



## CITY OF KIRKLAND

### Department of Public Works

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[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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## MEMORANDUM

**To:** David Ramsay, City Manager

**From:** Daryl Grigsby, Public Works Director  
Ray Steiger, PE, Capital Projects Manager

**Date:** June 8, 2006

**Subject:** MAINTENANCE CENTER IMPROVEMENTS PHASE II  
ADMINISTRATION OFFICE TENANT IMPROVEMENT PROJECT  
ACCEPT CONSTRUCTION

### RECOMMENDATION:

It is recommended that City Council accept the work for Maintenance Center Phase II – Administration Office Tenant improvement Project, as constructed by Tom-EI Construction, Ellensburg, WA, and establish the statutory lien period.

### BACKGROUND DISCUSSION:

The Phase II element of the Maintenance Center Improvement project included the construction of a new lobby area, new office work space within the old lobby, and the re-configuration of the existing staff area to provide additional work space for existing Public Works and Parks Operations staff. (Attachment A). The completed project allowed for the move of the Facilities Division of Public Works from their previous office space at the South Rose Hill Building – a move that was essential in order to address ongoing budget (rent, utilities, etc.), efficiency (remote location), and staff safety concerns (no on-site security at the South Rose Hill Facility).

By utilizing the City's Small Works Roster a number of contractors accepted the City's invitation to receive the plans and specifications for the subject project, and on September 20, 2005 three bids were received. At their regular meeting of October 4th, Council awarded the contract to Tom-EI Construction, in the amount of \$145,064; the engineer's estimate for the improvements was \$109,900. At that same meeting Council also approved an overall budget increase for the Maintenance Center Improvement Project.

A notice to proceed was issued on October 24, 2005 and the work was substantially complete on February 24, 2006. The total amount paid to the Contractor for the construction was \$171,323.54, including four change orders for minor additional work and three change orders for supplying carpet and performing additional office painting.

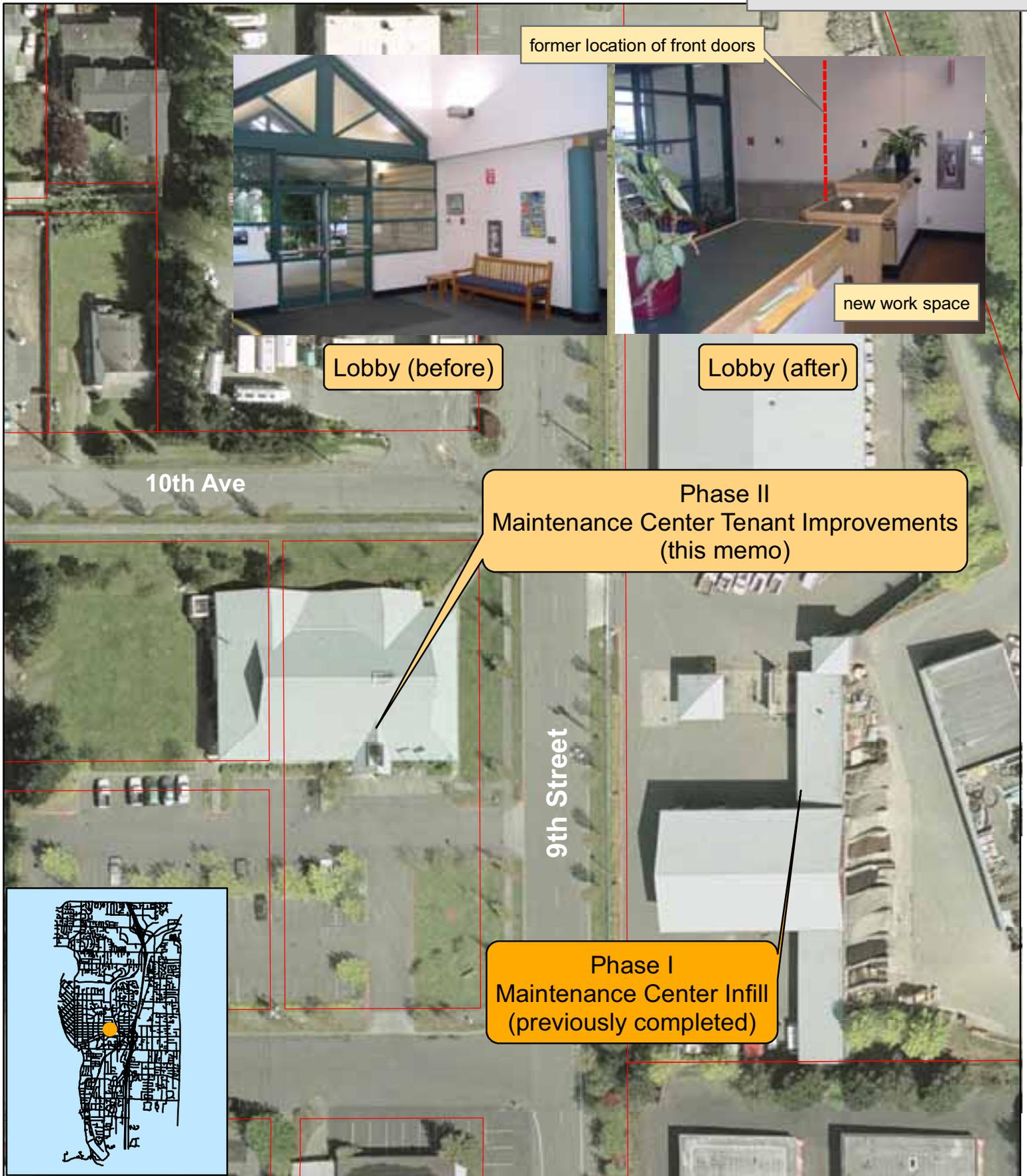
The original contract specified that the City would provide the new carpeting for the project with the contractor being obligated to only provide the installation. Through the construction process it was determined that the contractor was able to supply the specified carpeting at a price comparable to the City's State-contract price. In addition, for scheduling efficiency and expediency purposes, the contractor was asked to paint and carpet four adjacent offices within the Maintenance Center using funding from the existing Capital Improvement Program for facilities upgrades, and not the subject project budget. A breakdown of the total amount paid to the contractor follows:

**EXPENSE SUMMARY**

	<b>PROJECT BUDGET</b>	<b>FACILITIES CIP BUDGET</b>	<b>TOTAL PAYMENT</b>
Original Contract	\$145,064.00		
CO #1 – Add Office Carpet		\$9,026.47	
CO #2 – Supply Carpet		\$9,144.80	
CO #3 – Add Framing	\$967.36		
CO #4 – Paint Offices		\$3,898.31	
CO #5 – Add Insulation	\$1,155.05		
CO #6 – Replace door closers	\$1,085.75		
CO #7 – Change floor slope	\$981.80		
	\$149,253.96	\$22,069.58	<b>\$171,323.54</b>

Including Phase I (previously completed) and Phase II, the Maintenance Center project budget was set by Council at \$345,000; combined with the facilities CIP budget the working budget for the overall project was \$371,000. With the completion of Phase II, both the Phase I and Phase II projects have been finalized with a positive cash balance to be returned to the general fund (see Attachment B.)

cc: Erin Leonhart, PW Facilities and Operations Admin Manager  
Gwen Chapman, Acting Director of Finance and Administration



# Kirkland Maintenance Center

City of Kirkland



# KIRKLAND MAINTENANCE CENTER FLEET OFFICE INFILL and BUILDING A TENANT IMPROVEMENT PROJECTS PROJECT BUDGET REPORT

