

To: **Mayor and City Council**  
From: **Nate Burkett, City Manager**  
Date: **September 13, 2021**

## **City Hall Renovation – Schematic Design Review**

### **BACKGROUND INFORMATION:**

On June 14, 2021 Council authorized a contract with Wold Architects to conduct a schematic design and estimate to renovate the administrative side of city hall. Wold has completed this phase of the work and will present the schematic design and estimate to the Council.

The reasons below were presented to justify the original contract with Wold, and they continue to be true. An additional, more important reason has become apparent in the meantime. There are seal failures around the HVAC equipment on the roof that is allowing water to enter the building. The water intrusion is significant enough that during rain events staff must have a bucket below at least one location in the office. If allowed to continue, quick deterioration is expected. As a part of this project, the roof seals can be accessed from the interior of the building and be fixed less expensively than from the exterior. It is also necessary to stop the water intrusion to prevent further, more expensive damage.

If approved to proceed, this renovation will have the following benefits:

- Customer service – While a lot of our business continues to move to online we have a steady flow of customers through the building. While we are able to serve them, it is inconvenient and occasionally difficult to navigate. Renovation will help us to effectively staff the front counter and to direct customers as they arrive.
- Safety and security – The administration side of city hall is not secure, and is significantly below the modern standard for security in a government building and in fact, for most offices.
- Storage – There is a complete lack of storage, staff members are storing equipment, files, etc... in their work spaces which is inefficient and potentially unsafe.
- Efficiency – Both in terms of layout/flow of space and in terms of modern aesthetics the administration side of city hall is extraordinarily inefficient. Modern workspaces improve flow and productivity through their layout and through aesthetic improvements that encourage/allow for greater focus as well as improved interactions between teams.

If the companion item on the regular agenda is approved, Wold will begin detailed design. The goal will be to bid the project between November 2021 and January 2022 with construction following shortly thereafter. Council will be asked to approve the solicitation of bids prior to bidding, and will be responsible for approval of contracts for construction.

### **FISCAL IMPACT:**

The estimate for this project at this phase is \$2 million. Actual cost will be dependent upon bids received.

The building fund will have an estimated \$1.9 million available through FY 2022. If the project costs exceed available cash the city may use an interfund loan from the general fund to cover the difference, or the council may reject all bids and defer the project to 2023 when the building fund will have an estimated \$2.4 million.

The attached fee proposal would be Wold's fee to complete design, bidding, and manage construction. If the council decides to stop the project after any phase, the full contract amount would not be expended.

<b>Fund</b>	<b>Department</b>	<b>Account</b>	<b>Amount</b>
415	41940	40399	\$97,500 + expense (NTE \$2,500.00)

**STAFF RECOMMENDATION:**

Discussion