



# Memorandum

**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** January 4, 2023  
**Subject:** City Hall Renovation/Expansion

The City has received a quote from Stantec for the City Hall Renovation and Expansion Design and Construction Services. The proposal is included with this memorandum for your review and discussion.

A summary of the quotation is below:

Task	Not to Exceed Fee	Reimb. Expenses
Public Presentations	\$ 8,500.00	\$1,000.00
Design Phase	\$221,800.00	\$2,500.00
Bidding Phase	\$ 12,600.00	\$1,500.00
Construction Phase	\$175,800.00	\$3,000.00
<b>Total</b>	<b>\$418,700.00</b>	<b>\$8,000.00</b>

The proposed timeline for the City Hall project would be:

Start Design	January 17, 2023
Issue for Bidding	November 10, 2023
Start Construction	February 2024
Substantial Completion	October 2024
Final Completion	November 2024

In addition, the City obtained a quote from Jill Brown Public Relations on a community outreach strategy. Her quotation is included with this memorandum for your review. Ms. Brown stated that the proposal can be scaled up or down, depending on the goals the City Council wishes to achieve.

Finally, the architect has drawn up two different scenarios for the restrooms. Options #4 and 5 are included in the packet for your review.

If you have any questions, please do not hesitate to contact me at 763-784-6491