



DATE: November 10, 2015

CATEGORY: Consent

DEPT.: Public Works

TITLE: **City Hall Security – City Clerk/
Human Resources Office Remodel,
Project 15-46 – Approve Plans and
Specifications/Authorize Bidding**

RECOMMENDATION

1. Approve plans and specifications for modifications to the Human Resources and City Clerk office areas of City Hall, 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 is within the project budget.

BACKGROUND

City Hall opened in 1991 and since that time the design of such public buildings has changed to increase security and provide more separation between public and staff areas. The City Hall security project was to fund improvements to upgrade City Hall from a security perspective, particularly at the public entrances to Community Development (CDD), Public Works (PWD), Finance and Administrative Services (FASD), Human Resources (HR), and the City Clerk’s Office. Design is complete for the HR and City Clerk areas, and the proposed floor plans are shown in Figure 1 and Figure 2. The design provides greater separation between employees and visitors by installing new card-key access doors and glass partitions that restrict direct access to employee areas while giving the ability to welcome visitors and meet their needs.

Staff is still developing designs for the Community Development, Public Works, and Finance and Administrative Services Departments. The design for these departments is more complex because staff is trying to accommodate a one-stop permitting counter, better accommodate the very heavy front counter traffic (particularly in Community Development), and investigate the possibility of locating the cashier on the first floor to provide more convenient access to the public. Once developed, these plans will also be brought to Council for approval. In the meantime, minor short-term improvements will be made to enhance security in these departments.

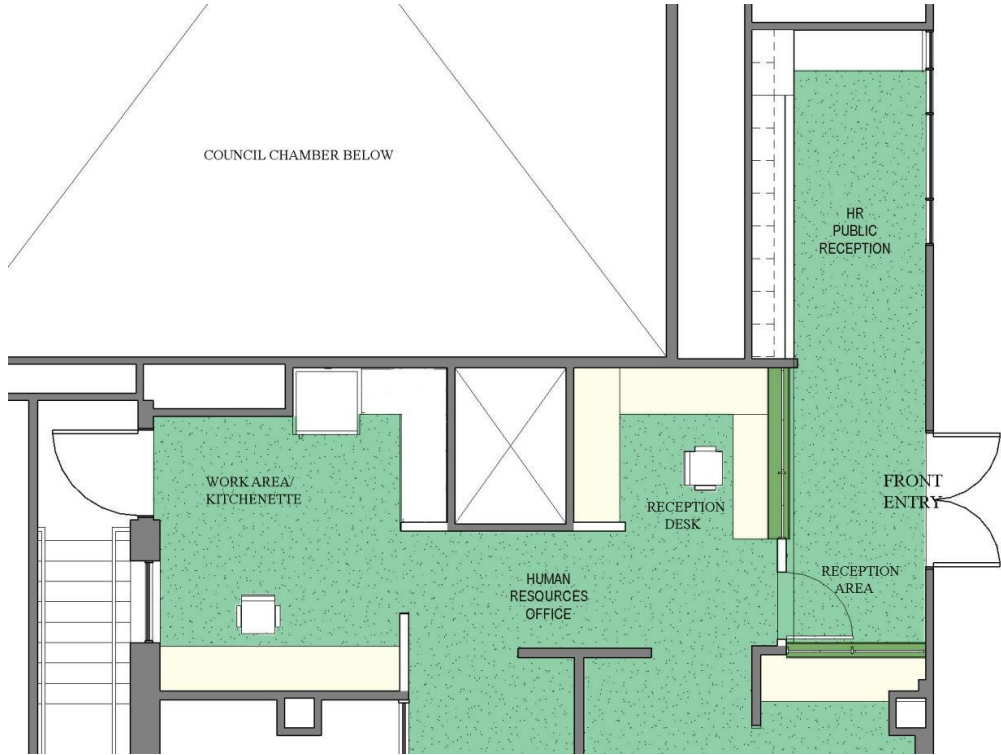


Figure 1 – Human Resources Office Area

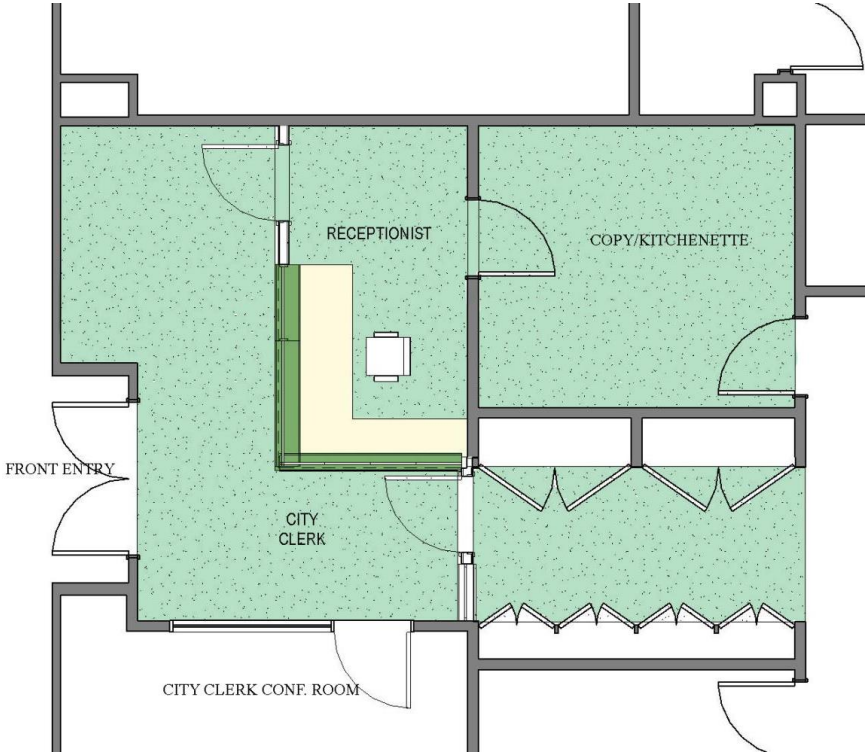


Figure 2 – City Clerk Office Area

ANALYSIS

The HR office area will be modified to provide more efficient space layout within staff areas and a separate and larger public reception area. The public area will have more space for job searching and seating. The reception area will be separated from the staff area via a new door that requires card-key access and two reception offices that will have glass walls with operable windows above the wood counters. This design will help balance the need for security and at the same time be welcoming to visitors.

The City Clerk office area will maintain its current layout, but the two entries into staff areas will be walled off with doors that require card-key access. As with HR, the reception office will have glass walls above the wood counters with an operable window. For both HR and City Clerk offices, public counter and staff spaces will be modified to meet Americans with Disabilities Act (ADA) requirements.

Construction will occur after business hours during evenings and weekends to minimize impacts to staff and the public. If the recommended actions are approved, construction is expected to begin in early 2016.

FISCAL IMPACT

City Hall Security, Project 15-46, is funded with \$151,000 from the CIP Reserve Fund and \$250,000 from the Construction/Conveyance Tax Fund for a total budget of \$401,000. There is sufficient balance in the project to fund the recommended actions. The total project costs related to design and construction for both office areas are itemized as follows:

Construction	\$280,000
Construction Contingency	28,000
Furniture, Fixtures, and Equipment	7,000
Design and Project Management	34,000
Architectural Services	12,000
Permit/Construction Inspection	14,000
City Administration	24,000
Miscellaneous Costs/Advertising and Printing	<u>2,000</u>
 TOTAL PROJECT COST	 \$ <u>401,000</u>

The other project areas of City Hall, CDD, PWD, and FASD, are planned to be funded from the City Hall Remodel, Project 16-64, which has a budget of \$2 million.

ALTERNATIVES

1. Do not approve the project and postpone the construction.
2. Only modify one of the office areas.
3. Provide other direction.

PUBLIC NOTICING – Agenda posting.

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FFF-LA/7/CAM
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cc: HRM, APWD – Solomon, PCE – Au, PCE – Macaraeg, SPM – Fallah, File