



South St. Paul

MAYOR/COUNCIL WORKSESSION
SSP City Hall
125 3rd Avenue North

Monday, May 9, 2016
7:00 p.m.

AGENDA:

1. Update on Engineering/Licensing & Code Enforcement Division Office Remodel
2. McMorrow Field Project Bid Tabulation



COUNCIL WORKSESSION REPORT

DATE: MAY 9, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: SPK

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AGENDA ITEM: Update on Engineering/Licensing & Code Enforcement Division and Administration & Finance Office Remodel

ACTION TO BE CONSIDERED:

Information item only; staff is requesting input and direction.

OVERVIEW:

In 2015, the City Council reorganized the existing Housing Redevelopment Authority (HRA) and established an Economic Development Authority (EDA) and Community Development Department in order to better utilize and enhance City resources towards economic development. The reorganized structure of Planning & Zoning, and Licensing & Code Enforcement necessitated a change in where staff is located. The Planning & Zoning Division Manager was moved into the former HRA offices, the City Clerk and Licensing staff were moved to the second floor, and Administration and Finance were relocated to provide for better efficiencies in managing staff. The second floor wing of the former Engineering & Planning office will require modifications to the space in order to accommodate staff, the necessary storage of files and supplies, and to provide Americans with Disabilities Act (ADA) clearance during elections. The first floor will require some new office furniture to accommodate staffing moves. On March 8, 2016, the City executed a contract with Oertel Architects for scoping and architectural design of plans for remodeling the second floor wing of City Hall.

A project management team consisting of staff from Licensing & Code Enforcement, Engineering, and the consulting architect scoped and designed the necessary remodeling improvements. A new office for the City Engineer is proposed to be constructed along with office furniture to match the reconfigured space. Similar to the first floor space in City Hall, staff is proposing a central copy area with cabinet storage for office supplies along with cabinet storage for food supplies and a small sink to wash out mugs and silverware (Attachment A: Office Remodel Plan). The front countertop will need to be reconfigured to provide ADA clearance around the voting booths during elections. The estimated costs to remodel including the new office space, reconfigured front countertop, and cabinet storage for supplies is estimated to cost \$80,000 with contingencies.

Because of the newly created office space, the current modular furniture (cubicle walls & table space) will not fit the decreased width along the east wall on the second floor. The existing modular furniture is made up of various mismatched pieces and is far beyond its useful life expectancy. In addition, the grouping of the Licensing & Code Enforcement and Engineering Divisions will require two additional permanent modular furniture cubicles along the inner wall to accommodate staff and two new office desks with overhead storage bins will be required for the Administration and Finance Departments. Staff is recommending the City Council consider purchasing new office furniture through the State's Cooperative Purchasing Venture (CPV) or a competitive vendor at an estimated cost of \$52,000 to provide better space utilization and modular furniture that will fit the dimensions of the remodeled space.

SOURCE OF FUNDS:

Sufficient funds are available in the amount of \$132,000 from a combination of water & sewer funds, salary contingency funds, advancements in Capital Improvement Program funds and operating budgets from the Finance, Administration, Engineering, and Licensing & Code Enforcement Departments.

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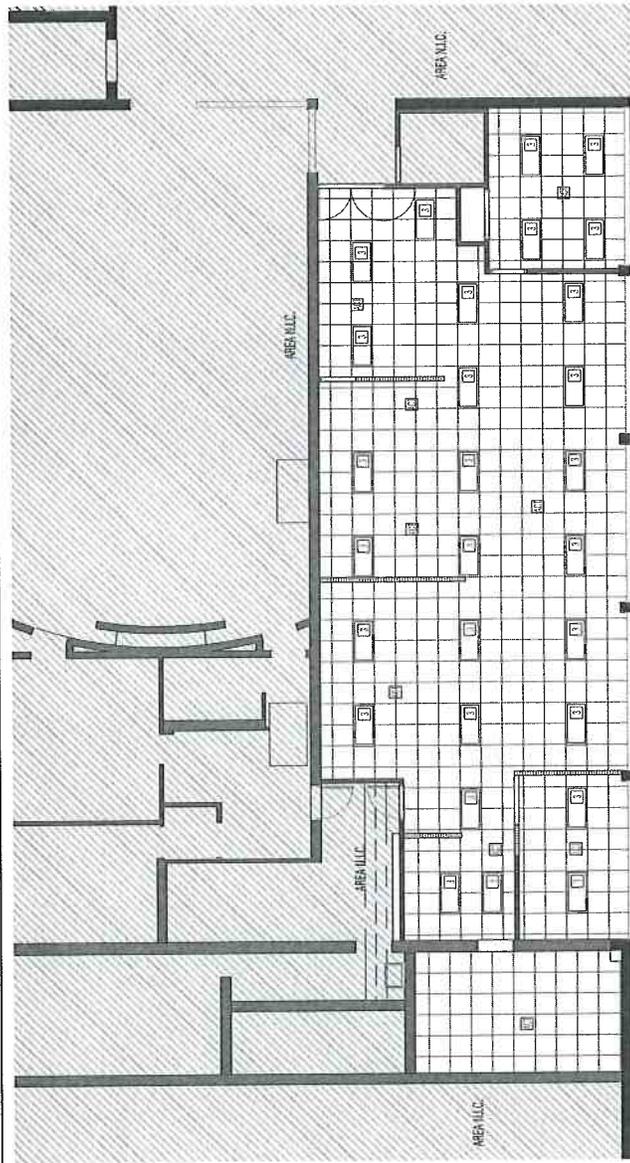
PROJECT NAME: CITY HALL SECOND FLOOR OFFICE REMODEL
DATE: 2024
SCALE: 1/8" = 1'-0"

CITY OF SOUTH ST. PAUL
SECOND FLOOR OFFICE REMODEL
- ENGINEERING OFFICES
PROJECT SET

FURNITURE PLAN AND REFLECTED CEILING PLAN

DATE: 2024

A101

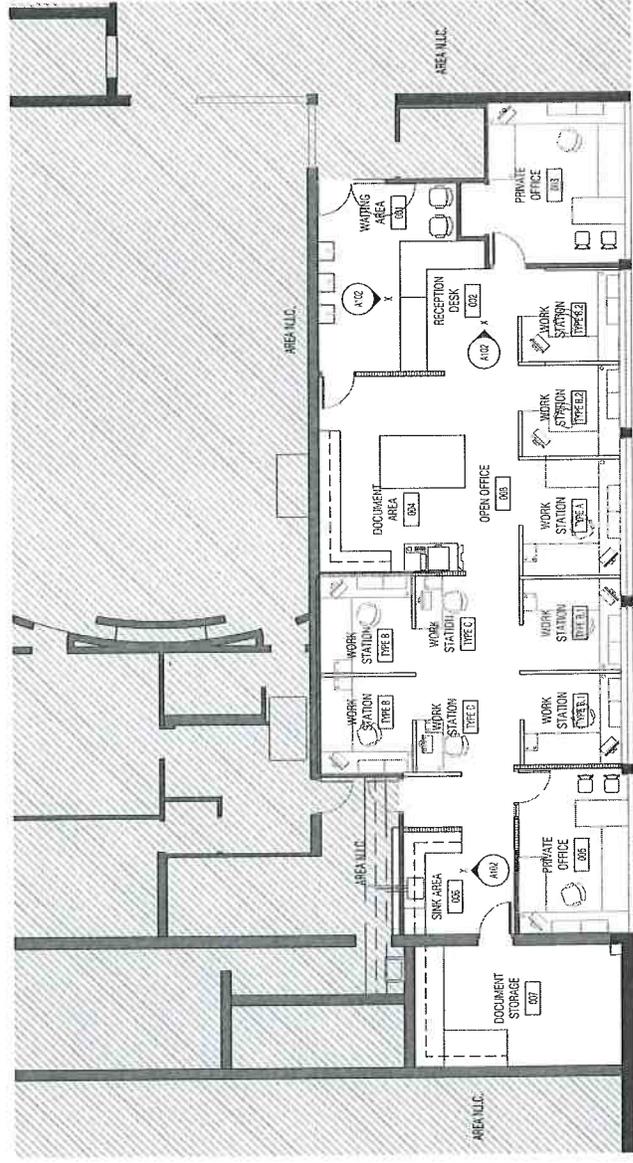


2 CITY HALL FLOOR 2
OFFICE RCP
1/8" = 1'-0"

REFLECTED CEILING PLAN NOTES - SCHEDULE

20884 NOTES
- ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF SOUTH ST. PAUL SPECIFICATIONS FOR THE CITY HALL SECOND FLOOR OFFICE REMODEL.
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1. WORKSTATION 1-30
2. WORKSTATION 1-30
3. WORKSTATION 1-30

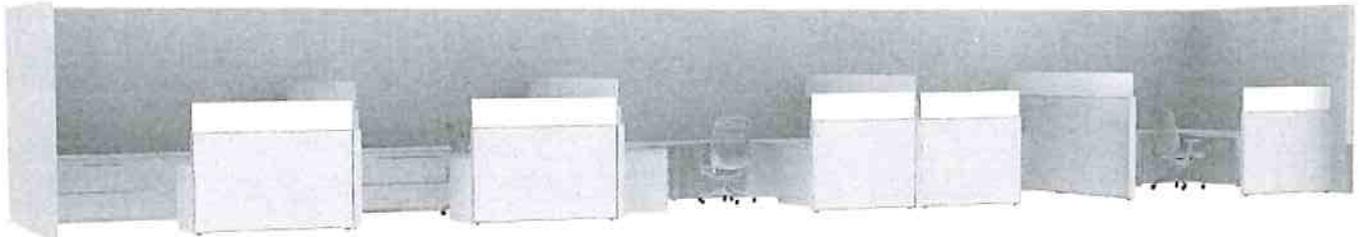
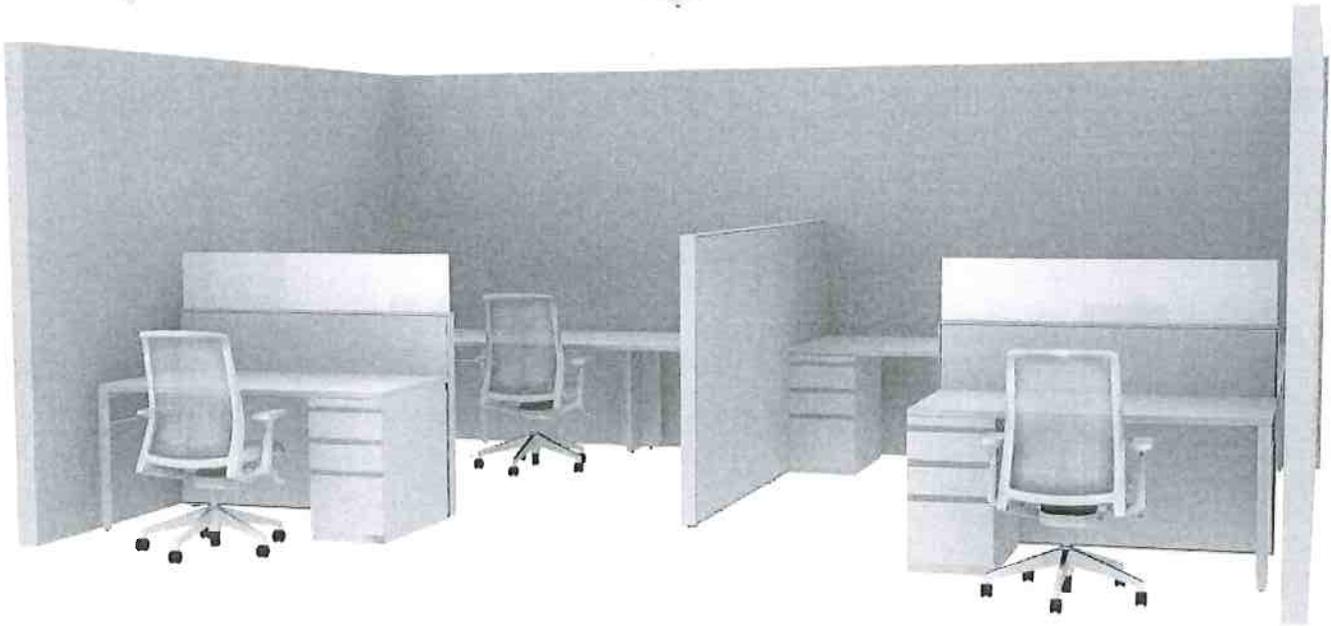
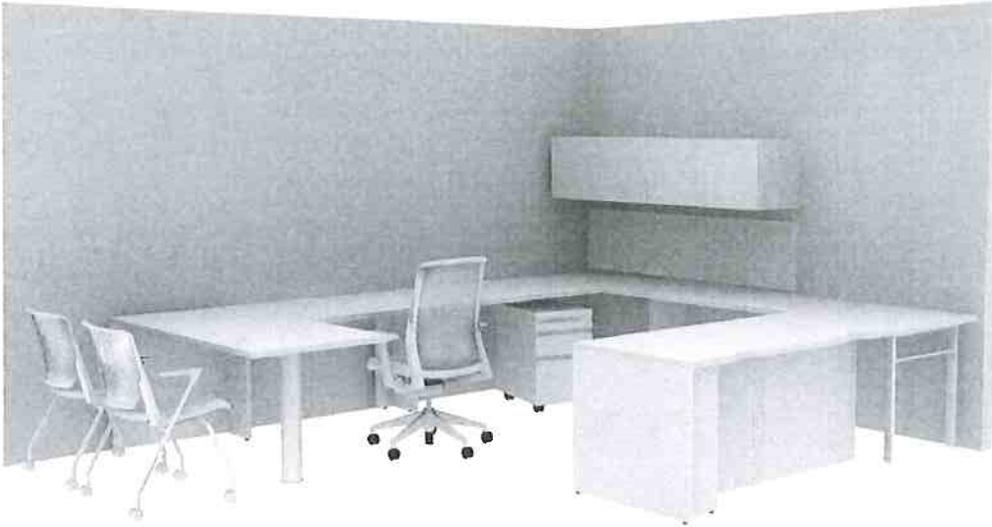


1 CITY HALL FLOOR 2
REFERENCE ONLY - OFFICE FURNITURE PLAN - SEE PLAN FROM PROVIDER
1/8" = 1'-0"

FLUID

South Saint Paul - City Hall Option 1

FLUID INTERIORS





COUNCIL WORKSESSION REPORT

DATE: May 9, 2016

DEPARTMENT: Parks and Recreation

ADMINISTRATOR: SPK

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AGENDA ITEM: McMorrow Field Project Bid Tabulation

DESIRED MEETING OUTCOMES:

Review and discuss the bid prices for the McMorrow Field re-design including base bid, alternatives, and funding options.

OVERVIEW:

In November 2015, WSB & Associates Inc. was hired to complete design plans and specifications, bid administration, and provide project supervision for the re-design of McMorrow Field as part of the Park Referendum. After discussion regarding the various bid elements by the Parks and Recreation Advisory Commission and city council, the project was publicly advertised for sealed bids from April 8 – May 5, 2016 with a bid opening date of May 5, 2016. The bids were opened and read as follows:

Bidder	Base Bid	Add Alternates	Total
Peterson Companies	\$1,820,389.62	\$37,718.60	\$1,858,108.22
Frattonone Companies	\$1,880,819.64	\$32,190.00	\$1,913,009.64
Veit & Company, Inc.	\$1,875,986.90	\$59,920.00	\$1,935,906.90
Ramsey Excavating Company, Inc.	\$2,079,900.00	\$40,195.00	\$2,120,095
Max Steininger, Inc.	\$2,152,926.08	\$40,635.60	\$2,193,561.68
Rachel Contracting	\$2,225,867.78	\$51,138.00	\$2,277,005.78

The low bid was submitted by Peterson Companies in the amount of \$1,858,108.22 for the base bid and alternates. The bid is approximately 22% below the engineer's estimate of \$2,361,853.50. With \$60,431 separating the three lowest base bids, considering six companies submitted, we agree with WSB Inc. that we received very competitive bids for this project.

The alternates for this project were recommended to be bid as alternates due to the option to add these items after completion of the base bid items in the event base bid prices exceeded preliminary estimates. Peterson Companies submitted the second lowest bid of the alternates at \$37,718.60, which is a good price at only \$3,718.60 over the engineers estimate. The alternate items included concrete maintenance strips at the bases of the fencing and sod for high traffic areas at the completion of the project. The unit prices provided by Peterson Companies represents similar pricing that staff would obtain on the open market thus recommend award of both bid alternates.

WSB has not forwarded their formal recommendation for award, however will likely recommend the project carry a 5% contingency for unforeseen conditions that may be encountered during

construction. Assuming Peterson Companies is awarded the projects as the low bidder, plus alternates, the 5% construction contingency recommended would be \$92,905, bringing the total bid award to \$1,951,013.60.

After considering existing costs we have committed to for other current park referendum projects, we are left with a current balance of referendum bond fund balance of \$1,628,510. Finance Director Michelle Pietrick has recommend alternative funding options and strategies based upon the remaining park referendum funding shortage. Options include: deferring smaller, capital improvement plan (CIP) projects from 2016-18, which would potentially add up to \$320,000. If additionally the project contingency is reduced to 4%, the \$320,000 CIP deferment funding would close the gap and provide the funding to award the low bid for the McMorrow project including alternates:

Remaining Park Referendum Funds:	\$1,628,510
CIP 2016-18 deferment option:	<u>\$ 320,000</u>
	\$1,948,510

McMorrow Base Bid plus alternates:	\$1,858,108
4% contingency:	<u>\$ 74,325</u>
	\$1,932,432 (\$16,078 less than funding recommendation using CIP deferment option)

Another funding alternative that was discussed earlier at a work session was issuing debt for street reconstruction projects from 2014-16 which would free up additional CIP dollars, as an option.

WSB & Associates Inc. is in the process of preparing a recommendation letter for award. Staff is preliminarily recommending the project be awarded to the low bidder, Peterson Companies, who has been a subcontractor of Rachel Contracting for the Kaposia Landing Phase 1 project, primarily dealing with fencing and irrigation.

The awarded project will tentatively begin August, 2016 with a completion date of June 16, 2017. If all goes well, the new McMorrow Fields will be ready for use summer 2018. WSB & Associates Inc. will be supervising all aspects of the construction phase, similar to Phase 1 of the Kaposia Landing project.

Source of Funds:

\$1,628,510 - Park Referendum Bonds, plus funding alternatives.