

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
#10-2020**

**DATE:** April 13, 2020  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager *hmg*  
**FROM:** Kent Kisselman, PE, Director of Public Works *KKK*  
**SUBJECT:** Proposed City Hall Improvements

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**PURPOSE**

This memorandum outlines information related to the proposed City Hall improvements. Staff would like to inform City Council of the proposed improvements.

**BACKGROUND**

On March 2, staff presented City Council a series of possible improvements to City Hall for consideration. The information is included as Attachment 3. Council and staff engaged in discussions on what improvements would provide the best value for staff and residents knowing a new City Hall building could potentially be constructed in the near future.

Per City Council direction, staff proposes to move forward with the following improvements to better serve residents and improve staff efficiency.

**1. Move the City Clerk's Office & Relocate Economic Development**

This identified improvement is tied to a desire to provide an increased level of service and customer experience within both the City Clerk's Office and Economic Development office.

Brief overview:

- Move the City Clerk's Office to the existing Central Records storage room and Council mail room areas
- Relocate Economic Development to the existing City Clerk's Office space to provide for two additional offices for staff in the existing City Manager's Office area

**2. ADA Accessible Public Restrooms**

Improve the restrooms on the upper and lower levels to meet ADA requirements. The current stalls are too small and the improvements will include the reduction of one stall in each restroom to provide adequate spacing.

**3. FF&E**

Includes furniture, fixtures, and equipment (FF&E) for the City Clerk's Office, Economic Development, and City Council Chambers.

**STAFF RECOMMENDATION**

Staff recommends implementing the proposed improvements.

**BUDGET/TIME IMPLICATIONS**

Staff budgeted \$365,000 in 2019 for this project. The proposed City Hall improvements are

Proposed City Hall Improvements

April 13, 2020

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projected at \$215,531.84. The costs for these improvements are outlined in Attachment 2.

2019 CIP Budget	\$365,000.00
Alm2s Design Contract	(\$11,850.00)
Proposed Alm2s Construction Documents Preparation	(\$25,710.00)
Estimated Project Cost	(\$215,531.84)
Remaining Balance	\$111,908.16

Project timeline:

Alm2s Construction Documents Contract Approval	April 2020
Bid Documents Ready	June 2020
Contract Award	August 2020
Notice to Proceed	August 2020
Project Completion	December 2020

**STAFF REFERENCE**

If Council members have any comments or questions they may contact Kent Kisselman, Director of Public Works, at 303.450.4005 or [kkisselman@northglenn.org](mailto:kkisselman@northglenn.org).

**ATTACHMENTS**

1. alm<sub>2</sub>s Architecture Floor Plans
2. Project Budget
3. Construction Documents Preparation Proposal
4. March 2, 2020 – Proposed City Hall Space & Security Improvements Memo
5. Presentation



712 WHALERS WAY SUITE, B-100  
FORT COLLINS, CO 80525  
(970) 223-1820  
www.alm2i.com

**CITY HALL REMODEL & SECURITY ENHANCEMENTS**  
CITY OF NORTHGLENN  
11701 Community Center Drive  
Northglenn, Colorado 80233

**NOT FOR CONSTRUCTION**

NO.	ISSUE	DATE
PROJECT		1030
DATE		03.27.2020
DRAWN		CAK

FIRST FLOOR PLAN

A1.1

**SYSTEM NOTES**

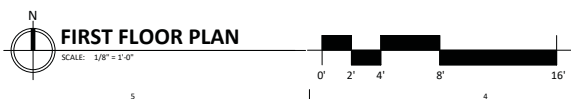
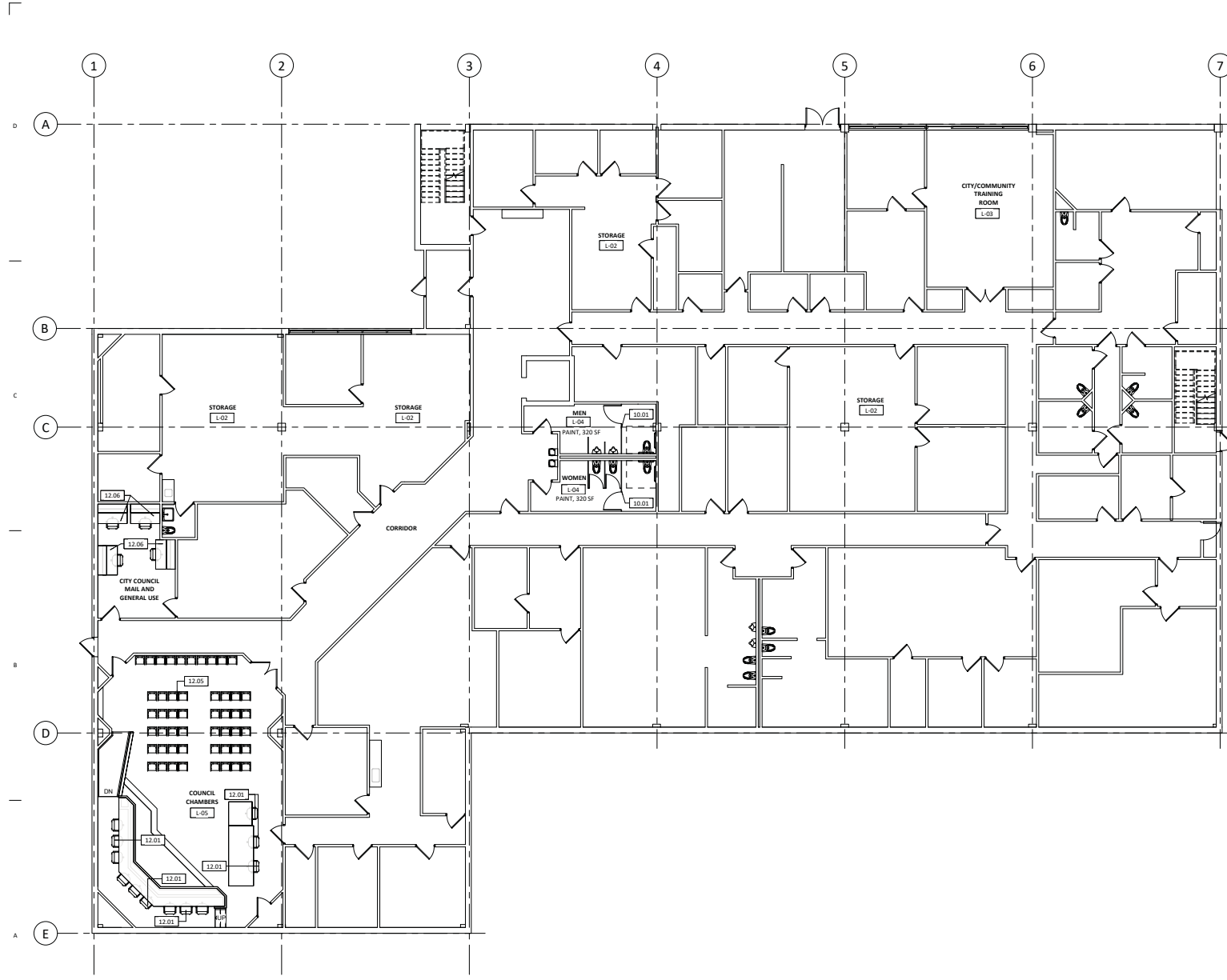
- L-02 USE AVAILABLE SPACE INDICATED FOR STORAGE
- L-03 USE FORMER POLICE DEPARTMENT TRAINING ROOM AS A TRAINING ROOM FOR THE CITY AND/OR THE COMMUNITY
- L-04 MODIFICATIONS TO THE BATHROOMS INCLUDING ADA IMPROVEMENTS
- L-05 MODIFICATIONS TO EXISTING COUNCIL CHAMBERS INCLUDING REPLACING COUNCIL MEMBER'S CHAIRS AND REPLACING THE PUBLIC SEATING CHAIRS
- U-01 MOVE THE ECONOMIC DEVELOPMENT OFFICES TO THE EXISTING LOCATION OF THE CITY CLERK'S OFFICE
- U-02 MOVE THE CITY CLERK'S OFFICE TO THE EXISTING CENTRAL RECORDS STORAGE ROOM. CENTRAL RECORDS STORAGE ROOM TO BE RELOCATED TO THE LOWER LEVEL
- U-03 CREATE AN OFFICE AND WORKING FILE SPACE OUT OF THE EXISTING CITY COUNCIL MAIL/MEETING ROOM FOR THE CITY CLERK'S OFFICE
- U-04 MODIFICATIONS TO THE BATHROOMS INCLUDING ADA IMPROVEMENTS
- U-05 REPLACEMENT OF CARPET AS INDICATED ON PLANS

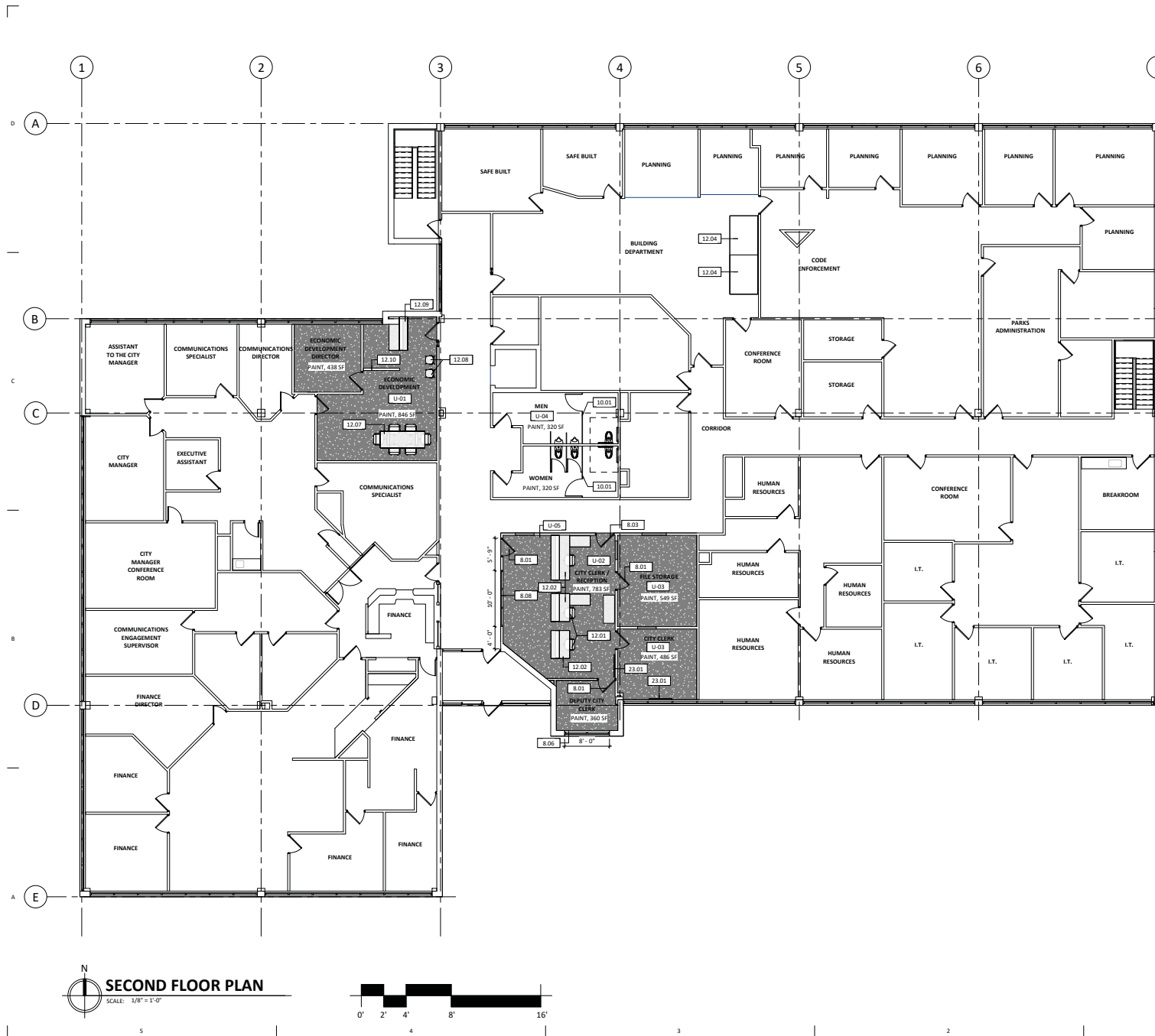
**KEYNOTES**

- 8.01 NEW SOLID WOOD DOOR
- 8.03 NEW SOLID WOOD DOOR WITH VISION LIGHT
- 8.06 NEW EXTERIOR WINDOW CUT INTO EXISTING WALL
- 8.08 NEW INTERIOR WINDOW (48" HIGH) CUT INTO EXISTING WALL
- 10.01 NEW ADA COMPLIANT TOILET PARTITION
- 12.01 NEW TASK CHAIRS
- 12.02 EXISTING DESKS RELOCATED FROM EXISTING CITY CLERK RECEPTION AREA
- 12.04 EXISTING FLAT FILE STORAGE
- 12.05 REPLACE PUBLIC SEATING WITH NEW CHAIRS
- 12.06 EXISTING FURNITURE RELOCATED TO NEW CITY COUNCIL MAIL ROOM LOCATION
- 12.07 NEW CONFERENCE TABLE AND CHAIRS
- 12.08 NEW RECEPTION CHAIRS
- 12.09 SMALL HERMAN MILLER RECEPTION COUNTER IN FRONT OF DESK
- 12.10 HERMAN MILLER PANEL TO CEILING WITH WINDOW CUTOUTS AT THE TOP
- 23.01 EXISTING BASEBOARD HEATER

**LEGEND**

- NEW WALL PARTITION; FINISH TO MATCH EXISTING ADJACENT.
- REPLACE EXISTING CARPET TO THE EXTENTS INDICATED ON THE PLANS





- SYSTEM NOTES**
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11701 Community Center Drive  
Northglenn, Colorado 80233

**NOT FOR CONSTRUCTION**

NO.	ISSUE	DATE
PROJECT		1930
DATE DRAWN		03.27.2020
		CAK

SECOND FLOOR PLAN

**A1.2**

**PROJECT COST SUMMARY**

**Project:** Northglenn City Hall Remodel  
**Phase:** Programming/Conceptual Design

alm<sub>2</sub>s  
 3/31/2020

BASE BID		
LOC	Description	TOTAL
01	City Clerk Space - 1,016 sf	\$ 63,599.00
02	Economic Development - 577 sf	\$ 8,793.00
03	Lower and Upper Level Bathroom Remodel for ADA Compliance	\$ 14,760.00
04	Furniture	\$ 28,000.00
<b>Hard Cost Subtotal</b>		<b>\$ 115,152.00</b>

General Contractor General Conditions		TOTAL
Estimated Construction Subtotal		\$ 115,152.00
General Contractor General Conditions		18% \$ 20,727.36
<b>Estimated Construction Total</b>		<b>\$ 135,879.36</b>

Soft Costs				
General Contractor Overhead & Profit	15%			\$ 20,381.90
A/E Design & Construction Admin. Service Fees	17%			\$ 23,099.49
Insurance/Bonds	8%			\$ 10,870.35
<b>Subtotal</b>				<b>\$ 190,231.10</b>
Owner Contingency	0%			\$ -
Construction Contingency	10%			\$ 19,023.11

**FINAL PROJECT TOTAL** **\$ 209,254.21**

Construction Inflation Costs		Cost/Yr	TOTAL
Construction 2020	3%	\$ 6,277.63	\$ 215,531.84

## Assumptions and Clarifications

- 1 Budgeted costs are based on the conceptual drawings dated 3/27/2020.
- 2 Budgeted costs are based on an estimated 8-week construction period.
- 3 Estimate does not include additional labor costs for work needing to be performed after hours.
- 4 This is a conceptual estimate of probable cost only and is based on recent historical data of architect.
- 5 Conceptual estimate does not include any "hard bid" numbers from subcontractors.
- 6 Conceptual estimate does not include any cost related to relocation of moveable furniture and required IT work.

**PROJECT COST DETAILS**

**Project:** Northglenn City Hall Remodel  
**Phase:** Programming/Conceptual Design

**alm<sub>2</sub>s**  
**3/31/2020**

Task Description				
01	City Clerk Space - 1,016 sf	Qty	Unit	
1	Demolition of partitions, ceiling and HD storage system		LS	\$ 2,590.00
2	New partitions, doors, west interior window, etc.		LS	\$ 23,700.00
3	New carpet	1107	SF	\$ 4,982.00
4	New paint	2180	SF	\$ 3,267.00
5	Minor mechanical, electrical and lighting renovations		LS	\$ 19,460.00
6	New exterior window and related repairs		LS	\$ 9,600.00
<b>TOTAL</b>				<b>\$ 63,599.00</b>

02	Economic Development - 577 sf	Qty	Unit	
1	Demolition of partitions & wall/ceiling repair		SF	\$ 3,865.00
2	New carpet	577	SF	\$ 2,597.00
3	New paint	1554	SF	\$ 2,331.00
<b>TOTAL</b>				<b>\$ 8,793.00</b>

03	Lower and Upper Level Bathroom Remodel for ADA Compliance	Qty	Unit	
1	Plumbing		LS	\$ 4,500.00
2	Wall/floor tile repair		LS	\$ 3,500.00
3	New toilet partitions & accessories		LS	\$ 5,800.00
4	New paint	640	SF	\$ 960.00
<b>TOTAL</b>				<b>\$ 14,760.00</b>

04	Furniture	Qty	Unit	
1	Council Chambers - New staff and dias chairs	12	EA	\$ 7,800.00
2	Council Chambers - Audience chairs	50	EA	\$ 10,000.00
3	City Clerk - Task Chairs	3	EA	\$ 1,200.00
4	Economic Devel. - New conf. table and 8 chairs		LS	\$ 6,800.00
5	Economic Devel. - New reception counter and partition			\$ 2,200.00
<b>TOTAL</b>				<b>\$ 28,000.00</b>

<b>BASE BID Construction Hard Cost Subtotal</b>			<b>\$ 115,152.00</b>
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April 2, 2020

Mr. J. Daniel Martinez  
Civil Engineer II  
City of Northglenn  
(303) 450-8839

**RE: Proposal for Limited Architectural/Engineering Design Services  
Northglenn City Hall Building  
11701 Community Center Drive  
Northglenn, Colorado**

Dear Daniel:

alm2s is pleased to provide you with this Proposal for design services related to an interior remodel of the existing City Hall building at 11701 Community Center Drive. In response to our recent space needs assessment, we propose the following scope of services and associated fees:

**Project Description**

Limited architectural and engineering design, construction document and construction administration services for a minor interior remodel of existing spaces as follows:

**Lower Level**

- New built-in desk for three staff members adjacent to the existing council dias.
- New task chairs for council, staff and audience.
- Reconfigure existing bathroom stalls in the men's and women's to be handicapped accessible.

**Upper Level**

- Remodel approx. 1,000 sq. ft. for the City Clerk's office suite and 570 sq. ft. for the Economic Development office suite including minor demolition and reconfiguration of walls with associated HVAC and electrical rework. Work will also include new carpet, paint and furniture for the space.
- Add a new exterior window in the City Clerk's office suite.
- Reconfigure existing bathroom stalls in the men's and women's to be handicapped accessible.

Anticipated mechanical and electrical work is limited to minor rerouting of ductwork and relocation of supply and return grilles along with relocation of light fixtures, power outlets and light switches that are affected by demolition of interior partitions.

Our design team will move directly into the construction drawing phase anticipating a 50% intermediate review and 95% final review sets submitted to the City. A hard construction budget of \$210,000 has been established for this scope of work.

The project will be managed for alm2s by Brad Massey, AIA, LEED AP.

**Scope of Basic Services**

The Scope of Basic Services shall be as follows:

**Step 1:**

1. **Background Drawings and Facility Assessment:** alm2s will develop existing condition drawings based on the conceptual drawings completed with the earlier phase of work. We will tour the building to visually observe the existing conditions and do our best to determine what might be bury in the walls by looking above the lay-in ceilings.

2. **Interior Remodel Construction Drawings:** Prepare limited construction drawings and outline specifications for the interior remodel of spaces as outlined above to the extent needed to acquire a building permit. Extent of drawings is estimated as follows:

- Demolition Floor Plan
- Overall and Enlarged Floor Plans, illustrating partition wall layout, doors and casework
- Reflected Ceiling Plan, illustrating general ceiling and soffit design
- Interior Wall Sections and Details, as required
- Room Finish Schedule
- Door and Window Schedules, Door Types and Details
- Interior Elevations, as needed to illustrate design intent
- Casework and Cabinetry Elevations
- Plumbing Plan and Details
- HVAC Mechanical Plan and Details
- Electrical Power Plan and Details
- Electrical Lighting Plan and Schedules

**Deliverables:**

- Intermediate and Final Review Sets of Interior Remodel submittal, PDF format only
- Outline specifications
- Final construction drawings and outline specifications, PDF format only

**Step 2:**

1. **Bidding/Negotiation Phase:** Assistance to the Owner to acquire and review Contractor bids, including attendance at Pre-Bid Conference, responding to Contractor questions and issuing addenda, and contract award.
2. **Construction Administration Phase:** Perform regular field observations of the work in progress during construction with written reports to the Owner, attendance at Pre-Construction Conference, participate in regular site meetings with the Contractor and Owner's representative (Consultants on an as-needed basis), review of shop drawings and submittals, issuance of Architect's supplemental instructions (ASIs) and responses to Contractor's requests for information (RFIs), review of change orders, review of Contractor's pay requests, final punchlist inspection and assistance with project closeout. For purposes of this Proposal, the number of field visits during the Construction Administration phase shall be limited to 4 trips, including final punchlist. For purposes of this Proposal, field observations by our Consultants are proposed as follows:
  - a. Mechanical Engineering: 2 site visits, including final punchlist.
  - b. Electrical Engineering: 2 site visits, including final punchlist.

All documents prepared for this project shall be generated with our in-house Computer-Aided Design and Drafting (CAD) systems, using Revit 2020 software.

**Work Not Included**

1. Extensive review of existing conditions including any destructive demolition to open up walls or hard ceilings to determine what is buried in the walls that are being removed.
2. Asbestos or other hazardous material discovery or testing.
3. Extensive HVAC design work including load calculations to add new fan coil units or the like. It is assumed that the existing HVAC system is adequate to serve the reorganized spaces with only minor rework of flex duct and adjustments to air flow.
4. Recircuiting of electrical panels or evaluation of overall electrical system.
5. Low voltage, audio/visual, data, communication and security design, including cabling/passive equipment such as rack and patch panel design or operation/active equipment.
6. Updating of Revit model during construction.
7. Commissioning or enhanced commissioning.
8. Code/life safety analysis of the overall building including but not limited to overall exiting, fire ratings or shaft enclosures.
9. Cost estimating, beyond what has already been completed as a part of the space assessment.



10. Preparation of record drawings or post-occupancy evaluations.

**Information Provided by City of Northglenn**

1. Owner shall provide, or contract separately for, special building inspections required by Chapter 17 of the IBC. These services are expressly excluded from this Proposal.

**Consultants**

alm2s proposes the following consultant for this project:

**Mechanical/Electrical Engineering**

BCER Engineering, Inc.  
 5420 Ward Rd., Suite 200  
 Arvada, CO 80002  
 (303) 422-7400

**Fees**

alm2s proposes to complete the Scope of Basic Services for a fixed design fee of \$24,510; plus reimbursable expenses, as follows:

Carryover of additional revisions to space assessment:	\$ 1,860.00
Architectural construction drawing phase:	\$ 8,350.00
Architectural bidding/negotiation/const. admin phase:	\$ 4,600.00
MEP construction drawing phase:	\$ 7,300.00
MEP construction administration phase:	\$ 1,900.00
Closeout:	<u>\$ 500.00</u>
Fee Total:	\$ 24,510.00
Reimbursable Expenses Allowance (REA):	<u>\$ 1,200.00</u>
<b>Grand Total:</b>	<b><u>\$ 25,710.00</u></b>

**Reimbursable Expenses**

In addition to Basic Services, the following expenses in connection with this project shall be reimbursable at direct cost for in-office and consultant expenses, and 1.1x direct cost for out-of-office expenses:

1. Printing/scanning/plotting of CAD drawings
2. Copying
3. Mileage and travel expenses
4. Postage
5. FedEx/UPS/Express Mail and other delivery services
6. Photography or other miscellaneous expenses

**Additional Services**

If the City of Northglenn requests additional services beyond those set forth in this Proposal, or for additional services as described elsewhere in this Proposal, such services shall be agreed to in writing between the City and the Architect and the fees adjusted accordingly per the following, current hourly rates:

**alm2s**

Principal:	\$165/hour
Associate Principal:	\$135/hour
Sr. Project Manager/Architect:	\$125/hour
Project Manager/Architect:	\$115/hour
Architectural Intern/CAD Technician 2:	\$95/hour
Architectural Intern/CAD Technician 1:	\$85/hour
Clerical/Administrative:	\$65/hour



**Schedule**

We anticipate that the entire scope of design services through CD's can be performed in approximately six (6) weeks from Notice to Proceed/Contract Execution.

**Standard Contract Terms and Conditions**

All terms of this Proposal shall be in accordance with the current City of Northglenn Professional Services Agreement, with standard terms and conditions agreeable to both parties.

Thank you for this opportunity to work with you again on this proposed scope of work. Please contact me if you have any questions concerning this Proposal.

Sincerely,

**alm2s**

A handwritten signature in black ink that reads "Bradley A. Massey". The signature is written in a cursive style with a large initial 'B'.

Bradley A. Massey, AIA, LEED AP

**CITY MANAGER'S OFFICE MEMORANDUM  
#06-2020**

**DATE:** March 2, 2020  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**FROM:** Heather Geyer, City Manager *hmg*  
**SUBJECT:** Proposed City Hall Space & Security Improvements

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**PURPOSE**

To provide City Council with an update on the progress that has been made with the City Hall Space & Security Improvements, and receive input on the priorities for this project. Brad Massey, Principal with alm<sub>2</sub>s Architecture will be at the March 2 meeting to assist with the discussion by City Council on this project.

**BACKGROUND**

**HISTORY OF THE CITY HALL BUILDING**

The City Hall building was constructed in 1981. The upper level consists of 20,312 square feet and the lower level consists of 20,282 square feet for a total building square footage of 40,594. There have been many internal renovations and remodeling of the building since original construction. However, no external expansions or additions have been made to the main building itself. The Police Department and Municipal Courts used to occupy the lower level of the building. These services were moved to the new Justice Center in September 2018.

**WORK TO DATE**

In 2018, the City contracted with SEH to complete an assessment on the City Hall building to identify operational improvements that could be made when the Police and Municipal Courts moved to their new facility. The consultants were asked to provide a conceptual design of modifications to the building. The outcomes of the conceptual design included limited remodel work and focuses on utilizing current spaces differently.

There was a gap in time during the City Manager transition in 2018 and staff brought the plan back to City Council on February 25, 2019 with recommendations. City Council asked staff to identify security improvements. Staff engaged alm<sub>2</sub>s Architecture to assist and re-evaluate the previous work of SEH to align with City goals.

**NORTHGLENN CIVIC CAMPUS PROJECT**

The vision for the Northglenn Civic Campus (NGCC) Project is guided by a master plan, adopted by City Council that identifies a new location and building for City Hall in the future. A 7-9 year time horizon was included in the public-private-partnership (P3) phasing of the plan. Given new developments in the project last year, staff believes the time horizon will be shorter. This timeline will be refined after the City selects a master developer but at the earliest a new City Hall would be constructed in 2023/2024.

The 2019 – 2023 Strategic Plan includes Infrastructure goal #8.9 – Identify and evaluate locations to relocate City Hall.

- Establish program and budget, Q1 2020
- Create an internal stakeholder committee, 2020/2021

- Conduct community outreach – engagement and education, *2020/2021*
- Develop a timeline for design and construction, *TBD*

Work is underway on this strategic priority and staff will be bringing information forward to City Council within the next couple of months.

### **PROJECT GOALS**

Staff has developed the following overall project goals to guide the next steps in the process, City Council is being asked to provide input on these draft project goals. The draft goals include the following:

1. Acknowledgement that the City Hall space and security improvements are part of a NGCC transition plan that includes the future relocation and new construction of a City Hall.
2. To add security enhancements to the building for the protection of employees, elected officials and community at-large.
3. To make space improvements to key City service areas in order to improve customer service delivery and enhance customer experiences during visits to the building during the interim period.
4. To enhance the ADA accessibility of the public restrooms.
5. The project budget will be reflective of good financial management. Construction will be completed on time and within budget.

### **PROPOSED CITY HALL SPACE IMPROVEMENTS**

The proposed City Hall space improvements are broken into two groups based on location: upper level improvements and lower level improvements. Specific improvements are categorized with a “Review Area” label to easily identify certain areas of the building.

### **PROPOSED UPPER LEVEL IMPROVEMENTS**

Overall, the improvements shown on A1.2 include new carpet. Certain areas will include paint and those areas are indicated as such with a “Paint” label.

### **Review Area #1 – Move the City Clerk’s Office & Relocation of Economic Development**

This identified improvement is tied to a desire to provide an increased level of service and customer experience within both the City Clerk’s Office and Economic Development office.

Brief overview:

- Move the City Clerk’s Office to the existing Central Records Storage room
- Relocate Economic Development to the existing City Clerk’s Office space to provide for two additional office spaces for the City Manager’s Office staff

### Additional Information on City Clerk’s Office Space Needs

Three employees currently occupy a 13’ x 25’ space with open workstations in the main area of the City Clerk’s Office. Internal improvements have been made to maximize utilization of the space and to create a welcoming atmosphere. However, additional space is needed to provide adequate mobility, privacy, and individual workspace for employees.

The current customer service space is limited to a 5’ x 17’ area and does not allow for adequate mobility when there is more than one customer being served in the office. Staff is able to control the number of passport appointments per day, but each appointment typically includes more than one customer. Staff needs to be able to accommodate other customers, which cannot be scheduled by appointment, and additional space is needed for customers utilizing wheelchairs or strollers.

Employees in the City Clerk's Office handle a high level/volume of confidential information and meeting with applicants and external parties is a significant part of each employee's role. Passport and licensing customers provide confidential/sensitive information, which may include social security numbers, private adoption information, criminal history and licensing investigations, financial info, and other personal identifying information. There is currently no visual or acoustic privacy and no adjacent private meeting space to utilize for these functions.

The office lacks adequate space for working-file storage and shared space is only accessible by one employee at a time. Additional space is needed to improve working conditions and to meet the demands of the office's functions.

#### Additional Information on City Manager's Office Needs

With the addition of an Assistant to the City Manager position, staff needs one additional office space in the City Manager's Office area. Currently, one of the Communications Specialists resides in an office in Information Technology. With the proposed improvements, both employees will have an office within the City Manager's Office suite by relocating Economic Development in the office space that is currently occupied by the City Clerk's Office. The Assistant to the City Manager will share an office space with the Communications Specialist within the City Manager's Office area until the remodel can be completed.

#### **Review Area #2 – ADA Accessible Public Restrooms**

This area would include a reduction of one bathroom stall in order to meet ADA requirements. The current stalls are too small.

#### **Review Area #3 – Building Division**

This area includes a new customer service counter and reorganization of staff offices.

#### **Review Area #4 – Human Resources**

This area includes moving the Risk Analyst that currently sits in the Building Division area over to Human Resources.

#### **Review Area #5 – Breakroom**

This area includes an expansion of the existing breakroom to accommodate staff.

#### **PROPOSED LOWER LEVEL IMPROVEMENTS**

Overall, the improvements shown on A1.1 include new carpet. Certain areas will include paint and those areas are indicated as such with a "Paint" label.

#### **Review Area #1 – Lower Level Lobby**

This area includes the addition of furniture.

#### **Review Area #2 – City Council Chambers**

This area includes recommendations that are on the conservative side from a cost perspective. If City Council desires something different, it is important to keep the cost impacts in mind. Renovation of the area includes security enhancements, reconfiguration of the area for the City Manager, City Attorney and City Clerk and new chairs.

#### **Review Area #3 – ADA Accessible Public Restrooms**

This area would include a reduction of one bathroom stall in order to meet ADA requirements. The current stalls are too small.

**Review Area #4 – City Council mail and general use room**

This area would replace the upper level City Council mail room. A conference table and the addition of general work stations would be added for City Council. If City Council does not wish to have a designated work area such as what is proposed, staff can develop options to find a different location for the mail in a secured area within the City Manager’s Office area.

**Review Area #5 – Executive Session/Reception Room**

This area would be an addition to the use of an existing space used for receptions but is largely underutilized. Staff is looking for feedback on whether or not the proposed changes are necessary.

**Review Area #6 – New Conference Room**

This room was previously used by Municipal Court for Jury trials. The addition of a conference room would assist staff with addressing the limited available space for meetings.

**PARKING LOT IMPROVEMENTS**

The lower parking lot of City Hall consists of 30,600 square feet of asphalt and has a PCI rating of 52. The upper lot of City Hall (including the driveway up to just before the construction access begins) consists of 25,250 square feet of asphalt and a PCI of 63. To mill and overlay these parking lots, the projected cost is \$111,000. This is a component that staff can add to the 2020 Residential Street program if there is cost savings. This is included with this memorandum because of the questions and concerns I have received about the condition of the parking lots.

**STAFF RECOMMENDATION**

Staff has outlined review areas for City Council’s consideration. Staff is looking for direction and input from City Council on the proposed improvements.

**BUDGET/TIME IMPLICATIONS**

In 2019, the City budgeted \$375,000 in the CIP for improvements to City Hall. With the re-evaluation of security enhancements, staff decided not to budget additional funding until City Council agrees on a project scope. Funding is available in the CIP to fund improvements.

Analysis conducted by SEH was approximately \$40,000. In 2019, \$9,945.68 funds were spent for analysis conducted by alm<sub>2</sub>s Architecture. In 2020, \$2,304.32 funds are remaining for alm<sub>2</sub>s Architecture.

The identified improvements without the proposed security enhancements total \$463,502.47.

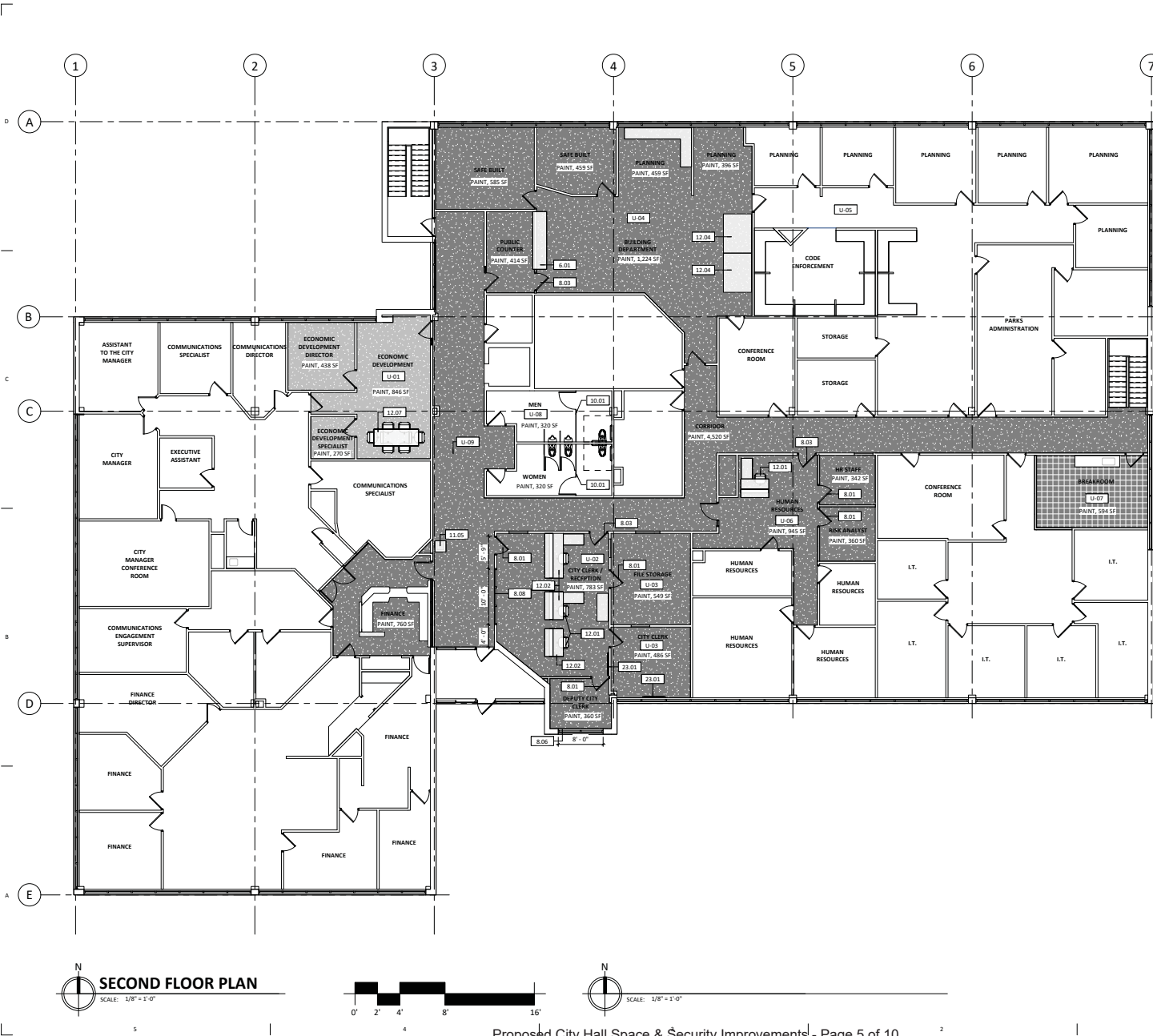
Following feedback and input from City Council, staff will update the proposed budget. Staff will also build a project timeline once consensus is reached on the project scope.

**STAFF REFERENCE**

If Council members have any questions or comments, they may contact Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706.

**ATTACHMENTS**

1. Alm<sub>2</sub>s Architecture Floor Plans
2. Proposed Project Budget



**SECOND FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**SCALE: 1/8" = 1'-0"**

**SYSTEM NOTES**

- U.01 RELOCATE CITY COUNCIL MAIL AND MEETING ROOM TO THE FORMER MUNICIPAL COURT AREA.
- U.02 CREATE AN EXECUTIVE SESSION ROOM IN THE MEETING SPACE ACROSS FROM THE COUNCIL CHAMBERS.
- U.03 USE AVAILABLE SPACE INDICATED FOR STORAGE USE FORMER POLICE DEPARTMENT TRAINING ROOM AS A TRAINING ROOM FOR THE CITY AND/OR THE COMMUNITY.
- U.04 MODIFICATIONS TO THE BATHROOMS INCLUDING ADA IMPROVEMENTS.
- U.05 MODIFICATIONS TO EXISTING COUNCIL CHAMBERS INCLUDING
- U.06 REPLACING COUNCIL MEMBER'S CHAIRS, AND REPLACING THE PUBLIC SEATING CHAIRS.
- U.07 MOVE THE ECONOMIC DEVELOPMENT OFFICES TO THE EXISTING LOCATION OF THE CITY CLERK'S OFFICE.
- U.08 MOVE THE CITY CLERK'S OFFICE TO THE EXISTING CENTRAL RECORDS STORAGE ROOM. CENTRAL RECORDS STORAGE ROOM TO BE RELOCATED TO THE LOWER LEVEL.
- U.09 CREATE AN OFFICE AND WORKING FILE SPACE OUT OF THE EXISTING CITY COUNCIL MAIL/MEETING ROOM FOR THE CITY CLERK'S OFFICE.
- U.10 REORGANIZATION OF THE BUILDING DIVISION CUSTOMER SERVICE AREA.
- U.11 REORGANIZATION OF THE PLANNING AREA TO INCLUDE CREATION OF TWO REORGANIZED WORK SPACES FOR PLANNERS AND THE ADDITION OF WORK SPACES FOR CODE ENFORCEMENT. THE TWO WORK SPACES FOR PLANNERS ARE TO BE CONVERTED TO OFFICES.
- U.12 REORGANIZATION OF THE HUMAN RESOURCES AREA. CREATE TWO OFFICE SPACES FOR A RISK ANALYST AND A HUMAN RESOURCES STAFF MEMBER. ALSO CREATE A STORAGE CLOSET FOR HUMAN RESOURCES.
- U.13 EXPAND THE EXISTING BREAKROOM BY IT MODIFICATIONS TO THE BATHROOMS INCLUDING ADA IMPROVEMENTS.
- U.14 REPLACEMENT OF CARPET AS INDICATED ON PLANS.

**KEYNOTES**

- 5.01 NEW METAL RAILING. SWINGING GATE AT INTERIOR EXIT.
- 6.01 PLASTIC LAMINATE TRANSACTION COUNTER WITH WOOD TRIM EDGE.
- 6.02 PLASTIC LAMINATE COUNTER WITH SUPPORTS.
- 6.03 NEW HALF HEIGHT WALL. FINISH WITH WOOD VENEER. LAYERS TO MATCH COUNCIL MEMBER DESK.
- 8.01 NEW SOLID WOOD DOOR.
- 8.02 NEW SOLID WOOD DOOR WITH VISION LIGHT.
- 8.03 NEW SOLID WOOD DOOR WITH PANIC BAR.
- 8.04 NEW HALF-HEIGHT, SOLID WOOD DOOR.
- 8.05 NEW EXTERIOR WINDOW CUT INTO EXISTING WALL.
- 8.06 NEW INTERIOR WINDOW (48" HIGH) CUT INTO EXISTING WALL.
- 10.01 NEW ADA COMPLIANT TOILET PARTITION.
- 11.01 WALK THROUGH MAGNETOMETER.
- 11.02 TABLE FOR PACKAGE INSPECTION; PACKAGE SCREENER AS ALTERNATE.
- 11.03
- 11.04
- 11.05
- 11.06 NEW TASK CHAIRS.
- 11.07 EXISTING DESKS RELOCATED FROM EXISTING CITY CLERK RECEPTION AREA.
- 11.08 EXISTING FLAT FILE STORAGE.
- 11.09 REPLACE PUBLIC SEATING WITH NEW CHAIRS.
- 11.10 NEW DESK AND TASK CHAIR.
- 11.11 NEW CONFERENCE TABLE AND CHAIRS.
- 11.12 NEW BENCH, CHAIRS, AND TABLE AT ENTRANCE LOBBY.
- 23.01 EXISTING BASEBOARD HEATER.

**LEGEND**

- NEW WALL PARTITION; FINISH TO MATCH EXISTING ADJACENT.
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- REPLACE EXISTING CARPET TO THE EXTENTS INDICATED ON THE PLANS.
- ALTERNATE EXISTING CARPET REPLACEMENT TO THE EXTENTS INDICATED ON THE PLANS.



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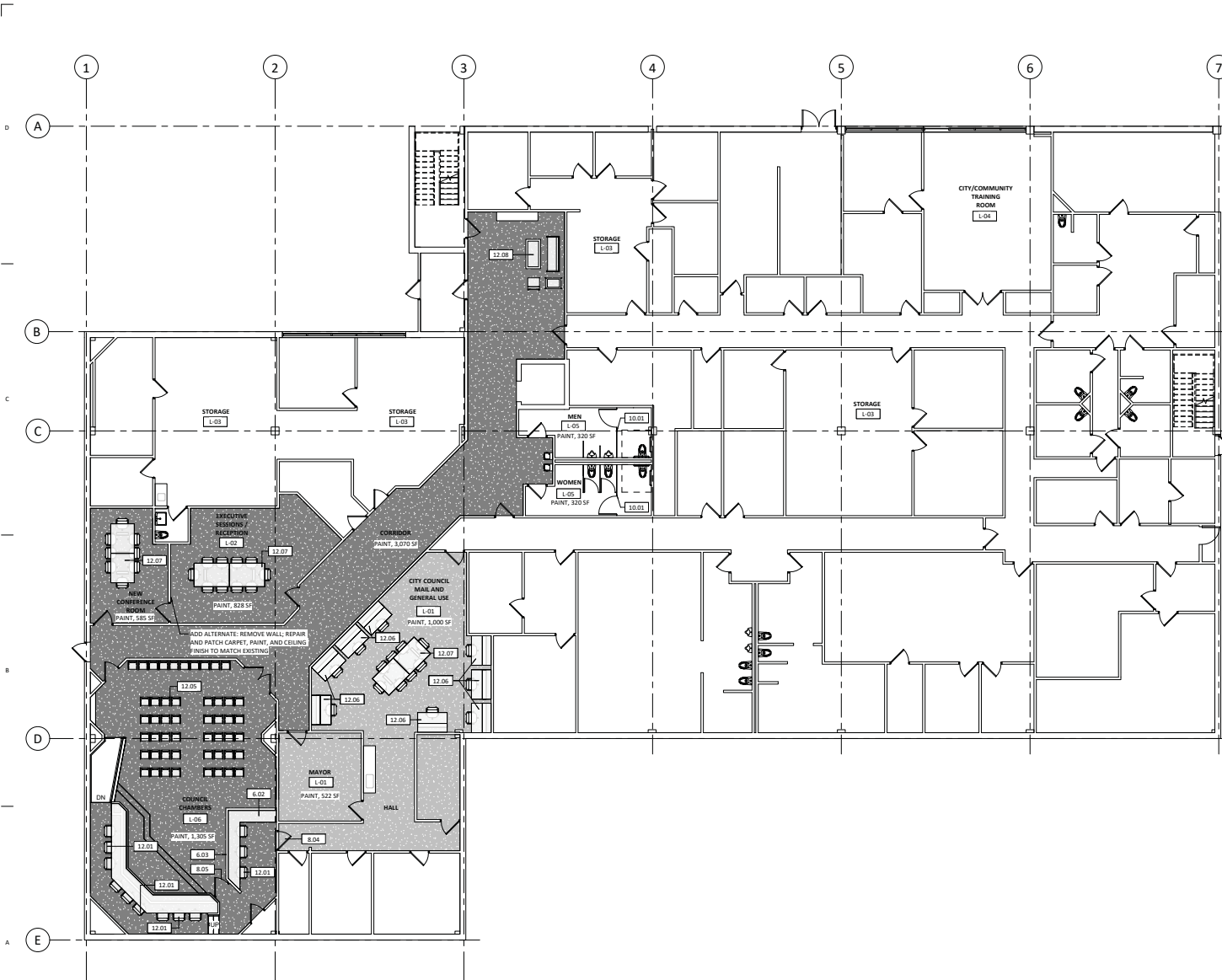
**CITY HALL REMODEL & SECURITY ENHANCEMENTS**  
CITY OF NORTHGLENN  
11701 Community Center Drive  
Northglenn, Colorado 80233

**NOT FOR CONSTRUCTION**

NO.	ISSUE	DATE
PROJECT	1930	
DATE	01.22.2020	
DRAWN	CAK	

**SECOND FLOOR PLAN**

**A1.2**



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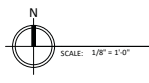
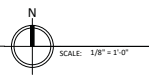
**CITY HALL REMODEL & SECURITY ENHANCEMENTS**  
CITY OF NORTHGLENN  
11701 Community Center Drive  
Northglenn, Colorado 80233

**NOT FOR CONSTRUCTION**

NO.	ISSUE	DATE
PROJECT	1930	
DATE DRAWN	01.22.2020	CJK

FIRST FLOOR PLAN

**A1.1**





**PROJECT COST SUMMARY**

**Project:** Northglenn City Hall Remodel & Security Enhancements  
**Phase:** Programming/Conceptual Design

**alm<sub>2</sub>s**  
**1/22/2020**

<b>BASE BID Task Description</b>				
<b>LOC</b>	<b>Description</b>			<b>TOTAL</b>
01	City Clerk Space - 1,107 sf			\$ 61,245.00
02	Human Resources - 530 sf			\$ 30,610.00
03	Finance - 310 sf			\$ 4,680.00
04	Building Department - 1,650 sf			\$ 21,400.00
05	Economic Development - 577 sf			\$ 10,639.00
06	Break Room - 256 sf			\$ 12,060.00
07	Lower and Upper Level Bathroom Remodel for ADA Compliance			\$ 10,600.00
08	Upper Level Corridor - 1,660 sf			\$ 13,465.00
09	Council Chambers - 1,360 sf			\$ 37,825.00
10	Executive Session/Reception & Conf. Rm. - 705 sf			\$ 22,940.00
11	Council Back of House & Mayor Office - 1,295 sf			\$ 21,463.00
12	Lower Level Lobby and Corridor - 1,380 sf			\$ 24,625.00
<b>Hard Cost Subtotal</b>				<b>\$ 271,552.00</b>
<b>General Contractor General Conditions</b>				
	Estimated Construction Subtotal			\$ 271,552.00
	General Contractor General Conditions	15%		\$ 40,732.80
<b>Estimated Construction Total</b>				<b>\$ 312,284.80</b>
<b>Soft Costs</b>				
	General Contractor Overhead & Profit	8%		\$ 24,982.78
	A/E Design & Construction Administration Service Fees	15%		\$ 46,842.72
	Insurance/Bonds	8%		\$ 24,982.78
	<b>Subtotal</b>			<b>\$ 409,093.09</b>
	Owner Contingency	0%		\$ -
	Construction Contingency	10%		\$ 40,909.31
<b>FINAL PROJECT TOTAL (BASE BID)</b>				<b>\$ 450,002.40</b>
<b>Construction Inflation Costs</b>				
	Construction 2020	3%	\$ 13,500.07	\$ 463,502.47

**PROJECT COST DETAILS**

**Project:** Northglenn City Hall Remodel & Security Enhancements  
**Phase:** Programming/Conceptual Design

**alm<sub>2</sub>s**  
**1/22/2020**

Task Description				
<b>01</b>	<b>City Clerk Space - 1,107 sf</b>	<b>Qty</b>	<b>Unit</b>	
1	Demolition of partitions, ceiling and HD storage system		LS	\$ 2,590.00
2	New partitions, doors, west interior window, etc.		LS	\$ 22,700.00
3	New carpet	1107	SF	\$ 4,428.00
4	New paint	2180	SF	\$ 3,267.00
5	Minor mechanical, electrical and lighting renovations		LS	\$ 18,460.00
6	New exterior window and related repairs		LS	\$ 8,600.00
7	Task chairs	3	EA	\$ 1,200.00
<b>TOTAL</b>				<b>\$ 61,245.00</b>
<b>02</b>	<b>Human Resources - 530 sf</b>	<b>Qty</b>	<b>Unit</b>	
1	Demolition of partitions and ceiling		LS	\$ 1,500.00
2	New partitions, doors, ceiling, etc.		LS	\$ 11,550.00
3	New carpet	530	SF	\$ 2,120.00
4	New paint	1,800	SF	\$ 2,700.00
5	Minor mechanical, electrical and lighting renovations			\$ 12,340.00
6	Task chairs	1	EA	\$ 400.00
<b>TOTAL</b>				<b>\$ 30,610.00</b>
<b>03</b>	<b>Finance - 310 sf</b>	<b>Qty</b>	<b>Unit</b>	
1	Demolition of front partition/glass		LS	\$ 800.00
2	New carpet	310	SF	\$ 1,240.00
3	New paint	760	SF	\$ 1,140.00
5	Repair of built-in desk		LS	\$ 1,500.00
<b>TOTAL</b>				<b>\$ 4,680.00</b>
<b>04</b>	<b>Building Department - 1,650 sf</b>	<b>Qty</b>	<b>Unit</b>	
1	Minor demolition	750	LS	\$ 400.00
2	New carpet	1650	SF	\$ 6,600.00
3	New paint	3600	SF	\$ 5,400.00
4	Built-in counter/open shelving below/swing gate		LS	\$ 4,800.00
5	Minor electrical/lighting at new counter		LS	\$ 4,200.00
<b>TOTAL</b>				<b>\$ 21,400.00</b>
<b>05</b>	<b>Economic Development - 577 sf</b>	<b>Qty</b>	<b>Unit</b>	
1	New carpet	577	SF	\$ 2,308.00
2	New paint	1554	SF	\$ 2,331.00
3	New tables and chairs		LS	\$ 6,000.00
<b>TOTAL</b>				<b>\$ 10,639.00</b>

06	Break Room - 256 sf	Qty	Unit		
1	Demolition of partitions and ceiling		LS	\$	1,200.00
2	New partitions, ceiling, etc.		LS	\$	4,800.00
3	New flooring	256	SF	\$	2,560.00
4	Minor mechanical, electrical and lighting renovations		LS	\$	3,500.00
<b>TOTAL</b>					\$ 12,060.00

07	Lower and Upper Level Bathroom Remodel for ADA Compliance	Qty	Unit		
1	Plumbing		LS	\$	4,000.00
2	Wall tile repair		LS	\$	3,000.00
3	New toilet partitions		LS	\$	3,600.00
<b>TOTAL</b>					\$ 10,600.00

08	Upper Level Corridor - 1,660 sf	Qty	Unit		
1	New carpet	1660	SF	\$	6,640.00
2	New paint	4550	SF	\$	6,825.00
<b>TOTAL</b>					\$ 13,465.00

09	Council Chambers - 1,360 sf	Qty	Unit		
1	New carpet	1360	SF	\$	6,800.00
2	New paint	1350	SF	\$	2,025.00
3	New built-in staff desk/swing gate		LS	\$	4,800.00
5	Minor electrical/IT rework at new staff desk		LS	\$	7,500.00
6	New staff and council member chairs	12	EA	\$	7,200.00
7	Audience chairs in council chambers	50	EA	\$	9,500.00
<b>TOTAL</b>					\$ 37,825.00

10	Executive Session/Reception & Conf. Rm. - 705 sf	Qty	Unit		
1	New carpet	705	SF	\$	2,820.00
2	New paint	1413	SF	\$	2,120.00
3	Conference tables and chairs		LS	\$	18,000.00
<b>TOTAL</b>					\$ 22,940.00

<b>11</b>	<b>Council Back of House &amp; Mayor Office - 1,295 sf</b>	<b>Qty</b>	<b>Unit</b>		
1	New carpet	1295	SF	\$	5,180.00
2	New paint	1522	SF	\$	2,283.00
3	Individual desks and chairs	8	EA	\$	8,000.00
4	Conference table and chairs	8	EA	\$	6,000.00
<b>TOTAL</b>					<b>\$ 21,463.00</b>

<b>12</b>	<b>Lower Level Lobby and Corridor - 1,380 sf</b>	<b>Qty</b>	<b>Unit</b>		
1	New carpet	1380	SF	\$	5,520.00
2	New paint	3070	SF	\$	4,605.00
3	Furniture		LS	\$	4,000.00
4	ADD ALT - Mobile walk-through metal detector, installation and electrical connection			\$	10,500.00
<b>TOTAL</b>					<b>\$ 24,625.00</b>

<b>BASE BID Construction Hard Cost Subtotal</b>				<b>\$</b>	<b>271,552.00</b>
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# PROPOSED CITY HALL SPACE IMPROVEMENTS

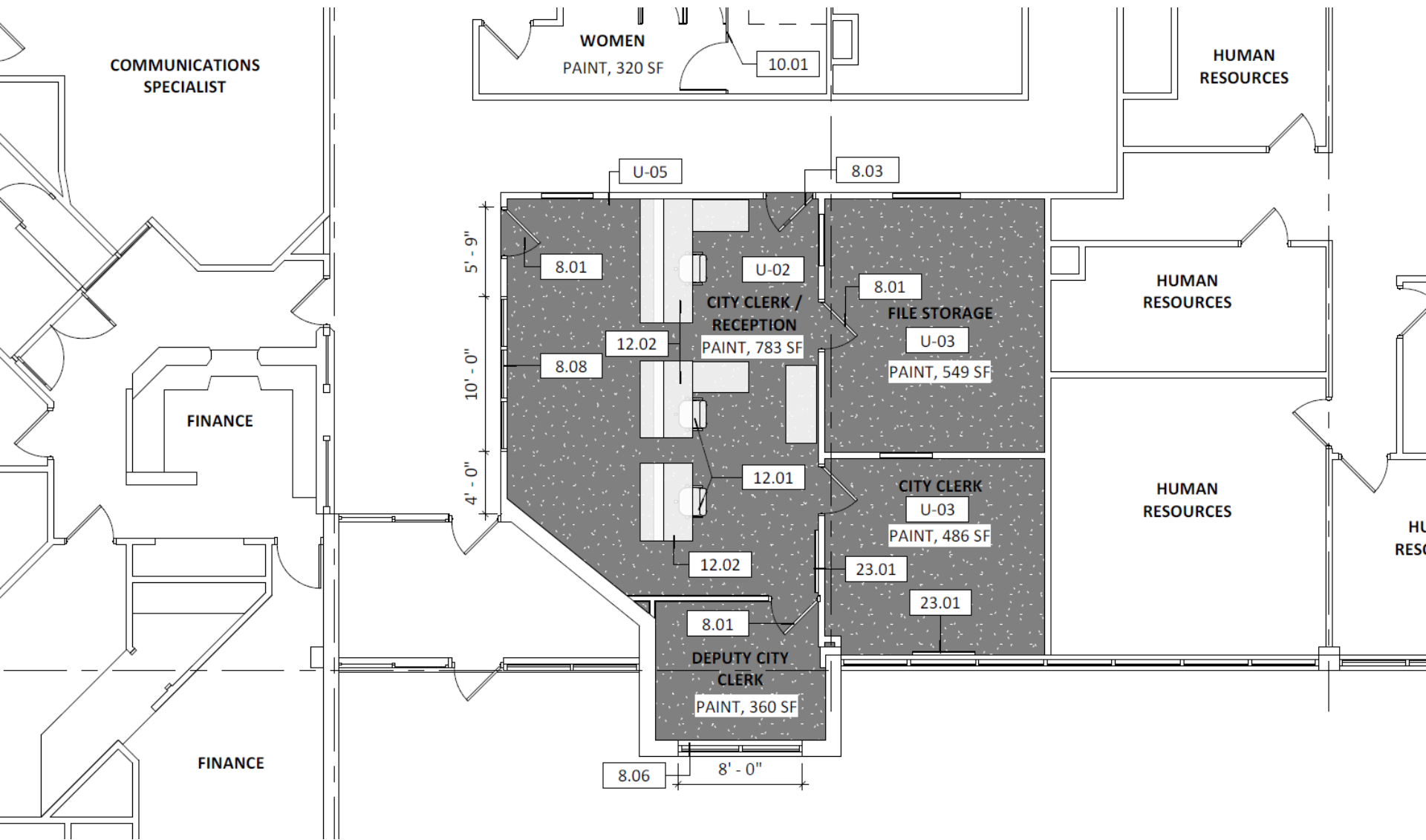
**City Council Meeting  
April 13, 2020**

# PROJECT RECAP

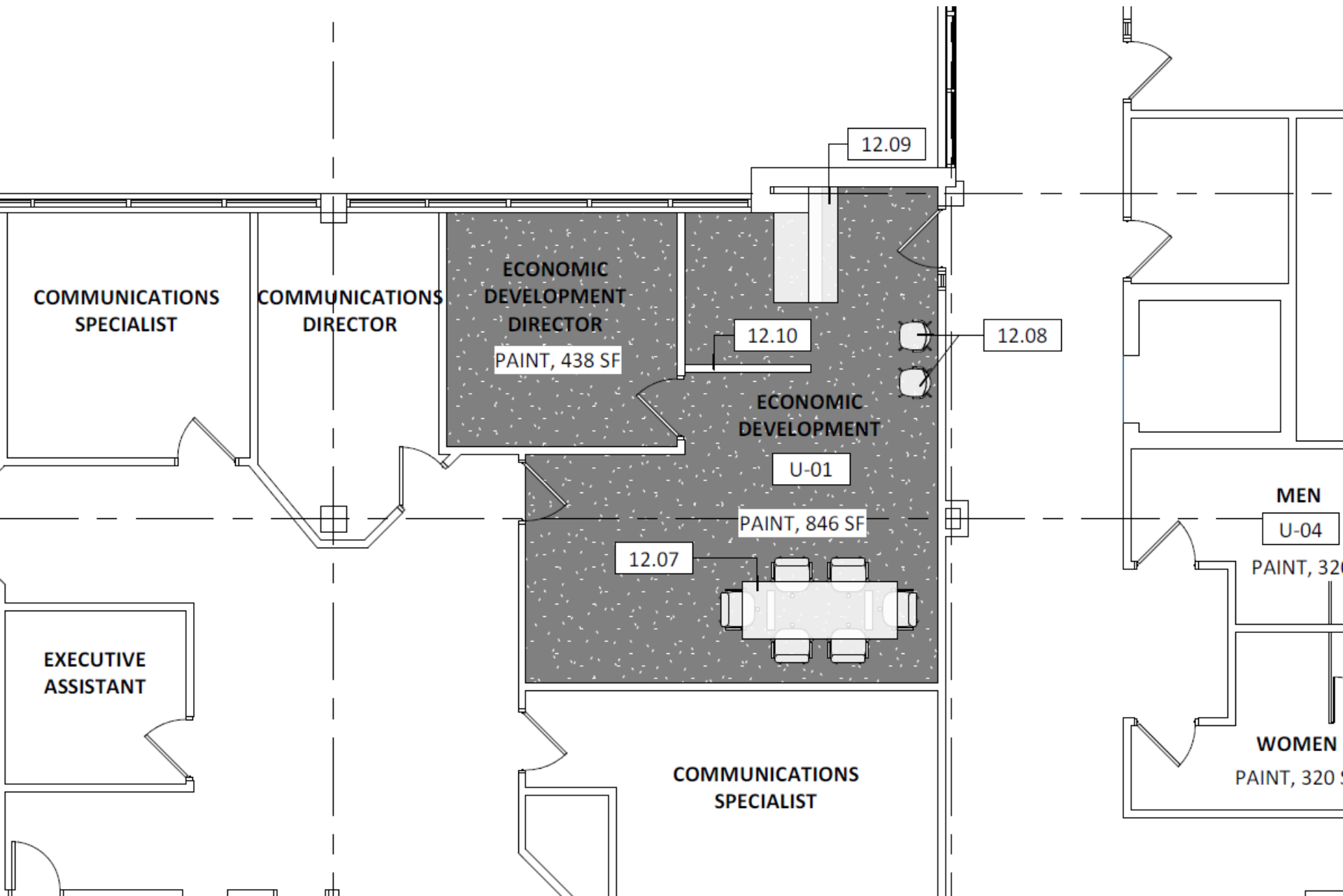
- City Council reviewed recommended improvements on March 2, 2020
- City Council provided staff with the following direction:
  - *Prioritize improvements based on service needs*
  - *Do only what is necessary*
  - *Stretch the budget as much as possible*
  - *Upgrade the bathrooms for ADA compliance*
  - *Bring back a project timeline*

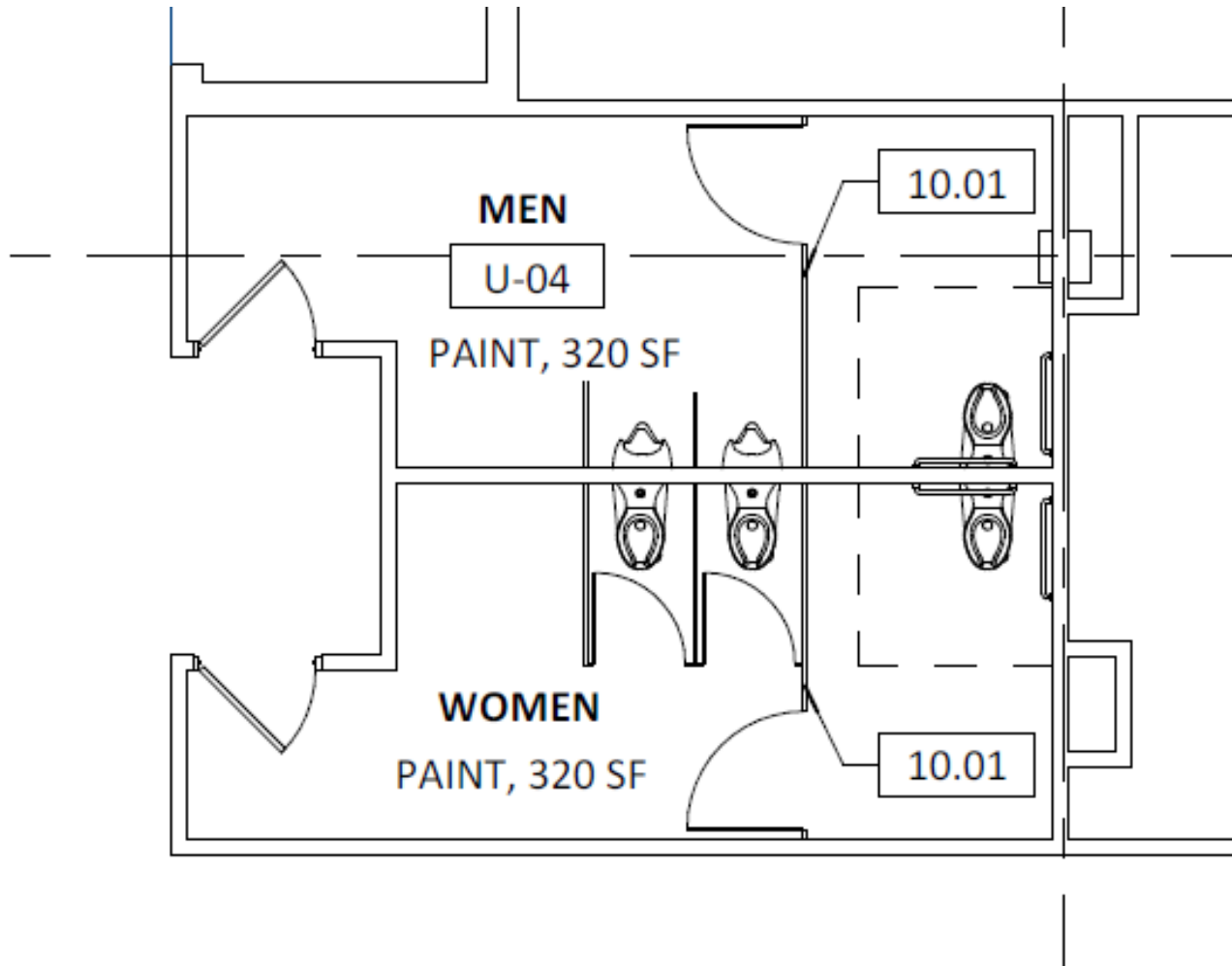
# RECOMMENDATION

- Based on City Council direction, staff is recommending the following improvements:
  - Construction of new office space for the City Clerk – service enhancement
  - Movement of Economic Development staff into former City Clerk’s Office
  - Upgrade upper and lower level bathrooms for ADA compliance
  - Replace the chairs in the City Council Chambers for audience and Council









Improvements to both the upper and lower level restrooms will include a reduction of one bathroom stall in order to meet ADA requirements. The current stalls are too small.

# PROJECT BUDGET

- Available funds in 2020 \$352,607
- Estimated project budget \$215,531.84
  - 10% construction contingency
  - 3% increase in construction costs
- *Budget funds not used \$137,075.16*
  - Funds will remain in the CIP

# PROJECT TIMELINE

Project scope approval by City Council Alm2s Construction Documents Contract Approval	April 2020
Invitation for Bids Ready	June 2020
City Council Approval of Contract	August 2020
Notice to Proceed	August 2020
Project Completion	December 2020

*Note – a phased approach to construction will be developed with the contractor selected for the project to identify what steps will occur between August and December 2020.*