

City of Ballwin

Memo

To: Robert Kuntz, City Administrator

From: Thomas H. Aiken, AICP, Assistant City Administrator / City Planner

Date: 4/9/15

Re: Government Center Renovation bids



The bids for the renovation of the Government Center lobby to provide the security for court records and computers and a more efficient arrangement of work stations for city hall front window personnel were opened on April 2, 2015. Fifty thousand dollars are authorized in the 2015 budget to cover professional services and construction. Ballwin has entered into an agreement with Archimages to prepare the plans for \$5,250. This leaves \$44,750 for construction.

The project was advertised on Ballwin's web page, in the local newspaper and on several plan web sites. The architect was responsible for distributing plans and addressing any questions regarding the plans. Plan sets were picked up by several contractors. A pre bid conference was conducted and three firms attended. The architect believed that 5 firms were seriously interested and would bid the project and prepared the bid sheet accordingly.

Three bids were received. The low bid was \$55,382 from Lexicon Construction. The architect reviewed Lexicon's references and confirmed that this firm is experienced in this kind of work and has a successful track record in completing projects on time and with a quality final product. A review of the OSHA web sites revealed no complaints. As of this writing no response had been received from the state regarding any history of prevailing wage issues.

The low bid is \$10,632 over budget. The architect spoke with the contractor about changes or deletions that could be made from the project to bring it into budget, but this is a basic project with no extras. The pull-down privacy screens are not fundamental to the project and could be eliminated for a savings of about \$1,500. The glass panels in the lobby service windows could be eliminated for a savings of about \$5,800, but this and other deletions necessary to reduce the project by \$10,632 challenge the ability to meet the original purpose for this construction which is to provide data and document security for the courts and functional work stations for the city hall side of the operation. The installation of CAT6 communication wiring for all five of the work stations is an approximately \$1,675 cost of this project. This is being done now to take advantage of the construction, but will facilitate the installation of the upgrade of the Government Center telephone system planned for later this year. This wiring expense will not be part of the cost of that upgrade when it is bid, so doing this now will lessen the cost of that project later.

I recommend that the low bid be accepted even though it is over budget. I see three possible ways to pay for the overrun. First, this overrun is fairly small by the standards of many projects that

Ballwin does. There are sufficient funds in contingency to cover it. Additionally, as mentioned above, approximately \$1,675 of the overrun will be recouped through a lower bid on the subsequent telephone rewiring project. Second, it is yet early in the year, but if 2015 is typical of most years, there will probably be sufficient unexpended funds in the departmental budget at year end to cover the overrun in the annual reappropriation that is done at that time. Third, funds from reserves could be authorized for the overrun.

Finally, if the board is uncomfortable with approving the additional expenditure, the bids can be rejected. The project would be postponed until 2016 when it can be rebudgeted with additional funding to cover the better cost estimate that is now available.

Archimages

architecture | interiors

April 8, 2015

Mr. Thomas Aiken
Assistant City Administrator
City of Ballwin
14811 Manchester Rd.
Ballwin, MO 63011

**RE: Municipal Center Facility / Courts Department Renovation
Architect Project No. 14184**

Mr. Aiken,

Per your request Archimages has reviewed the bid documents submitted by Lexicon Construction Inc. on April 2nd, 2015 pertaining to their bid for the project mentioned above. We have called upon references of previous work they have completed and have found the response to be satisfactory. We have verified that the work previously performed to be similar in nature and believe with the information presented; Lexicon Construction, Inc. is qualified to perform the work required for this project. It is our recommendation that the city enter into a contract with Lexicon Construction, Inc. for the amount of \$55,382.00.

Should you have any questions or need any additional information please contact me anytime.

Sincerely,



Roy A. Mangan
Associate, Project Manager
Archimages, Inc.