

LRB – FISCAL REVIEW SECTION ANALYSIS

PUBLIC IMPROVEMENTS COMMITTEE

ITEM 3, FILE 050473

SEPTEMBER 14, 2005

ANGELYN WARD

File #050473 is a resolution relating to the specifications for the temporary relocation of the City Attorney's City Hall office.

Background and Discussion

1. On July 26, 2005, Common Council File #050442 was approved authorizing the solicitation of lease proposals for the temporary relocation of City Attorney's Office of City Hall during the City Hall Restoration. The resolution first required the Commissioner of Public Works to submit specifications for the temporary relocation of the City Attorney's City Hall Office to the Common Council for review and approval prior to soliciting proposals for the relocation. The cost for the developing a RFP lease, obtaining the proposals, reviewing the proposals and providing recommendations was estimated at \$5,000.
2. This resolution includes the draft Request For Proposal (RFP), soliciting lease proposals for the relocation of the City Attorney's City Hall staff during the renovation of City Hall, and a draft describing the relocation project. The resolution with drafts of the RFP and project description attached is submitted for approval prior to soliciting requests for lease proposals.
3. The construction phase of the City Hall Restoration project is due to begin in late 2005. With exterior work required on the 8th floor for roof, walls and windows near the top of City Hall, it is necessary to relocate the City Attorney's Office during the exterior renovation. It is anticipated that the City Attorney's Office will move in the spring of 2006 and return to City Hall, at the latest, by the end of 2008.
4. The City Attorney's Office in City Hall consists of 49 attorneys, paralegals, clerical and technical personnel. (*Other personnel are located at the Police Administration Building.*) The relocation is for personnel, furniture, equipment, with space for offices, conference rooms and break room that is in close proximity to City Hall. The RFP specifications require space for approximately 11,000 sq. ft., in a two block radius to City Hall, in a Class A, B, or C office building, with space available for City phone and data, storage, docketing area and information on wash rooms, lunchroom, and vending service.
5. The Building and Fleet Section of the Department of Public Works will send the RFP to 5 property management vendors. After receiving the lease proposals, DPW and City Attorney's Office will review and recommend a lease proposal to the Common Council for approval.

Fiscal Impact

1. In File #050442, the project was estimated to cost \$5,000 to develop the RFP, review, and proposal recommendation, with funding from the City Hall Restoration Program.
2. In the 2005 Capital Improvements account, BU110000300 had approximately \$31.6 million, \$23.4 million in carryover borrowing and \$8.2 million authorized in the 2005 Adopted Budget.

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