

CITY HALL REMODEL

ARCHITECTURAL SERVICES

City Council
January 23, 2017

PROCESS OVERVIEW

Fall 2015 – Needs assessment of City Hall for current and future growth.

December 2015 – Needs assessment determined current site could accommodate future growth to double City's current population.

Early 2016 – Consultants developed conceptual designs for updating City Hall.

May 2016 – Staff presented the conceptual designs and requested funding to proceed with the City Hall remodel.

May/June 2016 – Budget Committee and City Council approved moving forward with budgeting for a City Hall remodel and modest expansion at \$1.9 million.

November/December 2016 – Architectural Services RFQ


CONCEPTUAL DESIGN ADDRESSES

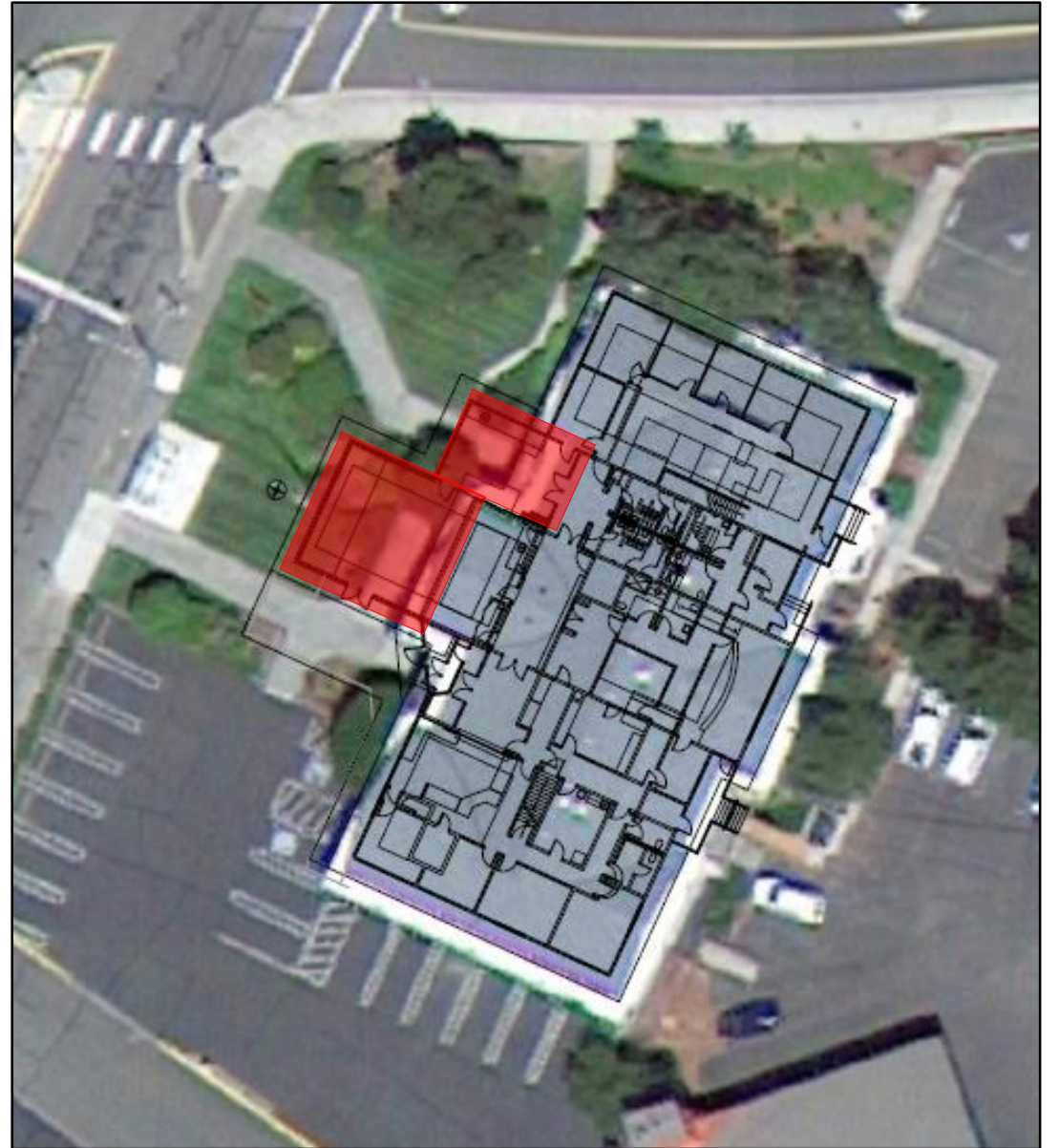
Improvements to:

- Customer Service
- Safety and Security
- Accessibility
- Workplace Flow
- Meeting Spaces
- Records Management
- Technology
- Building Maintenance & Efficiency



CONCEPTUAL CITY HALL DESIGN FOOTPRINT

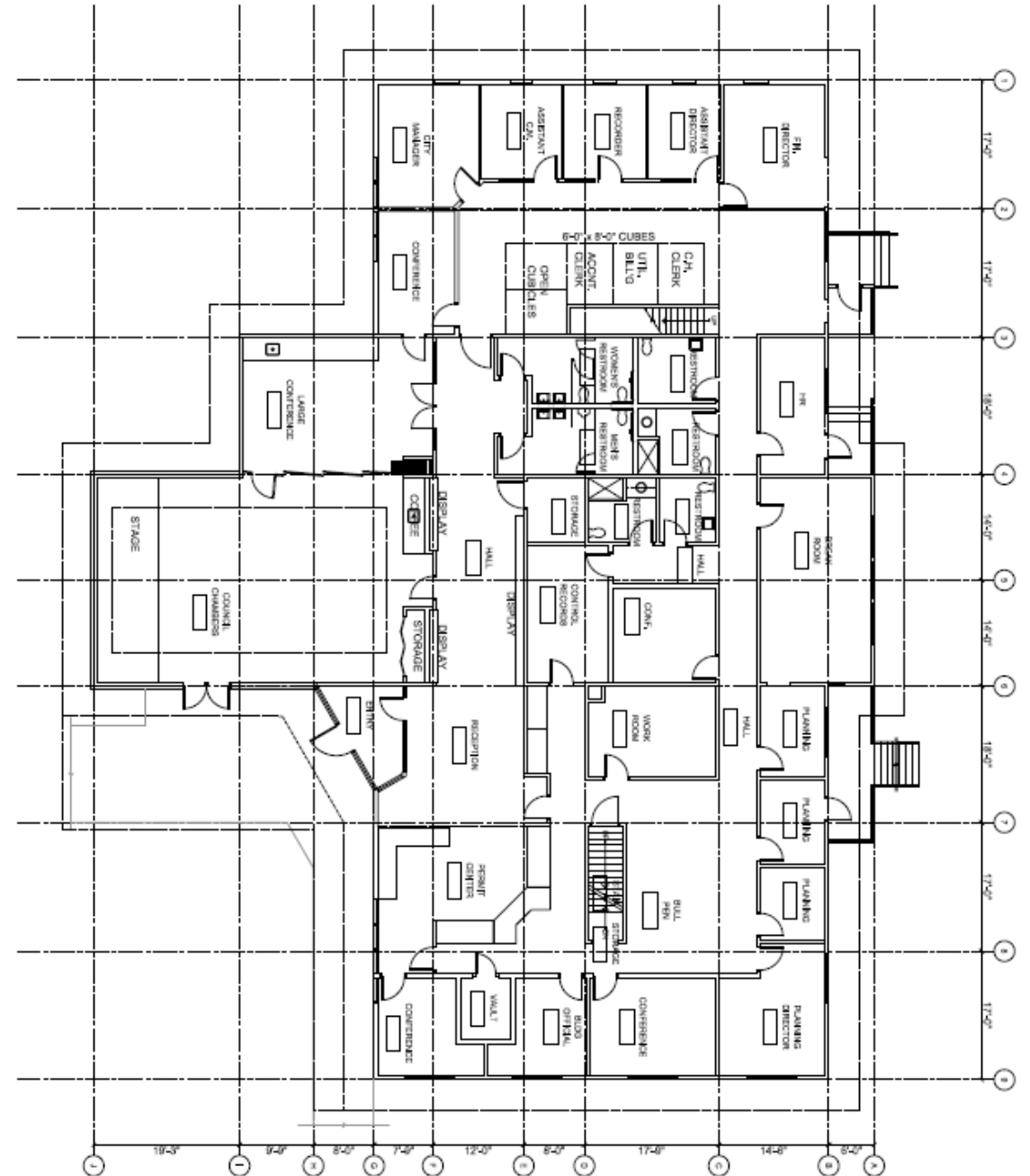
-  Remodel of current structure.
-  Addition of space to the west for City Council Chambers and large conference room.



CONCEPTUAL FLOOR PLAN

Main Floor:

- Centralized Customer Service
- Single Point of Access
- ADA Accessibility
- Updated City Council Chambers
- Multiple Meeting Spaces
- Internal Connectivity & Flow
- Additional Staff Spaces
- Centralized Records Storage



LOGISTICS

Where will employees move?

- Community Development employees will move to the new Public Works Facility.
- Administration employees will move to the 'Round Room' at the Justice Center.
 - Note: The Round Room will require improvements prior to moving in. Minor improvements were included in the projected \$1.9 million budget.

What about meetings?

- City Council and Planning Commission meetings will take place at the FEC.
- Committee meetings will be held primarily at the FEC, but can be held at the Senior Center, Airport Office, and other public facilities as availability allows.
 - Note: Rough rental fees have been estimated as part of the budgeted soft costs. Specific meeting dates will need to be confirmed to build into the FY2018 budget.

CITY HALL TIMELINE

Winter/Spring 2017 – Architecture, Engineering, Land Use

June 2017 – Construction Bidding, Permitting, Moving Logistics

July 2017 – Construction completion and moving of Public Works Operations Facility

July 2017/August 2017 – Relocation of City Hall Operations

August 2017 to January 2018 – City Hall Remodel

January 2018/February 2018 – Relocating to City Hall

BUDGET

HSR/WATERLEAF NEEDS ASSESSMENT & STAFF ESTIMATES

City Hall Remodel	
City Hall Construction (based on assessment)	\$ 1,545,000
Architecture & Engineering Services	150,000
<u>Soft Costs (permitting, moving, furnishings, etc.)</u>	<u>260,000</u>
Total Preliminary Project Cost Estimates	\$ 1,955,000

Discussion during FY 2016-17 Budget Process

Incorporated into the Long-Range Financial Forecast at \$1,900,000 (estimated \$1.5 million for construction due to contingency).

- \$150,000 budgeted FY2017 for architectural services (based on 10% of \$1.5 million).
- \$1,750,000 projected for FY2018 for construction and other soft costs.
- Financing for this project will be included in the fiscal year 2018 budget.
- Note: Soft cost estimates included \$15,000 for basic finishing of walls in Round Room. (Discuss Later)

CITY HALL ARCHITECTURAL SERVICES RFQ

PROCESS

In November 2016 the City solicited a Request for Qualifications for architecture firms to complete the City Hall design and engineering.

- Subproject of finishing the Justice Center Round Room. (Discuss later)

On December 5, 2016, the City Council accepted the architectural qualifications from HGE Inc. out of Coos Bay.

City staff met with Joe Slack of HGE on December 19th to discuss the project, tour our facilities, and begin negotiating a scope of services and fee.

CITY HALL ARCHITECTURAL SERVICES RFQ

SCOPE & FEE

Scope of Service:

- Requirement Research
- Schematic Design
- Design Development
- Cost Estimates
- Construction Documents
- Permitting Assistance
- Bidding Assistance
- Construction Administration

Fee represents 10.4% of hsr/Waterleaf construction estimates.

Landscape Design can be added as an alternate for the architect to perform.

Negotiated City Hall Fee

City Hall Remodel		
Schematic Design Phase	\$	16,000
Design Development Phase		28,000
Construction Documents Phase		74,000
Bidding or Negotiation Phase		8,000
Construction Phase		36,000
<i>Subtotal for City Hall Remodel</i>	\$	162,000
<i>Reimbursable Expenses (not to exceed)</i>		5,500
<i>Soft Costs (minus JC estimate - \$15k)</i>		245,000
<i>Estimated Construction Costs</i>		1,545,000
City Hall Remodel Project Costs	\$	1,957,000
<i>Landscaping Design Alternate</i>	<i>\$</i>	<i>3,000</i>
City Hall Remodel Project Costs	\$	1,960,000

CITY HALL DESIGN

CITY COUNCIL, STAFF, AND CITIZEN INPUT

Outreach:

- City Council
- Staff
- Citizens

Additional Considerations:

- City Hall is in the Main Street District
- Additional Design Standards
- ReVision Florence Coordination



CITY HALL ADMINISTRATION RELOCATION

JUSTICE CENTER CONSIDERATIONS

What is the Round Room?

- Unfinished 2,700 square foot space.
- Originally planned to house State Police.
- Used for record storage, training, employee gatherings, and overflow ARES/RACES.

The Round Room is shown here set up for the ORPAT obstacle course during the most recent Police Officer recruitment.



CITY HALL ADMINISTRATION RELOCATION

JUSTICE CENTER CONSIDERATIONS

Current Space Constraints?

- **Space Needs:** The Justice Center Police Operations houses 24 employees, 1 contract employee, reserves, auxiliary, and representatives from Lane County Sheriff's Office, Parole & Probation, and ARES/RACES.
- **Current Movement:** Adding cubicle space in the squad room for the Corrections Office and the new School Resource Officer. Contract Quartermaster will move into current Correction Officer space. No vacant spaces.
- **Training Room:** Small space. Holds about 16 comfortably for training with tables (shown).

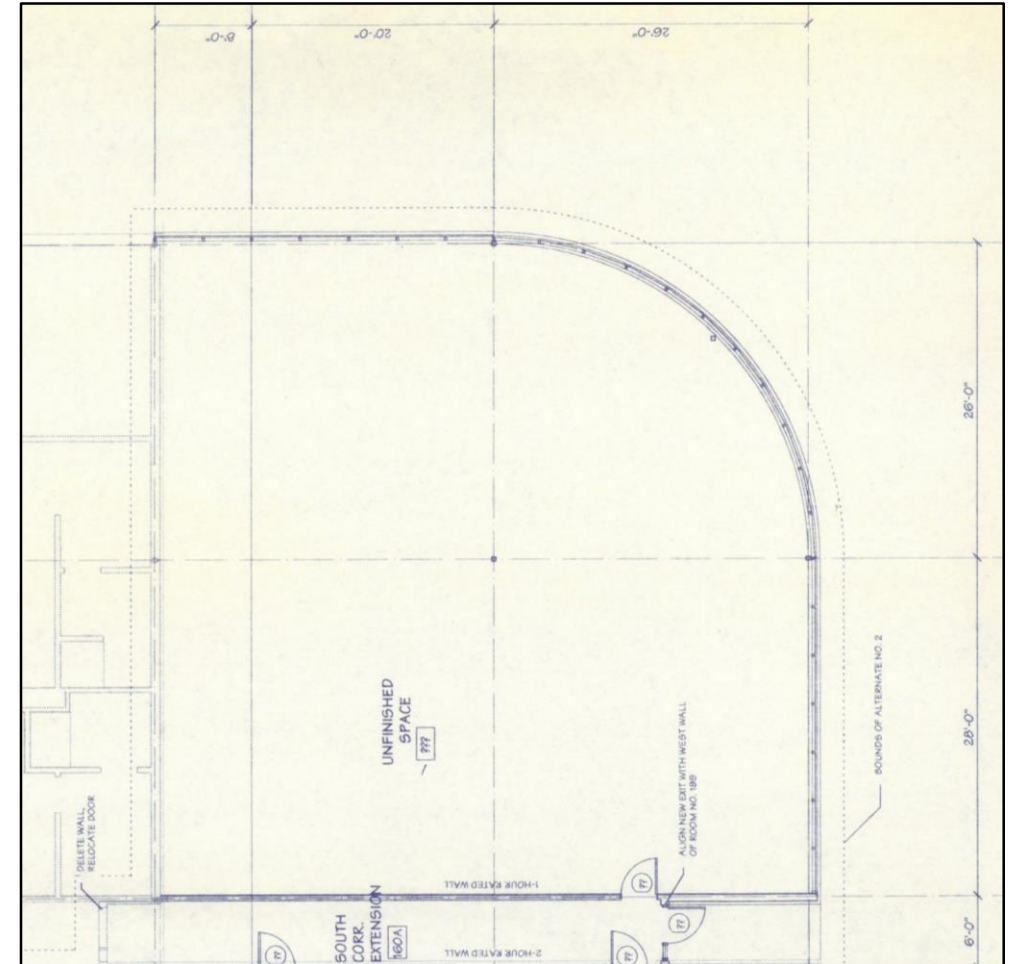


CITY HALL ADMINISTRATION RELOCATION

JUSTICE CENTER CONSIDERATIONS

What are the long term needs of the Police Department?

- Discussions with Chief Turner and Commander Pitcher regarding their operational needs for finishing the Round Room.
- Future Office Space
- Secured Storage
- ARES/RACES Additional Designated Space
- Large Training/Meeting Space
 - Internal
 - Multi-Departmental
 - Multi-Jurisdictional



CITY HALL ADMINISTRATION RELOCATION

ALTERNATIVES CONSIDERATIONS

Who?

- City Council: 5 members
- City Manager's Office: 5 employees
- Finance Department: 5 employees
- Customers: Utility Billing, Business Licensing, Special Events, Employees, Committees, Partner Agencies, General Public, etc.

Needs?

- Employee Workspaces
- Customer Service Point of Contact
- Staff Meeting Space

Justice Center Round Room

- We have planned to move the City Hall Administration Departments to the Round Room during construction.
- Meet the temporary workspace needs of Administration and finish the Round Room to meet long term needs of the Police Department.
 - 2-3 Offices
 - 2 ADA, Unisex Restrooms
 - Large Finished Space
 - Row of Cabinets with Counter and Sink
 - Finishes to walls, ceiling, and floors.

CITY HALL ADMINISTRATION RELOCATION

ALTERNATE 1: HGE ARCHITECTURAL SERVICES

RFQ included design services for finishing the Justice Center Round Room

Proposal includes:

- 2-3 Offices
- 2 ADA, Unisex Restrooms
- Large Finished Space
- Row of Cabinets with Counter and Sink
- Finishes to walls, ceiling, and floors.

City staff would do the majority of the construction administration.

Negotiated Fee

Justice Center Remodel	
Schematic Design Phase	\$ 1,500
Design Development Phase	2,000
Construction Documents Phase	12,000
Bidding or Negotiation Phase	1,500
<u>Construction Phase</u>	<u>5,000</u>
<i>Subtotal for Justice Center</i>	<i>\$ 22,000</i>
<i>Estimated Construction Costs</i>	<i>150,000</i>
Justice Center Project Costs	\$ 177,000

CITY HALL ADMINISTRATION RELOCATION

ALTERNATE 2: CONTRACTOR DESIGN BUILD

The City could seek proposals from qualified commercial contractors to perform a design build for finishing the Round Room.

- We have an established list of qualified commercial contractors that were vetted through the Public Works Operations Facility RFP process.

Other Considerations:

- The Justice Center is scheduled for maintenance items in the coming year that could be incorporated into this option. The water heaters are scheduled to be replaced and the thermostats will be upgraded to work more efficiently with the HVAC system that was replaced recently. This work is estimated at \$25,000.

Based on the conservative estimation of the finishing costs, combining these projects would be an estimated \$175,000.

CITY HALL ADMINISTRATION RELOCATION

ALTERNATE 3: CITY ADMINISTRATION AT SPRUCE STREET FACILITY

City Administration could relocate to the vacated Spruce Street facility.

Finishes to the Justice Center Round Room would not be made.

Considerations:

- Design and construction costs would be saved.
- Moving costs would still be incurred.
- Need to address customer point of contact, ADA accessibility, and security. This may require costs or interruption in public access, but will need to be further evaluated.

FISCAL COMPARISON

Alternative 1: HGE Architectural Services

City Hall Construction (based on assessment)	\$ 1,545,000
City Hall Architecture & Engineering Services	167,500
Justice Center Alternate 1	177,000
Justice Center Maintenance Items	25,000
<u>Soft Costs (permitting, moving, furnishings, etc.)</u>	<u>245,000</u>
Total Preliminary Project Costs	\$ 2,159,500

Alternative 2: Contractor Design Build

City Hall Construction (based on assessment)	\$ 1,545,000
City Hall Architecture & Engineering Services	167,500
Justice Center Alternate 2	150,000
Justice Center Maintenance Items	25,000
<u>Soft Costs (permitting, moving, furnishings, etc.)</u>	<u>245,000</u>
Total Preliminary Project Costs	\$ 2,132,500

Alternative 3: City Administration at Spruce Street Facility

City Hall Construction (based on assessment)	\$ 1,545,000
City Hall Architecture & Engineering Services	167,500
Spruce Street Alternate 3	<i>unknown</i>
Justice Center Maintenance Items	25,000
<u>Soft Costs (permitting, moving, furnishings, etc.)</u>	<u>245,000</u>
Total Preliminary Project Costs	\$ 1,982,500

ALTERNATIVES

City Hall Architecture

1. Award contract to HGE for City Hall.
2. Request staff to continue to negotiate the scope of work and fee.
3. Reject the proposal and authorize staff to begin negotiations with a different firm.

City Hall Administration Relocation

1. Award contract to HGE for Justice Center Round Room.
2. Authorize staff to seek bids for a qualified commercial contractor to perform a design build of the Justice Center Round Room.
3. Do not improve the Round Room at the Justice Center and house administrative staff at Spruce Street facility during construction.

RECOMMENDATION

City Hall Architecture

Staff recommends that the City Council accept the proposed scope of services and fee for City Hall from HGE Inc. Architects, Engineers & Planners in the amount of \$167,500 and authorize the City Manager to enter into a contract.

City Hall Administration Relocation

Staff recommends that the City Council authorize the City Manager to pursue Alternative 2 for the Justice Center Round Room and request bids from qualified commercial contractors for a design build of the Round Room, including the water heater and thermostat maintenance items.



QUESTIONS?