



Boulder Parks & Recreation Advisory Board

TO: Parks and Recreation Advisory Board

FROM: Ali Rhodes, Director, Parks and Recreation Department
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SUBJECT: Matters from the Department

DATE: April 27, 2020

A. Flatirons Golf Course Facility Design

In 2019, the Parks and Recreation Department allocated Capital Improvement Program (CIP) funds to design a new Flatirons Golf Course Facility. The department seeks to construct a new facility or renovate and add to the existing facilities at the golf course to enhance and/or expand services currently offered at the Flatirons Golf Course.

In some respects, this project began in 2014 after the demolition of the large event center that existed at the golf course and was damaged by the 2013 flood. Construction of a new club house with golf-shop, restaurant area, cart storage and administrative space has been a need since the retirement of the previous facility. Staff outlined several options to Council about how to proceed and selected the option we are working on now. The urgent need is that visitors are using the temporary restroom trailer that was intended to only be used for a few years and is not a long-term solution. This current phase is only the “concept design and cost estimating”, this is not constructing a new building. Staff have carefully evaluated the feasibility of this project continuing considering the current COVID-19 situation and deemed it to proceed.

In order to successfully budget and plan, staff need to know realistically what the building needs to be (size, program), costs, realistic site constraints, permitting requirements, etc. The current design phase is \$52K and was initiated in 2019 and funded through the Perm Parks and Rec Fund (funds limited to the permanent improvement of parks/rec facilities)

This facility will offer enhanced golf services with a strong focus on the customer experience and flexibility in use to accommodate a variety of programs and events. Additionally, the facility will be designed to meet the City’s Energy Conservation Code and other climate action goals for energy efficiency and environmental sustainability. The building should also integrate with and reflect the area’s natural surroundings and the overall course.

Project Goals

1. The priority of the facility is to provide a functional yet aesthetic facility to the golf course to support the current and expanded programs and needs.
2. The facility will serve the golf operations through community-oriented design, flexible, multi-functional spaces, and perhaps complementing existing facilities.

3. The facility might be a replacement for the existing buildings on site or complement the existing buildings.
4. Deliver a well thought out and functional operations center that will reach new markets, increase revenue flow and create a first-class image that will leave a lasting impression with our guests.
5. Provide conceptual designs that consider and incorporate all relevant City of Boulder Revised Code requirements including the most recently adopted Energy Conservation Code and, where possible, incorporate aspirational goals for energy efficiency and environmental sustainability.

Project Process

The [project process and approach graphic](#) outlines the 3 phases of the facility design including the public participation staff and the consultant had anticipated prior to the recent circumstances. The timeline will be adjusted due to the coronavirus and as more information becomes available and PRAB will receive regular project updates.

PHASE 1: Research and Scope Development (Jan. – Feb. 2020)

This phase is focused on gathering background information, assessing existing conditions, and developing the goals and objectives for the project.

PHASE 2: Alternative Concept Plans Development and Review (Feb. - June 2020)

In this phase, the background information, goals and objectives will shape the draft alternatives for the concept plans. Staff and consultants will be seeking input from operation staff, boards, stakeholders and the community on the alternatives and ideas.

PHASE 3: Preferred Concept Plan Development and Review (July – Sept. 2020)

This phase is focused on developing a preferred hybrid concept plan considering community feedback in addition to existing limitations and regulations required for renovation.

Public engagement will be an important part of this project. Staff will work with consultants to adjust the project as need to accommodate the recent circumstances. Timelines may need to be adjusted as well as developing creative strategies to engage the public while respecting their social distancing and the community's capacity for engagement.

B. 2021 Master Plan project update

In December 2019, staff presented PRAB the approach and process anticipated for the Master Plan update. Since then, progress has been made and changes to the approach are being evaluated due to the COVID-19 pandemic. Staff are currently evaluating options to proceed with the master plan process and will update PRAB as final decisions are reached.

The BPR Master Plan update is a critical project for the department to begin, even in the current environment dealing with the COVID-19 pandemic. As with most planning efforts, this is envisioned to be an 18- to 24-month project, with a final product anticipated at the end of 2021.

It is critical to begin this work now so the discussions that occur during the process can inform the department’s long-term response to COVID-19, from impacts to financial sustainability to questions about continued access and equity across the system.

Staff has been working to refine the scope of work to reflect the current situation regarding the response to the global COVID-19 pandemic. The goal is to start the project with as much internal work completed by city staff and the consultant during this time of social distancing and facility closures. As restrictions begin to be lifted, potentially as early as next month, the project’s more external focus will also begin, as allowable.

Stage 1 is intended to capture the strategic kick-off portions of the project scope, as well as the initial research phases of the project. Stage 1 is focused on the work that can be done to set the future project up for success. Some preliminary outreach will occur through the launch of the project webpage and a presence of Be Heard Boulder, but the focus of the research is to compile the status of BPR and develop the system overview outlining current conditions. This builds the foundation of information to be shared with the community in Stage 2 of the project. Nothing in Stage 1 is subject to change related to the COVID response. These tasks can be completed with current staffing and identified funding. Should Stage 1 be completed before Stage 2 can begin, the work of Stage 1 will not be lost. Rather it will remain a foundation for the future phases of the project to begin upon. Because Stage 1 is primarily internal and introspective, momentum on the project will not be lost if there is a delay before Stage 2 commences.

Stage 2 of the project is intended to kick off once the in-person and public components of the Master Plan can be accomplished safely and effectively.

In addition to revising the timing of the project in response to the COVID-19 pandemic, staff has also identified cost savings for the project. Staff is proposing to complete most of the public engagement tasks in house, including but not limited to development of content for webpage and newsletter updates, facilitation of public engagement both virtually and in-person as allowed in the future, and a written summary of each engagement window. Staff will coordinate with the consultant to ensure that the questions asked of the community are appropriate given the project phase and help further the master plan process overall. Staff is also proposing to limit consultant attendance at staff meetings to critical project junctions, creating additional cost efficiencies.

Below is a table that outlines the previously defined project phases and how they are broken up among the project stages.

Stage	Phase	Approx. Timeline
1 May – June 2020	1: Project Initiation and Engagement Plan	May 2020
	2a: Research and Trends: Internal	June 2020
2 July 2020 – Dec 2021	2b: Research and Trends: External	July-Aug 2020
	3: Needs Assessment	Sept 2020-Jan 2021
	4: Implementation Plan	Feb-Mar 2021
	5: Final Plan and Adoption	April-Dec 2021

For this Master Plan update, the department has chosen to enlist the services of a consultant team to assist in completing the project. Using a consultant team provides the department additional capacity to accomplish all the goals set out for the project. This capacity ensures that the project will meet the aggressive timeline set out to complete the update by the end 2021. Bringing in a consultant team also boosts the professional expertise dedicated to the project. Staff are experts in the details of the system and the community we serve. A consultant team can bring in state-wide, national and even international experience to the project that bolsters the ability to address the unique challenges and opportunities faced by our community.

A Request for Proposals (RFP) was issued in early January and closed on February 14, 2020. The evaluation team reviewed the five proposals received and selected three consultant teams for interviews. Interviews were held at the end of February. Staff is currently negotiating with the selected firm to finalize their scope and cost for the contract. Once the contract is executed, PRAB will be notified of the identity of the selected firm.

As the project's adjusted scope and timeline are confirmed, staff will share an Information Packet (IP) with Council. This IP will include an update on the process, approach, consultant selection and project timeline. The first work session with Council is anticipated in late summer 2020 to review a Systems Overview Report, a foundational document that assesses the current state of the department, the system, facilities and programs. PRAB will also be involved in the review of this document prior to moving into the Needs Assessment portion of the project.