

RESOLUTION No. 3 (2025)

A RESOLUTION TO APPROPRIATE FUNDS BETWEEN THE GENERAL FUND - PARKS & RECREATION – TO POOL FOR CRAIG SPORTS COMPLEX PHASES 1 & 2

WHEREAS, the City Charter (Art. VII, Sec. 14) provides for the appropriation of excess revenues exceeding budget estimates for expenditures during the budget year; and

WHEREAS, the City Council has previously adopted the 2025 Annual Appropriation Ordinance #1154 and Carryover Ordinance #1163; and

WHEREAS, the City would like to move forward with Phase 1 (Programming and Concept Planning) and Phase 2 (Schematic Design) for the Craig Sports Complex and enter into a service design agreement with Ohlson Lavoie Corporation; and

WHEREAS, the City Council is desirous to modify and amend the 2025 Budget to remove the appropriated capital project Parks Buildings (Pole Barn) in the amount of \$160,000 to offset unrealized grant funding in the amount of \$182,000 for the Craig Sports complex and provide additional funds of \$90,000 for the Craig Sports Complex Phases 1 & 2;

AND WHEREAS, this contingency could not have been reasonably foreseen at the time of the adoption of the budget,

NOW, THEREFORE, be it resolved by the City Council of the City of Craig, Colorado hereby authorizes the General Fund – Parks & Recreation Parks Building (10-71-92300) account is decreased from \$160,000 to \$0 and General Fund – Pool Improv Engineering (10-72-93116) account is increased from \$247,500 to \$337,500.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

X \_\_\_\_\_  
Chris Nichols, Mayor

ATTEST:

X \_\_\_\_\_  
Katie Carmody, City Clerk



# Memo

**To:** City Council

**From:** Ryan Dennison, Parks & Recreation Director

**cc:** Peter Brixius, City Manager

**Date:** 3/17/25

**Re:** Design Work for Craig Sports Complex

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As part of the February 25<sup>th</sup> Aquatic Workshop, direction was provided in moving forward with Phase 1 (Programming and Concept Planning) and Phase 2 (Schematic Design) for the Craig Sports Complex in the amount of \$337,500. The 2025 budget appropriated \$247,500 for the project. As the project was over the budgeted amount, additional funds will need to be appropriated from the General Fund reserves. See details below.

**10-72-93116**

Appropriation Request: Project: Pool Improvement/Engineering  
Amount: \$90,000

**Project Funding:**

The City was not able to obtain \$182,000 in budgeted grant funding for the Craig Sports Complex planning and design phases. To offset the loss, capital project Pole Barn that was approved and appropriated for the 2025 budget in the amount of \$160,000, will be unappropriated and will go back into the General Fund reserves to offset the unrealized grant funding.

If council authorizes resolution, it is the City's intent to enter into a service design agreement and continue working with Ohlson Lavoie Corporation (OLC) to complete Phase 1 and Phase 2 per the Proposal for Design Services. This is suggested as OLC completed the Aquatic Feasibility Study in 2022 and has been working with the City in some capacity on the project since that date.

Feel free to reach out with any questions or concerns.



2000 Lawrence St  
Denver, CO 80205  
303.294.9244  
olcdesigns.com

December 5, 2024

Ryan Dennison, CPRP  
Parks & Recreation Director  
City of Craig, Colorado  
400 W 4th Street  
Craig, CO 81625  
O: 970.826. 2004  
rdennison@ci.craig.co.us

RE: Proposal for Design Services  
Craig Sports Center at Woodbury Park

Dear Ryan:

Thank you for the opportunity to present a proposal for design services.

Our proposal is intended to be inclusive of all design work necessary to take the Craig Sports Center at Woodbury Park from the early conceptual stages to developing Schematic Design, Design Development, Construction Documentation suitable for bidding and construction purposes, as well as Contract Administration services during construction. Each phase can be separately authorized as the project progresses. This proposal estimates a series of task durations, which can serve as the basis for a project schedule.

Your signature on the attached **Agreement for Design Services** will authorize us to begin work.

Please advise if any aspect of our proposal could be modified to better serve your needs.

Sincerely,

**Robert (Bob) McDonald**, NCARB, LEED AP  
Senior Principal/CEO

**OLC**  
2000 Lawrence Street  
Denver, CO 80205  
O: 303.294.9244  
D: 720.880.7536  
M: 303.881.9961  
rmcdonald@olcdesigns.com

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# AGREEMENT FOR DESIGN SERVICES

Date December 5, 2024

Between **Client**

City of Craig, Colorado  
300 W 4<sup>th</sup> Street  
Craig, CO 81625  
O: 970.826.2000  
Cityofcraig.org

and

**OLC** (Ohlson Lavoie Corporation)  
Ohlson Lavoie Corporation  
2000 Lawrence Street  
Denver, CO 80205  
O: 303.294.9244  
www.olcdesigns.com

Contact Info

Ryan Dennison  
Parks and Recreation Director  
M: 970.326.3246  
rdennison@ci.craig.co.us

**Robert (Bob) McDonald**

NCARB, LEED AP  
Senior Principal/CEO

**OLC**

2000 Lawrence Street  
Denver, CO 80205  
O: 303.294.9244  
D: 720.880.7536  
M: 303.881.9961  
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Project **Craig Sports Center**

Description The project will be a multi-use gymnasium and aquatic center (basketball, pickleball, baseball, soccer, indoor leisure and lap pools, etc.) on the recently acquired 5.77 acre Walters Property adjacent to Woodbury Park. Included will be office spaces and equipment storage rooms, showing details of Parks and Recreation Offices.

## INCLUDED SERVICES

Included  
Services

Programming and Development based on CLIENT's project requirements.  
Coordination of CLIENT's consultants.  
Architect-of-Record Services, including Interior Design, Civil, Landscape, Aquatic Systems, Structural, Mechanical, Plumbing, Electrical, Information Technology (IT), Audio-Video (AV), Security Systems Engineering & Design  
The following phases for design services are included in this agreement. Each phase will be started only after OLC receives approval to proceed by the CLIENT:

**PHASE 1 PROGRAMMING AND CONCEPT PLANNING (CP)**

Scope of Work

During this phase OLC will collaborate with the Client to develop a workable architectural program and design concept of the overall project requirements. Interior planning of individual components is not anticipated at this stage.

Deliverables

- In-person Stakeholder Group Meetings & Evening Public Meeting (2-Day Trip)
- Facility Program Summary
- Preliminary Cost Opinion
- Site Plan Analysis, including preliminary Planning & Zoning compliance, utility locations, and access and parking issues
- Conceptual Block-style Floor Plan showing test-fit of the program on the site
- Facility Operational Proforma (by Ballard\*King & Associates)
- In-person Presentation/Work Session with Stakeholder Groups & Evening Public Meeting (2-Day Trip)

**PHASE 2 SCHEMATIC DESIGN (SD)**

Scope of Work

During this Phase OLC will solve the internal and external planning puzzle of the facility and illustrate the overall physical feasibility of the project. Several iterations of drawings review and comment are anticipated.

- Deliverables*
- Updated Facility Program Summary
  - Schematic Site Plan
  - Schematic Floor Plans
  - Schematic Pool Plans
  - Representative Building Sections
  - Building Elevations
  - Civil, Landscape, Aquatic, Structural, Mechanical, Plumbing, Electrical and IT/AV/Security Engineering Consultant Narratives

### PHASE 3 DESIGN DEVELOPMENT (DD)

<i>Scope of Work</i>	Provides scope of work in outline terms required for a complete and operational facility. It provides sufficient information for a General Contractor to identify all cost influences and estimate the cost of the work. Operational parameters of major building systems will be established. Several iterations of review and comment are anticipated.
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- Deliverables*
- Project Data Summary
  - Site Plan (includes grading, parking and landscape concepts)
  - Floor and Roof Plans
  - Reflected Ceiling Plans (including conceptual lighting layout)
  - Building Sections
  - Building Elevations and 3D Studies
  - Preliminary Aquatic, Structural, Mechanical, Plumbing, Electrical and IT/AV/Security Drawings
  - Interior Design Concepts, Generic Finish Schedule, and Color Boards
  - VR animations
  - Outline Specifications

## PHASE 4 CONSTRUCTION DOCUMENTATION (CD)

*Scope of Work* Once the previous phases are completed to your satisfaction, we can commence with the preparation of construction documents suitable for bidding, permitting & construction. We will provide the following services during this phase:

- Deliverables**
- Architect-of-Record services, including bid-ready, permit-ready and construction-ready documentation (drawings & specifications)
  - Design & Engineering for the following disciplines:
  - Civil, Landscaping, Structural, Mechanical, Electrical, Plumbing, IT/AV/Security
  - Interior Design and FF&E selection
  - Aquatic Design and Engineering

## PHASE 5 CONTRACT ADMINISTRATION (CA)

*Scope of Work* Construction phase coordination and quality-control services working in conjunction with a professional Owner's Representative, who will be conducting the administrative duties for the project on behalf of the CLIENT, including:

- |                     |   |
|---------------------|---|
| <i>Deliverables</i> | <ul style="list-style-type: none"> <li>• Weekly online meetings and monthly site visits</li> <li>• observe and report progress</li> <li>• monitor quality of work</li> <li>• review progress status and report on schedule compliance</li> <li>• review request for information (RFI) and provide clarifications</li> <li>• shop drawing submittal review</li> <li>• review contractor's application for payment</li> </ul> |
|---------------------|---|

## FEEES

Task	ID	%	Fees	Mtgs	Trips	Time	
Phase 1	CP	2.0 %	\$ 45,000	6	2	6 wks	Minimum
Phase 2	SD	13.0 %	\$ 292,500	6	2	6 wks	
Phase 3	DD	28.0 %	\$ 630,000	8	0	8 wks	
Phase 4	CD	32.0 %	\$ 720,000	6	0	10 wks	
Phase 5	CA	25.0 %	\$ 562,500	104	52	24 mos	Estimated, TBD
			<b>9.0 % of Cost of Work</b>				
Consulting Fee		100.0 %		Lump Sum			

Reimbursables  
Meetings/Trips

\$ 30,000  
130 56

Estimated  
Maximum

**The above Design Fees are based upon 9.0% of construction costs, assuming that construction costs are \$25M, and shall be adjusted as the final costs are established.**

## TERMS

- Project Schedule**
- OLC can begin design work immediately upon your authorization to proceed.
  - Each phase starts only after OLC receives approval to proceed by the Client.
  - The durations indicated are based on an estimated two-day turnaround for client and facility manager approvals and revisions at the end of each phase.
  - Schedules are subject to adjustment based on Client's requirements and upon mutual agreement.

**Additional Services** OLC can assist the Client with services beyond those indicated above and not included in this agreement at a negotiated sum or at our standard hourly rates. OLC will notify Client before commencing any of the following:

- Planning, Zoning and other Governing Authority approval processing
- Scope or budget changes that require modifications to approved drawings
- FF&E selection, purchasing coordination and installation management
- Record Drawings
- Fast-tracking or multiple "For-construction" sets
- Meetings are assumed to be online, virtual meetings unless otherwise noted.
- Site visits in addition to those listed above are billed at \$ 1,200 per trip.

**Hourly Rates** Applicable rates for additional services listed above or for services beyond the scope of work are:

Principal in Charge/PM	<b>\$250</b>	Interior Designer	<b>\$160</b>
Design/Production principal	<b>\$230</b>	Junior Architect	<b>\$120</b>
Senior Project Architect	<b>\$180</b>	Junior Interior Designer	<b>\$120</b>
Senior Interior Design	<b>\$180</b>	Intern Architect	<b>\$100</b>
Project Architect	<b>\$160</b>		

**Reimbursable Expenses** Client will reimburse OLC for expenses incurred during delivery of these services at **1.10** times cost. Such expenses include transportation costs, delivery services, communications, printing, plotting, reproduction, and other direct expenses and shall not exceed amounts indicated without your prior approval.

**Billing** Fees, additional services, and reimbursable expenses will be billed monthly. Payments are due and payable 30 days from the date of the OLC's Invoice. Amounts unpaid 45 days after the invoice date shall incur a 1% monthly service charge on the outstanding balance until paid.

**Client Responsibilities** Provide a soils report, topographical surveys, legal descriptions, and other site information necessary for OLC to provide the services listed in this agreement.

- Other**
- In any action brought to enforce or contest any provision of this contract or to collect agreed upon fees, the prevailing party will be entitled to collect all costs and expenses incurred in connection with such action, including reasonable attorney's fees.
  - The laws of the State of Colorado shall apply the provisions of this agreement.
  - OLC's liability for any negligent acts, errors or omissions under this contract shall not exceed the total amount of fees incurred.
  - Should Client terminate this agreement for any reason, OLC shall be reimbursed for services performed to termination date at OLC standard hourly rates or as listed above.

## AUTHORIZATION:

By signing below the undersigned affirm that they are authorized to enter into this agreement.

**Client:** Signature

Date:

Ryan Dennison, Director  
City of Craig Parks and Recreation  
For: Client



OLC: Signature

12/05/2024

Date:

**Robert (Bob) McDonald**

NCARB, LEED AP

Senior Principal/CEO

For: Ohlson Lavoie Corporation