

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: City Hall Design Team Update
DATE: December 4, 2023



Project Background

The city hall assessment process started in 2022 when the need for a facility assessment was identified. It was then placed in the 2023 budget and kicked off at the beginning of the year. At the January 3 City Council meeting, Lindsey Kriens with Widseth provided the City Council with an information presentation on what the assessment process would look like. The facility assessment report was ultimately delivered in May and presented to the City Council in a workshop on May 16.

Following the issuance of the facility assessment report, the Council identified the need to, at a minimum, remodel and expand the current city hall and directed staff to further investigate a remodel/expansion or the construction of a new city hall. During this period, an open house on the two options was conducted on June 14, and staff worked with BakerTilly to conduct a financial analysis. Additionally, a project webpage was created on the newly launch city website for the project, and a display created in the entrance of City Hall.

The Council received the financial analysis and initial public feedback during a workshop on August 1. At that time, the Council chose to move forward with designing a new city hall building because expanding the current one had significant draw backs including but not limited to relocation of staff during construction, relocation and the elimination of video recordings of public meeting during construction, elimination of community room and library use during construction (which would have significant effects on the three elections that will occur in 2024), and unforeseen issues that always arise during a remodel project. The Council approved the schematic design contract on August 7, and the schematic design process took place mid-August through the beginning of October. This process included participation from identified members of the public in the form of user group meetings. The schematic design was presented at the October 17 workshop.

Following the workshop on October 17, the the City Council voted to move forward with final design of a new city hall on November 6, and designated Councilmembers Scott and Moroni to serve with staff on the Design Team. Additionally, the City Council approved a letter of intent to work with Hy-Tec Construction using the Sourcewell's indefinite quantity and delivery construction contracts (IQCC), which is administered by Gordian.

Design Team Update

The Design Team began meeting on November 14 and meets every Tuesday at 3:30pm. Having met three times thus far, the Design Team has discussed topics such as electrical and mechanical systems, civil site design, and architectural design.

Widseth is working toward submitting a design development package to the City for consideration mid-December for review. Once the design development package has been reviewed, they will move into construction document development at the beginning of the year. Once those documents are developed, they will be brought before the City Council for approval and direction to issue to Hy-Tec for formal bid at the February City Council meeting. Hy-Tec will then submit their formal project bid for consideration by the City Council at the March City Council meeting. Should the City Council accept that bid, construction will commence sometime in the spring.

Design Development Package Workshop

Widseth is committed to have the design development packet submitted to City Administrator Chanski no later than December 15. Prior to Widseth commencing with construction document development, the Design Team is requesting that the City Council hold a workshop on Tuesday, December 19 to review and provide comment on the full design development package.

Project Communication and Documentation

Up to the date of this publication,

- 3 press releases related to city hall have been issued.
 - o June 7, June 9, and November 13
- 9 social media posts related to city hall have been published.
 - o May 9, June 2, June 6, June 8, June 16, September 5, October 9, November 7, and November 13
- 3 City Council workshops have been conducted where city hall was a significant item on the agenda.
 - o May 16, August 1, October 17
- 6 Regular City Council meetings have contained published agenda items related to city hall.
 - o January 3, May 1, June 5, August 7, October 2, November 6
- 5 updates related to city hall have been published to the city website.
 - o June 16, September 5, October 17, November 7, November 13
- 2 open houses related to city hall have been conducted.
 - o June 14, November 27

Additionally, staff has been maintaining and updating the city hall project page on the city website with all related documentation throughout the process. Staff has also been maintaining and updating the city hall entry display throughout the process. Staff publishes reminders and links to council agenda packets the week for each meeting, and staff has made use of the city hall sign to announce workshops and open houses.

Below are links to the following documents related to the city hall project, all of which may be found on the City's website:

- [City Hall Facility Assessment Report](#)
- [Facility Assessment Estimated Budgetary Cost Summary](#)
- [Facility Assessment Presentation](#)
- [BakerTilly Financial Analysis](#)
- [City Hall Schematic Designs](#)
- [Updated City Hall External Rendering](#)
- [Widseth City Hall Final Design Proposal](#)
- [Letter of Intent with Hy-Tec Construction and IQCC Process Information](#)
- [2022 City of Breezy Point Financial Statements](#)