

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: City Hall Final Design
DATE: January 23, 2024



Project Background

The city hall facility 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 launched 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 City Council voted to move forward with final design of a new city hall on November 6, and created a Design Team for the project. 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. The Design Team began meeting on November 14 and met almost every week over a ten-week period.

Final Design

On January 9, 2024, the complete Design Development Package was delivered to the City Council. That document can be found on the [city hall project page](#). The designed building is comprised of staff offices and private meeting spaces, council chambers, community room, and library.

Coming out of the schematic design phase, the building design was for a 15,500 sq. ft. building comprised of a 11,500 sq. ft. main level and a 4,000 sq. ft. unfinished basement. However, the final design is for a 12,000 sq. ft., single-level building. The decision to remove the proposed basement was heavily debated. However, the original footprint of the building plus the basement was likely to have a construction cost of around \$4.5 million, and that's not including furniture, fixtures, and equipment (FF&E) or design costs. Such a cost was too high for the Design Team.

The options to reduce costs were to keep the basement and shrink the building footprint or remove the basement. Ultimately, it was decided that removing the basement and keeping the existing footprint was the best option. While this did require some reworking on the building mechanicals, the removal of the staircase and elevator shaft freed up a lot of space for mechanical and electrical systems.

From a future planning perspective, City Administrator Chanski is still very confident that this building will serve the community well for many decades to come. In addition to the planned "flex" office that can become a full-time office in the future, the staff space is designed to be able to comfortably accommodate 3-4 cubical spaces in addition to those already shown in the designs (7-8 total). This should more than accommodate any additions to staff the City may see over the next 25+ years. Also, the library space has been planned in a way that it can easily be repurposed for a different use should the library cease to exist at some point. Lastly, the building is still designed to be able to accommodate expansion to the east (for a community center or some other purpose), and there is also some space for expansion off the library as well.

Finally, the central hallway has been designed to include locking doors so that the east door can remain unlocked outside of office hours to provide year-round bathroom access to those using the park.

Design Cost Estimate

As part of the City Hall Facility Assessment, Widseth provided preliminary construction estimates for each of the four options to address the identified building deficiencies. Option 4 (new city hall building including library and community room), which was the option selected by the City Council in August 2023, had a preliminary construction estimate of just over \$4 million, not including FF&E.

After completing the proposed design, Hy-Tec Construction took the Design Development Package, worked with subcontractors, and put together a 70% construction estimate. Using this 70% estimate, the current total construction estimate is \$4,170,637, which is comprised of:

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|--------------------------------|-------------|
| - Construction and FF&E: | \$3,892,137 |
| - Construction Documents: | \$208,750 |
| - Bidding: | \$4,500 |
| - Construction Administration: | \$65,250 |

City Administrator Chanski has produced an updated project funding memo, which is attached and can be found on the website project page.

Project Communication and Documentation

Up to the date of this publication,

- 4 press releases related to city hall have been issued.

- June 7, June 9, November 13, and January 9
- 10 social media posts related to city hall have been published.
 - May 9, June 2, June 6, June 8, June 16, September 5, October 9, November 7, November 13, and January 16.
- 4 City Council workshops have been conducted where city hall was a significant item on the agenda.
 - May 16, August 1, October 17, and January 23
- 7 Regular City Council meetings have contained published agenda items related to city hall.
 - January 3, May 1, June 5, August 7, October 2, November 6, and December 4
- 6 updates related to city hall have been published to the city website.
 - June 16, September 5, October 17, November 7, November 13, and January 16
- 2 open houses related to city hall have been conducted.
 - 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](#)
- [Buschmann Road and City Hall Project Funding Memo](#)
- [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](#)
- [December 4, 2023 Project Funding Memo](#)
- [Geotechnical Report](#)
- [Design Development Package](#)
- [January 16, 2024 Updated Project Funding Memo](#)