

**COUNCIL ACTION FORM**

**SUBJECT: CITY HALL – ACCEPTANCE OF COMPLETION OF PHASE I  
RENOVATION OF EMERGENCY OPERATIONS CENTER**

**BACKGROUND:**

On February 19, 2013, Council approved the preliminary plans and specifications for the renovation of the Emergency Operations Center (EOC) in City Hall. On March 26, 2013, Council approved a construction contract with HPC, LLC, Ames, IA, for the renovation of the EOC in City Hall in the amount of \$770,000.

During construction, four change orders were approved for various unknown items discovered during demolition and for additional items determined to be needed to complete the intent of the renovation. The total amount of these change orders is \$36,057, bringing the final total cost of the construction project to \$806,057.00.

Funding for this project came from two sources – a Homeland Security Grant of \$600,000, and the City’s General Fund of \$1,023,577 for a total funding pool of \$1,623,577. It was hoped that any remaining funds after completing this first phase will be available for the second phase (renovation of the basement and remaining Police Department spaces) of the City Hall renovation project.

**Summary Project Costs:**

Amount Available		\$1,623,573
Architectural Fees – by Shive Hattery	\$150,955	
Construction Advisory Fees – by ISU (Estimate)	10,000	
Construction Expenses – by HPC	<u>806,057</u>	
Total Project Expenses		<u>\$ 967,012</u>
Unencumbered Balance		\$ 656,561

There also are additional costs for moving expenses, new furniture and equipment that will be paid from this budget. All purchases are not completed as of today. However, this is estimated to be around \$90,000, leaving an estimated unencumbered amount of \$566,561 that can be held for funding the next phase of the renovation project at a later date. Substantial completion date for this project was October 15, 2013; with final completion set on October 28, 2013.

**ALTERNATIVES:**

1. Accept completion of the City Hall phase I renovation project by HPC, LLC, as of October 28, 2013, in the amount of \$806,057.

2. Do not accept completion of this project at this time.

**MANAGER'S RECOMMENDED ACTION:**

While all of the required work has not been completed as of the time of this writing, it is anticipated that it will be done by the night of the Council meeting. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby accepting completion of the phase I renovation project in city hall by HPC, LLC, as of October 28, 2013, in the amount of \$806,057.

Staff is planning an open house at a later date, which will highlight the City's new EOC capabilities for the public.