

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, October 16, 2003*

Minutes of a Regular meeting of the **PUBLIC WORKS COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 16<sup>th</sup> day of October, 2003.

Committee: Chairman Barker, Trustees Doyle and Habecker

Attending: All

Also Attending: Town Administrator Widmer, Public Works Director Linnane, Const. Mgr. Sievers, and Deputy Clerk van Deutekom

Absent: None

Chairman Barker called the meeting to order at 8:00 a.m.

**MUNICIPAL BUILDING REMODEL PROJECT – REQUEST (1) ACCEPTANCE OF PRELIMINARY MAXIMUM PRICE; (2) APPROVAL TO PROCEED WITH PROJECT; (3) APPROVAL OF FINAL DESIGN/BUILD SCOPE OF SERVICES.**

The Scope of Services for the Part 2 Design/Build Services for the Municipal Building Remodel Project includes preparation of the Final Design with a Preliminary Guaranteed Maximum Price (PGMP) of \$478,000 for the construction and design costs. Also included in the Scope are architect and contractor fees, proposed future phase lobby improvements, unanticipated concrete demolition, miscellaneous changes to the restrooms, and Finance Department office space changes. The following project costs were presented:

Scope of Services:	
➤ Architect's fee	\$ 34,000
➤ General Conditions fees	33,630
➤ Contractor fees	18,683
	<u>\$ 86,313</u>
Construction Cost Estimate:	
➤ Construction	<u>\$ 391,687</u>
<b>Preliminary Guaranteed Maximum Price</b>	<b>\$ 478,000</b>

Staff anticipates presenting the Final Design and Guaranteed Maximum Price for approval at the January 2004 meeting. Construction would begin in January and be completed by June 2004 (tentative).

Roger Thorp/Thorp Associates reviewed the Scope of Services and highlighted project changes, noting that remodeling costs are approximately \$124/per sq. ft. Chairman Barker expressed concern regarding the interior glass windows separating the Finance Dept. from the public. Mr. Thorp noted that the design could be modified, eliminating the counter windows and speaker device.

The 2003 revised and 2004 draft budgets include \$478,000 for this project, \$286,000 and \$198,000 respectively. The **Committee recommends 1) approval to proceed with the Municipal Building Remodel Project; 2) acceptance of the Preliminary Guaranteed Maximum Price of \$478,000; and 3) approval of the Final Design/Build Scope of Services at a cost of \$86,313 (included in the PGMP), subject to Town Board approval of the 2003 and 2004 budgeted funds listed above.** This project will be reviewed at the Town Board Budget Study Session scheduled October 30<sup>th</sup>.

**REPORTS.**

**Commercial Cardboard Recycle Presentation.** Bruce Grant/Estes Park Citizens for Recycling (EPCR) reported that, according to the UPS Regional Manager, the amount of cardboard delivered to Estes Park (by UPS alone) in the summer months rivals that of Boulder. Most of the cardboard is commercial and typically ends up in trash containers. EPCR, in conjunction with Waste-Not Recycling, has developed a plan to have commercial cardboard recycling be self sufficient within 8 months (projected). Many local businesses are willing to participate and contribute to the costs of the program, especially if it is convenient and will not exceed the cost for their current trash services. Approximately 100 businesses are required to participate in the program to make it self supporting, with businesses paying between \$20-\$200 per month.

EPCR requests assistance from the Town for the following:

- Location
- Utilities
- Baler
  - \$10,000 (purchase)
  - \$ 300/mo – 4 year term (lease)
- Start-up costs
  - \$2,000 (containers and signs)
  - \$5,000 (labor, billing, initial employee, vehicle, fuel, advertising, and printing)

Areas discussed include location, storage and transportation requirements, landfill restrictions, County fees, and site/location restrictions. Those speaking in favor of the concept of recycling included Rick Hurt/A-1 Services and Sarah Holt.

The Committee indicated they agreed with the concept of the program. EPCR will continue discussions with Waste Management and staff regarding site selection. This funding request will be discussed at upcoming Town Board Budget Study Session scheduled October 30<sup>th</sup>. Chairman Barker thanked EPCR for their presentation.

**Gateway Sign – Hwy. 34.** Director Linnane reported that the sign is in place and lighting will be installed soon. Landscaping near the sign will be installed subject to funding availability.

**Fish Creek Trail Construction.** Const. Mgr. Sievers reported that trail construction is again underway and a temporary culvert will remain in place until the bridge is installed. Completion of this section of the trail (terminating at Country Club Dr.) is anticipated in early December. Neighborhood meetings will be held earlier in the design process for the next phase of the trail.

**Knoll Willows Trail.** Construction of the bridge has been placed on hold until staff can approve the design. Bridge aesthetics were discussed.

There being no further business, Chairman Barker adjourned the meeting at 9:13 a.m.