



CITY OF KIRKLAND
City Manager's Office
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MEMORANDUM

To: Kurt Triplett, City Manager

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

Date: June 5, 2015

Subject: CITY HALL RENOVATION PHASE 1 RE-ROOF PROJECT – PRE-AWARD

RECOMMENDATION:

City Council pre-authorizes the City Manager to sign a Public Works construction contract for the City Hall Renovation Project Phase 1, Roof Replacement Project, provided the lowest responsive bid price received from a bidder deemed responsible to perform the specified work for the Project is in an amount not greater than 5% over the engineer's estimate, plus contingency. By accepting this memo during approval of the consent calendar, the pre-approval authority to the City Manager is granted, subject to the criteria outlined above.

BACKGROUND DISCUSSION:

Since the completion of the staff memo for the June 2, 2015 City Council Meeting in late May outlining the construction phases, many meetings have taken place with ARC Architects and its sub-consultants, the City's contracted assistant Project Manager and City staff to begin the design phase. With the addition of a new, dry fire suppression system in the server room, long-lead times for new HVAC systems, staff disruption for structural reconfiguration for a new Peter Kirk Room and the desire for only one set of bidding and construction documents, it has been determined that a change in phasing strategy would make the project more successful.

Phase 1 has been scaled back to focus on the re-roofing element. To support the first phase, the architects engineering consultant, KPG Engineering, has designed and engineered a new roof system that would accommodate a future solar project and new HVAC system. Completing this work as Phase 1 would allow the contractor to take advantage of the summer weather.

Phase 2 would be a traditional design, bid, build method to include most of the major renovation elements, including remodeling the Council Chambers, new customer interaction counters, renovating staff areas, completing a dedicated Emergency Operations Center (EOC), and constructing the new video suite and new Peter Kirk Room. A benefit of this change is that the new Peter Kirk Room would be constructed after the renovation of the Council Chamber, meaning that the meetings in December and January would be held in the existing Peter Kirk Room.

A preliminary schedule for Phase 1 is included as Attachment A. The start date for Phase 2 remains November 18th, 2015, with the renovated City Council Chamber and customer interaction counters anticipated to be completed by January 29, 2016 and an overall project completion in early summer, 2016.

As the design process progresses, more refinements to the sequencing and schedule are likely. Council will receive a full update on the Project, including a complete schedule at the August 4, 2015 City Council Meeting.

RECOMMENDATION

With the updated results from the project team and the associated robust involvement of the multiple design and construction related trades, it is recommended at this time that phase 1 consist of roof replacement only, taking advantage of the summer weather, Phase 2 would stay on schedule with a start date of November 18th.

As a means of saving time and helping to expedite the construction phase, staff is seeking pre-authorization from City Council to allow the City Manager to enter into a contract on behalf of the for the roof project. This is less pre-authorization than was discussed at the June 2 Study Session. The staff proposed that the City Manager's authority be limited to the following criteria:

- 1) multiple responsive and responsible bidders submit bids and,
- 2) the total cost to the City from the lowest responsive and responsible bid is less than or equal to \$630,000.00, including taxes and contingency.

If the criteria listed above are not met, staff will return to City Council with the results of the bid opening and an appropriate recommendation for the roof preplacement Phase of the Project.

City of Kirland
City Hall Renovation
Phase 1 - Reroofing

ID	Task Name	Duration	Nov '14	Dec '14	Jan '15	Feb '15	Mar '15	Apr '15	May '15	Jun '15	Jul '15	Aug '15	Sep '15	Oct '15	Nov '15
1	CONCEPT LAYOUT	40 days													
10															
11	CONSULTANT COORDINATION	25 days													
20															
21	DESIGN	15 days													
22	Phase I -Develop Re-roofing plans w/ Photovoltaic panels supports & pathway	15 days													
23	PV support system design	2 wks													
24	Infra-red moisture testing	5 days													
25															
26	PERMITTING	23 days													
27	Phase I - Permitting	23 days													
28															
29	BID	28 days													
30	Bid Re-roofing docs - Phase I	13 days													
31	Phase I - Bid opening	0 days													
32	Contracting	15 days													
33															
34	Construction	35 days													
35	Phase I- re-roof & photovoltaic panels supports	35 days													