



DATE: June 26, 2018

CATEGORY: Consent

DEPT.: Public Works

TITLE: **City Hall Fourth-Floor Tenant Improvement and Remodeling, Project 18-66 – Approve Plans and Specifications/Authorize Bidding**

RECOMMENDATION

1. Approve plans and specifications for City Hall Tenant Improvement and Remodeling, Project 18-66 (Fourth-Floor Remodel) and authorize staff to advertise the project for bids.
2. Authorize the City Manager to award a construction contract to the lowest responsible bidder if the bid price is within the project budget.

BACKGROUND

To accommodate increased staffing levels, a number of areas in City Hall have been remodeled to make better use of underutilized spaces. The recommended plans include remodel of the fourth-floor training and storage rooms to accommodate the Geographic Information System Division and other workgroups of the Information Technology Department (Phase I). The project also includes improvements to the fourth-floor offices of the Fire and Environmental Protection Division of the Fire Department (Phase II).

ANALYSIS

Phase I improvements include remodeling the relatively open area on the easterly side of the fourth floor to create an office, eight additional work spaces, and a kitchenette/coffee counter. The work includes architectural, mechanical, heating, ventilation, and air conditioning (HVAC), plumbing, electrical, casework, data service, and furniture. The work is more extensive than remodeling on other floors in City Hall because the fourth floor was not fully outfitted for office use when City Hall was constructed. Deficient HVAC has been a problem for the Fire and Environmental Protection offices for a number of years, creating an uncomfortable work environment, particularly in the summer.

When Phase I is complete, the Fire and Environmental Protection staff will occupy the area while Phase II is completed. Phase II includes improved HVAC, construction of a conference room, and security improvements at the front counter.

A floor plan of both phases is shown in Figure 1.

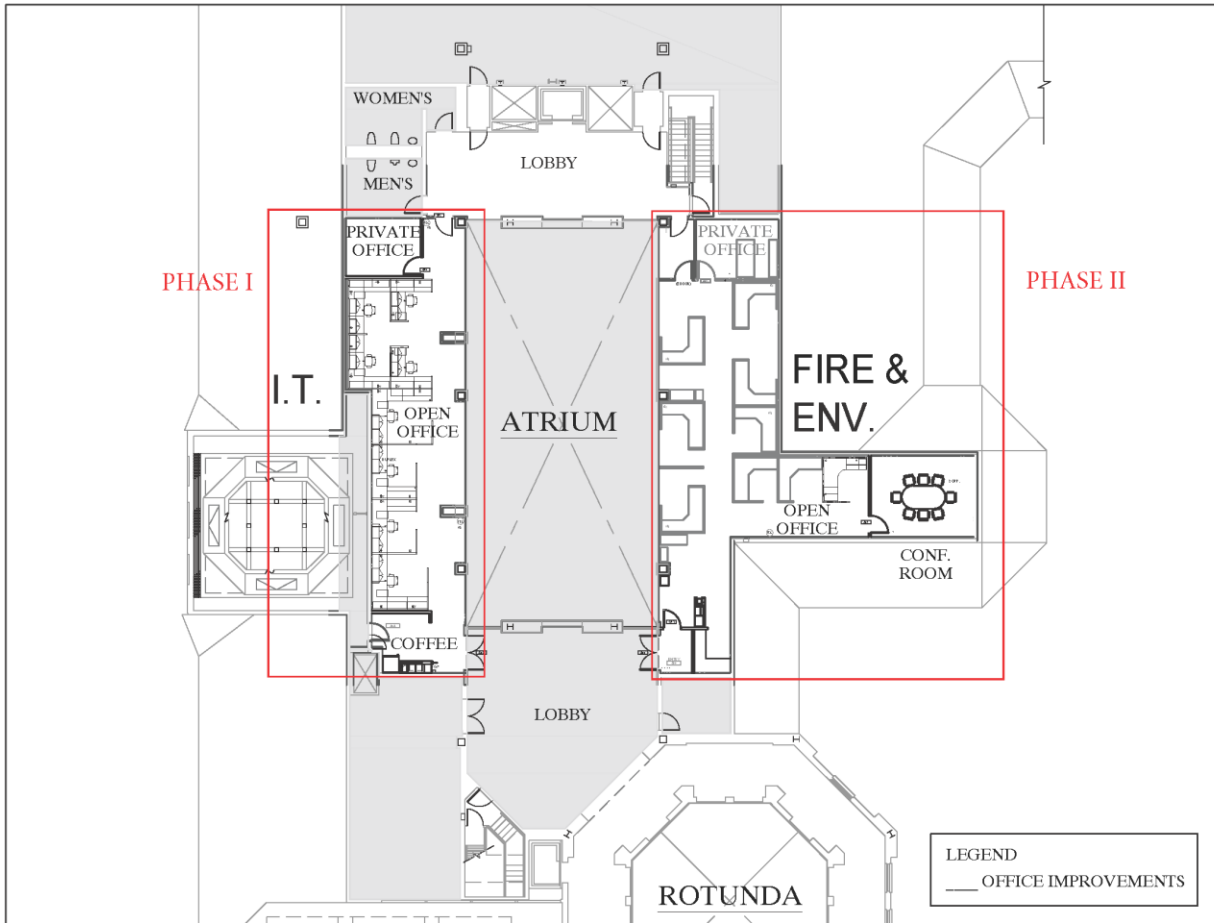


Figure 1. City Hall Fourth-Floor Improvements

Plans and specifications for the project are complete and available for review in the Public Works Department.

The estimated project cost is:

Construction:	\$1,295,000
Construction Contingency	129,000
Furniture, Fixtures, and Equipment	82,000
Project Management	95,000
Public Works Inspection	45,000
Permit/Building Inspection	25,000
Advertising and Printing/Miscellaneous costs	<u>19,000</u>
Subtotal	1,690,000
City Administration	<u>110,000</u>
TOTAL PROJECT COST	<u>\$1,800,000</u>

If the recommendation is approved and favorable bids are received, the project is scheduled to start construction in fall 2018 and be complete in spring 2019.

FISCAL IMPACT

Project 18-66 is funded in the amount of \$1,800,000 from the CIP Reserve Fund. There is sufficient balance in the project budget to fund the recommended actions.

ALTERNATIVES

1. Improve only the unoccupied area of the fourth floor and postpone improvement plans for Fire and Environmental Protection division.
2. Provide other direction.

PUBLIC NOTICING – Agenda posting.

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FFF-LA/TS/4/CAM
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cc: ITD, FC, FM, ITM, APWD – Solomon, PCE – Au, PCE – Macaraeg, SPM – Fallah,
AAII – Goedicke, AAI – Doan, CBO, F/c (18-66)