

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, July 14, 2004

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 14th day of July, 2004.

Committee: Chairman Habecker, Trustees Jeffrey-Clark and Levine

Attending: All

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

Absent: None

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

ANNEXATION ENGINEERING SERVICES – REQUEST TO PROCEED.

The following bids were received from local engineering/surveying firms for engineering services, sub-consultant fees for title research, and management to produce the required documents for the Beaver Point and Fall River Annexation Projects:

Van Horn Engineering	\$ 9,890
Frederich Land Surveying	\$ 14,950

The base bids listed above do not include sub-consultant fees and application fees for the inclusion into the Northern Colorado Water Conservancy District (NCWCD), which is required upon annexation. Listed below are the total annexation fees for the Beaver Point and Fall River Annexation Projects:

Van Horn Engineering base bid	\$ 9,890
NCWCD application cost estimate	<u>\$ 7,000</u>
Total:	\$ 16,890

The **Committee recommends awarding the bid to Van Horn Engineering, to include the NCWCD application fees, for the Beaver Point and Fall River Annexation Projects at a cost of \$16,890 to be funded from the Community Reinvestment Fund.**

MUNICIPAL BUILDING REMODEL PROJECT CHANGE ORDERS – APPROVAL REQUEST.

The contract agreement and Guaranteed Maximum Price (GMP) for this project is \$478,000 (to include a 3% contingency amount of \$15,650). Staff is requesting approval to process work orders for the following changes:

1. add tall mirrors to restrooms (existing could not be salvaged)	\$ 410
2. add vertical support to urinal screens (staff request)	\$ 400
3. fur out files storage room wall (staff request)	\$ 260
4. architectural fee	<u>\$ 400</u>
TOTAL Change Order #3	<u>\$ 1,470</u>
5. frame/finish uneven tiled walls of old restroom for new office	\$ 1,120
6. Add privacy lock to ladies executive restroom	\$ 194
7. level concrete floor where epoxy grout would not come off	\$ 1,656
8. delete window kits from existing wood entry doors	<\$672>
9. architectural fee	<u>\$ 255</u>
TOTAL Change Order #4	<u>\$ 2,553</u>
10. Add counter top for mail sorter area (staff request)	\$ 685
11. architectural fee	<u>\$ 100</u>
TOTAL Change Order #5	<u>\$ 785</u>

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12. replace carpet in Finance Director office	\$ 896
13. patch wall tile following staff requested electrical changes	\$ 92
TOTAL Change Order #6	<u>\$ 988</u>

The total cost for these Change Orders is \$5,796 and the remaining balance of the contingency amount for the project is \$5,656. The **Committee recommends approval of Change Orders as presented.**

FAR VIEW DR. 20 MPH SPEED LIMIT POSTING – APPROVAL REQUEST.

On June 23rd, a speeding vehicle ran off the road at the curve behind the Willows Condominiums on Far View Dr. and landed approximately 5' from the back window of Condo Unit #2. Chip-seal aggregate had recently been applied to the street, thus staff reviewed the accident report and visited the site to inspect road conditions. Director Linnane noted that the Police Department's Accident Investigator did not consider the chip-seal aggregate to be the cause of the accident; however, as a result of this incident staff presented the following recommendations to enhance street safety:

- Installation of a 150' guardrail uphill of the condos and adjacent to Far View Dr. (completed)
- Posting 20 mph speed limit signs in the curved sections of Far View Dr.
- Inclusion of a clause in future chip-seal project specifications concerning reduced speed and construction gravel signage.

Director Linnane reported that staff was extremely fortunate to locate a contractor that was able to provide and install the guardrail within days of the accident. The cost of the guardrail (\$5,000) was funded from the Street Department's Maintenance/Repair budget (\$70,000).

The **Committee recommends approval of the funding for the guardrail installation as presented and modification to the Model Traffic Code, 2003 Edition as indicated above.**

COMMUNITY REINVESTMENT FUND GENERAL FINANCIAL SCOPE OF SERVICES – APPROVAL REQUEST.

Director Linnane briefed the Committee on Town Board Goal #2 (Create a Master Facility & Land Use Plan) and reported that the Goal Team solicited a Scope of Services from John Gallagher of Black and Veatch to perform a Community Reinvestment Fund financial review. Items discussed include Scope of Services specifications/expectations and Tabor guidelines. Concluding all discussion, the **Committee recommends approval to proceed with the Community Reinvestment Fund General Financial Scope of Service to be performed by Black and Veatch at a cost of \$9,800 and funded from the Community Reinvestment Fund/Professional Services and Fees.**

REPORTS.

Miscellaneous Projects.

- 1) Town Buildings: 10-year maintenance plan update – Const. Mgr. Sievers presented the facilities maintenance plan, outlining the maintenance projections by structure.
- 2) Municipal Building Remodel – A/C Project – Const. Mgr. Sievers reported that all air conditioner units have been installed and the project is substantially complete. He noted minor punch list items that are currently being addressed.
- 3) MacGregor Ave. Trail Project update – This project is behind schedule due to modifications made as the work was underway. Project completion is anticipated by the end of July.
- 4) Fish Creek/Fall River Trail Project update – Director Linnane reported that staff, representatives from CDOT and EVRPD, and approximately 20 residents attended neighborhood meetings held the evening of July 13th. A final staff review will be scheduled in August.

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- 5) Bond Park Fountain Project update – Staff was unable to locate a freeze-resistant fountain to accommodate small children, thus a compromise was reached and a double fountain (wheelchair accessible) has been ordered. Delivery is anticipated by mid-August.
- 6) Town Board Goals #2 (Community Reinvestment Fund) and #5 (Parking/Transportation) Projects update – Director Linnane noted that Public Works is actively involved in the above goals. Discussions continue with representatives from RMNP regarding a viable transportation system between the Town and Park.
- 7) Street and Parks Dept. Landscaping Projects update – Director Linnane reported that landscaping projects have been completed at the Sr. Center, Hwy. 34 Gateway Sign, and Performance Park. Irrigation and sod issues at Performance Park have been identified and will be corrected under Contractor warranties (fall 2004).

There being no further business, Chairman Habecker adjourned the meeting at 9:00 a.m.

Rebecca van Deutekom, CMC, Deputy Town Clerk