

COUNCIL ACTION FORM

**SUBJECT: APPROVAL OF PRELIMINARY PLANS AND SPECIFICATIONS –
CITY HALL RENOVATION PHASE 2 PROJECT**

BACKGROUND:

After nearly twenty years in the “new” City Hall, several years ago City staff conducted a City Hall space needs and space re-utilization study. The results of the study indicated that, in addition to several small changes, renovating and remodeling of the basement and Police Department spaces would address the greatest space needs in the building. The most significant benefits included the following:

1. Space on the first floor of the building could be renovated to improve the efficiency of the Police Department and provide an adequately sized Emergency Operations Center for use during local disasters and emergencies.
2. Space in the basement could be renovated in a way that would allow the City’s Information Technology Division to move into City Hall after years of occupying rented space outside of City Hall. Basement space being used by other City functions could also be updated, and concerns over air circulation and moisture could be addressed.

In 2011 the City began a project to renovate portions of the first floor and the basement of City Hall. After two failed attempts at bidding the project, it was recognized that the project could not be completed as originally designed. As a result, the City went through a significant amount of project restructuring which primarily consisted of dividing it into two phases. Phase 1 would remodel the majority of the space occupied by the Police Department on the first floor. City Council may recall that Phase 1 was successfully completed in November 2013.

After the completion of Phase 1, Walker Coen Lorentzen Architects of Des Moines, Iowa was hired for analysis, design, drawing development, specification development, construction contract preparation, and providing detailed cost estimates for the Phase 2 project.

The architects have now completed their design work. This request is for City Council to approve the preliminary plans and specifications for the City Hall Renovation Phase 2 project. Phase 2 of the project is to improve the basement of City Hall and complete the renovations on the first floor. The departments affected by the renovation in Phase 2 are the Police Department, Public Works Engineering, and Finance (Information Technology and Print Shop).

Budgeted funds available for the City Hall Renovation Phase 2 project and current cost estimates are shown in the tables below. Estimated costs are slightly more than the budgeted amount, but are in a range where staff expects that adequate funding could be identified from existing balances to proceed with the project, if needed. The primary source of funding for this project is unobligated carryover funding from the General Fund.

Budgeted Funds	
Carryover from Phase 1 Project	\$1,078,591
Carryover from Space Needs Project	\$ 25,000
	\$1,103,591

Estimated Expenses	
Construction Estimate	\$894,000
Alternate #1 Additional Carpet	\$ 11,600
Construction Contingency	\$ 67,000
Architectural Fees	\$ 91,000
Construction Observation from ISU	\$ 15,000
Furniture	\$ 25,000
Environmental Study/Temporary Space Mods	\$ 2,000
	\$1,105,600

The project will include an add alternate to replace the carpet in the public corridors on the remainder of the first floor, which would provide a consistency to the main floor of City Hall. This work is included in the current cost estimates above.

Upon City Council approval and receipt of favorable bids, the work would begin in early October, 2014, with final completion no later than July 31, 2015.

Extensive efforts have been put into this project by staff from Facilities, Police, Finance, Public Works, and the City Manager’s Office, and have been buoyed by construction advisory services from ISU Facilities Planning & Management (FP&M) to create these new spaces. All City staff members directly affected by this project were involved in reviewing the spaces and identifying the features and options required to perform their respective services.

ALTERNATIVES:

1. Approve the preliminary plans and specifications for the City Hall Renovation Phase 2 project and set August 27, 2014, as the bid due date and September 9, 2014, as the date for public hearing and award of contract.
2. Do not move forward with the project at this time.

MANAGER'S RECOMMENDED ACTION:

This project will improve the basement in City Hall and complete the Police Department renovations on the first floor, thereby better utilizing the existing space in City Hall. This would include moving the IT staff to the City Hall prior to the expiration of its current space lease in September 2015. Council has previously budgeted \$1,080,000 for this project, which hopefully will be adequate to perform the needed work.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the preliminary plans and specifications for the City Hall Renovation Phase 2 project and setting August 27, 2014, as the bid due date and September 9, 2014, as the date for public hearing and award of contract.