

JEMA

PLANNING ARCHITECTURE INTERIORS

3005 LOCUST | ST. LOUIS, MO 63103 | 314.531.7400

August 07, 2013

Bob Kuntz
City Administrator
City of Ballwin
14811 Manchester Road
Ballwin, MO 63011

RE: Cost Estimate - Government Center Improvements

Dear Bob:

We have prepared the following preliminary project cost summary for the Government Center Improvements based on the schematic design drawings we have developed to date.

Government Center Improvements:

Building Shell Improvements -	\$726,312.00
Interior Improvements -	\$519,227.00
Site Work-	\$59,290.00
Audio/Visual -	\$27,000.00
<u>Furniture -</u>	<u>\$130,954.00</u>
Sub Total -	\$1,462,783.00

Site Survey	\$2,500.00
<u>Geotechnical Borings</u>	<u>\$2,500.00</u>

TOTAL \$1,467,783.00

Design Fees \$146,278.00

GRAND TOTAL \$1,614,061.00

Sprinkler System Alternate \$ 94,018.00

Glass office fronts w/ slider doors Alternate \$ 37,970.00

GRAND TOTAL W/ ALTERNATES \$1,746,049.00

Descriptions/Specifications

A. Interior/Exterior Design

- Refer to Floor Plans and Renderings
- Construction Cost includes 3% Contingency

B. Furniture

- All new systems and ancillary furniture is included

C. Audio/Visual (main conference room)

10% contingency 174,604
5% relocation 87,302
2,007,955
Rec'd 100,000
\$ 2,107,955

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- 70" LCD with speakers
- Digital and Analog laptop connections at conference table
- LCD screens in Lobby

D. Design Fees

- Fully Engineered including Mechanical, Electrical, Plumbing, and Civil Engineering Design
- Furniture Coordination

Exclusions:

- Temporary Moving Expenses

City of Ballwin

Memo

To: Robert Kuntz, City Administrator

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

Date: 9/4/13

Re: Estimated Schedule for Government Center Renovation

The Government Center renovation envisioned by the preliminary architectural work completed by JEMA last year is a substantially larger and more disruptive project than was the Boardroom renovation. Assuming that Ballwin will commence by interviewing architects for this project, I have put together an estimated schedule. This is a conservative schedule, so it may be possible to trim some time off at some points, but I believe it to be reasonable based on the time previously needed to complete similar work.

1. **Architect Selection**, (Interviews, selection and Board approval), 60 days, (Jan 1, 2014 - Feb 28, 2014).
2. **Plan preparation**, (preliminary plans, review and final bid document prep.), 90 days, (March 1, 2014 - May 31, 2014).
3. **Bidding**, (advertising, pre bid conf., opening), 30 days, (June 1, 2014 - June 30, 2014).
4. **Award** (Board Selection, document signing, insurance, bond posting etc.), 30 days, (July 1, 2014 - July 31, 2014).
5. **Construction Commencement**, (mobilization, pre const. conf., relocation of staff) 30 days (Aug. 1, 2014 - Aug. 31, 2014).
6. **Construction**, 9 months, (September 1, 2014 - May 31, 2015).

City of Ballwin

Memo

To: Robert Kuntz, City Administrator

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

Date: February 5, 2014

Re: Five year capital expenditures

Pursuant to your request to look 5 years into the future for ideas and thoughts on places that additional nonrecurring expenditures may be necessary or recommended, I have discussed this matter with Jerry Klein, Denise Keller and Paula Reeds. The Department of Administration is relatively small and there is no 800 pound gorilla in the room that nobody is talking about, but there are several issues in place today and many trends that may influence how this department does its business as we move into the future.

Government Center Renovation:

This has been on the 5-year plan in one form or another for several years. The building was built in 1983 and purchased and renovated as the government center in 1996. Aside from the 2009 removal of the failing ramp at the front entrance and periodic upgrades to the HVAC rooftop units and some minor interior remodeling to accommodate new uses, little work of consequence has been done to the building since Ballwin occupied it. The JEMA Architectural firm did a preliminary space study of the government center in 2012. Many of the following issues were considered as a part of that work. A preliminary estimate in the fall of 2013 for this work was approximately \$1,746,049.

General Condition: From a general maintenance perspective the building is showing its age. The carpeting is worn and stained throughout, the walls in most areas are in need of painting and the ceiling is stained in many places from the frequent roof leaks that have occurred. Much of the built in casework is chipped and worn. The front partial barrel skylight is crazed and fogged, it leaks during heavy rains, the electric shade does not work, and it is energy inefficient because it is not insulated glass.

Windows: All of the windows are original to the building in 1983. They are single pane units so they provide little energy efficiency. They are subject to condensation accumulation during cold weather and some leak in heavy rains. The resultant moisture has caused drywall damage in some locations.

Roof: The roof has a history of leaking. Every major rainstorm causes long term leaks to reoccur or sometimes surprises us with new leaks in new locations. Additionally, the roof holds significant water (more than 3 inches) over the offices of the finance officer and the code enforcement supervisor.

Public Restrooms: The building presently offers no public restroom facilities. In order to allow visitors to utilize a restroom they have to be escorted to the restrooms facilities within the secure portion of the building and the employee has to wait while the restroom is used and then escort the visitor back to the lobby. As a result, the city's policy is to deny the use of the restrooms to the public. This typically occurs 3-4 times per week on average and creates objections and displeasure from our visitors. When children are involved the use limitation is even more offensive to customers.

Accessibility: The building was designed to meet ADA accessibility standards when the front entrance was renovated in 2009, but there have been questions raised since as to whether the stair glide meets the privacy and consideration intent of the law. Someone wishing to use the stair glide must ring a bell and an employee has to come out and operate the glide for the visitor both coming and going. This is cumbersome at best and is probably an invasion of privacy. Additionally the equipment is less than reliable. Requests to utilize the lift probably average about one per week, but many who appear to have difficulty negotiating stairs and would perhaps benefit from its use choose not to utilize this device. Perhaps this is due to the unusual circumstances of its operation or perhaps this is related to their unwillingness to go through all of the trouble and embarrassment associated with its operation. Either way, an enclosed, weatherproof and independently operated elevator would be a more functional device.

Court Security: The building was not designed to accommodate the court administrative offices when it was prepared Ballwin's occupancy. Court computers and records can be shut down, locked and password protected, but the current situation is not considered ideal by the state. As an interim measure the state made everyone who possibly has access to the file cabinets and computers to be fingerprinted. Furthermore Ballwin is subject to possible future requirements that more positive security arrangements be made. The court employees, records and computers need to be in a portion of the building that can be locked and secured from the rest of the building during closed hours and during periods of operation. Additionally the court employees need to be given a secure venue for public interaction that prevents people from being able to reach in and touch items on their desks or conceivably vault over the desk. This probably means a window with a pass through similar to that recently installed at the police department.

General Security: Security is also an issue for the other front desk employees. Although there have not been any serious security issues at this location, it is clear that it is possible for a serious problem to occur. As is the case with court, more securely designed front windows need to be designed that will limit the ability of "visitors" to inappropriately interact with front desk employees and make it impossible for them to violate the security perimeter created by the front desk and windows.

Document Storage: The need to store documents and have them readily available to Government Center employees is an issue at present time. This is particularly true for court and finance which have both volume and security issues for their records. The present state law limits Ballwin's ability to keep records in any form other than paper or microfilm. For the foreseeable future many record will probably be kept in their original paper form and then destroyed at the end of the designated retention period. This less expensive and making microfilm copies and either keeping them forever unnecessarily or destroying them in the time frame stipulate by law for these types of records.

Work Space: The current layout of the building offers virtually no room for additional employees. Although no additional full time employees are anticipated at this time, there is frequently an opportunity for seasonal employees or intern positions. Finance has hired summer interns for several years, but such a person has to perch on a chair at the end of another person's desk or sit in someone else's workstation when they are out of the office. There is no place to do or keep their work. Similarly there is frequently a need for a summer or part time position to assist with weed, trash, housing, etc. violations. Again there is no place in the present building for such a person to work so we have to pass on this opportunity. For the same space reasons, there is also no possibility for a public administration intern or similar graduate student to participate in a learning internship with Ballwin.