

COUNCIL DECISION REQUEST

SUBJECT: Payson Event Center Technical Advisory Committee & Master Plan

MEETING DATE: August 16, 2007

PAYSON GOAL: EXISTING: Yes

ITEM NO.:

TENTATIVE SCHEDULE: Oct. '07-May '09

SUBMITTED BY: Rick Manchester,
Parks and Recreation Director

AMOUNT BUDGETED: \$0

SUBMITTAL TO AGENDA

EXPENDITURE REQUIRED: \$80,000

APPROVED BY TOWN MANAGER

CONT. FUNDING REQUIRED: \$0

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EXHIBITS (If Applicable, To Be Attached):

Attached Memo contains tentative schedule and action plan.

POSSIBLE MOTION

Council can motion to initiate the Design Development Phase of the Event Center planning process. Dedicate necessary funding in the 2007/2008 budget to hire a consultant for tasks 1-8 of the Payson Event Center Master Plan.

Bed tax is one option for funding this planning phase. The construction document phase and construction management phases will be budgeted for in the 2008/2009 budget cycle.

SUMMARY OF THE BASIS FOR POSSIBLE MOTION:

The event center construction or renovation requires professional services to handle the technical aspects of constructing a successful facility of this nature. The architect will work closely with a citizen based technical advisory committee and Town Staff.

This phase of the planning is design development. It includes elements such as event center uses, operating plans, specific site (location), etc. This phase requires separate tasks completed simultaneously by staff and the consultant but they must work closely together to achieve the goals and priorities of the town's stakeholders.

PROS: A properly planned approach always provides a better quality product in the end.

CONS: It requires a commitment of staff time and consultant fees.

PUBLIC INPUT (if any): Past years

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes:

AUG 16 2007 H.I.

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MEMO—07-071

Date: August 2, 2007
To: Fred Carpenter, Town Manager
From: Rick Manchester, Parks and Recreation Director
Subject: Outcome Based Master Plan Process—Payson Event Center
CC: Town Council
Parks and Recreation Advisory Board

Estimated Cost—Architectural services are estimated based on a 2-3 million dollar construction project. Architectural services starting with conceptual through construction run 9-11% of construction cost. The project amount will be defined as the planning progresses during the design development stage. The below estimates are broken down based on 10% of a \$3,000,000 construction project.

<i>Task 1-8</i>	<i>Design Development (Sept '07-June '08)</i>	<i>\$80,000</i>
<i>Task 9</i>	<i>Construction Document & Bidding (July-Sept '08)</i>	<i>\$140,000</i>
<i>Task 10-11</i>	<i>Construction Administration (Oct '08-May '09)</i>	<i>\$80,000</i>

Task one—Select an architect—30-60 days (October 2007)

The recommended process to select an architect is to issue a Request for Qualifications (RFQ) to pre-selected firms. This process is defined by state statutes and includes a qualified selection committee. Invitations to submit will be partially based on their success designing other successful event centers.

Task two—create the Payson Event Center Technical Advisory Committee (PECTAC)—14-30 days (September 2007)

Staff works with this committee and the consultant/architect to develop building uses, designs, strategies, and funding options. This group will also be responsible for informing the general public and other stakeholders about the project.

Committee Member Recommendation

- Town Council (1 or 2)
- Parks and Recreation Advisory Board (2)
- Rodeo Task Force (1)
- Event Center Program User (1)
- Member of Business Community (1)

Task three—Develop Vision—Mission statement, Goals, Objectives, Potential Uses--45-90 days (November 2007-January 2008)

The PECTAC will develop plans for HOW we want to use an event center before they recommend WHAT to build for the event center.

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Task four—Gather Data—45-90 days (November 2007-January 2008)

Architect, staff, and PECTAC review previous studies and plans. This task also uses broad based public input through design charrettes, town hall meetings, and other public input tools. It also includes a benchmarking element in that we will compare other successful or “Best of” event centers and related programs to what the town wants.

Task five—Schematic Designs--60-90 days (March 2008)

Develop building and property designs that are consistent with committee’s visions and the public’s expectations. This will take into account surrounding areas and sketch out ideas for property partnerships with USFS, Tribe, & Convention Center/Motel.

Task six— Business Plan and Funding options—60-90 Days (March 2008)

The business plan will develop fees & charges (cost recovery) policy, use policies, CIP plan, and operating budget.

Task seven—Present designs to community--60-90 days (April-June 2008)

Very aggressive campaign needed by PECTAC, Parks and Recreation Advisory Board, Town Council, to generate a necessary community BUZZ about the project.

Task eight—Plan Adoption--30-60 days (July 2008)

City council, Advisory Recreation Board, and PECTAC must adopt and publicly support the final product.

Task nine—Construction Documents and Bidding--60-90 days (July 2008-September 2008)

Architect will need time to complete this task. At this point public input is complete and the decisions have been made to proceed with the adopted program.

Task ten—Construction--180-270 days (October 2008-May 2009)

Architect and P&R Director with oversight from the Town Engineer will be project managers.

Task eleven—Project closeout and punch list-- 30 days (May 2009)