



Board Summary Report

Date: January 24, 2019
To: Board of County Commissioners
Through: Shannon Carter, Open Spaces and Intergovernmental Relations Director
From: Josh Tenneson, Grants and Acquisitions Manager
Subject: Open Spaces Lima Plaza Office Remodel Project

Direction/Information: To seek direction from the Board of County Commissioners (BoCC) to move forward with a comprehensive remodel of Open Spaces’ Lima Plaza Office in 2019.

Request and Recommendation

Request BoCC support to move forward with the remodel of the Open Spaces Department’s Lima Plaza Office remodel project and approve the acquisition of a fixed asset number. The estimated office remodel cost is \$750,000. Funds are available and will come from the administrative portion of the Open Spaces Sales and Use Tax.

Background

Arapahoe County Open Spaces moved into Lima Plaza in 2012. The office suite was actually the model suite for the complex and was never specifically configured as a government office space. Furthermore, the staffing and usage of the Open Spaces office suite at 6934 S. Lima Street has changed significantly in the last year due to the relocation of some staff to the new Open Spaces Maintenance Building at the Arapahoe County Fairgrounds. The proposed office remodel project at Lima Plaza will optimize efficient usage of the suite, remedy security concerns identified by the Arapahoe County Sheriff’s Office, provide additional restroom fixtures (bringing the building up to code), and enlarge frequently used conference spaces for the benefit of all Arapahoe County.

Links to Align Arapahoe

Improve Customer Experience
Optimize Use of Resources
Enhance Quality of Life

Discussion

The reconfiguration of the Open Spaces’ office will resolve the need for a secure entrance, optimize effective usage of the space, and provide much-needed conference spaces at the Lima Plaza location.

The completed project will provide:

- Security entrance to staff spaces;
- Public entry that provides access to restrooms and conference rooms without requiring passage to secure staff space;
- Enlarged restrooms to double the fixture count and bring the office up to code;

- Nine offices for staff;
- A “huddle room” that will double as a nursing mothers room when needed;
- Open office workstations, including several that will be available to visiting staff;
- Conference Room with seating for 22+ and a separate conference room with seating for 12 (both conference rooms will have more capacity than the existing conference rooms; they will also be equipped with modern audio/video equipment; Public Works has explicitly stated that larger conference rooms will be of great benefit to their department); and
- Enhanced storage including a storage room and multiple storage cabinets.

The scope of the project includes the activities listed below:

- Relocate Open Spaces staff to temporary office spaces at Lima Probation;
- Temporary spaces lack County data connections, so temporary location will implement Beta Test of wireless;
- Provide moving services to relocate all needed staff furnishings and equipment in temporary space or on-site storage and relocation back to completed suite are included;
- Construction to reconfigure interior of the Suite to new layout;
- Change-out plumbing fixtures in adjoining CSU Extension Suite to tank-style to allow both spaces to meet code, given the new fixture count and existing plumbing tap; and
- Install new furniture and equipment, along with enhanced wireless technology, emergency paging system and equipment.

The financial benefits of the project are:

- More efficient use of Arapahoe County office space, including the addition of a larger conference room;
- Project includes two potential energy-saving impacts with installation of Solar Tubes for lighting at aisles and open spaces and window film to reduce solar gain during cooling season; and
- The Beta Test of the wireless implementation, which will provide a reliable proving ground for a change in data cabling requirements that has the potential to save Arapahoe County cost on future projects, provide greater flexibility for future furniture reconfigurations, and provide an ergonomic benefit.

If approved by the BoCC, we expect the project to begin in April 2019 and it will continue for approximately six months. We have already gone through a formal request for proposal (RFP) process to select a general contractor because the construction market has been volatile, and we wanted to present an accurate project budget to the BoCC. We believe the \$750,000 project estimate outlined in this BSR is well justified, and we have selected GH Phipps as the general contractor. If the BoCC authorizes this project to move forward, we will formally contract with GH Phipps and move forward this year.

Alternatives

Approve, modify, deny, or delay the request.

Fiscal Impact

County funding for this project for \$750,000 will come from the administrative portion of the Open Space Sales and Use Tax. The fund balance exceeds this amount.

Concurrence

None

Attorney Comments

None

Reviewed By:

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Grants and Acquisitions Manager

Shannon Carter
Intergovernmental Relations and Open Spaces Director

Tiffanie Bleau
Assistant County Attorney

Janet Kennedy
Finance Director

Attachments:

1. Current OS Office Configuration
2. Proposed OS Office Configuration