



Staff Report

October 3, 2022 Council Workshop Meeting

City Hall Annex Design Professional Services Agreement

Presenter: Steve Wall, Public Works Director

Time Estimate: 10 minutes

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BACKGROUND: The City purchased the old Bank of America building located at the southwest corner of 4th Avenue and Everett Street for approximately \$1.6 million in late 2018. The building is now commonly referred to as the "City Hall Annex".

The City hired LSW Architects in 2019 to assist in determining the optimal use for the building from a staffing and overall space planning perspective. After coordinating with the various departments that use City Hall, it was determined at the time to remodel the building and use it as a "Permit Center". The vision was to move Community Development staff and potentially the Fire Marshal's office employees to the Annex, as a single location for residents and businesses to go for common permitting needs.

Upon determination of the future use, the City continued working with LSW to design the remodel improvements and prepare drawings and specifications for bidding purposes. LSW was nearing completion of the design and the City was getting ready to bid the project when the COVID pandemic started and the project was placed on hold indefinitely.

Coming out of the pandemic, use of the City Hall Annex building was revisited. With the space constraints at City Hall, IT Department use of the building over the last couple years, realization that COVID and remote work reshaped the office needs, and a different overall perspective from the 2019 process, staff entered into a small contract (\$6,500 maximum) with Johansson Wing Architects (JWA) from Battle Ground, WA in June 2022 to help rethink the use of available space in the building.

SUMMARY: Working with JWA and the management team, the attached Programming Space Diagram was developed to confirm the overall intent and use of the building given the current needs. From the Programming Space Diagram, the attached Preferred Concept was used to develop the attached City Hall Annex Scope of Work and Fee Proposal. The intent of the scope of work is to design improvements necessary to permanently house the IT Department on the west side of the building and create flexible conference room, office and desk spaces on the east side of the building that will provide room for the City's growing staff. Beyond the IT Department, there is no other specific use or employee group that is envisioned to move to the Annex Building when

completed. With the east side available as flex space, as City staff continues to grow, there will be opportunities to move staff based on future needs.

As identified in the Fee Proposal, it is anticipated the design will include the following major remodeling efforts:

- Interior walls, windows and floorings in accordance with the Preferred Concept, including ceilings and wall finishings.
- Replacement of exterior "storefront" windows and doors as necessary to make the building weather tight. The existing windows along 4th Avenue have lost their seal and are causing moisture issues inside the building.
- Replacement of the gutters, membrane roof, and weather sealing of the larger cracks and mortar on the exterior walls.
- Rerouting of HVAC ductwork and installation of new HVAC units to service the new building layout.
- Mechanical, plumbing and electrical to service the new layout. Additionally, design of low voltage systems will be completed in coordination with IT Staff. Audio/Visual equipment is anticipated to be purchased at a later date.
- The only work anticipated in the basement is replacement of bathroom fixtures, plumbing and lighting to provide another option for restroom facilities and deep cleaning of the basement in general.

For reference, through the prior process it was identified that the floors, ceiling tiles, and insulation around the HVAC ducts included asbestos. The City will contract separately for asbestos abatement prior to, or in coordination with, the bidding process and contracted work.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

Inform Council of the proposed scope of work for remodeling the City Hall Annex.

What's the data? What does the data tell us?

The City continues to grow, which results in the need for additional staff to support providing the necessary services. As a result of City Hall not being large enough to support the growing staff, use of the Annex will be necessary; presumably to help buy time for completion of a new City Hall.

How have communities been engaged? Are there opportunities to expand engagement?

N/A

Who will benefit from, or be burdened by this agenda item?

The City as a whole will benefit from this agenda item and remodeling the Annex building.

What are the strategies to mitigate any unintended consequences?

Discussion with Council prior to moving forward with the proposed Scope of Work.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

No

Will this agenda item improve ADA accessibilities for people with disabilities?

Yes. The entrance to the building and the existing restrooms will all be improved with the remodel project.

What potential hurdles exist in implementing this proposal (include both operational and political)?

The cost of the remodel could be a potential hurdle. Please see the Budget Impact section below for additional information.

How will you ensure accountabilities, communicate, and evaluate results?

Staff will keep the City Council informed of the progress and expenses associated with the project.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

This item supports growth of the City in general, which is planned for and identified in multiple locations of the City's Comprehensive Plan.

BUDGET IMPACT: The Scope of Work and Fee Proposal from JWA for design of the remodel includes a not to exceed fee of \$145,610. As identified in the proposal, work will be completed in phases and will require City staff authorization to proceed to the next phase. There are currently funds available in the 2021/2022 adopted Budget to support this work.

JWA is currently estimating the Construction Cost of the remodeling project to be in the range of \$275/square foot. However, that figure does not include such things as the asbestos abatement, purchase of audio/video equipment, furnishings, permits, or change orders. With approximately 4,700 square feet on the main floor, based on today's dollars, and including a 35% contingency for items mentioned above, the current estimate for the total project cost

could be in the range of \$1.8 million to \$2.0 million. However, this figure is based on many assumptions and staff will keep Council updated on the cost estimates as design progresses.

For Council's information, based on a search of expense records back to 2019, it appears the City has previously spent approximately \$120,000 working with LSW as described in the Background Section above, and working with other various contractors and consultants on miscellaneous work associated with the building. Of those funds, staff and JWA will be able to use the reports and analyses completed on such things as the "building envelope" (condition of the exterior of the building, including the roof), asbestos abatement needs, and HVAC and plumbing needs. Similarly, the mechanical engineer working for JWA is the same mechanical engineer that was a sub-consultant for LSW in 2019 and we expect to see some efficiencies in their design efforts.

RECOMMENDATION: This item is for Council's information only. Staff recommends placing the professional services agreement on the October 17th Regular Meeting Consent Agenda for consideration.