

July 01, 2021, 10:00 a.m.- 11:30 p.m.

Sundance Hills Metro District Pool and Park Renovation

Meeting Minutes:

1. In attendance:

- a. (EA) Christa, Alyssa and John
- b. (SH) Sarah Shepherd, Sally Newcomb, Gabe Gelman, Jack Campbell, Terry Wong, Michael Draudt, Donna Johnston, Amy Fehr

2. Review previously approved conceptual design master plan (refer to Exhibit B - Scope of Work and Exhibit C - Master Plan).

3. Review of schedule (refer to 21 0628 Sundance Hills Phase B&C Detailed Schedule).

- a. Team asked if there was any way to tighten up the schedule. EA noted that it is as tight as it can be at this time.

4. Review of Restroom locations (refer to 21 0701 Restroom Options).

a. Option 1:

i. Positives:

1. Closest to the parking lot.
2. Could be used by pool patrons.
3. Near existing plumbing lines.
4. Maintains some storage at front desk.

ii. Negatives:

1. Time clocks would need to be relocated.
2. Will require a heater and exhaust fan.
3. The room will need to be insulated

b. Option 2.

i. Positives:

1. Near existing plumbing lines.

ii. Negatives:

1. Existing conditions unknown.
2. Needs foundation work, concrete will need to be cut for new door.
3. Will need to insulate new and existing walls and floor.
4. Need to add heater and exhaust fan.
5. Need to add 20'-30' of sidewalk.
6. Location from tennis courts is farthest of the three options.

c. Option 3.

i. Positives:

1. Addition of an ADA shower at this location would meet ADA requirements, therefore may not need to modify showers in existing locker rooms to meet ADA.
2. Could have a separate door for pool and tennis patrons, pool patrons would not have to leave the facility to access it.

3. Near existing plumbing lines.
 4. North wall is already insulated.
 5. Access for both tennis and pool patrons.
 6. Extra family changing room for the facility.
- ii. Negatives:
 1. Door hardware mechanisms need coordination, management of two doors may be difficult.
 2. It will need heater and exhaust, and relocation of elec. panels and time clocks.
 3. Will need to insulate both new and existing walls, ceiling and floor.
 4. Narrows the entry hallway slightly
 5. Removes storage from front desk.
- d. Comments on Restroom options:
 - i. EA would like to have one of the options picked to move forward with for SD.
 1. SDH requested ballpark estimates on options 1 & 2. EA noted the estimates would not be accurate at this time but can include a second option as an alternate to be priced by the cost estimator or CMGC.
 2. EA has not yet received cost estimates for the RR options, however option 1 is estimated to be the least expensive. Potentially around is \$20-30k. Option 3 would be the most expensive
 3. EA noted that we would prefer to note options 1 & 3 as alternates to get accurate estimates.
 - e. Comments on Storage options:
 - i. SDH noted that each storage space is used by different user groups.
 1. SDH would prefer individual storage areas for different groups.
 2. SDH noted that an inventory of the storage spaces is needed to determine if any items can be purged.
 - ii. HOA needs access to storage year-round without having to go onto the pool deck
 - iii. Storage 1 is used by the swim team and is lined with shelves.
 - iv. Storage 2 is used mostly for pool furniture.
 - v. Storage 3 has miscellaneous items, including pool floats, swim boards, etc.
 - vi. Storage could be reduced in total, SH team could go through storage rooms and minimize content.
5. Discussion of Cost estimates. (refer to Exhibit B – Scope of Work)
 - a. Current Options are; (1) move forward with design as is and use a cost estimator to track costs or switch to a CMGC (Construction Manager/General Contractor) delivery method and bring on a contractor now to help with cost estimates and budget.
 - i. The third-party cost estimator fee is about \$11k (on top of design fee), however SH could use that money towards CMGC pre-construction services.
 1. A cost estimator will not help with value engineering, budget tracking, pre-construction, delivery or construction. Whereas a CMGC will.
 2. CMGC would help with scheduling and procurement of items early on.
 3. Discussed that during good construction with volatile material prices it might be smarter to go with the CMGC process.

4. Discussed that CCV ended up moving to CMGC at the 95% CD set which is late in the process. EA recommends moving to the CMGC process ASAP, if that is the route we want to use.
 5. CMGC can help maximize the schedule in order to limit the impact to the pool during the summer when it's open.
- b. SH Board members approved moving forward using the CMGC process for the project.
 - c. EA noted that we have a list of approximately 10 contractors that we could send an RFP for the CMGC process. The board can then pick the contractor they would like to use after bids come in.
 - i. EA noted that it's best to get the CMGC on board ASAP, however we would like for there to be more information to give them for pricing. The more information provided the more accurate the estimate will be.
 - d. Discussed posting a request for statements of qualifications with a scope narrative and master plan by July 7th or 8th then have a pre-bid site walk on the 15th or 16th.
 - i. Bid Proposals would then be due by July 26th or 27th.
 - ii. The working group will review the bid proposals and narrow the selection to 3 firms which would be shortlisted to provide cost estimates on the SD set.
 - iii. Final selection of the CMGC will be done after the SD phase and selected by the board at the August board meeting.
 - e. SH to post a RFP bid advertisement.

Action Items:	Action By:
1. CMGC RFP post	7/7/21
2. SH to provide sample contract for RFP	7/7/21
3. Next owner / architect meeting	7/29/21 (10am)