

MEMORANDUM

DATE: May 4, 2023
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Change Order – City Hall Basement Waterproofing

The west end of the City Hall basement has increasingly been showing signs of water infiltration over the past several years, indicating a failure in the building's drain tile system around the foundation. As the City Hall project was going to be forthcoming, it was determined that the best course of action was to mitigate the situation with dehumidifiers and ventilation, and address simultaneously with the project. These efforts proved successful, and as the budget was developed, the lower level of City Hall was intentionally left out of the project scope except for necessary building utility upgrades, with the intent of revisiting the waterproofing as funding allowed.

At this time in the project, the contingency balance remains strong, and the water infiltration has considerably worsened with the persistently wet spring we have experienced so far. The west end of the basement houses the elevator and elevator equipment, as well as the Finance, Treasury, and Clerk's office permanent records and election materials, making this work critical to maintain this permanent record storage. Time is also of the essence to get this work done before the parking lots are paved. The project team has obtained multiple quotes, putting this work in the \$47,000-\$50,000 range.

As this work is currently unbudgeted, we respectfully recommend that Council approve two separate motions:

1. To approve a Budget Amendment of \$50,000 to account 101-265-987-0000. A supermajority of 5 votes will be required.
2. To authorize the City Manager to execute a Change Order to Frank Rewold and Sons in an amount not to exceed \$50,000 for the City Hall Basement Waterproofing.

Department of Public Services

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