

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF PRELIMINARY PLANS AND SPECIFICATIONS FOR  
2013 CITY HALL RENOVATION**

**BACKGROUND:**

Over the past year, bids were received and rejected twice on a larger, similar project because the bids exceeded the available funding. At that time, the project included the renovation of the entire Police Department and the basement in City Hall. The scope of the project was reduced and new plans are ready for approval.

In an effort to utilize a FEMA/Homeland Security Grant of \$600,000, Council authorized additional funding for architectural fees to reduce the scope of the project and prepare to bid. The project now includes the EOC, Police Dispatch, Police Records, evidence storage, and several associated offices in the Police Department.

To help protect the City from a possible reduction in grant funding, the architect recommends including liquidated damages. The project is to be completed by October 29, 2013 or liquidated damages will be assessed.

Total estimated cost for this project is as follows:

Architectural, design, & construction admin fees	\$ 150,859	
Project advisory fees – by ISU	<u>30,000</u>	
Subtotal		\$ 180,859
Construction costs	\$ 873,977	
Design contingency (4%)	34,959	
Construction contingency (10%)	<u>90,894</u>	
Subtotal		<u>\$ 999,830</u>
Total		\$ 1,180,689

There will be additional costs incurred outside of the contract to temporarily relocate Police Dispatch, to move Dispatch into their new permanent space when it's complete, and for offsite storage of police records and furniture. The estimated cost for these items is \$25,000.

Funding for this project will come from two sources:

FEMA / Homeland Security Grant	\$ 600,000
General Fund	<u>\$ 580,689</u>
Total	\$1,180,689

**ALTERNATIVES:**

1. Approve the preliminary plans and specifications for the 2013 City Hall Renovation and set March 20, 2013, as the bid due date and March 26, 2013, as the date for public hearing and award of contract.
2. Do not approve the project at this time.

**MANAGER'S RECOMMENDED ACTION:**

Renovation of the City Hall EOC and associated Police spaces will improve the efficiency of space utilization within the current footprint of the building, improve public safety services and utilize an existing FEMA grant.

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 2013 City Hall Renovation and set March 20, 2013, as the bid due date and March 26, 2013, as the date for public hearing and award of contract.

**The City Council should understand that under this alternative it is possible that the liquidated damages that are being proposed in the bid specifications will not cover all the loss in federal grant funds should the project not be completed by the October 29, 2013 deadline.**