COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: April 10, 2017
AGENDA NUMBER: 10
ITEM: Building: Next Steps and Process for Completion

AGENDA: Policy

ACTION REQUESTED
Review and discuss the issues identified in the report and during discussion and provide direction to staff as to the preferred course of action.

BACKGROUND
On March 27, 2017, the Board of Managers received the Concept Plan and estimated budget for the proposed District office building in Coon Rapids.

On April 4, Staff and select Board members met with Coon Rapids City Staff to reassess:
1. Securing the land
2. The city review and approval process,
3. Other requirements/issues or cost associated with development of the site
4. The development of building specifications and moving towards construction of the building.

<table>
<thead>
<tr>
<th>Title</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Familiarity: Visit other facilities</td>
<td>7/30/2015</td>
</tr>
<tr>
<td>Needs Analysis: Space requirements and other needs and wants</td>
<td>8/24/2015</td>
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<tr>
<td>Settle on &amp; Investigate Property</td>
<td>8/8/2016</td>
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<tr>
<td>Select Architect for Master Plan</td>
<td>7/11/2016</td>
</tr>
<tr>
<td>Master Plan: Concept plan &amp; Budget</td>
<td>3/27/2017</td>
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ISSUES/CONCERNS
1. **Securing the Property:** The City Attorney present indicated that he would now commence drafting a long-term lease for the property. The drafting process would take at least 3-4 weeks (May 1)

2. **Process and Schedule**
   Two alternative schedules are provided:
   1. Seeking a new architect;
   2. Retaining Amcon
<table>
<thead>
<tr>
<th>Title</th>
<th>Plan A Completed</th>
<th>Days with 20% MOS</th>
<th>Plan B Completed</th>
<th>Days with 20% MOS</th>
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<tbody>
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<td>Regroup, Plan (Prof Services &amp; Finances)</td>
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<td>Final Design, Construction Specifications &amp; Budget</td>
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<td>8/13/2017</td>
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<td>City review and CUP</td>
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<td>11/12/2017</td>
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<td>Preconstruction &amp; Bid</td>
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<td>1/21/2018</td>
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<td>Construction</td>
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<td>7/20/2018</td>
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<td>Move In</td>
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<td>7/24/2018</td>
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</table>

MOS = Margin of Safety
Dates are Board Meetings

**Assistance:**
In speaking with Cory Kampf, Finance Director Anoka County, he indicated that his group could offer assistance in working through the additional details related to building construction as well as financing.

**Service Needs:** Amcon’s original proposal included the following as the next steps:

1. Civil Design/storm water flow rate /control Management measures $ 8,625
2. Landscape Design Development $ 4,200
3. MPE Conceptual design (Not to exceed) $16,400
4. Structural $ 3,500

**Building Corrections (Final Design & Construction/Bid Specifications):** The Board has discussed and identified several avenues you may wish to explore or have corrected before construction documents are ordered.

1. **Office and work space sizes:** These vary pretty dramatically and for some offices are not the minimum size provided in the space study. Others are below the minimum.

2. **Roof Lines:** I think this was corrected and found to not be feasible because of the redistribution of building weight on the soils, leading to differential settling.

**Additional Development & Operating Costs:** In meeting with the City of Coon Rapids it was clear that there would be some additional construction related and site/building maintenance costs which were outside the budget presented by Amcon. Noted costs included:
- Permit & application fees
  - Building
  - CUP
  - Sign

- Parking lot repair & maintenance

Hook Up Fees
- Water Area Charge
- Sewer Area Charge

Maintenance Costs
- Grounds Maintenance
- Plowing
- Water
- Sanitary

A related issue is cost-share for shared facilities.

PRIOR DECISIONS
- July 30, 2015: Visit other Watershed District offices
- August 24, 2015: Preliminary analysis of potential space needs
- July 11, 2016: Architect Selected
- August 8, 2016: District and City of Coon Rapids resolve to explore building on Clay Hole Site
- March 27, 2017: Board received concept plan and budget for building

OPTIONS
1. Move ahead in the most convenient and expeditious manner (Renew Amcon + accept/absorb any additional costs).

2. Move ahead in a more prudent manner (Calculate additional potential costs) reconvene and discuss.

3. Cancel site with City, extend lease and keep looking

RECOMMENDATION
Move ahead in a more prudent manner (Calculate additional potential costs) reconvene and discuss.