



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: July 28, 2015

Subject: CITY HALL RENOVATION PROJECT

RECOMMENDATION:

Provide City Council an update on the finishes, schedule, budget, seismic enhancements, sustainability and art component of the City Hall renovation, and obtain feedback before proceeding with the Phase 2 bidding process.

BACKGROUND DISCUSSION:

During 2013, ARC Architects (ARC) conducted a space needs study for a remodeled City Hall facility. The study contemplated a complete remodel of the facility including major infrastructure and structural changes, new furnishings and complete building envelope enhancements. This project came at a cost in excess of \$20 million dollars. As the project budget was originally estimated at \$10 million, staff recommended not proceeding and reducing the project scope instead.

At the City Council retreat on February 21, 2014, City Council concurred with staff's recommendation to move forward with a scaled back renovation of City Hall, which included leaving the Public Works CIP unit at the Annex. At that meeting, City Council provided project goals that included moving the Human Resources and Parks departments from the 505 Market Street facility to City Hall, complete deferred maintenance, improve the customer experience, make the Council Chambers a more flexible space, create a dedicated emergency operations center, improve exterior signage and confirming the base project budget of \$10 million dollars set after annexation.

At the July 25, 2014 City Council meeting, staff asked the City Council for their feedback on how the renovated Council Chambers might look and function. The Council priority was to ensure maximum access and comfort for the public for Council meetings and included ease of interaction between the community and the City Council, comfortable seating, audio/visual/technology enhancements, better visual displays for the audience and adding natural light.

During the June 2, 2015 City Council Meeting, staff presented the schematic design, outlined the construction phasing strategies, reviewed funding mechanisms and requested that the City

Manager be authorized to enter into a Public Works construction contract to complete Phase 1, which was approved on June 16. Construction is anticipated in two phases with the roofing work being the first during the good weather months and Phase 2 being the rest of the project.

STRUCTURAL

As part of the design process, it was discovered that during the 1994 building addition project, a recommendation was made by the structural engineering firm, KPFF, that the original structure undergo a seismic retrofit of 8 brace frames. It was decided at that time that this work would not be completed during the 1994 expansion, as the work was not necessary to comply with the building codes.

Staff has entered an agreement with KPL Engineering to re-evaluate the structure, recommend a retrofit plan, provide a cost analysis and schedule impacts and provide a second opinion on the need for improvements. At the time of this memo, budget and schedule impacts are under development and a full report will be made available to the City Council at the City Council Meeting on August 3rd, 2015.

Staff believes that it would be prudent to have this seismic retrofit work completed as part of the current City Hall Renovation Project to further ensure the safety of the staff and patrons of City Hall and extend the longevity of the facility. Once costs of this seismic work are known, staff will develop funding options for Council review.

PHASING/SCHEDULE

The proposed schedule reflects a two phased approach. Phase 1 would rehabilitate most of the roof and include installing future solar panel infrastructures to accommodate an approximately 75 KW system, as discussed below under *Sustainability*.

Phase 2 of the project includes rehabilitating 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 services to City Hall visitors, new finishes, an entry vestibule, a newer furniture system, renovated lower level space to allow Parks and Human Resources to return to City Hall from the 505 building, additional conference rooms on the lower level, and a new Peter Kirk Room.

It is anticipated that Phase 1 will begin in September, 2015 and last approximately 45 days. Phase 2 is anticipated to begin November 18, 2015. The current draft construction schedule anticipates completion in June, 2016 (see Attachment A - Preliminary Phase 2 Construction Schedule). The schedule provided is only an estimate; a full construction schedule will be provided to the City Council when the general construction contract is awarded in October.

Attachments B and C show a preliminary sequencing of the moves to accomplish the renovation while keeping City Hall operating. The former Police area on the lower level will be set up as a temporary location while renovation is happening (the "flex area") that can hold up to 55 employees. Each group is estimated to spend about 2-3 weeks in the flex area while their new area is completed. It is anticipated that it will take eight (8) moves to/from the flex area to complete the renovation, shown in sequence by the numbered steps in the attachments.

BUDGET

At the June 2, 2015 Council Meeting, Council approved the addition of two new elements to the project: accelerated replacement of the roof and upgraded fire suppression system for the Server Room. These additions increased the project budget to \$11 million, but the changes were funded from facilities working capital and sinking funds set aside toward roof replacement in 2018.

ARC has enlisted the services of Project Delivery Analysts to complete a construction estimate for the project based on the design documents, including the new work items. After careful review of the design documents, the engineers estimate for the project construction cost is \$7.55 million. The current total project cost estimate is within the \$11 million, including design, permitting, art, sales tax, and contingency is summarized on the table below.

Project Estimate	Amount
Construction Cost	\$ 7,644,000
Wiring (include EOC)	
Dedicated EOC	
Council Chamber Remodel (including A/V)	
Preventative Maintenance	
Carpet/Paint/Restroom Refresh	
Re-roofing	
Fire Suppression System	
Architect Feasibility Contracts	\$ 230,000
Architect Design Contract	\$ 759,000
Permit Fees (estimate)	\$ 150,000
One Percent for the Arts	\$ 70,000
Contingency (approx. 11.5% project budget)	\$ 1,291,479
Sales Tax on Construction Elements (9.5%)	\$ 855,521
Total Estimate	\$ 11,000,000

Note that the project contingency has been reduced to approximately 11.5% to reflect that we are at the design documents stage; the construction estimates also include a 12% estimating contingency. The final construction cost will be dependent on the bids received. Staff will continue to work with ARC and consultants to ensure the project meets the budgetary goals.

SUSTAINABILITY

ARC completed an analysis of what opportunities exist to achieve LEED silver during the project. With many sustainable enhancements having already been installed in City Hall, including high efficiency LED lighting and low-flow plumbing fixtures, there are few opportunities left that make significant impact to the performance of the building.

The largest component that could impact the building’s sustainability is the HVAC system. A more efficient HVAC system could be specified but it would increase the budget by roughly \$750K. The potential lifecycle payback for this enhancement would not be realized for over 30 years. This goes well beyond the City’s typical lifecycle time of an HVAC system of 20 years. This HVAC System enhancement is not currently within the budget being considered.

Another opportunity that has been considered is adding solar panels to the roof. The current structural component of the roof is not being changed from the current system, which limits the opportunities for the addition of solar to a 75 KW system. This size system would be located on the roof as highlighted in Attachment D based on the structural requirements to support the panels. The remainder of the roof structure is occupied by HVAC equipment, windows, and the seam between the old and new sections of City Hall, all of which limit the ability to place solar panels. By providing the infrastructure on the identified roof structure, options for pursuing City-funded or privately-funded solar are preserved.

The roof rehabilitation project will build the infrastructure to accommodate a solar array of approximately 35% of the flat roof. Currently, only the solar infrastructure and conduit runs are being designed and installed during the project. The cost of adding a solar panel system would be approximately \$300,000, with a potential lifecycle payback being realized in approximately 25 year.

The potential for future grant funding or community solar initiatives to install this system will be further explored but are not incorporated into the project timeline and budget. Panels can be installed at any point in the future once the roof project is complete. One option may be to include purchase and installation of the solar panels as a bid alternate and consider whether to add it to the budget based on the results of the bidding process.

FURNISHINGS AND LAYOUT

In December of 2014, City Council authorized the purchase of a slightly used furniture system located in Bridgeport, Pennsylvania. Since that time, 10 modular work stations and 1 office have been installed in various locations throughout City Hall. The staff reaction has been positive to the new system for its efficiencies and aesthetics.

After meeting with all departments that are effected by the remodel, many floor plans were considered. Adjacencies to the customer services area and other departments, storage and file locations, noise reduction and minimizing structural changes were all considerations in the layout. Attachment E and F shows the current floor plan for the upper floor with approximate department locations indicated by color. Note that focusing the customer service functions near the front counter results in some departments located in multiple areas. With completion of preliminary layouts, staff is preparing to place the furnishings order with the vendor.

Currently, there are 6 conference/meeting rooms. The new design increases the number of conference/meeting rooms to 12. These rooms are split between the upper and lower level with 6 on each. There could be an opportunity to increase the size of the Council Study, which is currently under evaluation. In order for this to occur, the Highlands conference room would be decreased in size and capacity. The table on the following page compares the current to the planned conference rooms with their estimated capacity. Note that there will also be a couple of small (4 person) breakout rooms on the upper level.

Conference Room Summary

Current (capacity)	Proposed (capacity)
Upstairs	
Rosehill (26)	Rosehill (26)
Norkirk (14)	Norkirk (14)
Houghton (10)	Houghton (10)
Highlands (10)	New Dev. Svcs. (8)
Lakeview (10)	Moss Bay (8)
Downstairs	
Peter Kirk (81)	New Peter Kirk (81)
	New #1 (10)
	New #2 (10)
	New #3 (10)
	New #4 (8)
	New #5 (7)
	EOC Policy Conf. (8)
Total Current: 6	Total Proposed: 12

FINISHES

One of the main goals in developing the interior of the City Hall is to provide a neutral palette that will stand the test of time. The accent color selected compliments the warm wood throughout the space. Accents are used sparingly on surfaces that are easily changed such as paint and small accents within the furniture.

Preliminary selections for the décor finishes for the City Council Chamber will be available in the Council Study on Friday, July 31 after noon. These samples and color boards for other finishes will be presented at the City Council meeting for comments.

1% FOR ART

A subcommittee made of three Cultural Arts Commissioners and three staff members has been formed to assist with the project’s art component. With the help of staff and art consultant Perri Howard, many options were reviewed. With the project consisting of mostly interior renovations and very little construction to the envelope of the building, interior options were evaluated.

At this time, metal components and glass treatments are being considered throughout the facility. This could include doors, conference room glass, staff separation glass, metal treatments on the new entry vestibule among other options.

The committee also completed an inventory of the all of the art within the facility and are evaluating opportunities to re-install these pieces after the renovation.

A complete art presentation will be brought before the Council in October including chosen artist and mediums to be considered.

NEXT STEPS

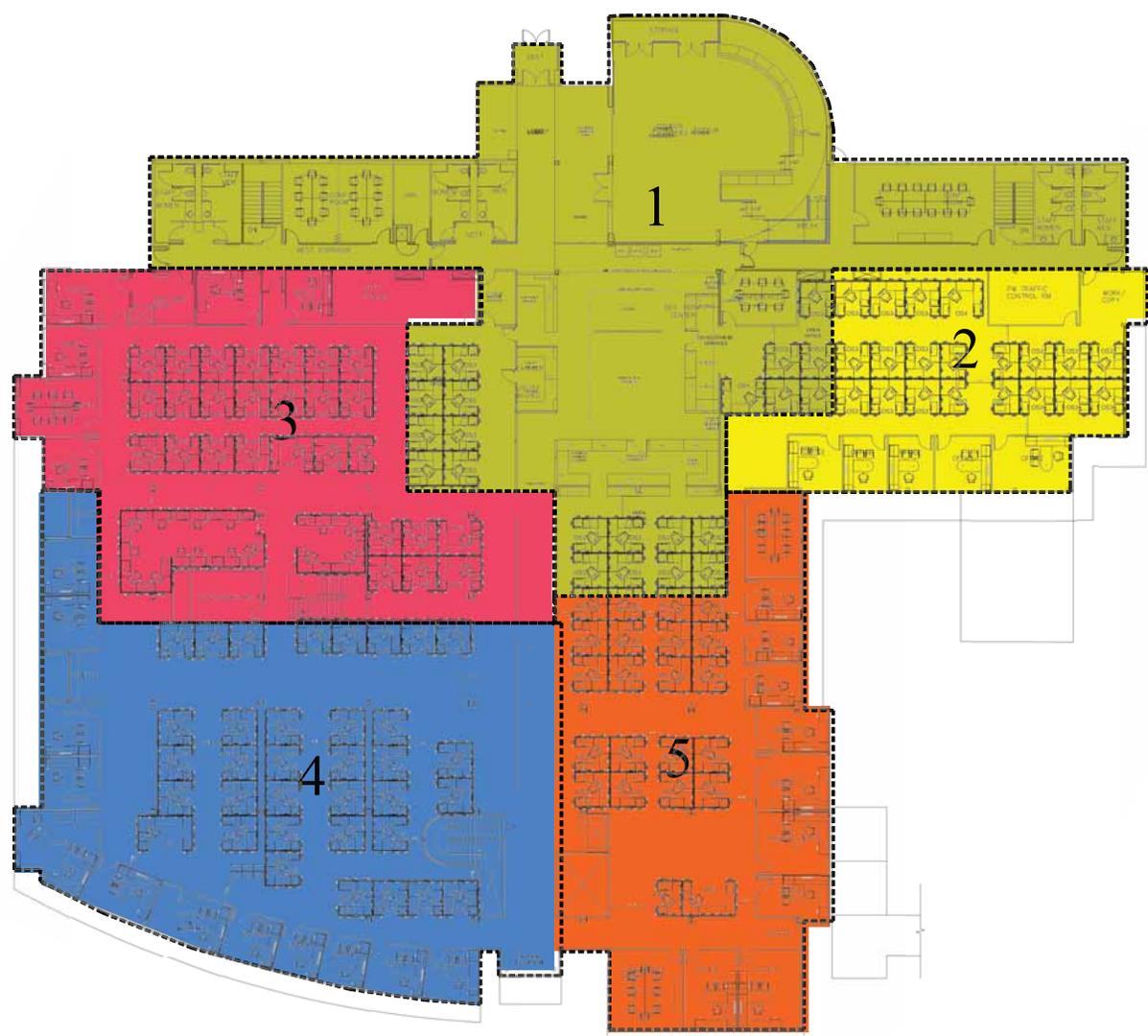
The request for bids for Phase 1 (the roof) was advertised on July 27. The bid documents for Phase 2 are under development and are expected to be advertised on September 3, 2015. To help ensure that Phase 2 construction begins on November 18, staff will likely seek Council approval for a limited notice to proceed for long lead items (casework and HVAC units) in advance of the bid award scheduled for October 20. This approach also recognizes that the very high level of development activity may impact availability of items.

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	Dec '15	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	Jul '16
1	CONCEPT LAYOUT	40 days		12/4		1/28																	
10	CONSULTANT COORDINATION	25 days				1/29		3/4															
19	DESIGN	95 days								5/28					10/7								
55	PERMITTING	63 days									7/20				10/14								
62	BID	82 days									7/27				11/17								
75	Construction	214 days																					
76	Phase I- re-roof & photovoltaic panels supports	35 days									9/3												6/28
77	Phase II - Rough Estimate	160 days																					6/28
78	Construction start	0 days													11/17								
79	Step 1: Chambers, Front Counter, EOC, back corridor - (Red Area)	60 days													11/17								
80	Step 2 - Staff area (Dark Blue area)	15 days													11/18								
81	Step 3 - Staff area (Green area)	15 days																					
82	Step 4 - Staff Area (Dark Purple area)	15 days																					
83	Step 5- Staff Area (Yellow area)	15 days																					
84	Step 6 - Staff area (Orange area)	15 days																					
85	Step 7 -(Light Purple area)	40 days																					
86	Staff Area	5 wks																					
87	New Peter Kirk Room	8 wks																					
88	Step 8 - Staff (Light Blue area)	4 wks																					

STEPS NOTES:
1. CONFIRM LIMITS AND SEQUENCING OF EACH STEP WITH OWNER PRIOR TO CONSTRUCTION.

STEPS LEGEND:

- 1 STEP 1
- 2 STEP 2
- 3 STEP 3
- 4 STEP 4
- 5 STEP 5
- 6 STEP 6
- 7 STEP 7
- 8 STEP 8



1 FIRST FLOOR STEPS PLAN
SCALE: 3/32" = 1'-0"



KIRKLAND CITY HALL REMODEL
123 5TH AVE
KIRKLAND, WA 98033

DESIGN
DEVELOPMENT

ISSUE DATE:	2023/01/15	
MARK	DATE	DESCRIPTION

CONTENTS:
FIRST FLOOR
STEPS PLAN

SCALE:	3/32" = 1'-0"
DRAWN:	CMB
CHECKED:	JMB
PROJECT NO.:	2019025.000

SHEET:
G1.5

DEPARTMENT NOTES:
1. CONFIRM LIMITS AND SEQUENCING OF EACH PHASE WITH OWNER PRIOR TO CONSTRUCTION.

DEPARTMENT LEGEND:

- FIRE
- PLANNING + BUILDING
- CMO
- PUBLIC WORKS
- FINANCE
- CITY ATTORNEY
- FACILITIES
- IT
- PARKS
- HUMAN RESOURCES



1 FIRST FLOOR DEPARTMENT PLAN
SCALE: 3/32" = 1'-0"

KIRKLAND CITY HALL REMODEL
123 5TH AVE
KIRKLAND, WA 98033

DESIGN DEVELOPMENT

ISSUE DATE:	2023/05	
MARK	DATE	DESCRIPTION

CONTENTS:
FIRST FLOOR EPT PLAN

SCALE:	3/32" = 1'-0"
DRAWN:	CM
CHECKED:	JMB
PROJECT NO.:	2019025.000

SHEET:
G1.5A

