

COUNCIL ACTION FORM

SUBJECT: **APPROVAL OF PLANS AND SPECIFICATIONS FOR THE
RENOVATION OF CITY HALL**

BACKGROUND:

From 1988 to 1990, the former Central Junior High School was remodeled into our current City Hall to consolidate numerous city offices and functions that previously were located in eight different locations. With this consolidation, the Information Technology Division of Finance still remained in an upstairs, rented space outside of City Hall on 5th Street. Since then, there has been only minor remodeling done in City Hall to accommodate changes in staffing levels and service functions.

Three years ago a Space Needs and Use Study was done to determine more efficient ways to use the space in this facility. This study was triggered by several issues:

1. The detention space in Police has been decommissioned and is no longer being used. It is unused space that could be better utilized.
2. The Emergency Operations Center (EOC) is too small and does not function as well as needed during emergencies.
3. The Information Technology Division is operating from rented, non-handicapped accessible quarters outside of City Hall.
4. Storage space and retention of official records has filled the designated areas and additional space or changes in records retention are needed.

As a result of these issues, a project team of City employees surveyed and discussed all the spaces, functions, and use of spaces in City Hall. Ultimately, a consultant was hired to analyze the facility and complete a conceptual plan that would resolve the four issues listed above without expanding the existing building footprint.

The consultant's findings determined that, with major remodeling in the Police Department and the lower level (basement), all four issues could be resolved without building additional space at this time. Accomplishing these goals will involve converting the public hallway along the south side of the Police Department into office space and the new EOC.

Final plans and specifications for this remodeling have now been completed by the original architectural firm, and are ready for Council approval. The total estimated cost of the project is \$1,400,000, and the project is estimated to take 12 months to complete.

Estimated costs and budgeted funding for the renovation project are as follows:

Cost Estimates:

Design	\$ 115,000
Construction Management	30,000
Construction/remodeling	<u>1,255,000</u>
Total	\$1,400,000

Funding:

Homeland Security Grant (EOC)	\$ 600,000
General Fund (from balance)	<u>800,000</u>
Total	\$1,400,000

ALTERNATIVES:

1. Approve the plans and specifications and issue a Notice to Bidders, and set June 26, 2012, as the bid due date and July 10, 2012, as the date for public hearing and award.
2. Do not approve the plans and specifications at this time.

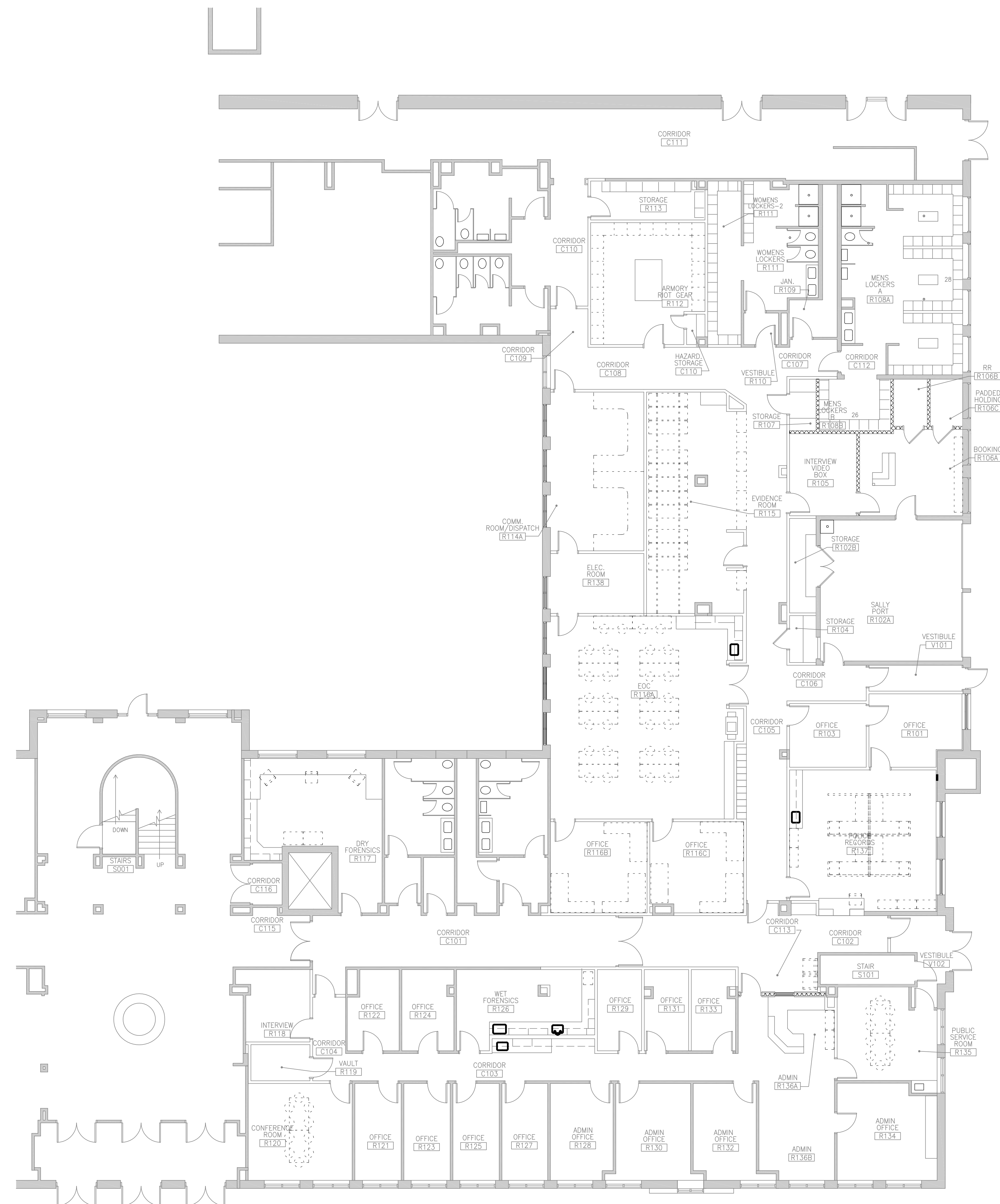
MANAGER'S RECOMMENDED ACTION:

Since moving into this building in 1990, the space needs have increased to a point where significant renovation is necessary to allow City staff to adequately perform their duties. An extensive amount of time has been devoted to this project by staff from Fleet Services/Facilities, Police, Public Works, Finance and the City Manager's Office as well as construction advisory services from ISU Facilities Planning & Management (FP&M). City staff who are impacted by this project were involved in reviewing the spaces and identifying the features needed to perform the services for which they are responsible.

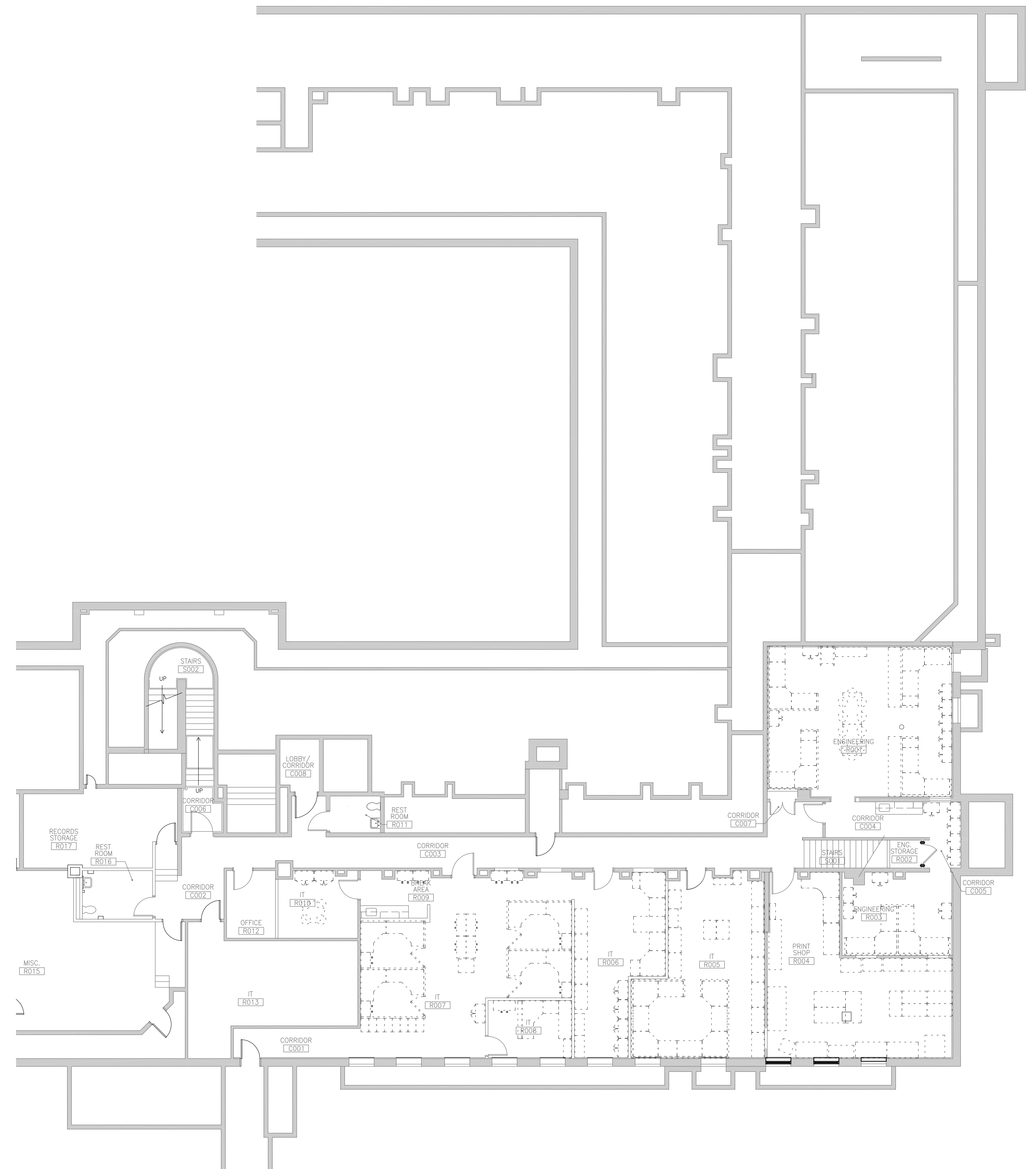
Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the plans and specifications and issuing a Notice to Bidders, and setting June 26, 2012, as the bid due date and July 10, 2012, as the date for public hearing and award.

2012 AMES CITY HALL RENOVATION

AMES, IOWA



GROUND FLOOR



BASEMENT

SHIVEHATTERY
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