

**Rough Draft Meeting Notes**  
**City Hall Building Renovation Committee**  
**Roeland Park, KS**  
**October 27, 2009**  
**at Roeland Park City Hall approximately 12:00 to 2:00pm**

- I. Phase I Contracts Status
  - a. GWHA – *Contract signed and given to Joel at the end of the meeting.*
  - b. Construction Estimator – *Proposal sent via email to Debbie after the meeting. City Council will vote on this Exhibit C to Amendment C above and ideally approve and have McCown Gordon under contract by next Monday night.*
  
- II. Comments on Existing building report/Cost Estimates – *Comments given in IV plan review below*
  
- III. Brief **Option D Budget** review dated 11/10/2008 -Needs to be flushed out with Estimator

Major infrastructure budget elements

	Mechanical	<del>\$477k</del> \$233K	
	Electrical	<del>\$233</del> \$477K	
	Plumbing	\$170	
	Fire Protection	\$ 80	
	Windows/sealant	\$135	
	Utilities	\$ 15	
	<u>Elevator Cylinder/ADA</u>	<u>\$140</u>	Subtotal \$1.25M
Other	Millwork	\$111	
	Paint, Tile, Carpet	\$210	
	Equipment	\$196	
	“Specialties”	\$212	
	<u>Furnishings</u>	<u>\$ 18</u>	Subtotal \$0.75

Some Demo, new walls, ceilings \$100 (*of \$575K budgeted in Option D*)

Some Parking \$ 50 (*more than \$14K budgeted in Option D*)

<u>General Conditions/Clean</u>	<u>\$250</u>	Subtotal	\$0.40
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Total of minimum \$2.40 Million

Notes on above rough numbers:

1. Some parking is required - Add ADA stall and 4 to 5 min. regular parking stalls (\$50K)
2. No egress stair is included (*Joel will review possibility of a metal unenclosed stair*)
3. No sally port is included (a minimal car port would likely be a plus)
4. Minor demo/new walls, doors, ceilings included (\$100K of 575), no insulated walls
5. The full 3<sup>rd</sup> Floor was included in the previous cost estimate
6. At last contractor meeting - \$311 design contingency

#### IV. Option D Plan modifications review and discussion

- a. Exterior – Add parking stalls to north end of parking,  
Modify south end of lot at building to make 3 accessible stalls and drop off  
*- one parking option to be modifying the parking drive inlet off of Granada St. so as not to have to re-pave/re-grade much of the lot)*  
*- all agreed that by taking away a stall to make a 3<sup>rd</sup> accessible stall will trigger the requirement to replace the stall as the total number is currently deficient.*  
*- all liked restriping and modifying the north side of the existing lot to possibly add 5 to 6 stalls. It was found after the meeting that 7 stalls may not be possible due to an existing light pole and electrical pole in the northeast corner of the lot.*
- b. 1<sup>st</sup> Floor – Chief Taylor generally likes plan D, but we should put the ramp in Court Room with no door to the new east side corridor, and to add small storage room there  
*(no current ramp may be necessary, but build so one could easily be added if a disabled judge is hired)*  
*-the Police Chief would very much like to have a Police unisex toilet off the main corridor. Joel will do everything he can to make this happen while working with the code official on plumbing counts.*
- c. 2<sup>nd</sup> Floor – If expand Council, added stair is needed  
Enlarged Council with Corridor = 1,015sf vs. 841sf  
*- All agreed that a larger Council room was not necessary. Leaving the council dias in the existing location will save some money. Joel will review the possibility of turning the dias with back towards the north wall as the Council Room could be easily expanded in the future without modifying the dias.*  
*- An egress still is strongly desired. Joel will review codes to find if an open metal grate stair is possible per code on an existing building.*  
*- It was decided that the wall to the inner corridor from Council would be removed ; the existing Council Office will be converted to a Break Room with sink, refrigerator, convection oven, full height cabinet on the west wall with Council computer and ideally some Council storage in the room; and that the mayor's office and conference room walls and general function will remain.*  
*- Debbie Mootz forwarded a sketch to Joel showing a reconfigured reception area and an enclosed room added to just west wall of the new reception area.*
- d. 3<sup>rd</sup> Floor – West side remains untouched/East side revised to include  
Staff Storage to approximately match large conference room off corridor  
Police Armory/Storage door off corridor  
Police Evidence off Corridor  
(note: moving Police Lockers and Storage to west loses 250sf+/- & adds cost)  
*- Joel is to work with Chief Taylor to hone in on what is really needed for Police locker rooms*  
*- A discussion was held on whether to move police lockers, storage and a break area to the west side of the Third floor. Joel will review with the cost*

*estimator to find if this is less expensive than having the Break Room on the east side of the Second floor. It appears that the Second floor Break Room is the more cost effective option, but Joel will review with the Cost Estimator. The Committee will decide what work, if any, is to be done to the third floor west side.*

- *Police Chief Taylor agreed that the restrooms on the Third floor could be made public with Police-only access to Police lockers beyond if this is necessary to get to the required plumbing counts.*

V. Plumbing Count Review = If all Business (B) 15,600sf/100sf/p = 156p or 78 men/78 women  
 Therefore per 2003 IBC Chapter 29 – 4 men’s toilets, 4 women’s toilets  
 If 75p could be used then 4 mens 4 women

a. 1 <sup>st</sup> Floor	575sf Court Rm (people)	83 p
	142sf Judge (717sf total)	1 p
	4,483sf Office	45 p
b. 2 <sup>nd</sup> Floor	4,185sf Office	42 p (4,390sf = 44p)
	715sf Council 7sf/p =	103 p (510sf = 73p)
	400sf Council & Mayor	11 p
c. 3 <sup>rd</sup> Floor	3,266 sf business 100sf/p	33 p
	884sf Classroom	36 p
	<u>1,050sf storage 500</u>	<u>3 p</u>
	Total	357 p (174 men & 173 women)
		330 p if no classroom on 3 <sup>rd</sup>
		300+/- p (w/ Mike’s permission)

165 to 174 men & women = 5 toilets (3 of men’s may be urinals), 3 lavatories,  
 150 men & women = 4 toilets (2 of which may be urinals), 3 lavatories

- *Joel will define assumptions and work with Codes Official Mike Flickinger to verify the plumbing count requirement and what is acceptable.*

Note: if 78 men/women used = 3 toilets, 2 lavatories

VI. Construction Budget Verification –\$2.0 Million – *this was reconfirmed, although Joel mentioned that if it is not much more to building the sally port, the committee should consider expansion of the scope to include it as it is likely much, much cheaper to build it now rather than in the future.*

VII. City Identity – Guiding Principals

- a. Building Committee/City Staff, City Council, Public Works, Sustainability, Parks to contribute words, phrases and/or statements about City identity (to date some have been: friendly, professional, fun, simple, young families, elderly)  
 - *This will be discussed at the next meeting.*

VIII. General Priority of Elements – *only the staff prioritized these elements in writing. No discussion was had or written information given to the architect. Prioritization is inherently an important part of this project. By the lunch meeting next Tuesday (Nov. 3<sup>rd</sup>) a single priority list should be agreed upon by the Committee so that everyone understands what the consent priority list given to the design team is. If it is not evident at the end of the meeting, Joel and the consultants will use this to optimize the integration of the priorities in order of importance.*

- a. Police Upgrades – discuss elements
  - i. size, spaces, detention, police parking
  - ii. possible contiguous first floor under raised south entry landing
- b. Mechanical/Electrical Upgrades
- c. Finish Upgrades
- d. Window replacement and/or exterior wall insulation (\$130)
- e. Council and Court technology
- f. Larger Council/Egress Stair
- g. Larger Court Room
- h. ADA upgrades 20% - parking stall, drop off, elevator, toilets, drinking fountains
- i. Added parking spaces, use of existing parking
  - i. 9 at gas station may be included in count/add accessible stall/adding people
- j. Parking Lighting (Accessible parking not included in previous estimate)

IX. Current Phase I Design Schedule (Tuesday lunch meetings) – *please note this a working schedule – because a cost estimator will not be contracted till at least week 3 of the design (Nov. 2<sup>nd</sup> or 3<sup>rd</sup>), the schedule may move back a week. With the progress made at this meeting, Joel currently believes we are still on track.*

- a. October 27<sup>th</sup> – contract signed, sign consultant contracts
  - i. review general priorities
  - ii. discuss identity and public perception
  - iii. review schedule and meeting times
- b. November 3<sup>rd</sup> – meeting to discuss updated plan
  - i. Council to vote on Cost estimator on November 2<sup>nd</sup> (ideally sign contract)
  - ii. November 5<sup>th</sup> 8:00am-10:30am design team, staff, cost estimator meeting
  - iii. initial rough general concepts/ consolidate identity statement(s) and ideas
- c. November 10<sup>th</sup> – *still meeting, but Mayor will be out of town*
- d. November 17<sup>th</sup> – *Joel out of Town, no meeting*
- e. November 24<sup>th</sup> – *Meeting on Tuesday before Thanksgiving*
- f. December 1<sup>st</sup> – 1 to 2 SCHEMATIC DESIGN CONCEPTS due to Council for review
- g. December 8<sup>th</sup> – Initial Pricing finalized by Construction Estimator
- h. December 15<sup>th</sup> – CITY COMMENTS on Schematic Design, Scope and Budget  
Start discussion on finishes
- i. December 22<sup>nd</sup> – (Friday is Christmas)
- j. December 29<sup>th</sup> – No meeting (many likely on vacation – Friday is New Years Day)

- k. January 5<sup>th</sup> -
- l. January 12<sup>th</sup>
- m. January 19<sup>th</sup> – sketch rendering(s) if necessary
- n. January 26<sup>th</sup> – No meeting, Thurs. Jan. 28<sup>th</sup> DESIGN DEVELOPMENT PRICING DRAWINGS
- o. February 9<sup>th</sup> – Final Design Development Pricing by Construction Estimator  
If necessary for Structural/Civil, City to contract for Site Alta & Borings Survey
- p. February 16<sup>th</sup> – CITY COMMENTS
- q. March 2<sup>nd</sup> – Design Team Pricing for Phase II of Design  
Figure 3 to 4 months for Construction Drawings once Phase II contract signed  
Plus 1 month bidding; start of construction around August 1<sup>st</sup>, 2010