

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Sherrie Le, Assistant City Manager
DATE: May 09, 2016
SUBJECT: City Hall Remodeling



City of West St. Paul

BACKGROUND INFORMATION:

This past February we discussed the need for additional office space for the administrative staff and a number of improvements to the Police Department locker rooms. We were able to take care of the remodeling needed in the Administrative area using City staff.

Council approved the hiring of Wold Architects and Engineers to design the remaining portion of the project and prepare bid specifications, as the estimated cost was roughly \$200,000 at the time. This project involves two primary components and two optional sub-projects. The primary components were discussed with the City Council in the past.

Primary Components

1. Expand the lobby conference room westward with the goal of using that room for the Open Council Workshop, in addition to regular daytime usage. Adjacent to the newly expanded lobby conference room will be a smaller conference room that can be used by the Police Department to interview victims, witnesses and walk-ins instead of interviewing them in the open lobby area. Cost estimated at \$87,000.
2. Repair and remodel locker rooms and bathrooms in the Police Department and downstairs. To keep the costs down, we are planning to use City staff to move older lockers downstairs, install tile in one bathroom, do all painting, and purchase carpet for one room. Cost estimated for contracted work is \$33,500.

Optional Sub-projects

Option A

An optional part of the lobby conference room expansion work would be to add a sound-proof partition, so we can close off the former lobby conference room from the new addition, allowing for the new larger room to be used as two separate rooms when the larger room is not needed. Additional Cost estimated at \$15,000.

Option B

Create an emergency exit in the back of the Council Chambers. Cut through the wall and install a back door in the chambers with a metal landing and stairs going down to a cement pad at ground level outside, and next to, the building. Cost estimated at \$22,500.

Preliminary designs and cost estimates are attached. Staff would like to discuss the proposed project scope with the Council. Once the scope is determined, staff would like to proceed with preparation of bid specifications and solicitation of bids for the project. Incoming bids would be analyzed by staff and the Architectural firm and, together with a recommendation, would be brought to the City Council for consideration at a future Council meeting.

FISCAL IMPACT: The fiscal impact will vary depending on whether options A and/or B are included. The original estimate, prior to working with Wold Architects and Engineers, did not include Options A or B, but did include work in the Administrative area.

The current rough estimate provided by Wold is \$122,500 without Option A and B and \$150,000 with both options. There will be some additional cost as City staff will be buying conference room tables, paint, carpet, floor mats and possibly hiring a company for asbestos remediation, should that be needed.

RECOMMENDATION: For Council discussion and feedback on project scope and next steps.