

Capital Improvement Request Form Part I

Project/Program Title: City Hall - 5th Floor Office Remodeling **Requesting Department:** Assessor
Prepared By/Phone Ext: Amy Stenglein / 3110 **Department Head Signature:** Mary Kearney
Account No: _____

A) Department Priority _____ **of** _____ **Useful Life** _____ **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
 Desktops are popping up in many cubicles. Carpeting is worn and stained. Paint is chipped and stained. Space is underutilized due to empty cubicles.

G) Additional Comments



Department of Public Works
Operations Division
Buildings and Fleet Services

April 15, 2008

Jeffrey J. Mantes
Commissioner of Public Works

James P. Purko
Director of Operations

Venu J. Gupta
Buildings & Fleet Services Superintendent

Ms. Mary Reavey
Assessment Commissioner
Assessor's Office
Room 507, City Hall
Milwaukee, Wisconsin

Dear Ms. Reavey:

Subject: 2009 Capital Budget Estimate
City Hall – 5th Floor Office Remodeling
Assessor's Office Remodeling

In response to your office's written request on March 20, 2008 for the Assessor's Office, our staff has provided you with the following estimate for 2009, to remodel approximately 2/3 of the 5th floor.

General Scope of Renovation:

- No Heating/Ventilation or Air Conditioning work
- No Life safety/sprinkler work
- New light fixtures
- Remove old carpet, vinyl base and undercarpet tape system
- New carpet tile and vinyl base
- No new furniture for private offices (16)
- New ops stations w/chairs (40)
- New power/phone/data chases at walls
- New phone, data, power to ops stations (40)
- 2 interim moves to 7 ZMB
- 1 new small conference room
- Lobby – new laminate/counter

Construction, Including Contingencies	\$ 522,000
Design	\$ 50,000
Administration and Inspection	\$ 25,000
Fringe Benefits	<u>\$ 60,000</u>
	\$ 657,000

Sincerely,

Venu J. Gupta, Superintendent
Buildings & Fleet Services