



AGENDA
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
BOARD STUDY SESSION AND SPECIAL MEETING
WEDNESDAY, OCTOBER 19, 2011
6:30-8:00 PM
ANITA PURVES NATURE CENTER
1505 N. BROADWAY
URBANA, ILLINOIS 61801

It is the mission of the Urbana Park District to:

- Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,*
- Pursue excellence in a variety of programs, parks and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment and the social economic health of the community.*

- I. Call to Order
- II. Public Comment
Any member of the public may make a brief statement at this time.
- III. Review of Annual Audit
Per State Code, an independent audit must be conducted annually of all district accounts and funds by a licensed public accountant.
- IV. Action to Accept Comprehensive Annual Financial Report (CAFR)
The Board will review and accept the audit. The audit must be completed, recorded and filed with the Illinois Comptroller. The Urbana Park District also submits its annual audit to quality review by the Government Finance Officers Association (GFOA).
- V. Review of Closeout Costs for the Kerr St Planning and Operations Facility Project
- VI. Discussion Regarding Naming of the New Pool in Crystal Lake Park
- VII. Direction to Staff
- VIII. Adjourn

MEMO

TO: UPD BOARD OF COMMISSIONERS
CC: VICKI MAYES
FR: DEREK LIEBERT, TIM BARTLETT
DT: OCTOBER 12, 2011
RE: OWNER SOFT COSTS AND PROJECT CONTINGENCY FUNDS

I. Statement of Situation

The Urbana Park District's new Planning and Operation Facility project soft cost budgeting was established in 2008, at a time when the needs were preliminary estimates informed by BLDD Architects and Facility Maintenance Consultant recommendations. Fixtures that were built-in or required contractor installation were bid within the construction budget but those items that could be provided by the owner were kept out of the construction budget thereby avoiding any general contractor mark-up. Facility Maintenance Consultants worked with BLDD and staff to inventory existing equipment and needs and made recommendations on what equipment should be purchased and what could be reasonably and safely relocated. The cost of general contractor bid work within the construction budget performed better than estimated by BLDD. The cost of owner provided soft cost items have exceeded early estimates. Construction testing, expanded technology/telecommunications, and security improvements have been a few of the more notable budget increases.

Owner provided soft cost items have include: all design and engineering, owner's representation, additional A&E services/site observation, commissioning, as-built drawings, geotechnical investigation, environmental assessment, topographic surveying, permitting, construction testing, shelving/racking (pallet racks, bulk storage racks, shelving, storage cabinets, flammable cabinets, arm racking, bar racking, and work benches), equipment (drill press, band saw, bin storage, drum containment, parts cleaner, mower lift, tire rack, welder, welding bench, fume extractor, and vises), telecommunications wiring & equipment, IT wiring & equipment, AV wiring & equipment, security wiring & equipment, signage, landscaping, assembly room tables/chairs, meeting room tables/chairs, flat files, and office furniture.

II. Statement of Work

Staff have continued to work with Facility Maintenance Consultants, Champaign Telephone, the City of Urbana Informational Services Department, FE Moran Security, J Tandy Designs, Grainger, and W.M. Putnam Company to develop procurement and installation specifications for owner provided soft cost items. District guidelines have been to assist in the procurement and installation functionally dependable and industry standard items at value driven pricing that increase overall district efficiency of operations.

III. Budget

The UPD has \$6,174,825 budgeted for the Kerr Street Operations Facility Construction Budget and \$260,000 for the Hickory Street Facility in the 2010 Alternate Revenue Budget. This construction budget provides funds and contingency above the current contracted scope of work to Broeren Russo. At this time, the project budget provides a remaining contingency of approximately \$462,000.

IV. Recommendation

Staff recommend allocation of an additional \$200,000 of project contingency funds to provide for soft cost/owner provided equipment and services required to complete the project.

PROJECT SOFT COST NEEDS AND AVAILABLE CONTINGENCY

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| Contingency available as of Oct 12, 2011 | \$ 462,000.00 | |
| BABs bond interest earned | \$ 75,000.00 | |
| BLDD recommended project contingency | \$ (120,000.00) | (hold until after punch list complete) |
| Estimated remaining change orders | \$ (20,000.00) | |
| Additional soft cost estimate of needs | \$ (200,000.00) | (145K or the original list of soft costs + 25K security cameras +30K as built) |
| Currently available for other projects | <u>\$ 197,000.00</u> | |