

Capital Improvement Request Form Part I

Project/Program Title: Room 307CH Remodeling **Requesting Department:** Common Council-City Clerk
Prepared By/Phone Ext: Ronald D. Leonhardt, x3781 **Department Head Signature:** *Ronald D. Leonhardt*
Account No: _____

A) Department Priority 1 of 1 **Useful Life** 20 Years **Level of Need** Essential Important Desired
Type of Project New Replacement Repair **Project/Program Scope** Fully Defined Partially Defined
 On-Going Program

B) Description
Infrastructure
 Street Related Sewer Water Street Lighting Communications Recreation
 Sidewalks Alleys Bridge Environmental Port Parking
Building
 Roof Windows HVAC Electrical Restroom Security Exterior Entire Facility
 ADA Office Remodeling New Building Elevators Garage Mechanical
Miscellaneous Development
 Economic Information Systems Equipment Other _____

C) Project/Program Duration
 One Year Yes No
 On-Going Program Yes No
 Multi-Year Yes No Number of Years _____

D) Total Positions _____ **Total FTEs** _____

| Position Title | No. of Positions | FTEs | Salaries \$ |
|----------------|------------------|-------|-------------|
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |

E) In Six Year Capital Improvement Plan
 Yes 2009-2014 2010-2015 Yes, Modified New Request

F) Project/Program Justification
 Additional staff assigned to the City Clerk's Office has required use of Room 307, formerly used by the Division of Budget and Management Analysis. The room is in need of substantial renovation as well as due for an HVAC upgrade. Carpeting and workstations are in extremely poor condition. Many ceiling tiles are in poor condition and the lighting is substandard. This project is necessary to provide a satisfactory work environment.

G) Additional Comments

Capital Improvement Request Part II

Requesting Department: Common Council-City Clerk's Office

Project/Program Title: Room 307CH Remodeling

Account No: _____

| Year | Tax Levy/Borrowing | Grant & Aid | Revenue | Special Assessment | Enterprise | Total Cost |
|----------------------------|--------------------|-------------|---------|--------------------|------------|------------|
| Remaining Balance for 2010 | | | | | | \$0 |
| 2011 Budget Request | \$435,299 | | | | | \$435,299 |
| 2012 Projection | | | | | | \$0 |
| 2013 Projection | | | | | | \$0 |
| 2014 Projection | | | | | | \$0 |
| 2015 Projection | | | | | | \$0 |
| 2016 Projection | | | | | | \$0 |
| Total Six Year Cost | \$435,299 | \$0 | \$0 | \$0 | \$0 | \$435,299 |
| Total Project Cost | \$435,299 | \$0 | \$0 | \$0 | \$0 | \$435,299 |

| | | | | | | |
|--|-----|-----|-----|-----|-----|-----|
| Life to Date Expenditures (Project Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
|--|-----|-----|-----|-----|-----|-----|

| | | | | | | |
|-----------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Available Cost Estimate: | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
| Thorough Cost Estimate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Limited Information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Based on Cost of Similar Projects | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unsupported | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Were cost estimates confirmed by another source? Yes No Uncertain
- Are cost estimates based on industry standards? Yes No Uncertain
- Will city employees be performing any portion of the work? Yes No Uncertain
- Did you perform a cost/benefit analysis? Yes No Uncertain

How will this project impact city operating expenditures? Increase Decrease None

Estimated Start Date: Unknown

Estimated Completion Date: Unknown

Department Head Signature



Prepared By/Phone Ext

Ronald D. Leonhardt, 286-3781

2010 PRELIMINARY CAPITAL ESTIMATE FOR 3rd FLOOR ROOM 307 REMODELING

| Section No. | Item | Estimator | Contractor | Outside Contractor Price | City House labor | In-house Materials | In-house Cost |
|-------------|---|---------------|------------|--------------------------|------------------|--------------------|---------------|
| 01400 | Project set up and clean up | BK/Means | City | | \$ 1,200.00 | \$ 100.00 | \$ 1,300.00 |
| 01410 | Final cleaning, trades | BK/Means | City | | \$ 800.00 | \$ 50.00 | \$ 850.00 |
| 01422 | Moving Costs | | | | | | |
| | Interim moves allowance | BK/Coakley | | \$ 4,000.00 | | | \$ 4,000.00 |
| | Moving costs- final move | Coakley | Outside | \$ 4,000.00 | | | \$ 4,000.00 |
| 06200 | Carpentry | | | | | | |
| | Existing doors to be reused | | | | | | - |
| | New counter and cabinet | GKlineschmidt | City | | \$ 1,000.00 | \$ 500.00 | \$ 1,500.00 |
| | 4 elec. Chase walls | GKlineschmidt | City | | \$ 2,300.00 | \$ 800.00 | \$ 3,100.00 |
| | Taping and finishing | GKlineschmidt | Outside | \$ 1,800.00 | | | \$ 1,800.00 |
| 06240 | Casework | | | | | | |
| | Shelves and cabinets, lower vault | GKlineschmidt | City | | \$ 3,150.00 | \$ 3,800.00 | \$ 6,950.00 |
| 08700 | Hardware | | | | | | |
| | In carpentry- extg. to be reused | JD | City | | | | - |
| 09510 | Suspended acoustical Ceiling | | | | | | |
| | Remove existing s.a. ceiling in 307, 307A, 307B, 307E. Install new ceiling 307, 307A, 307B, 307E. | GKlineschmidt | City | | \$ 8,200.00 | \$ 4,100.00 | \$ 12,300.00 |
| 09680 | Carpet and accessories | | | | | | |
| | Remove carpet tiles and base, general office and reception. Remove glue, prepare floor and install new base, carpet tiles and vinyl tile. | United Fl. | Outside | \$ 17,800.00 | | | \$ 17,800.00 |
| 09900 | Paint | | | | | | |
| | Paint walls in general office 2700 s.f. (does not include vault) | DH | City | | \$ 1,300.00 | \$ 200.00 | \$ 1,500.00 |
| | Paint walls in vault, 1176 s.f. | DH | City | | \$ 600.00 | \$ 100.00 | \$ 700.00 |
| | Refinish casing, jambs and door to copy area | DH | City | | \$ 250.00 | \$ 80.00 | \$ 330.00 |
| 12400 | Furnishings | | | | | | |
| | New Systems furnishings 9 workstations including outlets and power whips, but no light fixtures | CDA 8/26/09 | Outside | \$ 54,500.00 | | | \$ 54,500.00 |
| | Disassemble and remove/dispose of 9 GF OPS systems furnishings workstations. | CDA 8/26/09 | Outside | \$ 3,500.00 | | | \$ 3,500.00 |
| | Provide separate furnishings: 1 conference room table, 13 side chairs, bookcase, tv credenza | BK/ | Outside | \$ 7,800.00 | | | \$ 7,800.00 |
| | New chairs: 9 office, 18 side, 1 mgmt. chair | Bk/ | Outside | \$ 9,850.00 | | | \$ 9,850.00 |
| 15400 | Plumbing | | | | | | |
| | Remove extg. sink, piping, furnish and install new sink, faucet, piping | DTP/8/24/09 | Outside | \$ 1,500.00 | | | \$ 1,500.00 |
| 15700 | HVAC- see DTP Estimate for details | | | | | | |
| | Air Handling Unit 304 (3500cfm) | DTP/3/10 | Outside | \$ 18,000.00 | | | \$ 18,000.00 |
| | Variable Frequency drive | DTP/3/10 | Outside | \$ 2,150.00 | | | \$ 2,150.00 |
| | Fan coil units zone 32 | DTP/3/10 | Outside | \$ 12,500.00 | | | \$ 12,500.00 |
| | Piping | DTP/3/10 | Outside | \$ 3,500.00 | | | \$ 3,500.00 |
| | Pipe Insulation | DTP/3/10 | Outside | \$ 3,500.00 | | | \$ 3,500.00 |
| | Ductwork | DTP/3/10 | Outside | \$ 17,500.00 | | | \$ 17,500.00 |
| | VAV box reheat | DTP/3/10 | Outside | \$ 12,000.00 | | | \$ 12,000.00 |
| | Ductwork Accessories | DTP/3/10 | Outside | \$ 800.00 | | | \$ 800.00 |
| | Duct Insulation | DTP/3/10 | Outside | \$ 15,000.00 | | | \$ 15,000.00 |
| | Grilles and Registers | DTP/3/10 | Outside | \$ 1,600.00 | | | \$ 1,600.00 |
| | Controls | DTP/3/10 | Outside | \$ 50,000.00 | | | \$ 50,000.00 |
| | Testing, balancing | DTP | Outside | \$ 2,725.00 | | | \$ 2,725.00 |
| | Demolition | DTP | Outside | \$ 6,900.00 | | | \$ 6,900.00 |
| 16110 | Electrical | | | | | | |
| | Remove wall switches, all uc tape and boxes, 55 floor uc tape and cored doghouses, and light fixtures | DP | City | | \$ 4,860.00 | \$ 120.00 | \$ 4,980.00 |
| | Power for OPS circuits, piping and data conduit | DP | City | | \$ 4,430.00 | \$ 450.00 | \$ 4,880.00 |

2010 PRELIMINARY CAPITAL ESTIMATE FOR 3rd FLOOR ROOM 307 REMODELING

| Section No. | Item | Estimator | Contractor | Outside Contractor Price | City House labor | City house Materials | In- | Cost |
|--|---|----------------------|------------|--------------------------|------------------|----------------------|-----|---------------|
| | 14 Electrical wall outlets and piping \$340 each | DP | City | | \$ 4,000.00 | \$ 500.00 | | \$ 4,500.00 |
| | Data drops allocation at \$90 each + fringe benefits | DP | City | | \$ 980.00 | \$ 100.00 | | \$ 1,080.00 |
| 16500 | Lighting | | | | | | | |
| | Remove extg, new strip light fixtures in vault | DP | City | | \$ 820.00 | \$ 1,400.00 | | \$ 2,220.00 |
| | Two new exit lights | DP | City | | \$ 250.00 | \$ 150.00 | | \$ 400.00 |
| | Systems furnishings under shelf LED light fixtures | DP | City | | \$ 110.00 | \$ 625.00 | | \$ 735.00 |
| | 24 linear fixtures suspended and wall hung | DP | City | | \$ 4,800.00 | \$ 8,200.00 | | \$ 13,000.00 |
| 16710 | Telephone | | | | | | | |
| | Remove 12 phone jacks, uc tape | GS/8/25/09 | City | | \$ 350.00 | | | \$ 350.00 |
| | Add 11 phone/fax drops, incl. 1 for new data cabinet | GS/8/25/09 | City | | \$ 3,600.00 | \$ 800.00 | | \$ 4,400.00 |
| | Temporarily relocate 10 phones/faxes from 3rd floor to interim space | GS/8/25/09 | City | | \$ 250.00 | | | \$ 250.00 |
| 16720 | Data | | | | | | | |
| | Remove 12 data jacks, uc tape | GS/8/25/09 | City | | \$ 350.00 | | | \$ 350.00 |
| | Install 11 new data drops | GS/8/25/09 | City | | \$ 3,700.00 | \$ 800.00 | | \$ 4,500.00 |
| 16840 | Security | | | | | | | |
| | Security- install new access card reader and buzzer at door estimate from Toepfer 8/25/09 | TOEPFER/Ron Lund Jr. | Outside | \$ 2,935.00 | | | | \$ 2,935.00 |
| 16800 | Life Safety | | | | | | | |
| | Fire sprinkler removal and reconfiguration | DTP | Outside | \$ 3,300.00 | | | | \$ 3,300.00 |
| | Life safety system | DTP | Siemens | \$ 4,400.00 | | | | \$ 4,400.00 |
| 16850 | Speakers | | | | | | | |
| | Relocate 9 speakers, house and emergency | GS/8/25/09 | City | | \$ 1,260.00 | \$ 150.00 | | \$ 1,410.00 |
| Construction Subtotal | | | | | | | | \$ 333,145.00 |
| Construction Contingencies 10% | | | | | | | | \$ 33,314.50 |
| Construction, Including Contingencies | | | | | | | | \$ 366,459.50 |
| Arch. Design 6% | | | | | \$ 21,987.57 | | | \$ 21,987.57 |
| Mechanical Design, Consultant | | | | | \$ 14,600.00 | | | \$ 14,600.00 |
| Mechanical Design, City | | | | | \$ 5,600.00 | | | \$ 5,600.00 |
| Administration, 071E 4% | | | | | \$ 13,325.80 | | | \$ 13,325.80 |
| Inspection, 071D 4% | | | | | \$ 13,325.80 | | | \$ 13,325.80 |
| Outside Contractor Total | | | | | \$ 276,160.00 | | | |
| City Labor Total | | | | | \$ 102,799.17 | | | |
| Total for Project | | | | | | | | \$ 435,298.67 |

Remodeling Cost per s.f. = \$164.00

Capital Improvement Request Form Part I

Project/Program Title: Capital Improvement Committee **Requesting Department:** Common Council - City Clerk
Prepared By/Phone Ext: Jim Owczarski x2998 **Department Head Signature:** *Ronald Leonhardt*
Account No: _____

A) Department Priority 1 of 2 **Useful Life** n/a Years **Level of Need** Essential Important Desired
Type of Project New Replacement Repair **Project/Program Scope** Fully Defined Partially Defined
 On-Going Program

B) Description
Infrastructure
 Street Related Sewer Water Street Lighting Communications Recreation
 Sidewalks Alleys Bridge Environmental Port Parking
Building
 Roof Windows HVAC Electrical Restroom Security Exterior Entire Facility
 ADA Office Remodeling New Building Elevators Garage Mechanical
Miscellaneous Development
 Economic Information Systems Equipment Other Support of CIC

C) Project/Program Duration
 One Year Yes No
 On-Going Program Yes No
 Multi-Year Yes No **Number of Years** Unknown

D) Total Positions 1 **Total FTEs** 1.0

| Position Title | Fiscal Planning Specialist | No. of Positions | FTEs | Salaries | \$ |
|----------------|----------------------------|------------------|------------|---------------|----|
| | | <u>1</u> | <u>1.0</u> | <u>85,000</u> | |
| | | | | \$ | |
| | | | | \$ | |

E) In Six Year Capital Improvement Plan
 Yes 2009-2014 2010-2015 Yes, Modified New Request

F) Project/Program Justification
 By its action passing file number 081215 as amended by file number 090090, the Common Council reconstituted the Capital Improvements Committee and assigned the responsibility for its staffing to the office of the City Clerk. This position is specifically intended to support the work of this committee and is responsible for overseeing the creation and maintenance of all its work products.

G) Additional Comments

Capital Improvement Request Part II

Requesting Department: Common Council - City Clerk

Project/Program Title: Capital Improvements Committee

Account No: _____

| Year | Tax Levy/Borrowing | Grant & Aid | Revenue | Special Assessment | Enterprise | Total Cost |
|----------------------------|--------------------|-------------|---------|--------------------|------------|------------|
| Remaining Balance for 2010 | \$85,000 | | | | | \$85,000 |
| 2011 Budget Request | \$85,000 | | | | | \$85,000 |
| 2012 Projection | \$85,000 | | | | | \$85,000 |
| 2013 Projection | \$87,000 | | | | | \$87,000 |
| 2014 Projection | \$89,000 | | | | | \$89,000 |
| 2015 Projection | \$91,000 | | | | | \$91,000 |
| 2016 Projection | \$93,000 | | | | | \$93,000 |
| Total Six Year Cost | \$530,000 | \$0 | \$0 | \$0 | \$0 | \$530,000 |
| Total Project Cost | \$615,000 | \$0 | \$0 | \$0 | \$0 | \$615,000 |

| | | | | | | |
|--|-----|-----|-----|-----|-----|-----|
| Life to Date Expenditures (Project Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
|--|-----|-----|-----|-----|-----|-----|


| Available Cost Estimate: | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Thorough Cost Estimate | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Limited Information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Based on Cost of Similar Projects | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unsupported | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Were cost estimates confirmed by another source? Yes No Uncertain
- Are cost estimates based on industry standards? Yes No Uncertain
- Will city employees be performing any portion of the work? Yes No Uncertain
- Did you perform a cost/benefit analysis? Yes No Uncertain

How will this project impact city operating expenditures? Increase Decrease None

Estimated Start Date: 03/22/10

Estimated Completion Date: n/a

Department Head Signature 

Prepared By/Phone Ext Jim Owczarski x2998