



CITY COUNCIL AGENDA ITEM

October 12, 2011

To: John Szerlag, City Manager
From: Susan Leirstein, Purchasing Director
Tim Richnak, Public Works Director
Subject: Public Works Consolidation Renovations

Background

The ICMA report recommended the consolidation of the Parks and Building Operations Divisions into the Public Works Department. This has been incorporated organizationally but staff has not been brought together into the Public Works facility. In order to bring staff together to most effectively interact, communicate, and assist each other it is important we provide suitable office and meeting space. This will require some renovation to the existing Public Works facility.

To accomplish this we are moving our sign shop operations to the Parks Maintenance building behind the main DPW facility. The space vacated will then be converted to office space as illustrated in Attachment A. This work will be completed through a combination of in-house and contract work. All office furniture needs are being filled with current city materials as shown in Attachment B.

The converted office space will contain stations for 5 Leaders, 2 Field Supervisors, 2 Division Supervisors, 1 Project Manager and 1 Cross Connection Inspector. This will allow all management and office staff to be brought into the Public Works facility with adequate meeting, records and office space.

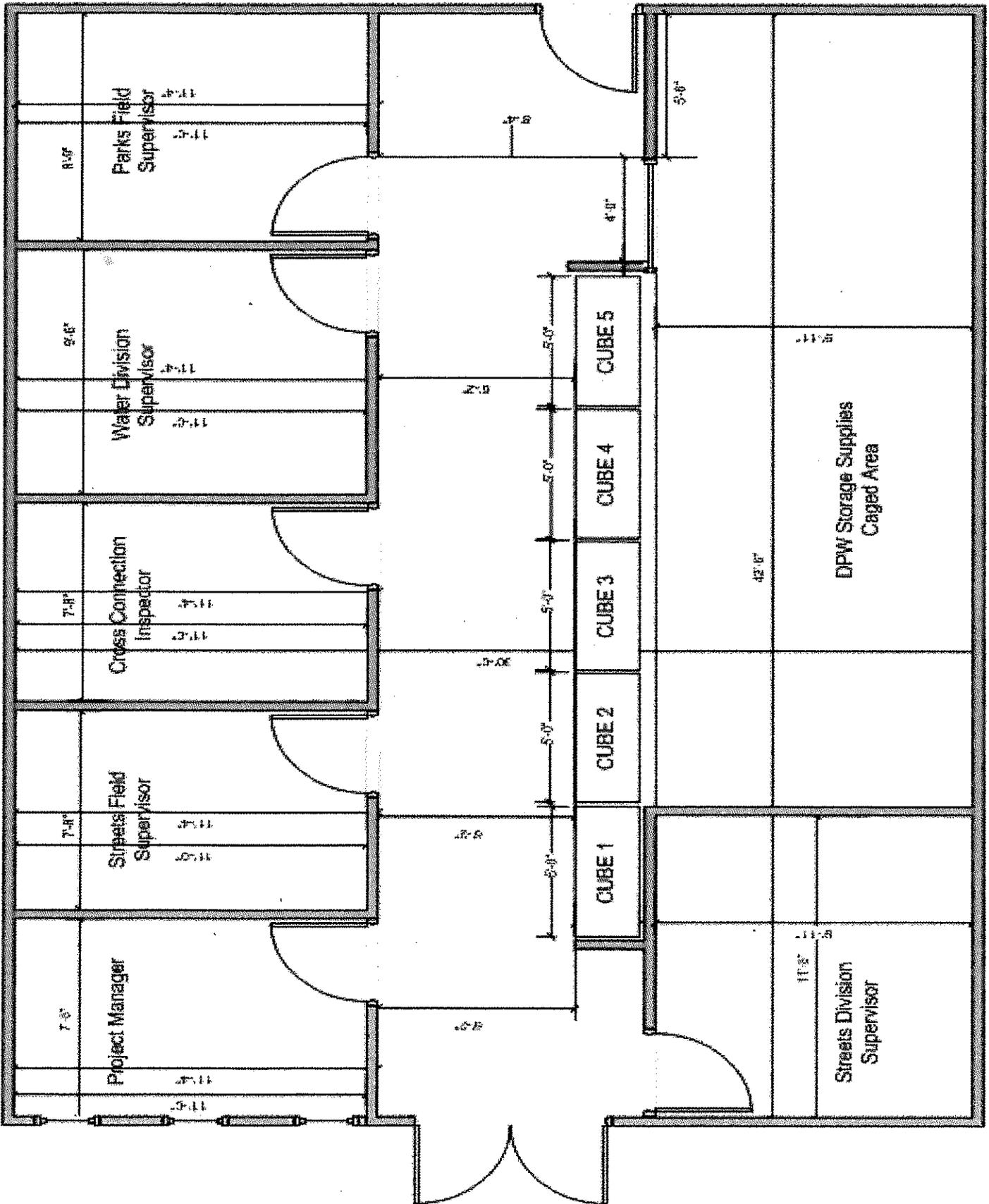
Recommendation

City management requests approval and authorization to complete the renovations to the Public Works facility in accordance with the proposed floor plan, Attachment A and detailed pricing, Attachment B.

Fund Availability

Funds have been budgeted and are available in the Water and Sewer Capital and Public Works Capital accounts for an estimated total cost of \$43,910.00.

Attachment A



Attachment B

DETAILED COST ESTIMATES

Renovation for DPW FIELD PERSONEL OFFICE - Square Footage 1260

	Price
Base Cove	\$450.00
Blinds	\$500.00
Carpet with Glue \$30.00 per sq. yard X 110 sq. yards	\$3,300.00
(6) Wood Hollow Entry Doors with frames, hardware and locksets	\$3,000.00
Drywall includes complete wall construction	\$2,000.00
Electrical	\$1,200.00
Lighting includes additional lights, exit signs and emergency lighting	\$200.00
Paint (2) coats with primer	\$1,000.00
Misc. Items	\$750.00
Install new window on South Exterior Wall to match existing replacing rusted out door. Material and Labor will be provided by others	\$5,200.00
Shelving Units (Material Only) provided by Shelving Inc.	\$2,286.32
TOTAL ESTIMATED MATERIAL COST	\$19,886.32
In house labor cost estimated based at \$37.00 per hour	\$15,000.00
ESTIMATED COST WITH LABOR	\$34,886.32
Communications (Pricing provided from IT Department)	\$7,023.71
Furniture	
Workstations (reuse existing inventory from Field Engineering Office)	\$0.00
In house labor cost to tear down, move and re-install workstations	\$2,000.00
Estimated Total Cost for the Entire Project	\$43,910.03