

MEMO



Engineering Department

To: Board of Public Works
From: John Neumeier, Director of Public Works/City Engineer
Date: 11/06/2024
Re: Authorization to enter into an agreement for design services for the Kaukauna Public Library (KPL) Interior Office and Workroom Improvements.

Background information:

To accommodate the installation of the sorting machine at KPL, several office/desk spaces will need to be relocated. In addition, the current office/desk/meeting space is less than what is needed when the library is fully staffed. The City sought proposals from seven architectural/engineering(A/E) firms for interior office and workroom improvements; we received two proposals for the work. A summary comparison of the design phase is Short Elliot Hendrickson at \$6,000 and Dimension IV at \$22,800. Both companies demonstrated strong capabilities for work in libraries and historic buildings. SEH has also provided the design of the current KPL space.

Strategic Plan: This combination of innovative improvements will help the library to complete timelier and error free work with available staffing levels. The project will also help improve workplace culture in offering staff proper space to complete their work. Further, the separate meeting room, if feasible, helps us in creating our community of choice, as gathering spaces are important to thriving communities for engagement.

Budget: Total for all phases was budgeted in in the 2024 Capital Improvement Plan for \$400,000. Estimated A/E services for this first phase was \$10,000; actual design phase contract with SEH will be for \$6,000, additional work may be added with future Board approval; Bidding Phase \$1,000, and Construction Administration of \$3,000.

Staff Recommended Action:

Authorize Director of Public Works to enter into an agreement with Short Elliot Hendrickson for Architectural/Engineering design services related to the Library Interior Office and Workroom Improvements for \$6,000.

