STAFF REPORT
REGULAR MEETING

AGENDA DATE: September 16, 2025 **DEPARTMENT:** Community Sustainability

TITLE:

Contract with Cooper Construction Management and Consulting, Inc. for renovations at 1900 Second Avenue North for the Community Sustainability Department

SUMMARY:

Consideration of Community Sustainability's request for a contract with Cooper Construction and Consulting, Inc. for renovations at 1900 Second Avenue North in the amount of $2,317,603

BACKGROUND AND JUSTIFICATION:

At its meeting of March 5, 2024, the City Commission approved a task order with Song & Associates to prepare construction documents for an expansion and renovation at 1900 Second Avenue North. Following the completion of the documentation later that year, the City's Purchasing Division advertised IFB#25-100 1900 2nd Avenue North Community Sustainability Expansion as a solicitation for a contractor to under the proposed work. Cooper Construction Management and Consulting, Inc, submitted a compliant bid proposal and was selected from a potential field of three bidders. Cooper provided the most comprehensive proposal and the fees associated with it were determined to be competitive.

Provided here is an agreement with Cooper to undertake an approximately 1,500 sq ft expansion of the Community Sustainability Department's facilities as well as the renovation and updating of another approximately 1,500 sq ft area.

MOTION:

Move to approve/disapprove the contract with Cooper Construction Management and Consulting, Inc. for renovations at 1900 Second Avenue North for the Community Sustainability Department

ATTACHMENT(S):

Fiscal Impact Analysis
Cooper Agreement
January 8, 2024 Presentation

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	**2025**	**2026**	**2027**	**2028**	**2029**
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	$750,000	0	0	0	0
Operating	0	0	0	0	0
Capital	$1,567,603	0	0	0	0
Net Fiscal Impact *(If not budgeted)*	$1,567,603	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award – Appropriation (Budgeted)	
	Expenditure
Department	Community Sustainability
Division	Building Permit
GL Description	Improvement Other Than Building
GL Account Number	301-2020-589.63-00
Project Number	GV2404
Requested Funds	$750,0000
Remaining Balance	$0
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Use of Fund Balance
Contract Award – New Appropriation (Not Budgeted)	
	Expenditure
Department	Community Sustainability
Division	Building Permit
GL Description	Improvement Other Than Building
GL Account Number	301-2020-589.63-00
Project Number	TBD
Requested Funds	$1,567,603
Remaining Balance	N/A
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Transfer from Other Funds (Park of Commerce)