

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF PLANS AND SPECIFICATIONS FOR  
CYRIDE INTERIOR IMPROVEMENTS PROJECT**

**BACKGROUND:**

CyRide's current administration facility was constructed in 2008. Since that time, there have been several staffing changes that have altered how CyRide uses the building, and some deficiencies in the original design have been identified.

Rooftop Unit #12 (RTU-12) is the heating, ventilation and air conditioning (HVAC) unit for the remaining portion of the 1984 administration building and has been identified in the Transit Asset Management plan as being in poor condition. RTU-12 was bid in the 2020 HVAC Improvement Project as an alternate, but was not able to be selected due to budgetary constraints in a volatile bidding environment. This project will replace the aging unit and allow the new equipment to be tied into the building HVAC control system.

To meet new federal requirements related to CyRide's safety plan, the Transit Board authorized the creation of a new Chief Safety Officer position in January 2019. CyRide is required to fill the Chief Safety Officer position by December 2020. The CyRide 2020 Interior Improvement Project will create a workspace for the new Chief Safety Officer.

Other changes will include altering wall locations on the second floor to improve traffic flow, correct HVAC deficiencies in the Secretary I workspace, and convert an unused space on the first floor into a conference room.

The budget information can be found in the table below. The \$35,000 local match is included in the FY2020-2025 Board approved CIP.

<b>Funds Available</b>	<b>Dollars</b>
State of Iowa 5309 Grant	\$ 94,767
Local Capital Budget	\$ 35,000
<b>Total Available</b>	<b>\$ 129,767</b>

Architectural drawings and specifications are now on file in the Office of the City Clerk. Bid letting date is May 27, 2020 with bids due on June 17, 2020. Bid results will be reported to Council on June 23, 2020.

**ALTERNATIVES:**

1. Approve the plans and specifications for the CyRide 2020 Interior Improvements Project, establish June 17, 2020 as the bid due date, and establish June 23, 2020 as the date to report bid results to Council.
2. Direct staff to work with the A&E consultant to modify the project plans and specifications to meet City Council priorities.

**CITY MANAGER'S RECOMMENDED ACTION:**

Approval of the plans and specifications will allow CyRide to move forward with an important facility improvement project. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving plans and specifications for construction of the CyRide 2020 Interior Improvements Project, and establish June 17, 2020, as the bid due date, and June 23, 2020 as the date to report bid results to Council.