



MEMORANDUM

TO: City Council

CC: Peter Brixius, City Manager

FROM: Ryan Dennison, Parks & Recreation Director

DATE: 8/28/2025

SUBJECT: Consideration of Sole Source Design and Engineering Services – Woodbury Pickleball Project

Background

The Parks & Recreation Department continues to move forward with the Woodbury Pickleball Project. The Parks and Recreation Department has worked with Ayres & Associates over the last several months to complete necessary work in order to continue to advance the project. This project will be a future recreational asset to the community in addition to allowing adequate space for the sport to flourish.

Several funding applications have been submitted to multiple local partners, including the Moffat County Local Marketing District, the Northwest Colorado Chapter of Parrotheads and the Craig Pickleball Club to assist in completing design and engineering services this year. The next critical step in the process is completion of design and engineering services, estimated at \$50,616.14. Completing this work in 2025 will allow the City to present a shovel-ready project for upcoming grant opportunities and external funding sources for construction of the project.

Sole Source Justification

The Parks & Recreation Department recommends sole sourcing the design and engineering services to Ayres & Associates for the following reasons:

1. Project Familiarity: Ayres & Associates has already completed the initial conceptual site plan in addition to a Rough Order of Magnitude (ROM) of total project costs.
2. Efficiency and Timeliness: Given the urgency to complete design and engineering by the end of this year, as the Local Marketing District currently has monies available and it is unknown at this time if voters will approve a ballot renewal in 2025. Additionally, the project aligns with LMD's 2025 Strategic Plan which identifies "Support of Recreational Opportunities' as a Cornerstone Project for 2025.
3. Continuity: Retaining Ayres & Associates ensures consistency with prior planning work and avoids duplication of effort, which could result in higher overall costs and inefficiencies.
4. Established Partnership: Ayres & Associates have worked with City staff on this project in addition to other projects and have established strong working relationships.

Project Expense Snapshot

Design & Engineering: \$50,616.14 *(Based on Rough Order of Magnitude (ROM) provided by Ayres & Associates)*

Project Funding Snapshot

Moffat County Local Marketing District: \$40,616.14 ***(Awarded Grant Funding)***

Northwest Colorado Chapter of Parrotheads: \$5,000 **(Interested in Supporting Future Construction Efforts)*

Local Pickleball Group: \$5,000 ***(Committed Contribution)***

Local Walmart Spark Good Program: \$4,000 **(Funding Commitment for Construction in 2026)*

Project Leveraged Resources

City of Craig: Woodbury Pickleball Concept and ROM Modeling - \$2,800 ***(Completed)***

City of Craig: Match Funding for Design & Engineering Services: \$5,000

Recommendation

Staff respectfully recommends that City Council approve the use of Ayres & Associates on a sole source basis to complete design and engineering services for the Woodbury Pickleball Project in the amount of \$50,616.14.

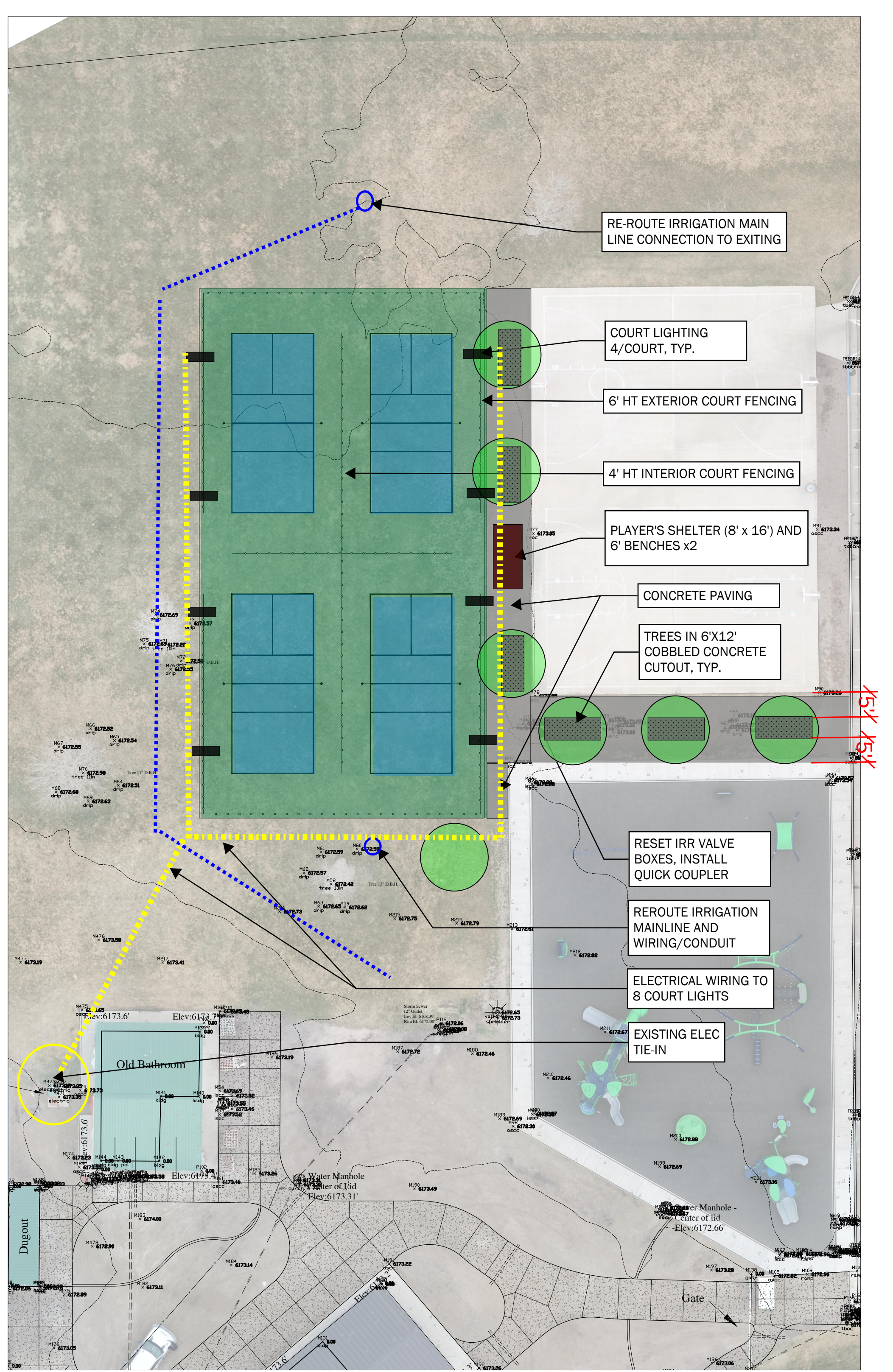
Woodbury Park Pickleball Complex - Craig, Colorado

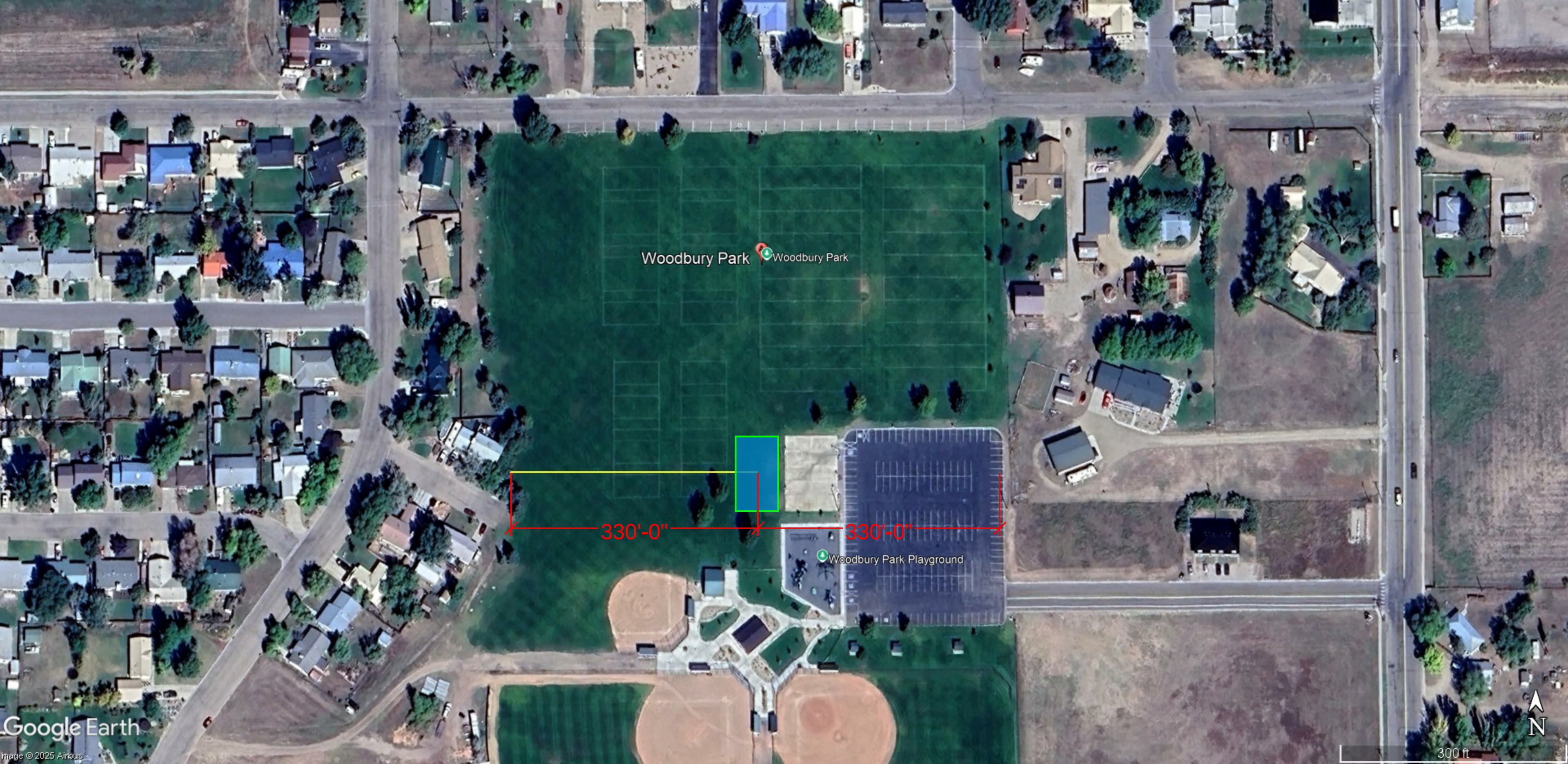
Date: August 26, 2025

Estimator: CS

Total Estimate: \$533,792.90

ITEM NO.	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
Earthwork / Site Improvements	1 Erosion Control and BMPs	AL	1	\$6,500.00	\$ 6,500.00
	2 Clear & Grub Turf	SF	11,900	\$2.25	\$ 26,775.00
	3 Earthwork and Rough Grading	CY	220	\$145.00	\$ 31,953.70
	4 Concrete Paving	SF	2,225	\$12.00	\$ 26,700.00
	5 6' Benches (at shelter)	EA	2	\$2,100.00	\$ 4,200.00
	6 Shade Shelter (8'x16')	EA	1	\$19,000.00	\$ 19,000.00
	7 Planting Areas (Soil amendment, fabric, cobble rock mulch)	SF	450	\$4.50	\$ 2,025.00
	8 Deciduous Shade Tree 2" Cal. B&B	EA	6	\$1,500.00	\$ 9,000.00
	9 Irrigation Modifications (new laterals, pop-up, head to head coverage adjustments etc.)	AL	1	\$5,500.00	\$ 5,500.00
	9 Irrigation Modifications (main line re-routing, relocate valve boxes)	AL	1	\$7,500.00	\$ 7,500.00
	10 Electrical Wiring to 8 poles (3/4-inch conduit and two #10 wiring)	LF	400	\$15.00	\$ 6,000.00
Sub Total (Site Improvements)					\$ 145,153.70
Pickleball Courts	28 Fine Grading	Included	1	\$	-
	29 Concrete - Post Tensioned	Included	1	\$	-
	30 Court Surfacing / Fencing / Netting / Gates etc.	Included	1	\$	-
	31 Sports Lighting -Eight (8) LED, Pole Mounted, Wireless Control, 50 FC Min.	Included	1	\$	-
Sub Total (4 Pickleball Courts)					\$ 275,000.00
Construction Total					\$ 420,153.70
SOFT COSTS & GENERAL CONTRACTOR COSTS	Design Survey (Updates as needed to previous survey for plaza)	AL	1	\$1,500	\$ 1,500.00
	Geotechnical Report	NA	1	\$5,000	\$ 5,000.00
	3% Mobilization, Demobilization and Incidentals (Contractor General Conditions)	%			\$ 12,604.61
	2% Performance and Payment Bonds	%			\$ 8,403.07
	8% Design Fees	%			\$ 31,511.53
	3% Construction Administration	%			\$ 12,604.61
	5% EOPC Contingency	%			\$ 21,007.69
5% Construction Contingency					\$ 21,007.69
Contractor Costs Total					\$ 113,639.19
PROJECT TOTAL					\$ 533,792.90





Woodbury Park



Woodbury Park

330'-0" 330'-0"

Woodbury Park Playground