



MAYOR & COUNCIL COMMUNICATION

DATE: 6/01/2010

CONSENT

ITEM #: 4

MOTION as part of Consent Agenda

AGENDA ITEM: City Hall Annex Improvements – Consideration of Quotes and Awarding a Contract

SUBMITTED BY: Ryan Stempski, Assistant City Engineer

THROUGH: Bruce Messelt, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Tom Bouthilet, Finance Director
Karl Horning, Building Inspector

SUMMARY AND ACTION REQUESTED: The City Council is asked to consider and award a contract for improvements to the City Hall Annex. Quotes were solicited and received from contractors to perform the proposed improvements; a tabulation of the results has been prepared and attached for reference. No specific motion is needed, as it is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: During the 2010 Budget preparation and approval process, it was identified by both City staff and the Budget & Finance Subcommittee that timely expansion of the existing City Hall, let alone construction of a New City Hall, was well beyond the City's current planning horizon, especially given the current economic conditions.

As a result, the Budget & Finance Subcommittee recommended and the City Council acted to remove the proposed new City Hall from the City's five-year Capital Improvement Program, defeased some of the bonding proceeds being held for such a project to lower existing bond payments on the Public Works Building, and dedicated approximately \$400,000 for updating, maintaining and modestly improving existing municipal structures, including City Hall and the "temporary annex."

Further, modest improvements to the City Hall Annex's conference space, office space, and restroom facilities were identified as a high priority with low cost but high customer service and community payback. As a result, TKDA was directed by the City Council to coordinate evaluation of improvements for the City Hall Annex and to obtain contractor quotes for completing the work.

The proposed improvements would be split into two separate contracts (1) the interior remodel of the office space and (2) the sewer and water utility extension to service a new bathroom for the building. The interior remodel is proposed to better utilize the available office space. The building would be improved to have a functional bathroom, a dedicated storage space, an enlarged office for the Washington County Sheriff's Department to meet their space needs, and a relocated conference room to have more space around the conference table (see attachment no. 1 for the proposed layout).

The exterior work includes the extension of sewer and water utilities to the building. The water service will be extended to the Annex from the existing service at City Hall. The plan for sewer service allowed for two methods to treat the wastewater (1) the installation of a holding tank that would need to be pumped on a regular basis or (2) the installation of a compartmentalized septic tank with an ejector pump to be connected to the existing City Hall drain field system.

STAFF REPORT: ModSpace originally installed the City Hall Annex building in 2008; therefore we obtained a quote from them to remodel the interior of the building. ModSpace provided a quote in the total amount of \$7,620.00 (see attachment no. 2 for an itemization of the costs).

Quotes for the utility work were sent to three utility contractors. Capra Utilities submitted the low quote of \$8,275.00 to perform the base bid and a quote of \$11,675.00 for Alternate No. 1 (see attachment no. 6).

RECOMMENDATION: It is recommended that the City Council award a contract for the proposed interior portion of the work to ModSpace in the amount of \$7,620.00, and recommend ed that the utility contract be awarded to Capra Utilities in the total amount of \$11,675.00 (Alternate No. 1). This would result in the total amount of \$19,295.00 to complete the City Hall Annex Improvements. Based upon the above background information and staff report, it is recommended that the City Council move to approve the motion by undertaking the following action:

“Move to Award a Construction Contract to ModSpace in the amount \$7,620.00 and to Capra Utilities in the amount of \$11,675.00 for the City Hall Annex Improvements.”

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda and further discuss and deliberate this recommendation prior to taking action. The Council may table this item at its discretion, take no action (in essence denying the recommendation), or amend the recommended action. If the later is done so, the appropriate action of the Council following such discussion would be:

“Move to approve improvements to the City Hall Annex, as denoted and identified at tonight's meeting.”

ATTACHMENTS:

1. Proposed Interior Remodel Layout
2. Interior Remodel Cost Breakdown
3. Construction Contract for Interior Remodel
4. Proposed Site Plan
5. Proposed Site Plan Alternative No.1
6. Quote Tabulation for the Utility Improvements
7. Construction Contract for Utility Improvements

SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):

- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates