

PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, December 20, 2022, 5:30 p.m.**




Please silence cell phones during the City Council meeting

	Presentation	Beginning Time	Allotted
1.	Project SAFE	5:30	25 min
2.	Agenda Review	5:55	5 min
	Approximate Ending Time		6:00

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December 6, 2022

MEMO TO: J. Carter Napier, City Manager 

FROM: Zulima Lopez, Parks, Recreation, & Public Facilities Director
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: City Hall Project SAFE

Meeting Type & Date

Council Work Session
December 13, 2022

Action type

Direction Requested

Recommendation

That Council provide approval for additional funding to construct the City Hall Project SAFE improvements.

Summary

On March 3, 2020 the Casper City Council approved an agreement with Stateline No. 7 Architects for the design of the Casper City Hall remodel project, commonly referred to as Project SAFE. Shortly after the contract award, COVID-19 triggered shutdowns and other significant disruptions. Due to the uncertainty surrounding the pandemic and its impacts, the project was put on hold for a full year.

In March 2021, Council supported resuming the project. Nearly one year of extensive design work was undertaken. The primary objectives of the remodel were to extend the life of the nearly 40-year-old building by addressing concerns related to security, building, fire code, and ADA compliance, and aging building systems such as HVAC and lighting. The design also expanded the building footprint to better accommodate all administrative City functions and staff, with consideration for future growth.

On March 18, 2022, bids were received from five (5) contractors for construction of the project. Though the bids proved to be competitive with each other, they were all over six million dollars (\$6,000,000), which was significantly over budget. The result was a recommendation to reject all bids, complete design changes that would reduce the scope of the renovation, and re-bid the project.

On September 20, 2022 Council approved an amendment to the design contract with Stateline No. 7 with the goal to simplify the design and reduce the construction scope. The major objectives of the redesign were:

- Relocate the IT Division into the Casper Business Center, eliminating the need for a building expansion.
- Provide single point of public entry on the east side of the building, adjacent to Council Chambers.

- Remodel the first floor to safely accommodate the most public-facing operations – Customer Service, Community Development, and City Clerk - and limit access to the operations on the second floor. This achieves security and customer service improvements, with less renovation.
- Create an improved Council meeting and work space on the northeast portion of the building that doubles as valuable employee meeting and training space.
- Provide more cost-effective alternatives to fixtures and features to control costs.
- Expand HVAC system replacements to fully address temperature control, air movement, and efficiency.

The new design is well underway, with a tentative schedule to advertise for bids in early March 2023, with contract award and construction scheduled for May 2023. Construction is estimated to take nine to twelve months. The new design includes a base bid that achieves all of the objectives outlined above, as well as alternate bid options for fresh finishes and HVAC upgrades in Council Chambers and exterior improvements including safety features, a new plaza, exterior lighting, and employee break area surrounding the restored Russin sculpture. These alternates can be accepted or rejected independently from the base bid, depending on the bid results and funding availability. An updated cost estimate for the base bid has been provided by the Stateline #7, totaling just under Four Million Four Hundred Forty Thousand Dollars (\$4,440,000). The current available project funding is just over Two Million Four Hundred Seventy-Five Thousand Dollars (\$2,475,000); therefore, an additional One Million Nine Hundred Sixty-Five Thousand Dollars (\$1,965,000) in funding is needed for the project to be viable to bid. Staff is requesting council direction regarding its willingness to fund the estimated deficit in order to construct the necessary renovation of City Hall.

Financial Considerations

The City Council resolution for One Cent #17 allocated Five Million Four Hundred Forty-Five Thousand (\$5,445,000) to public building repairs based on the results of the recently completed Facility Condition Assessment. Of that allocation, Nine Hundred Ninety-Eight Thousand Nine Hundred Fifty Dollars (\$998,950) was specifically earmarked for City Hall building and roof repairs. Staff requests utilizing this allocated amount of One Cent #17 for project SAFE, with the balance of Nine Hundred Sixty-Six Thousand Fifty Dollars (\$966,050) needed for the project to be funded by the overcollection of One Cent #16 revenue. If approved, a budget amendment will be prepared for Council’s formal consideration.

Oversight/Project Responsibility

Zulima Lopez, Parks, Recreation, & Public Facilities Director
 Scott R. Baxter, P.E., Associate Engineer

Attachments

None