



CITY OF KIRKLAND
Department of the City Manager
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Deputy City Manager
Chris Dodd, Facilities Services Manager

Date: March 25, 2016

Subject: CITY HALL RENOVATION PROJECT UPDATE

RECOMMENDATION:

Provide City Council an update on the construction, schedule, budget, change orders to date, customer and staff experience, furniture, and art component of the City Hall renovation project and acknowledge uses of contingency funds.

BACKGROUND DISCUSSION:

During the January 5, 2016 City Council Meeting, staff presented the schematic design, outlined the construction phasing strategy, reviewed funding mechanisms and requested that the City Manager be authorized to enter into a Public Works construction contract with Bayley Construction to complete Phase 2.

Phase 2 of the project includes rehabilitation of the City Council Chambers (including flattening the floor, all new audio/visual/technological components, new dais and supporting staff areas and enhanced community interaction), a new customer service area to enhance the customer experience, replacement of worn out finishes, addition of an entry vestibule, installation of a newer, more space-efficient furniture system, and construction of a new Peter Kirk Room.

CONSTRUCTION TO DATE

Bayley began construction on January 25, 2016 and have a contracted substantial completion date of October 31, 2016.

While construction efforts have been relatively smooth, it has become clear that, in several cases, the 1994 as-built drawings are inaccurate. Some of those discrepancies have resulted in change orders to remedy the unknown conditions, including:

- Small amounts of low-level asbestos were identified and a full remediation has occurred.
- 1993 HVAC documentation did not indicate the 1981 mechanical units had never been removed.
- 1993 HVAC documentation indicating mechanical units that do not exist.
- The clearstory was constructed 3 feet taller than the building plans show.

Despite these issues, construction in the Council Chambers, Customer Service Areas, and lower level (EOC, Video Studio, etc.) is well underway.

BUDGET AND CHANGE ORDERS

The project budget, as presented at the January 5 Council meeting, is summarized in the table below.

Project Estimate	Amount
Phase 2 Construction Cost	\$ 7,372,687
Wiring (include EOC)	
Dedicated EOC	
Council Chamber Remodel (including A/V)	
Preventative Maintenance	
Carpet/Paint/Restroom Refresh	
Fire Suppression System	
Seismic Upgrade	
Add Alts. 1-3 (Solar/Restrooms/Ext. Paint)	
Phase 1 Re-roofing Construction/Prof. Svc.	\$ 421,000
Architect Feasibility Contracts	\$ 230,000
Architect Design Contract	\$ 759,000
Architect Seismic Design/Engineering	\$ 77,539
Project Management Consultant	\$ 175,000
Permit Fees (estimate)	\$ 150,000
One Percent for the Arts	\$ 105,000
Contingency (approx. 15% project budget)	\$ 1,500,000
Sales Tax on Art/Contingency (9.5%)	\$ 152,475
Set-aside for Future Enhancements	\$ 807,299
Total Estimate	\$ 11,750,000

The unknown conditions described above have resulted in Bayley Construction submitting 10 change order requests with their first pay application. As with any project of this nature, unknown conditions will arise, and that change orders would occur is expected. The approved change orders to date total \$53,389; these change orders are a very small percent of the contingency (3.73%). All change orders were reviewed by the City project team and approved by Deputy City Manager Tracey Dunlap.

Three additional "owner initiated" changes have been requested as follows:

Security System - After completing the Kirkland Justice Center, many City facilities have moved their security system to the newly installed Genetec system. City Hall has a security system that is 23 years old and is well past its useful life. When value engineering the City Hall Renovation Project, installing a new security system was removed to fit the project within budget. This included a new key-card access system and new security cameras.

Installing a new security system would provide a safer and more secure building, capabilities that are not realized with the current system, redundant security cameras with better viewing quality,

the ability for the Kirkland Police Department to monitor from the Kirkland Justice Center, remote access and removal of the cypher locks that are presently at City Hall.

Given the favorable construction bids, staff believes that the best time to replace the current system is during the renovation. At an estimated cost of \$130,000, this investment would cost nearly three times that much if it were installed after the completion of the renovation. This cost is proposed to be funded from the contingency. (Note that if additional design/engineering costs are incurred for this change, they will be incorporated into a future updated).

New furnishings for the Peter Kirk Room - On March 3, 2016, the City received 6 proposals for lounge furniture including council chamber chairs and tables, both the upper level and lower level lobby furnishings and development service tables and chairs. Open Square was the apparent low bidder with a bid of \$140,675.26, which is under the budget of \$180,000. Because of the aggressive schedule and manufacturing, some of this furniture may not be available during the first few weeks of opening the newly renovated lobby and customer service area. The bids included an alternate to purchase new tables and chairs for the Peter Kirk Room. The cost of the alternate is \$47,030.91. When added to the base bid, takes the total order to \$187,706.17, \$7,706.17 higher than the common area furniture budget. Staff proposes to fund the incremental amount from the project contingency.

Additional doorway from the Council Chambers – Council requested an option for an additional doorway leaving the back of the Council Chambers. The change order for this request will be funded from the “Set-aside for Future Enhancements” portion of the budget. The contractor is still awaiting a final price for this additional work (expected to be in the \$35,000-\$50,000 range).

Finally, additional architect/design/engineering services of \$49,770 have been funded from the contingency to recognize the following changes and incorporate them into the construction documents:

- Award of the exterior painting bid alternate;
- Design of the additional doorway from the Council Chambers and associated dias casework changes;
- Owner initiated casework changes to better meet the needs of the customer service functions;
- Coordination of the final art elements selected for the renovation; and
- Bayley Construction change orders described above.

The revised table that follows shows the re-allocated budget with these changes incorporated (except the doorway, which will be reflected in a future update once we receive the final figure).

Project Estimate	Amount
Phase 2 Construction Cost	\$ 7,372,687
Wiring (include EOC)	
Dedicated EOC	
Council Chamber Remodel (including A/V)	
Preventative Maintenance	
Carpet/Paint/Restroom Refresh	
Fire Suppression System	
Seismic Upgrade	
Add Alts. 1-3 (Solar/Restrooms/Ext. Paint)	
<i>Security System</i>	\$ 130,000
<i>Change Orders to Date</i>	\$ 55,961
<i>PK Room Furniture Increment</i>	\$ 7,706
Phase 1 Re-roofing Construction/Prof. Svc.	\$ 421,000
Architect Feasibility Contracts	\$ 230,000
Architect Design Contract	\$ 759,000
Architect Seismic Design/Engineering	\$ 77,539
<i>Add'l Design/Engineering Services</i>	\$ 49,770
Project Management Consultant	\$ 175,000
Permit Fees (estimate)	\$ 150,000
One Percent for the Arts (incl. sales tax)	\$ 114,975
Contingency (incl. sales tax)	\$ 1,399,063
Set-aside for Future Enhancements	\$ 807,299
Total Estimate	\$ 11,750,000

SCHEDULE

At the January 5, 2016 Council Meeting, a proposed schedule reflected an 8 step approach with Step 1 beginning on January 25, 2016 and was to last approximately 3 months. Step 2 would begin the beginning of April, 2016 and last approximately 1 month culminating in Council Chambers, lobby and front counters opening in May of 2016. The following 6 steps would each last approximately 1 month long with a project substantial completion of October 31, 2016 and complete construction completion date including punch-list items completed by December 21, 2016.

Due to the City's aggressive schedule, long lead times for certain items (including the casework for the Council Chamber dais), the unknown conditions described above, and additional items added to the scope of work (such as the additional door by the Council dais), the contractor is targeting May 17, 2016 as the date of the first Council Meeting in the renovated Council Chamber. Please keep in mind that the contractor believes they can meet this date, however, many variables still remain that may impact the schedule, including vendor delivery timelines.

At this time, there is no change to the substantial completion date of October 31, 2016.

OTHER UPDATES

Temporary Entrance and Service Counters

On January 25, 2016 the interim Main Street counters opened to serve our customers. The lower level lobby is now staffed full time by our Customer Service Program Lead. The interim customer interaction approach has been successfully adapted by staff and customers. The new customer service model will be carried over in to remodeled space. The CORE team meets every other week to discuss improvements and process implementation. The main focus moving through the remainder of the interim is the impact on customer service after the remodel is complete.

1% for Art

A subcommittee comprised of three Cultural Arts Commissioners and three staff members have chosen two photographs for graphic glass applications in the customer service area. (Attachment A and B) The committee agreed that these two photos represent the goals set forth by the City Council. Those goals were transparency in government, highlight the unique character of Kirkland, use local landscape and significant, yet diverse work done within the City of Kirkland.

Council has also approved the metal artwork to adorn the windows of the lobby. Attachment C is a photograph of the progress the artist is making.

The subcommittee also completed a complete inventory of the all of the art within the facility and are evaluating opportunities to re-install these pieces throughout.

Exterior Paint

At the January 5, 2016 City Council Meeting, Council accepted 3 additive alternates to the construction base bid. One of those items is to paint the exterior stucco of the facility. Attachment D indicates the options provided by ARC Architects and Robin Daulton, the project interior designer. Staff is seeking Council feedback on the preferred exterior color.

Air Quality

In February, the City had King County's Safety & Health Administrator, Bill Hager, come out to City Hall and perform an air quality study. Bill used an instrument called a "personal data ram" or pDR which measures total respirable dust in the air. He placed the pDR in both the flex area and in Public Works directly next to the plastic construction wall for about a week. According to Bill, the dust levels measured in City Hall are within the range of a normal office with no construction activities and are remarkably low for dust levels in the middle of a construction project. He also stated that the pDR results for the flex area and Public Works clearly demonstrate that, overall, we are doing a really good job of controlling the construction dust and have taken steps to address the few anomalies. Hopefully the study helps to address indoor air quality concerns regarding the construction activities. The graphic results for both areas are included as Attachment E. Air quality testing will continue on a monthly basis to ensure construction dust is kept within normal range.

Naming Additional Conference Rooms

The renovation adds 6 new conference rooms. After discussions with the LEAN Team, the rooms would continue to be named after Kirkland neighborhoods. Currently, we have the Rose Hill Room, Houghton Room, Norkirk Room, Highlands Room and the Lakeview Room. Additional conference rooms will respectfully be named the Moss Bay Room, the Finn Hill Room, the Juanita Room, the Kingsgate Room, the Everest Room and the Market Room. The Peter Kirk Room will remain.









Attachment D
OPTION 5 arc
WARM GREY
ARCHITECTURE







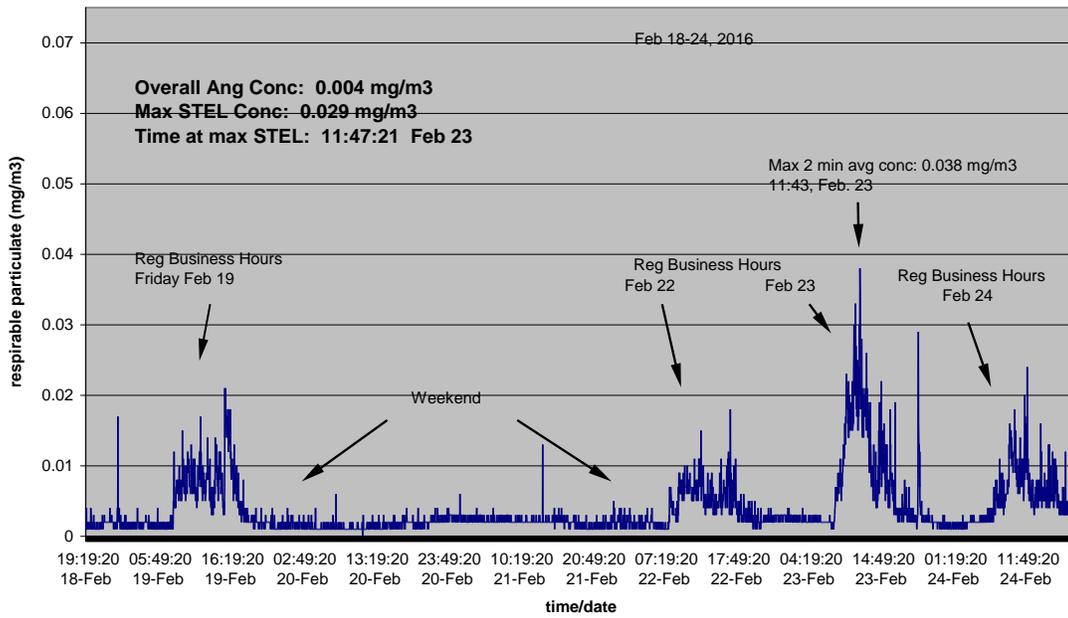
Attachment D
OPTION 7 arc
BEIGE BEIGE
ARCHITECTS



City Hall Remodel – Air Quality Test Results

0-0.04	Normal working conditions
0.04-0.07	Increased dust, but still considered Normal
0.07-0.10	Heightened dust levels, but still within industry standards
0.10+	Precautions should be taken to reduce dust

KIRKLAND CITY HALL FLEX AREA Total Respirable Particulate



KIRKLAND CITY HALL PUBLIC WORKS Total Respirable Dust

