

August 4, 2006

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager / Finance
Brian Murphy, Assistant City Manager / Services
Steven J. Vandette, City Engineer
Jeanette Bennett, Director of Purchasing
Steven A. Pallotta, Director of Building Operations

SUBJECT: Agenda Item – Relocation and Renovation of the Engineering Field Office

RECOMMENDATION

City Management requests approval and authorization to expend an estimated \$27,060.80 to relocate, remodel and renovate the Engineering Field Office located at 3645 Crooks Road. The Engineering Field Office at its new location will require improvements such as phones, data lines, carpet cleaning, painting, new locks, exterior metal rear door with hardware, high efficiency furnace, air conditioning, electrical and lighting enhancements. This project is in conjunction with the sale of the Rochester Road location.

BACKGROUND AND DETAILS

The Engineering Field Office, currently located at 3236 Rochester Road occupies approximately 2,357 square feet of working space. With the sale of the current 3236 Rochester Road property and the new purchase of the house located at 3645 Crooks Road the total square feet will increase to approximately 3,500 square feet. The new building location has had many new improvements such as new windows and vinyl siding. The recommendation to expend approximately \$27,060.80 will provide the Engineering Field Office with efficient workspace, plan storage a conference room, and updated furnishings (Detailed Cost Estimates – Appendix A).

Highlights of the plan include the following:

- Physical renovation of the space will update the area, and follow current standards for City of Troy building space (i.e. lighting, electrical, furnace, air conditioning, and hot water tank) including new rear entrance door and painting.
- All work except phones, data lines and roof repairs will be performed by the Building Operations Department.

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Re: Relocation and Renovation Engineering Field Office

BUDGET

The expenditure will require a Capital Budget amendment. The costs will have an offsetting revenue from the sale of the remnant parcel adjacent to the Rochester Road property. The party purchasing the Rochester property has expressed interest in acquiring this lot.

**Field Engineering Office Relocation and Renovation (Square Footage 3500)
Renovation Cost (Appendix A)**

	Price
Ceiling Tile	\$600.00
Doors (Replace rear door with metal door and hardware)	\$2,500.00
HVAC (Furnace, air conditioning and air filter)	\$4,300.00
Hot Water Tank	\$700.00
Lighting includes additional lights, exit signs and emergency lighting	\$1,000.00
Paint (2) coats with primer	\$900.00
Communication Phones and data lines (Pricing provided from IT department)	\$4,800.00
Roof repairs	\$3,940.00
Rekey entire facility to match City of Troy key system (Building Operations)	\$500.00
Labor cost estimated 80 hrs X 4 men X \$24.44 per hr	\$7,820.80
Total Cost	\$27,060.80