop and implement efficient, effective and responsive way of managing the use of District parks and facilities and Provide park and facility maintenance based on community expectations.

BACKGROUND:

During the 2009 fiscal year the Bend Park and Recreation District began installing recycling containers in select parks and off leash areas to collect bottles and cans that could be recycled at Deschutes County facilities. This program was implemented to promote sustainability by redirecting recyclable materials collected in the parks from the landfill.

Unfortunately recycling in the parks has become a challenge for park maintenance personnel who collect trash in the parks each day. Recycling directions are printed on the tops of the cans but are mostly ignored, resulting in recyclables becoming contaminated with garbage. Contaminated recyclables are not accepted by the recycler and are then taken to the landfill.

Fortunately, the District is experiencing success in the facilities where recycling stations and containers are provided in staff areas and public lobbies such as the District Office, Juniper Swim and Fitness Center and the Pavilion. Materials in these containers are kept mostly clean of contamination. The District's experiences are similar to other organizations recycling efforts with unmonitored public spaces being the most challenging. Containers located in areas where behaviors are observed tend to result in more successful recycling results.

During the work session, staff will share information with the Board about the District experiences with recycling in parks, including lessons learned and plans moving forward.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None – for information purposes only.

MOTION

None

ATTACHMENTS

None

Ms. McClain-Smith and Ms. Chilcott introduced the other members of the group exercise leadership team. She shared that they have over 83 years of combined experience. Their report highlighted fitness instructor and volunteer numbers and qualifications and program goals, statistics, scheduling, trends and survey results.

3. Bend Whitewater Park - Winter 2016/17 Construction Update – Brian Hudspeth

Mr. Hudspeth provided a winter construction update to the Board. He shared the Design Technical Matrix and explained the changes made to each of the whitewater park waves and drops in the passage channel. Mr. Hudspeth included whitewater and passageway channel accomplishments and areas of future focus for the park.

7:00 p.m. REGULAR MEETING

VISITORS

Pat Brown – Big Sky Park

Mr. Brown stated that he was uninformed about plans changing at the park. He provided comment on his concerns on the new site plan, including dust control, further degradation of vegetation, night lights and the PA system.

CONSENT AGENDA

1. Meeting Minutes – 3/7/2017

Director Chenoweth made a motion to approve the consent agenda. Director Grover seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. Consider adoption of Resolution No. 400 supporting House Bill 2744 – Eric King

Eric King, City Manager, shared basic information on why the City Council is supporting House Bill 2744. He shared that the Council is unanimously supporting the bill. Mr. King explained that the Bill allows local communities to have more flexibility in how lodging tax revenues are expended; and that in Bend, this Bill would allow the city of Bend to better invest in tourism related facilities and to maintain facilities currently used by tourists.

Director Fuller made a motion to adopt Resolution No. 400 in support of HB 2744. Director Grover seconded. The motion passed unanimously, 5-0.

2. Needs Based Assistance Report and Plan for Fiscal Year 2017-18– Matt Mercer

Mr. Mercer said that the Board had adopted the current Needs-Based Assistance Policy on December 19, 2012. The policy established priorities in order to ensure the highest and most critical needs for financial assistance are met with available resources. Priorities are based on income level, population and type of service. He provided a copy of the adopted policy. His presentation highlighted the following program information and recommendations for FY 17-18 :

Priorities

- Assistance by population
- Special Needs Population
- Assistance by program area

Funding Sources

- Primary is general fund

- Cell tower leases
- BPRD Foundation

Complimentary Services

- Free activities, low cost programs, special events, Latino outreach, inclusion services, PacificSource Medicaid Program, Movement as Medicine Grant

Recommendations for FY 17-18:

- Maintain current assistance levels
- Update income guidelines to 2017 federal poverty guidelines
- Align assistance with current pass structure
- Increase outreach efforts to understand populations
- Approve budget allocation of \$277,000
- Approve funding for Movement as Medicine Grant
- Split Foundation resources between current year needs and endowment fund

Due to the effectiveness of the current year plan in addressing community needs with available resources, staff is recommending that the plan for Fiscal Year 2017-18 remain the same except for updating the income guidelines to reflect the new poverty guidelines and make some minor changes to align with current program offerings. He provided a copy of the proposed plan.

Director Hovekamp made a motion to approve the Needs-Based Assistance Plan for Fiscal Year 2017-18 and to include the necessary funding in the proposed budget for fiscal year 2017-18. Director Fuller seconded. The motion passed unanimously, 5-0.

3. Resolution No. 398, clarifying classifications of SDC fees for senior living community facilities – Lindsey Lombard

Ms. Lombard explained that she was bringing forward a resolution for the Board to consider that clarifies what fee the District will charge for senior community living facilities, specifically defining how it will be applied. She referred to the proposed resolution and explained how the fee would be applied. She said that staff wanted to make sure that the definition covers specifically a senior living type of facility.

Ms. Lombard said that standard procedure is to establish fee categories and set fees as a part of an SDC methodology update and revision. However, because of a recent planned construction of a senior living community facility intended for occupancy of elderly people, and which provides multiple daily-living services (i.e. dining, housekeeping, home health services, etc.) to its residents on site, the District was asked to consider the appropriate category for this development. In doing so, staff determined that the guest room fee best matches this facility, and future facilities like it, rather than the multi-family fee. This is the same fee that the District applies to each bedroom in an assisted living facility, a residential dormitory, and accessory dwelling units (ADU).

Through analysis of the District's SDC methodology and related ordinance, staff and legal counsel determined that the guest room fee category aligns with the application of senior living community facilities, and that the fee should be applied to each studio unit and to each bedroom within a unit. Therefore, staff recommends that the Board adopt Resolution No. 398 which specifically defines the appropriate fee classification category for senior living community facility units. Staff also recommends the fee classification for this type of facility, along with all others, be further vetted at the time of methodology review and revision

Director Grover suggested an amendment to section 7 to read "(b) offers assistance with at least one of the activities of daily living (i.e. dressing, bathing, eating, walking, etc.) and which provides multiple daily living services (i.e., dining, housekeeping, home health services, etc.)"

Director Grover made a motion to adopt Resolution No. 398, as amended, Clarifying Classifications for System Development Charges, effective May 1, 2017. Director Hovekamp seconded. The motion passed unanimously, 5-0.

STAFF REPORTS

EXECUTIVE DIRECTOR'S REPORT

- ◆ Zagster (the bike rental program) Staff are working with Zagster to make sure we have a licensed agreement to have the bike stations on our property. There is also a local group looking at extending Zagster in town; they are looking at Drake and Riverbend Park. More information will be shared with the Board as it becomes available.
- ◆ Meeting with Chamber - Seeking Board member that would like to be a liaison with the Chamber and participate in this meeting. The purpose of the meeting is to build a stronger relationship with the Chamber and to keep each other updated on happenings in our organizations. Director Grover volunteered.
- ◆ April 12 Employee Celebration at Pavilion
- ◆ April 19 Budget Tour
- ◆ April 20 Concussion Awareness Event
- ◆ April 20 City Ribbon Cutting at Colorado Lift Station at McKay Park – Director Schoenborn will attend on behalf of Board. The event is from noon to 1 pm on Thursday, April 20 at McKay Park. Mayor Roats is expected to speak, along the project managers, and engineering director/assistant director.
- ◆ Old Farm Neighborhood Association Meeting –
- ◆ Mapita survey closed Friday. The Board will get an update a June Board meeting.
- ◆ Update on prescribed burn at Shevlin Park. Discussed when work may occur.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

Director Hovekamp asked about recycling in parks. Ms. Healy said she will have staff bring an informational item to the Board on this topic.

ADJOURN: 8:45 pm

BOARD AGENDA COMMUNICATION

AGENDA DATE:	April 18, 2017
SUBJECT:	Intergovernmental Agreement (IGA) with the City of Bend for Egypt Drive at Rockridge Park
STAFF RESOURCE:	Jason Powell, Construction Supervisor Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	June 3, 2014 Approved 2015-2019 Capital Improvement Plan; February 17, 2015 Approved Award of Contract for Master Planning and Design; August 11, 2015, Approved Master Plan; October 6, 2015 Approved Contract Amendment No. 1 for Permitting and Construction Drawings (Phase I of each site only); March 1, 2016 Approved Contract Amendment No. 2 for Construction Drawings to complete Master Plan; June 7, 2016 Approved 2017-2021 Capital Improvement Plan; August 2, 2016, Approved Award of Construction Contract
ACTION PROPOSED:	Approve IGA with the City of Bend for Egypt Drive
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

In August 2016, the Board of Director's approved a construction contract with Deschutes Construction for the development of Rockridge Park. Improvements include multiple play areas, bike skills courses, a skate park, paved accessible trails, on-site parking and complete half street improvements, as well as raised crossings on Egypt Drive. The park is currently under construction and anticipated to be done later in summer.

Recently, the City of Bend approached the District to coordinate construction of a proposed city waterline project, planned for this spring on Egypt Drive (adjacent to the Park). The goal of the coordination is to avoid the need for the City to trench through the District's newly constructed street improvements on Egypt Drive. Recognizing the value to the public, District and City staff worked together, along with Deschutes Construction, to develop a plan to coordinate these two projects.

As proposed, the District would remove a portion of the street improvements on Egypt Drive from Deschutes Construction's contract; provide construction documents to the City; and transfer funding for that portion of the street improvements to the City at the District's contracted price of \$49,557. The District will complete its' portion of the work and obtain all final inspections on that work and the City will remove any encumbrances on the park. Upon the City's completion of the waterline project the City would finish the street improvements. Any additional actual costs for the construction of the street improvements would be covered by the City.

An IGA is being developed that outline the roles and responsibilities of each agency as described above. Through this coordination, the District and City can provide the community an improved street in an efficient and cost effective manner.

BUDGETARY IMPACT

The District would transfer \$49,557 to the City of Bend to complete the street improvements on Egypt Drive. This funding was already approved as part of the construction contract for Rockridge Park with Deschutes Construction. The City will cover actual costs for construction at the time the work is performed and no additional funds would be requested from the District.

STAFF RECOMMENDATION

Staff recommends the Board approve the IGA and authorize the Executive Director to finalize the IGA with the City for Egypt Drive.

MOTION

I move to authorize the Executive Director to negotiate and finalize an IGA with the City of Bend for Egypt Drive.

ATTACHMENT

None

LCRB BOARD AGENDA COMMUNICATION

AGENDA DATE: April 18, 2017

SUBJECT: Award Construction Manager/General Contractor (CM/GC) Contract for the Larkspur Center Project

STAFF RESOURCE: Brian Hudspeth, Development Manager
Dave Crowther, Business Manager

PREVIOUS BOARD ACTION: December 20, 2016 Approved Resolution No. 397 Authorizing Use of a CM/GC Method for the Larkspur Center Project, February 7, 2017 Adopt Larkspur Center Master Plan

ACTION PROPOSED: Award CM/GC contract to LCG Pence Construction, LLC.

STRATEGIC PLAN:

Theme: Community Connection

Objective: Analyze and Adapt to Changing Community Need

Initiative: Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

On December 20, 2016, the District Board of Directors approved Resolution No. 397 authorizing the use of the Construction Manager/General Contractor (CM/GC) alternate method of contracting for the Larkspur Center project. The District released a CM/GC Request for Proposals (RFP) on February 9, 2017. The solicitation closed March 9 and the District received three qualified proposals - Kirby Nagelhout Construction Co., Skanska Construction and LCG Pence Construction, LLC.

A review committee reviewed and scored the proposals based on the criteria identified in the RFP. On March 16, the committee reviewed the scoring and decided to interview all three competing companies. Interviews were held on March 21 and 22. Following the interviews the committee scored the interviews and totaled the proposal portion of scoring. The fee estimates for the CM portion of the project were then opened, scored and added to the total overall score for each firm. The total scores were as follows:

- | | |
|---------------------------------|-----|
| 1. LCG Pence, LLC. | 125 |
| 2. Skanska Construction | 113 |
| 3. Kirby Nagelhout Construction | 106 |

LCG Pence, LLC. was the highest scoring proposer. The District contacted references for LCG Pence and then issued a Notice of Intent to Award on March 24, 2017.

BUDGETARY IMPACT

The adopted 2017-21 Capital Improvement Plan (CIP) allocates \$16.5 million in funding for the Larkspur Center project. However, on February 7, 2017 the Board approved a new master plan for the project with a projected total cost of \$21.4 million.

The proposed 2018-2022 CIP allocates \$21.4 million for the project to be spent over the next three years. The funding for the project is a combination of property tax revenues (saved for the project in the Facility Reserve Fund), debt proceeds and system development charges earmarked for site work and park improvements.

The construction management (CM) fee from LCG Pence is \$44,442. This cost is expected to be spent in both the current fiscal year and next fiscal year. Once the project design is at approximately 90% construction drawing phase the contractor will need to develop and present a guaranteed maximum price (GMP) for the construction of the project to the District.

STAFF RECOMMENDATION

Staff recommends the Board award the CM portion of the CM/GC contract to LCG Pence, LLC. in the amount of \$44,442 as well as approve a 10% contingency in the amount of \$4,444.20 for a total construction management fee of \$48,886.20.

MOTION

I move to approve a contract with LCG Pence, LLC. for the Construction Manager/General Contractor construction services contract for the Larkspur Center project for \$44,442 and approve an additional 10% contingency for a total contract award of \$48,886.20.

ATTACHMENT

None

**Board Calendar
2016-2017**

**This working calendar of goals/projects is intended as a guide for the board and subject to change.*

April 19 - Budget Committee Tour

May 2

Work Session

- ◆ Recreation Program Report – Latino Outreach Program – *Kathya Avila Choquez & Sue Glenn (30 min)*
- ◆ Larkspur Business Plan Update – *Sue Glenn & Matt Mercer (30 min)*

Business Session

- ◆ Land Acquisition – *Michelle Healy*
- ◆ Award construction contract for Riley Ranch Nature Reserve – *Brian Hudspeth (15 min)*

May BUDGET MEETINGS (May 15, 17 & 18)

May 16

Board Meeting Cancelled

June 6

Work Session

- ◆ Recreation Program Report (*20 min*)
- ◆ Mirror Pond Quarterly Update

Business Session

- ◆ Approve name for new Southeast Community Park
- ◆ Larkspur Business Plan – (consent)
- ◆ Budget Hearing and Adopt Resolution No. X – Adopting Budget Fiscal Year 2016-17, and Adopt Resolution No. X - Imposing and Categorizing Taxes – *Lindsey Lombard*
- ◆ Adopt Resolution No. X – Adopting the Capital Improvement Plan (CIP) Fiscal Years Ending 2017-21 – *Michelle Healy*
- ◆ Adopt Resolution No. 398 – 2017-18 SDC Fee Schedule – *Lindsey Lombard (15 min)*

June 20

Work Session

- ◆ Comprehensive Plan Update – *Quinn Kever* (25 min)

TBD

Leadership – *Theresa Albert/Wendy Boyer*

Facility user priority allocation – *Matt Mercer*

Athletic Field Report – *Matt Mercer*

Strategic Plan measurements

DRT - Kirkaldy Ct. to Putnam Rd. easement

Larkspur Center Expansion Business and Programming Plan

Sponsorship Policy

River stewardship planning update – *Ian Isaacson (20 min)*

IGA with the School District – *Matt Mercer and Don Horton (45 min)*

IGA with the City for Planning – *Michelle Healy and Don Horton (45 min)*

Park Rules Update – *Jeff Hagler and Michelle Healy (30 min)*

Review Economic Impact Study Findings – *Don Horton, Michelle Healy and Lindsey Lombard (45 min)*

Approve Master Plan for SE Community Park property – *Ian Isaacson & Jim Figurski (30 min)*

Subsidy Allocation for Events, Rentals and Private Sport Groups – *Matt Mercer*

Award construction contract for Shevlin Park Wayfinding Signs – *Quinn Keever (20 min)*