

Memo

To: Board Chairman and Commissioners
Thru: Larry Brooks, Executive Director
From: Scott Wright, Treasurer
Date: May 22, 2008
Re: Avon 21 Application / Town Center East

Summary:

The Town has received an application for a planned unit development (PUD) and preliminary plan for subdivision on a development site comprised of approximately 5.4 acres within the East Town Center District planning area. Staff has begun analyzing the financial impacts of this proposed development. A significant part of the financial analysis will be the determination of whether or not an urban renewal area should be created together with the implementation of an urban renewal plan in order to take advantage of property and/or sales tax increment generated by the new development. In addition, the financial analysis should take into account any other possible financing districts such as metropolitan districts and general improvement districts.

Stan Bernstein and Associates has been engaged to prepare financial models regarding the impact of the development and the timing and generation of various revenues. This application and the financial modeling involved is unique because it is the first in the Town that involves redevelopment of existing structures and uses.

The timing of any adoption of a possible urban renewal plan will be critical because of the scrape-off nature of this proposed development as well as other redevelopment in Town Center East. For this reason, staff recommends engaging the services of Anne Ricker from Leland Consulting Group to assist the Town in a feasibility analysis of urban renewal area(s) in the East Town Center District.

Some of the questions and issues that need to be addressed are as follows:

- What would the boundary be of a urban renewal area?

- Would it be possible to have more than one urban renewal plan area?
- What redevelopment role will the new urban renewal plan area play? What level of tax increment revenues will be available and when?
- What is the timing for adoption of an urban renewal plan? How does future scrape-off effect the timing?
- How are current businesses effected. Is there a plan for relocation of current business?
- How does an urban renewal plan in this area support the Town's Comprehensive Plan?

These and many other questions will need to be answered in the coming months ahead.

Executive Director Comments:

SH for Larry Brooks

**MINUTES OF THE AVON URBAN RENEWAL AUTHORITY
HELD MARCH 25, 2008**

The Avon Urban Renewal Authority meeting was held at the Avon Municipal Building, 400 Benchmark Road, Avon, Colorado in the Council Chambers.

Chairman Ron Wolfe called the meeting to order at 4:30 PM. A roll call was taken and Commissioners present were Rich Carroll, Dave Dantas, Kristi Ferraro, Amy Phillips, and Tamra Nottingham Underwood. Brian Sipes was absent. Also present were Town Attorney John Dunn, Town Manager Larry Brooks, Catherine Haynes, Deputy Town Clerk, Town Engineer Justin Hildreth, Assistant Town Manager Finance Scott Wright, Assistant Town Manager Community Development Eric Heidemann, Public Works and Transportation Director Jenny Strehler, and Community Relations Officer Becky Lawlor, as well as members of the press and public.

Justin Hildreth, Project Engineer discussed the Main Street Public Improvements Design Contract and made the recommendation to award the contract to the Britina Design Group. He noted that there were 6 qualified responses, 3 finalists were interviewed and the review team made a unanimous decision in support of Britina. Kristin Sifer, Director of Business Development, for Britina presented a power point presentation outlining their background in this type of design work. It was agreed that Lettuce Shed Lane would not be included in the work at this time, but may be added in at a later date. Commissioner Carroll moved to approve the award of the Design contract for Main Street to Britina Design Group; Commissioner Sipes seconded the motion and it passed unanimously. Staff was asked to look at a change order for design of Lettuce Shed Lane.

CONSENT AGENDA

Chairman Wolfe asked for a motion to approve the consent agenda. Commissioner Underwood moved to approve the consent agenda, Commissioner Phillips seconded the motion and it passed unanimously. (Sipes abstain)

- a. Minutes from March 11, 2008
- b. Lake Street Public Improvements – Hepworth-Pawlak Geotechnical, Inc Quality Assurance Materials Testing Services Awards
- c. Recreation Center ADA doors construction contract award - Award McBoyd Construction the contract for installation of new ADA doors on the north side of the Town of Avon Recreation Center

There being no further business to come before the Authority, the meeting adjourned at 5 PM.

RESPECTFULLY SUBMITTED:

Patty McKenny, Authority Clerk

APPROVED:

Rich Carroll
Dave Dantas
Kristi Ferraro
Amy Phillips
Brian Sipes
Tamra Underwood
Ron Wolfe

Memo

To: Avon Urban Renewal Authority
Thru: Larry Brooks, Executive Director/Secretary
From: Justin Hildreth, P.E., Town Engineer *JH*
Date: May 22, 2008
Re: Main Street Design Add Services for the Addition of Lettuce Shed Lane

Summary: The Main Street project consists of a new road from Avon Road to Lake Street which will be the east portal of Harry A. Nottingham Park. The project will include utility, drainage, and roadway work on the area immediately east of the Avon Public Library, and will consist of a shared vehicular/pedestrian roadway that prioritizes public gathering spaces, plazas, and unimpeded pedestrian movements. The streetscape will follow the design guidelines and concepts set forth in the Town Center West Investment Plan. Town Council directed Staff to add the design of Lettuce Shed Lane to the Main Street Design Project, this will allow for an improve connection to the Riverfront project and Avon Station.

Add Service 01 with Britina Design Group (Britina), attached as Exhibit A, includes the landscape architecture and sub-consultant design fees associated with the addition of Lettuce Shed Lane to the scope. The scope includes changes to engineering, art and graphic design, irrigation, and lighting sub-consultants. Staff recommends approval of Add Service 01 with Britina for an amount not to exceed \$54,495.

Background: The Landscape Architecture Design Services contract with Britina was approved at the March 24, 2008 hearing.

Discussion: Town Engineering Staff originally recommended that Lettuce Shed Lane not be included in the design of Main Street because agreements with Lot 61 that allow them to construct a parking garage underneath the Lettuce Shed Lane Right-of-Way. Town Council directed staff to construct interim improvements to Lettuce Shed Lane and prepare preliminary design documents that will outline what the developer of Lot 61 will have to construct as part of the parking garage. More detailed scope is included in the attached Scope of Services prepared by Britina. Also, the add-services includes the history walk as recommended in the Town Center West Investment Plan. The history walk will be designed to be able to be removed or relocated when Lot 61 is constructed.

Financial Implications: The current Main Street Design Budget is shown below:

Table 1
Current Main Street Design Budget

Line Item	Budget
Main Street Design	\$ 980,395
Main Street Easements	\$ 19,605
Total	\$ 1,000,000

The proposed Add Service 01 with Britina does not fit within the Design Contingency line item. Additional funds will have to come from the construction budget. The revised Main Street Design budget is shown below.

**Table 2
Proposed Main Street Design Budget**

Line Item	Budget
Main Street Design Budget	\$ 980,395
Main Street Easements	\$ 0
Main Street Design Add Service 01	\$ 54,495
Total	\$ 1,034,890

To portray the fiscal constraints of the AURA Public Improvements Budget, Table 3 shows the entirety of the public improvement bond issue.

**Table 3
Proposed Total AURA Public Improvements Budget**

Project	Proposed Budget
Lake Street Design	\$ 328,000
Lake Street Construction	\$ 4,500,000
Main Street Design	\$ 1,034,890
Main Street Easements	\$ 0
Main Street Construction (no snowmelt)	\$ 12,172,000
Benchmark Road South	\$ 1,500,000
Estimated Main St. Snowmelt Tubing Cost	\$ 800,000
Total Construction Costs	\$ 20,334,890
Total AURA Public Improvements Bond Issue	\$ 20,000,000
Overrun	(\$ 334,890)

Recommendation: Approve Add Service 01 with Britina for Main Street Public Improvements Landscape Design Services for a fee not to exceed \$54,495.

Proposed Motion: Move to approve Add Service 01 with Britina for Main Street Public Improvements Landscape Design Services for a fee not to exceed \$54,495.

Executive Director/Secretary Comments:

EH for Lang Books

Attachments:

Exhibit A – Britina Add Service 01

STREETSCAPE TEAM COMMUNICATION

May 21, 2008

Larry Brooks
Executive Director and Secretary
Avon Urban Renewal Authority
P. O. Box 975
Avon, Colorado 81620

RE: Avon Main Street – Lettuce Shed Lane Extra Service Proposal
Job #AV801-01

Dear Larry,

We have been asked by Justin Hildreth, Town Engineer to provide an extra service proposal for additional scope of service items related to the Avon Main Street project. The following proposed extra services will be in addition to those previously identified in the Agreement for Professional Services dated March 19, 2008 between the Town of Avon and Britina Design Group, Inc. (Initial Agreement).

Scope of Services

This extra service is based on Phases I-IV as outlined in the Initial Agreement and includes the addition of Lettuce Shed Lane from the Transit Center to Main Street into the project boundary (See attached map).

1. Provide additional Phase I information gathering services, including the following tasks:
 - a. Photo Documentation
 - b. Site Inventory and Analysis
 - c. Conduct additional survey work along Lettuce Shed Lane and portions of the existing Transit Center.

2. Provide additional Phase II preliminary and final design services for an optimal treatment along Lettuce Shed Lane, including the following tasks:
 - a. The optimal treatment will be based on the design previously approved and illustrated in Avon West Town Center District Investment Plan.
 - b. Provide design options for the history corridor art feature.

STREETSCAPE TEAM COMMUNICATION

- i. Art feature will represent Avon’s history through the use of historic photographs.
 - ii. The art feature will have the capability of being removed, stored and reinstalled once the optimal treatment is implemented.
 - c. Illustrate optimal design in 3D model and animation.
 - d. Provide a design option for the interim treatment along Lettuce Shed Lane that will be constructed with Main Street in 2009.
 - i. The interim treatment will be illustrated in graphic format for review and approval prior to construction documentation.
 - ii. The interim treatment will consist of a paved walkway (asphalt), lighting, site furnishings, simple landscape treatment (irrigated sod) and the history corridor art feature.
 - e. Include interim treatment in preliminary cost estimates.
3. Provide additional Phase III construction documentation services for an interim treatment along Lettuce Shed Lane, including the following tasks:
- a. Provide additional plans, details and specifications needed to construct the interim treatment, including the history corridor art feature.
 - b. Include interim treatment in final cost estimate and bid tab.
 - c. Construction documents for the optimal treatment are not included.
4. Provide additional Phase IV construction administration services for an interim treatment along Lettuce Shed Lane.
- a. Construction administration services for the optimal treatment are not included.

Design Fee Schedule

Phase I	Fee
Britina Design Group	\$3,250.00
V3 Companies of Colorado	\$2,000.00
M-E Engineers - Lighting	\$500.00
Hines Irrigation Consultants	\$375.00
ArtHouse	\$1,000.00
McGrath & Braun	\$800.00
Phase I Subtotal	\$7,925.00



STREETScape TEAM COMMUNICATION

Phase II	Fee
Britina Design Group	\$10,500.00
V3 Companies of Colorado	\$5,000.00
M-E Engineers - Lighting	\$500.00
Hines Irrigation Consultants	\$375.00
ArtHouse	\$6,000.00
McGrath & Braun	\$1,500.00
Phase II Subtotal	\$23,875.00

Phase III	Fee
Britina Design Group	\$4,500.00
V3 Companies of Colorado	\$3,000.00
M-E Engineers - Lighting	\$2,250.00
Hines Irrigation Consultants	\$2,000.00
ArtHouse	\$2,000.00
McGrath & Braun	\$2,100.00
Phase III Subtotal	\$15,850.00

Phase IV	Fee
Britina Design Group	\$1,000.00
V3 Companies of Colorado	\$0.00
M-E Engineers - Lighting	\$500.00
Hines Irrigation Consultants	\$450.00
ArtHouse	\$1,000.00
McGrath & Braun	\$1,800.00
Phase IV Subtotal	\$4,750.00



STREETScape TEAM COMMUNICATION

Reimbursable Expenses	Fee
Britina Design Group	\$500.00
V3 Companies of Colorado	\$0.00
M-E Engineers - Lighting	\$75.00
Hines Irrigation Consultants	\$300.00
ArtHouse	\$500.00
McGrath & Braun	\$720.00
Expenses Subtotal	\$2,095.00

Summary	Fee
Britina Design Group	\$19,750.00
V3 Companies of Colorado	\$10,000.00
M-E Engineers - Lighting	\$3,825.00
Hines Irrigation Consultants	\$3,500.00
ArtHouse	\$10,500.00
McGrath & Braun	\$6,920.00
TOTAL COST NOT TO EXCEED	\$54,495.00



STREETSCAPE TEAM COMMUNICATION

By signing this letter, you authorize the Britina Design Group Team to commence services immediately pursuant to the terms and conditions set forth in the Initial Agreement and the additional scope of services enumerated herein. The additional scope of services shall be in an amount not to exceed \$54,495.00.

Please do not hesitate to contact me at 303-456-2887 with any questions.

Sincerely,



Robert M. Couri
Principal

APPROVED BY CLIENT:

By: _____
Larry Brooks
Executive Director and Secretary
Avon Urban Renewal Authority

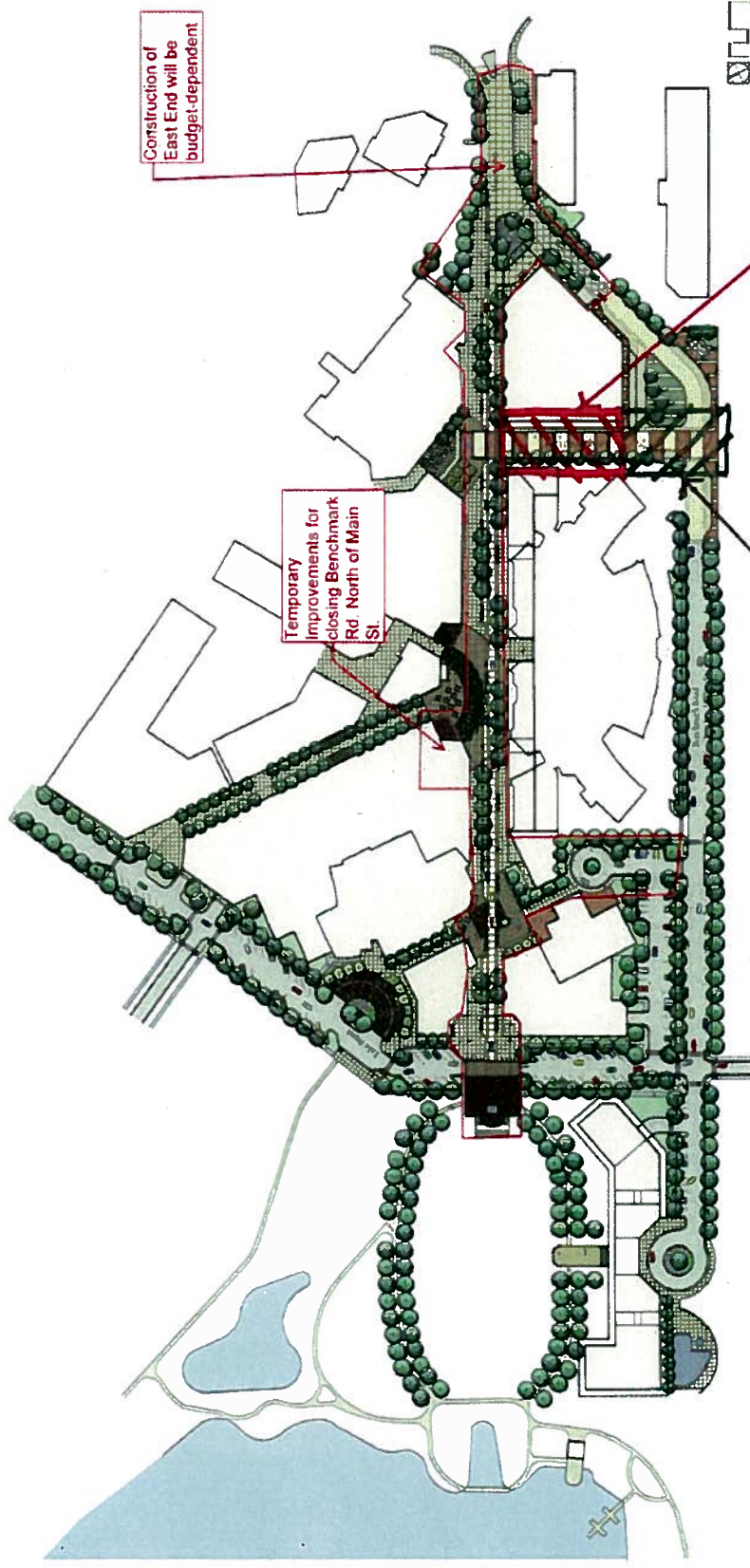
Date: _____



Project Boundary - EXHIBIT C

ADDITIONAL SERVICE REQUEST 4.3.2008

Approximate Project Boundary - Avon Main Street Design



Construction of East End will be budget-dependent

Temporary Improvements for Closing Benchmark Rd. North of Main St.

UTILITY SHED WARE
ADDITIONAL SURVEY AND PHASES I-IV SERVICES

EXISTING TRAFFIC CENTER IMPROVEMENTS
ADDITIONAL SURVEY ONLY

Building massing and footprints are for descriptive purposes only

The Town of Avon - Main Street Project

The Britina Design Group Team - 130

Memo

To: Avon Urban Renewal Authority
Thru: Larry Brooks, Executive Director/Secretary
From: Justin Hildreth, P.E., Town Engineer *JH*
Shane Pegram, Engineer II
Date: May 07, 2008
Re: Apex Security – Avon Recreation Center ADA Access

Summary: The Avon Recreation Center ADA Access project included removal of the existing north entrance door and replacing it with a set of double doors that qualify the north entrance as ADA accessible. Apex Security has provided a quote (Exhibit A), dated May 1, 2008, for installing the necessary security contacts on the new doors and reprogramming the alarm system to allow the new doors to act as main entrance doors. Staff recommends approval Apex Security's quote, dated May 1, 2008, in the sum of \$1,285.57.

Discussion: The 2008 Lake Street Project requires construction of a temporary parking lot on the northeast side of the Avon Recreation Center. This temporary parking lot will be the primary parking area for Avon Recreation Center visitors during the construction of Lake Street. The change in parking location will create the need for an ADA accessible entrance on the north side of the Avon Recreation Center. The existing north entrance has been remodeled to comply with ADA standards.

The new double door system requires new contacts for the security alarm and reprogramming of the existing security system to allow the new doors to act as a main entrance. Apex Security has provided a quote (Exhibit A), dated May 1, 2008, for completing the necessary security upgrades.

Financial Implications: The 2008 project budget for construction of the Lake Street Public Improvements totals \$4,500,000. The quote received from Apex Security is within the project budget. The Lake Street Construction budget is shown below:

Construction (ACC)	\$4,178,716
ADA door remodel/Security Upgrades	\$ 23,480
Project Administration	\$ 50,000
Contingencies	\$ 247,804
Totals	\$4,500,000

Recommendation: Approve the quote from Apex Security in the amount of \$1,285.57 for security upgrades to the Recreation Center's new ADA doors.

Proposed Motion: I move to approve Apex Security's quote for security upgrades to the Recreation Center's new ADA doors for a fee not to exceed \$1,285.57 without prior written approval.

Town Manager Comments:

GH for Larry Brakes

NOTES:

Exhibit A – Quote from Apex Security, dated March 18, 2008



S E C U R I T Y

**Apex Security, a division of Mountain
Acquisition Company, LLC
1429 Grand Avenue, Suite B
Glenwood Springs CO 81601
Tel: (970) 945-2152
Fax: (970) 384-4559**

**Proposal for:
Avon Aquatics
325 Benchmark Rd
Avon, CO 81620**

Equipment:

Control Equipment
1 zone expander

Intrusion Equipment:
4 door contacts

Material & Labor Cost: \$1285.57

Tax: \$exempt

Total: \$1285.57

Scope of Work: Installation of zone expander, four door contacts, programming system, and verify signals with central station.

Memo

To: Avon Urban Renewal Authority
Thru: Larry Brooks, Executive Director/Secretary
From: Justin Hildreth, P.E., Town Engineer *JH*
Jeffrey Schneider, P.E., Project Engineer
Date: May 21, 2008
Re: Lake Street Public Improvements Landscape Design – Add Service 02

Summary: The Lake Street Public Improvements consists of a new roadway from the West Beaver Creek Boulevard on the north to the western at-grade railroad crossing (Riverfront Lane) on the south. The improvements include a new interim parking lot adjacent to the Recreation Center, asphalt roadway with curb and gutter and on-street parking, sidewalks, and streetscape and landscape appurtenances. Town Council directed Staff to omit the plaza located at Lake Street and the future intersection with Main Street in order to provide a better connection with the Main Street design and the Harry A. Nottingham Park Master Plan, currently underway. Add Service 02 with Design Workshop, attached as Exhibit A, includes the landscape architecture design fees associated with the desired changes to the Lake Street design. The scope includes modifications in the Landscape Plans, Irrigation Plans, Lighting and Electrical Plans, Wayfinding and Signage Plans, and specifications. Staff recommends approval of Add Service 02 with Design Workshop for an amount not to exceed \$9,900.

Background: The Landscape Architecture Design Services contract with Design Workshop was approved by Town Council at the July 24, 2007 meeting. Also approved at the July 24, 2007 meeting was the Engineering Design Services contract with Marcin Engineering. Add Service 01 for Design Workshop and Change Order 01 Marcin Engineering was approved at the March 10, 2008 Avon Urban Renewal Authority (AURA) Meeting. Direction to delete the intersection plaza at Lake Street and Main Street was received at the April 22, 2008 meeting.

Discussion: Staff presented an update to the AURA at the April 22, 2008 meeting reporting the findings of a meeting between Town Staff, Britina Design Group and Vail Architecture Group (VAg), consultants for Main Street Design and Harry A. Nottingham Park Master Plan, respectively. It was agreed upon at that meeting, for design and construction reasons, to recommend omitting the plaza at the intersection of Lake Street and Main Street from the 2008 Lake Street Public Improvements project. This decision allowed for the best possible connection from Main Street to Harry A. Nottingham Park, eliminating possible constraints caused by constructing the plaza prior to completion of Main Street Design and the Park Master Plan. The AURA concurred with this recommendation and the Add Service from Design Workshop is a result of the required re-design work. Staff directed Design Workshop to complete the plan revisions per the hourly rates stipulated in the original design services contract. An Add Service for Civil Engineering services from Marcin Engineering required to modify the Civil Engineering plans and revised Bid Form is also under consideration at this meeting.

Financial Implications: The current Lake Street Design Budget is shown below, including additional Town Center West studies that were added to the Lake Street scope:

Table 1: Current Lake Street Design Budget

<u>Line Item</u>	<u>Budget</u>
Lake Street Civil Engineering Design	\$ 123,950
Lake Street Landscape Architecture Design	\$ 81,650
TCW Master Drainage Study	\$ 22,200
TCW Deep Utility Plan	\$ 17,300
TCW Shallow Utility Map	\$ 12,000
TCW Snowmelt Master Plan	\$ 30,700
TCW Lighting Master Plan	\$ 4,150
Design Contingencies	\$ 36,550
Total	\$ 328,500

The proposed Add Service 02 with Design Workshop fits within the Design Contingency line item. The revised Lake Street Design budget is shown below. The revised budget also reflects Marcin Engineering Change Order 02, and Design Workshop Add Service 03, also under consideration at this meeting.

Table 2: Proposed Lake Street Design Budget

<u>Line Item</u>	<u>Budget</u>
Lake Street Civil Engineering Design	\$ 127,450
Lake Street Landscape Architecture Design	\$ 96,550
TCW Master Drainage Study	\$ 22,200
TCW Deep Utility Plan	\$ 17,300
TCW Shallow Utility Map	\$ 12,000
TCW Snowmelt Master Plan	\$ 30,700
TCW Lighting Master Plan	\$ 4,150
Design Contingencies	\$ 18,150
Total	\$ 328,500

To portray the fiscal constraints of the AURA Public Improvements Budget, Table 3 below shows the entirety of the public improvements bond issue.

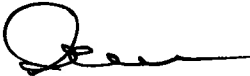
Table 3: Proposed Total AURA Public Improvements Budget

<u>Project</u>	<u>Proposed Budget</u>
Lake Street Design	\$ 328,000
Lake Street Construction	\$ 4,500,000
Main Street Design	\$ 1,034,890
Main Street Easements	\$ 0
Main Street Construction (no snowmelt)	\$ 12,172,000
Benchmark Road South	\$ 1,500,000
Estimated Main St. Snowmelt Tubing Cost	\$ 800,000
Total Construction Costs	\$ 20,334,890
Total AURA Public Improvements Bond Issue	\$ 20,000,000
Overrun	(\$ 334,890)

Recommendation: Approve Add Service 02 with Design Workshop for Lake Street Public Improvements Landscape Design Services for a fee not to exceed \$9,900.

Proposed Motion: Move to approve Add Service 02 with Design Workshop for Lake Street Public Improvements Landscape Design Services for a fee not to exceed \$9,900.

Executive Director/Secretary Comments:

A handwritten signature in black ink, consisting of a large, stylized initial 'Q' followed by a horizontal line and some smaller, less distinct characters.

Attachments:
Exhibit A – Design Workshop Add Service 02

Design Workshop, Inc.
Landscape Architecture
Land Planning
Urban Design
Strategic Services

May 13, 2008

120 East Main Street
Aspen, Colorado
81611
Telephone
970 925-8354
Facsimile
970 920-1387

Asheville
Denver
Lake Tahoe
Phoenix
Salt Lake City

Jeffrey Schneider
400 Benchmark Road
Avon, Colorado 81620

Additional Services for: Avon Lake Street
Add Service Number: 002

Dear Jeff:

This letter is a request for approval to complete Additional Services associated with Lake Street. Based on our e-mail correspondences on April 24 and May 12 we understand that the following services will be required:

- I. Revise Landscape, Electrical, and Irrigation drawings and specifications to omit the plaza at the intersection of Lake Street and Main Street (approx 4+33 to 5+15).
 - Omit plaza elements by updating materials, layout, planting, irrigation, and electrical plans and specifications and the wayfinding and signage package.
 - Replace plaza surface with the continuation of sidewalks and planting and include appropriate level of street lighting

- II. Revise Signage and Wayfinding Package
 - Change parking signs from "Avon Town Center Parking" to "Avon Public Parking"
 - Add a sign that says "Avon Recreation Center" to be mounted to the Recreation Center

By signing this letter, you are authorizing Design Workshop, Inc. to commence services immediately on a time and materials basis, not to exceed \$9000. This fee does not include reimbursable expenses (printing, photography, and travel) which will be billed at cost plus 15% for handling.

Design Workshop, Inc.

The contract conditions of existing Agreement dated July 13, 2007 shall be binding on these additional services unless modified herein.

Please call me at 970-925-8354 if you have any questions regarding this request for additional services.

Sincerely,

DESIGN WORKSHOP, INC.



Ashley Allis
Project Manager

APPROVED BY CLIENT:

By:

Date:

Title:

APPROVED BY DESIGN WORKSHOP:



By:

Date: May 13, 2008

Rebecca Leonard

Title: Principal

Memo

To: Avon Urban Renewal Authority
Thru: Larry Brooks, Executive Director/Secretary
From: Justin Hildreth, P.E., Town Engineer *JH*
Jeffrey Schneider, P.E., Project Engineer
Date: May 21, 2008
Re: Lake Street Public Improvements Landscape Design – Add Service 03

Summary: The Lake Street Public Improvements consists of a new roadway from the West Beaver Creek Boulevard on the north to the western at-grade railroad crossing (Riverfront Lane) on the south. The improvements include a new interim parking lot adjacent to the Recreation Center, asphalt roadway with curb and gutter and on-street parking, sidewalks, and streetscape and landscape appurtenances. Part of the streetscape design for Town Center West included banners on light poles on Lake Street, similar to those installed at Avon Station. The banner armature design at Avon Station required modifications for implementation on Lake Street. Add Service 03 from Design Workshop, attached as Exhibit A, includes coordination efforts and banner armature redesign services. Staff recommends approval of Add Service 03 to the Lake Street Design Services not to exceed \$5,000.

Background: The Landscape Architecture Design Services contract with Design Workshop was approved by Town Council at the July 24, 2007 meeting. Also approved at the July 24, 2007 meeting was the Engineering Design Services contract with Marcin Engineering. Add Service 01 for Design Workshop and Change Order 01 Marcin Engineering was approved at the March 10, 2008 Avon Urban Renewal Authority (AURA) Meeting. Direction to delete the intersection plaza at Lake Street and Main Street was received at the April 22, 2008 meeting.

Discussion: The banner armature design implemented at Avon Station is a relatively permanent attachment and did not meet the needs of other town departments. Working collaboratively with Public Works, Recreation, and Community Relations departments, Town Engineering staff, along with Design Workshop, helped develop a new banner armature design. The design includes adjustable length banner armatures, removable attachment systems, and can provide for standard slip-cuff style banners rather than the custom aluminum banners installed at Avon Station.

The standard slip-cuff style banners accommodate the needs of Recreation and Special Events since they are easily printable and changeable. The adjustability and removability accommodated the needs of Public Works staff, enabling easy change-out and removal. Easy change-out and removal will become more critical as additional Special Events banners are created and Main Street is constructed.

Implementing the banner armature proved to be complicated due to the custom light poles. The custom light poles contain four vertical members with downcast LED lighting between them, making standard 'banded' banner armature attachments unsightly. Banner armature systems penetrating the center void space would obstruct the downcast lighting effect. Designing a banner attachment system that did not compromise the custom light fixture's appearance and design intent proved to be a difficult task; Design Workshop's landscape architects and graphic designers facilitated the redesign by working with the lighting manufacturer, sales representatives, and Town Staff. Add Service 03 is a result of that coordination and design effort. A schematic of the final banner armature design is attached as Exhibit B.

Financial Implications: The current Lake Street Design Budget is shown below, including additional Town Center West studies that were added to the Lake Street scope:

Table 1: Current Lake Street Design Budget

<u>Line Item</u>	<u>Budget</u>
Lake Street Civil Engineering Design	\$ 123,950
Lake Street Landscape Architecture Design	\$ 81,650
TCW Master Drainage Study	\$ 22,200
TCW Deep Utility Plan	\$ 17,300
TCW Shallow Utility Map	\$ 12,000
TCW Snowmelt Master Plan	\$ 30,700
TCW Lighting Master Plan	\$ 4,150
Design Contingencies	\$ 36,550
Total	\$ 328,500

The proposed Add Service 03 with Design Workshop fits within the Design Contingency line item. The revised Lake Street Design budget is shown below. The revised budget also reflects Marcin Engineering Change Order 02, and Design Workshop Add Service 02, also under consideration at this meeting.

Table 2: Proposed Lake Street Design Budget

<u>Line Item</u>	<u>Budget</u>
Lake Street Civil Engineering Design	\$ 127,450
Lake Street Landscape Architecture Design	\$ 96,550
TCW Master Drainage Study	\$ 22,200
TCW Deep Utility Plan	\$ 17,300
TCW Shallow Utility Map	\$ 12,000
TCW Snowmelt Master Plan	\$ 30,700
TCW Lighting Master Plan	\$ 4,150
Design Contingencies	\$ 18,150
Total	\$ 328,500

To portray the fiscal constraints of the AURA Public Improvements Budget, Table 3 below shows the entirety of the public improvements bond issue.

Table 3: Proposed Total AURA Public Improvements Budget

<u>Project</u>	<u>Proposed Budget</u>
Lake Street Design	\$ 328,000
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Main Street Easements	\$ 0
Main Street Construction (no snowmelt)	\$ 12,172,000
Benchmark Road South	\$ 1,500,000
Estimated Main St. Snowmelt Tubing Cost	\$ 800,000
Total Construction Costs	\$ 20,334,890
Total AURA Public Improvements Bond Issue	\$ 20,000,000
Overrun	(\$ 334,890)

Recommendation: Approve Add Service 03 with Design Workshop for Lake Street Public Improvements Landscape Design Services for a fee not to exceed \$5,000.

Proposed Motion: Move to approve Add Service 03 with Design Workshop for Lake Street Public Improvements Landscape Design Services for a fee not to exceed \$5,000.

Executive Director/Secretary Comments:



Attachments:

- Exhibit A – Design Workshop Add Service 03
- Exhibit B – Final Banner Armature Design

Design Workshop, Inc.
Landscape Architecture
Land Planning
Urban Design
Strategic Services

May 13, 2008

120 East Main Street
Aspen, Colorado
81611
Telephone
970 925-8354
Facsimile
970 920-1387

Jeffrey Schneider
400 Benchmark Road
Avon, Colorado 81620

Additional Services for: Avon Lake Street
Add Service Number: 003

Asheville
Denver
Lake Tahoe
Phoenix
Salt Lake City

Dear Jeff:

This letter is a request for approval to complete Additional Services associated with Lake Street. As you are aware, when we wrote the original contract for Lake Street, it was our understanding that the light poles and armatures that were designed for the Transit Center would carry their approved design intent on Lake Street. The comprehensive changes required additional time and significant coordination efforts between the Design Workshop team and the Town of Avon and Mountain States Lighting to redesign the armatures in order to meet the new requirements of Public Works.

Therefore, this letter is a request for the approval for an Additional Service of \$4500 for work that has been completed but was not part of the scope of services for Avon Lake Street. We are basing this on specific requests and contributions that are not in our contract, but included coordination and design revisions associated with the banner armature revisions.

By signing this letter, you are authorizing Design Workshop, Inc. to received payment from the Town of Avon, Colorado immediately for a fee of \$4500. This fee does not include reimbursable expenses (printing, photography, and travel) which will be billed at cost plus 15% for handling.

The contract conditions of existing Agreement dated July 13, 2007 shall be binding on these additional services unless modified herein.

Design Workshop, Inc.

Please call me at 970-925-8354 if you have any questions regarding this request for additional services.

Sincerely,

DESIGN WORKSHOP, INC.



Ashley Allis
Project Manager

APPROVED BY CLIENT:

By:

Date:

Title:

APPROVED BY DESIGN WORKSHOP:



By:

Date: May 13, 2008

Rebecca Leonard

Title: Principal

HADCO

CUST.

CONFIDENTIAL:

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Full Specification Drawing

(Complete Assembly)

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Fax 717-359-9515
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JOB NAME:
*Avon Transit Center
- Banner Arms*

REP. TERRITORY: *U06* DRAWN BY: *SMK*

SCALE: *1:10* DATE: *03/20/08*

DRAWING NUMBER:
C2289-DWG02

REP:
Mountain States

REV: *C* PCN: *08-021*

BY: *JRS* DATE: *03/31/08*

BACKPLATE WELDED TO BACK OF SQUARE POST

1/2-13 SCREW & LOCKWASHER

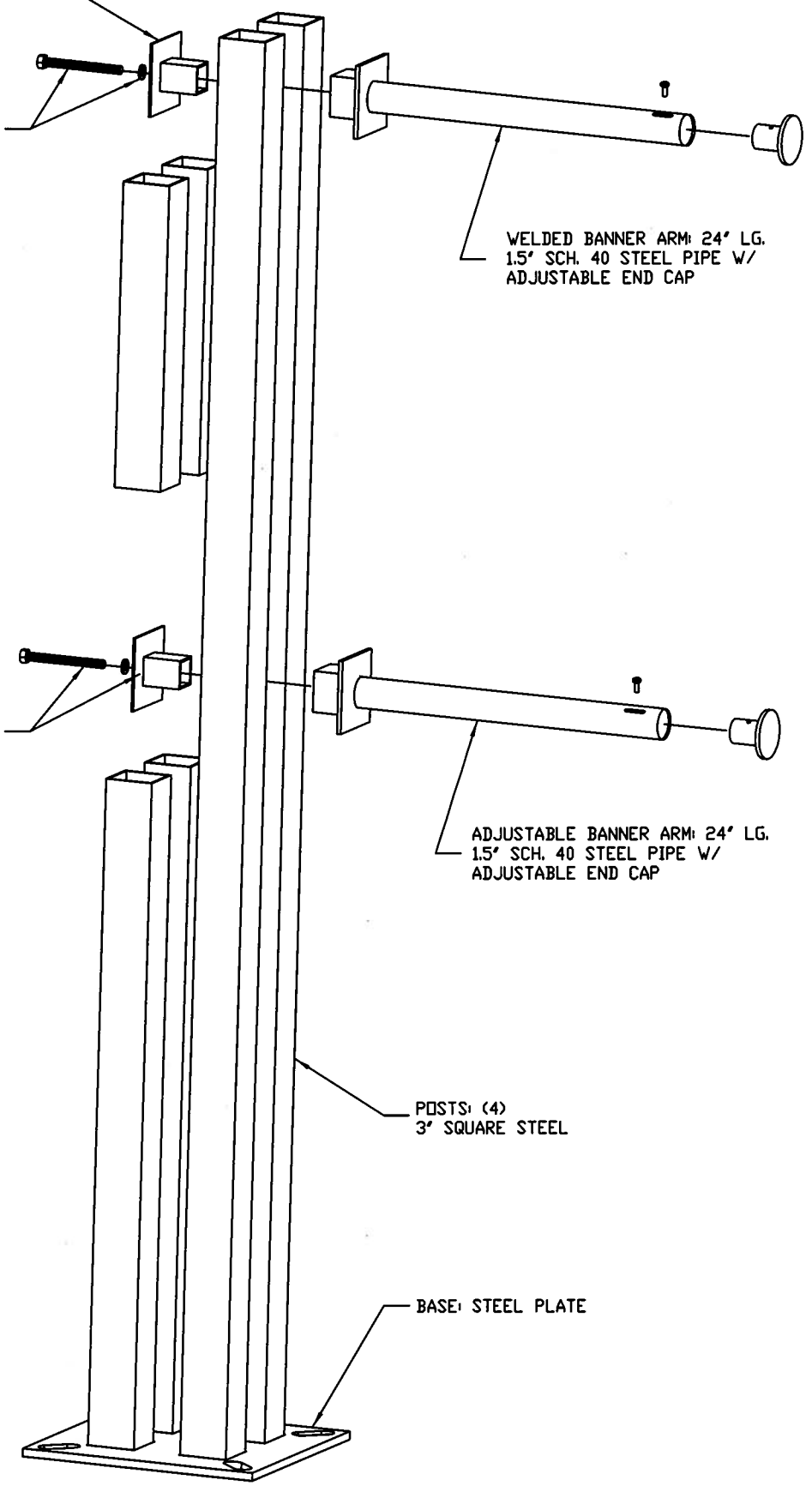
1/2-13 SCREW & LOCKWASHER

WELDED BANNER ARM: 24' LG. 1.5" SCH. 40 STEEL PIPE W/ ADJUSTABLE END CAP

ADJUSTABLE BANNER ARM: 24' LG. 1.5" SCH. 40 STEEL PIPE W/ ADJUSTABLE END CAP

POSTS: (4)
3" SQUARE STEEL

BASE: STEEL PLATE



Memo

To: Avon Urban Renewal Authority
Thru: Larry Brooks, Executive Director/Secretary
From: Justin Hildreth, P.E., Town Engineer *JH*
Jeffrey Schneider, P.E., Project Engineer
Date: May 21, 2008
Re: Lake Street Public Improvements Civil Engineering Services – Change Order 02

Summary: The Lake Street Public Improvements consists of a new roadway from the West Beaver Creek Boulevard on the north to the western at-grade railroad crossing (Riverfront Lane) on the south. The improvements include a new interim parking lot adjacent to the Recreation Center, asphalt roadway with curb and gutter and on-street parking, sidewalks, and streetscape and landscape appurtenances. Town Council directed Staff to omit the plaza located at Lake Street and the future intersection with Main Street in order to provide a better connection with the Main Street design and the Harry A. Nottingham Park Master Plan, currently underway. Change Order 02 with Marcin Engineering, attached as Exhibit A, includes the civil engineering design fees associated with the desired changes to the Lake Street design. The Change Order scope includes modifications in the civil engineering plan series related to drainage, utilities, roadway, material quantities, and grading.

Background: The Civil Engineering Design Services contract with Marcin Engineering was approved by Town Council at the July 24, 2007 meeting. Also approved at the July 24, 2007 meeting was the Landscape Architecture Design Services contract with Design Workshop. Add Service 01 for Design Workshop and Change Order 01 Marcin Engineering was approved at the March 10, 2008 Avon Urban Renewal Authority (AURA) Meeting. Direction to delete the intersection plaza at Lake Street and Main Street was received at the April 22, 2008 meeting.

Discussion: Staff presented an update to the AURA at the April 22, 2008 meeting reporting the findings of a meeting between Town Staff, Britina Design Group and Vail Architecture Group (VAg), consultants for Main Street Design and Harry A. Nottingham Park Master Plan, respectively. It was agreed upon at that meeting, for design and construction reasons, to recommend omitting the plaza at the intersection of Lake Street and Main Street from the 2008 Lake Street Public Improvements project. This decision allowed for the best possible connection from Main Street to Harry A. Nottingham Park, eliminating possible constraints caused by constructing the plaza prior to completion of Main Street Design and the Park Master Plan. The AURA concurred with this recommendation and the Change Order from Marcin Engineering is a result of the required re-design work. Staff directed Marcin Engineering to complete the plan revisions per the hourly rates stipulated in the original design services contract. An Add Service for Landscape Architecture Design services from Design Workshop required to modify the landscape, electrical, signage, and material details is also under consideration at this meeting.

Financial Implications: The current Lake Street Design Budget is shown below, including additional Town Center West studies that were added to the Lake Street scope:

Table 1: Current Lake Street Design Budget

<u>Line Item</u>	<u>Budget</u>
Lake Street Civil Engineering Design	\$123,950
Lake Street Landscape Architecture Design	\$81,650
TCW Master Drainage Study	\$22,200
TCW Deep Utility Plan	\$17,300
TCW Shallow Utility Map	\$12,000
TCW Snowmelt Master Plan	\$30,700
TCW Lighting Master Plan	\$4,150
Design Contingencies	\$36,550
Total	\$328,500

The proposed Change Order 02 with Marcin Engineering fits within the Design Contingency line item. The revised Lake Street Design budget is shown below. The revised budget also reflects Design Workshop Add Service 02 and Add Service 03, also under consideration at this meeting.

Table 2: Proposed Lake Street Design Budget

<u>Line Item</u>	<u>Budget</u>
Lake Street Civil Engineering Design	\$ 127,450
Lake Street Landscape Architecture Design	\$ 96,550
TCW Master Drainage Study	\$ 22,200
TCW Deep Utility Plan	\$ 17,300
TCW Shallow Utility Map	\$ 12,000
TCW Snowmelt Master Plan	\$ 30,700
TCW Lighting Master Plan	\$ 4,150
Design Contingencies	\$ 18,150
Total	\$ 328,500

To portray the fiscal constraints of the AURA Public Improvements Budget, Table 3 below shows the entirety of the public improvements bond issue.

Table 3: Proposed Total AURA Public Improvements Budget

<u>Project</u>	<u>Proposed Budget</u>
Lake Street Design	\$ 328,000
Lake Street Construction	\$ 4,500,000
Main Street Design	\$ 1,034,890
Main Street Easements	\$ 0
Main Street Construction (no snowmelt)	\$ 12,172,000
Benchmark Road South	\$ 1,500,000
Estimated Main St. Snowmelt Tubing Cost	\$ 800,000
Total Construction Costs	\$ 20,334,890
Total AURA Public Improvements Bond Issue	\$ 20,000,000
Overrun	(\$ 334,890)

Recommendation: Approve Change Order 02 with Marcin Engineering for Lake Street Public Improvements Civil Engineering Design Services for a fee not to exceed \$3,500.

Proposed Motion: Move to approve Change Order 02 with Marcin Engineering for Lake Street Public Improvements Civil Engineering Design Services for a fee not to exceed \$3,500.

Executive Director/Secretary Comments:

A handwritten signature in black ink, appearing to be 'J. [unclear]', written in a cursive style.

Attachments:

Exhibit A – Design Workshop Add Service 03

MARCIN ENGINEERING LLC

May 21, 2008

Jeffrey Schneider, P.E.
Town of Avon
P.O. Box 975
400 Benchmark Road
Avon, CO 81620

**RE: Town of Avon Benchmark Road West Realignment – Change Order #2
Professional Engineering Services**

Dear Jeff:

We are pleased to present the following change order for Professional Engineering services to make revisions to the construction plans for the Lake Street Public Improvements. The following is a summary of the Professional Services Marcin Engineering proposes to provide as well as Estimated Fees.

Scope of Work:

Construction Plan Revisions – Marcin Engineering will provide Professional Engineering services to revise the proposed Main Street intersection in the Lake Street Public Improvements construction plans. In addition, Marcin Engineering will provide an updated schedule of values for the approximation of the change order for the Contractor.

Estimated Fee: \$ 3,500

Compensation

You will be billed monthly based on our then current hourly rates. We suggest working closely with our client to ensure only those services essential to proper completion of the project are provided in order to minimize your costs. Work not specifically described in this proposal will be considered an Additional Service and you will be billed based on our then current hourly rates. Unforeseen conditions, revisions, and changes in scope will be considered Additional Service.

Agreement

We will be available to discuss this estimate with you in more detail if you desire. If you would like us to proceed with this work and agree to the Terms and Conditions, please sign on the space provided below and return one copy for our authorization to proceed.

Sincerely,
MARCIN ENGINEERING LLC



Sean Saddler, PE

Change Order Accepted By:

Signature: _____

Title: _____

Memo

To: Avon Urban Renewal Authority
Thru: Larry Brooks, Executive Director/Secretary
From: Justin Hildreth, P.E., Town Engineer *JH*
Jeffrey Schneider, P.E., Project Engineer
Date: May 21, 2008
Re: Lake Street Public Improvements Banner Design and Production

Summary: The Lake Street Public Improvements consists of a new roadway from the West Beaver Creek Boulevard on the north to the western at-grade railroad crossing (Riverfront Lane) on the south. The improvements include a new interim parking lot adjacent to the Recreation Center, asphalt roadway with curb and gutter and on-street parking, sidewalks, and streetscape and landscape appurtenances. The intent of the project is to place banners on nineteen light poles as part of the streetscape. Artwork for the banners was to be provided by the Town. In order to meet the needs of various departments such as Recreation, Public Works, and Community Relations, it was decided to postpone the banner program one year in order to obtain artwork and a banner program as a budgeted item. In the meantime, Engineering Staff is proposing to place banners containing generic artwork similar to the Town Center West marketing brochure as a 'placeholder' banner until the greater banner program can be implemented in 2009. Staff recommends awarding the banner design and production services to Spark Creative, of Avon, for an amount not to exceed \$4070 without prior written approval. The Project Estimate from Spark Creative is attached as Exhibit A.

Financial Implications: The proposed interim banner program is to be funded from the Lake Street Public Improvements construction budget. The current Lake Street Construction Budget is shown below:

Table 1: Current Lake Street Construction Budget

<u>Line Item</u>	<u>Amount</u>
Construction	\$ 4,178,716
Project Administration	\$ 50,000
Contingencies (6.5%)	\$ 271,284
Total	\$ 4,500,000

The proposed banner design and production award fits within the project contingencies. The revised Lake Street construction budget is shown below.

Table 2: Proposed Lake Street Construction Budget

<u>Line Item</u>	<u>Amount</u>
Construction	\$ 4,178,716
Banner Design and Production	\$4,070
Project Administration	\$ 50,000
Contingencies (6.5%)	\$ 267,214
Total	\$ 4,500,000

To portray the fiscal constraints of the AURA Public Improvements Budget, Table 3 below shows the entirety of the public improvements bond issue.

Table 3: Proposed Total AURA Public Improvements Budget

<u>Project</u>	<u>Proposed Budget</u>
Lake Street Design	\$ 328,000
Lake Street Construction	\$ 4,500,000
Main Street Design	\$ 1,034,890
Main Street Easements	\$ 0
Main Street Construction (no snowmelt)	\$ 12,172,000
Benchmark Road South	\$ 1,500,000
Estimated Main St. Snowmelt Tubing Cost	\$ 800,000
Total Construction Costs	\$ 20,334,890
Total AURA Public Improvements Bond Issue	\$ 20,000,000
Overrun	(\$ 334,890)

Recommendation: Approve the award of the Lake Street Banner Design and Production Services to Spark Creative for a fee not to exceed \$4070.

Proposed Motion: Move to approve the award of the Lake Street Banner Design and Production Services to Spark Creative for a fee not to exceed \$4070.

Executive Director/Secretary Comments:



Attachments:

Exhibit A – Spark Creative Project Estimate



Project Estimate
Lake Street Banners

May 21, 2008
Jeffrey Schneider
Town of Avon

Thank you for the opportunity to price the following project.

Project Description:

Banners
Double sided
Color: 4/4
Stitching: 3" cuffs, pole pockets
Size: 2'W x 4"L
Stock: Outdoor vinyl
Quantity: 19

Design/Layout/Production:	\$840
Printing :	\$3,230
Total:	\$4,070
Price does not include shipping	
Delivery:	ASAP

Please note price reflects +/- 10% estimate, tax and shipping not included if applicable.

Thank you,
Michelle Parenti
Spark Creative
michelle@sparkmaker.com