

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MAY 5, 2020 AGENDA**

Subject:	Type:	Submitted By:
APPROVAL OF CONTRACT – CITY HALL OFFICE REMODEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA RAMIREZ ASSISTANT CITY ADMINISTRATOR DIRECTOR COMMUNITY SERVICES

SYNOPSIS

A resolution has been prepared to approve a contract with Oakhaven Homes, Papillion, Nebraska, for the remodeling of office space at City Hall in an amount not to exceed \$23,260.00.

FISCAL IMPACT

Funds are included in the FY20 CIP budget for city hall facility improvements.

RECOMMENDATION

Approval.

BACKGROUND

We have been discussing for some time the shortage of space at City Hall and had our space needs study updated in the last year. We included funding in the FY20 CIP to begin doing architectural review and planning for long-term solutions for City Hall and the Community Center, however that project will not be started this year. Since it is anticipated these long-term solutions will not take place in the near future, we are recommending that an interim step be taken to remodel some existing office space to better accommodate our needs.

With the addition of a Human Resources Director, we now have two HR employees and the need for dedicated HR space has become increasingly more evident. HR handles very confidential information and needs private space where employees can meet with HR staff. As such, we have explored the option of converting the office that was previously occupied by the City Planner into a small HR suite that would be occupied by the HR Director and HR Generalist, as well as provide some conference room space for interviews and meetings.

We have worked with Oakhaven Homes on the remodeling of the Fire Station and the conversion of the old Police Station into Community Development offices. The contractor has provided a quote of \$23,260 to complete this work and can have it done by the end of May barring any unforeseen issues. This remodel will also provide us with some flexibility in the front office in terms of social distancing with other employees.

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING A CONTRACT WITH OAKHAVEN HOMES, PAPILLION, NEBRASKA, FOR THE REMODEL OF OFFICE SPACE AT LA VISTA CITY HALL IN AN AMOUNT NOT TO EXCEED \$23,260.00.

WHEREAS, the Mayor and City Council have determined that there is a need for additional space at La Vista City Hall; and

WHEREAS, the FY20 CIP Budget provides funding for facility improvements, and

WHEREAS, long-term improvements to La Vista City Hall are several years away; and

WHEREAS, the Human Resources staff needs private office space to conduct its function in an acceptable manner; and

WHEREAS, there is the potential to remodel existing office space to accommodate the needs of Human Resources as well as free up other space to provide more flexibility for other office staff; and

WHEREAS, Oakhaven Homes has done facility remodel work for the City in the past and has completed said work in a satisfactory manner and within budget; and

WHEREAS, the La Vista Municipal Code requires all purchases over \$5,000 to be approved by the La Vista City Council.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of La Vista do hereby approve a contract with Oakhaven Homes, Papillion, Nebraska for office remodeling work at La Vista City Hall, in an amount not to exceed \$23,260.00.

PASSED AND APPROVED THIS 5TH DAY OF MAY 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

OAKHAVEN HOMES, INC.
501 E. Gold Coast Rd., Ste. 100
Papillion, Nebraska 68046
(402) 331-1214

Human Resources Office

City of La Vista
8116 Park View Blvd.
La Vista, Nebraska 68128

Contractor Services

- Contractor services to include but not be limited to development and provision of plans/and specifications, copies, estimates, permit applications, consultation, coordination and on-site project management
- Contractor to protect existing flooring surfaces, as necessary, during construction

Demolition

- Remove and dispose of existing walls to allow for new configuration of director's office, reception area, file storage area and conference room
- Retain existing ceiling grid and carpet for new space with exception of conference room
- Retain door to existing storage room for reuse in file storage area; dispose of existing metal frame
- Remove shelving from existing storage closets; Salvage for owner, if possible; reinstallation at additional cost

Framing

- Frame walls as per plan to form director's office reception area, file storage area and conference room
- 2 x 4 - 8' metal stud walls secured to floor and existing ceiling grid
- Knee wall to form reception area counter
- Frame door opening into file storage area

Electric

- Eliminate existing, outlets, switches, wiring, conduit, etc. as necessary to allow for new layout
- Light fixtures, switch and outlet locations as per plan
- Reuse existing 24"x48" fluorescent light fixtures
- Retain existing switches and outlets and add switches and outlets in new framed walls as per plan

Data/Phone

- Add up to three phonelines and three data lines with finish plates at \$100 each (allowance - \$600.00)

HVAC

- Supply air and return air vents as per plan - HVAC contractor to size and space for adequate conditioning of space
- Existing thermostat to remain

Fire Sprinkler

- Reconfigure existing system to accommodate new layout (allowance - \$750.00)

Insulation

- Sound insulation (R-11) in interior framed walls

Drywall

- 5/8" drywall on newly framed walls; taped, finished and ready for paint
- Patch and repair existing walls as necessary
- Note: slight texture differences may be evident between new drywall, patches and existing drywall; skim coat of existing drywall not included but available at additional cost

Doors and Trim

- 3-0 x 7-0, oak, flush, solid-core doors with oak, door frames to director's office and conference room
- Reuse salvaged door in file storage area, if possible; supply and install oak door frame machined to match door
- 1x2 oak door casing to match existing
- Shelving in file storage area, if any, by owner

Paint and Stain

- Paint all walls with one coat of latex primer and two finish coats of eggshell, latex enamel - owner to select one color throughout
- Stain and finish new doors, frames and casing to match existing

Suspended Ceiling

- Retain existing grid and pads; replace grid and pads in conference room and match existing ceiling as closely as possible (allowance - \$1,100.00)

Counter Tops

- Corian, solid-surface, countertop at reception area - owner to select color (allowance - \$800.00 installed)

Carpet/Vinyl Base

- Low-pile carpet in conference room
- Vinyl base on new framed walls
- Owner select carpet; match existing base (allowance - \$650.00 installed)

Door Hardware

- Repurpose hardware from existing doors, if possible, re-key as necessary
- Keyed deadbolt locks on existing door to lobby and file storage door to adjacent office
- Hardware, machine jams and rekey (allowance - \$500.00)

Cleaning and Trash Removal

- All materials and construction debris to be removed from premises
- Contractor to be permitted to place trash container on property for duration of project
- Project area to be cleaned and ready for occupancy
- All windows professionally cleaned inside and out

General

- Allowances to include shipping/delivery charges and sales tax
- Contractor to provide owner with list of approved suppliers of items to be selected. In the event that owner selects items from alternate suppliers, the contractor will not be responsible for or provide warranty the quality, timeliness and/or reliability of such products
- Owner to pay entire cost of extra material in cases where selected materials are sold in quantities larger than quantity needed.
- Contractor to obtain permits; owner to pay the cost of all permits and inspections
- Owner to provide water and electrical power as needed during construction
- Contractor and designated subcontractors to be permitted free access to construction area during daytime hours. Contractor to be given key or other means of entrance to construction area
- Owner to remove all items from construction areas. Contractor will not be responsible for damage to or loss of any items left in these areas
- Cleaning of areas of building other than the immediate construction area is not included in this contract.
- Any construction not outlined in these specifications but required due to reasonably unforeseen or unknown circumstances to be at additional cost to owner - to include but not be limited to existing damage to property or hidden conditions not visible to contractor, damage caused by extreme adverse weather conditions

- Contractor shall use best efforts to match existing finishes and materials as local availability permits. However, an exact match is not guaranteed by contractor due to such factors as discoloration from aging, UV light, and differing dye lots.
- Contractor is a licensed contractor in the City of La Vista, and contractor and its sub-contractors to maintain their own Workers' Compensation and Liability insurance according to Nebraska State Statute.

PROPOSAL

We propose to furnish material and labor, as specified above, for the sum of:

Twenty-Three Thousand Two Hundred Sixty+ 00/100 Dollars (\$23,260.00)

Payment to be made as follows: \$3,260.00 deposit upon acceptance of this proposal; \$10,000.00 upon completion of framing, rough electrical, HVAC and drywall; \$10,000.00 upon completion of trim, painting, finish flooring and finish work +/- unpaid balance of changes or additions upon completion of project.

This proposal constitutes the entire agreement between parties. Any prior plans, specifications or conversations not included in this agreement shall not be binding on either party. Any alteration or deviation from the attached plans specifications which alter costs will be executed via written change orders and will become part of the agreement. In the event of any discrepancies between the plans and specifications, the specifications shall take precedence. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance Under Nebraska Statute. Note: This proposal may be withdrawn by us if not accepted within ten days.

Authorized Signature

Date

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

