

1. Special Council Meeting

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2. Special Council Meeting Minutes

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AGENDA

**CITY OF WESTMINSTER
Mayor and Common Council Special Meeting
Monday, March 25, 2019 at 5:00 p.m.
Second Floor of City Hall, 1838 Emerald Hill Lane, Westminster, MD**

1. CALL TO ORDER

2. PRESENTATION

A) 45 West Main Renovation Project – John Brunnett of Gant Brunnett Architects

3. ADJOURNMENT

MINUTES

CITY OF WESTMINSTER Mayor and Common Council Special Meeting Monday, March 25, 2019 at 5:00 p.m.

CALL TO ORDER

The Special Meeting of the Mayor and Common Council was called to order at 5:10 p.m.

Elected Officials Present: Councilmember Becker, Councilmember Chiavacci, Mayor Dominick, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

Staff Present: City Administrator Matthews, Director of Finance and Administrative Services Palmer, and City Clerk Visocsky.

Guest Present: John Brunnett of Gant Brunnett Architects.

PRESENTATION

Ms. Matthews introduced Mr. Brunnett, the design team lead for the 45 West Main Street Renovation Project. Following the project's completion, the building would house the City's administrative offices.

A copy of Mr. Brunnett's presentation is attached to these minutes and incorporated herein by reference. During his presentation, Mr. Brunnett reviewed the following with the Mayor and Common Council:

- The space layout for each of the building's three floors;
- The project timeline;
- The anticipated construction cost based on the cost estimator's review of the 50% drawings;
- Possible alternates to the base bid for potential cost reduction; and,
- Exterior improvements and landscaping.

The Mayor and Common Council discussed the possible renovation of the basement/first floor in detail. Staff explained that the City currently had limited facility space for employee training activities. Renovation of the basement/first floor would allow the City to address this need.

Mr. Brunnett informed the Mayor and Common Council that, based on the cost estimator's review of the 50% drawing, the estimated base construction cost was \$3,882,250. With the inclusion of certain additional factors, the cost estimator's total estimated bid price was \$4,610,725. The factors included the following:

- Contractor overhead & profit of 9%
- Design contingency of 3%
- Insurance and bond 1.65%
- Escalation factor of 4.5%

Mr. Brunnett noted that the estimated bid price included all renovations to the building, as well as site improvements. The estimate of \$4,610,725 also included the following low voltage systems:

- Telephone and data cabling and racks (but not the electronic equipment);

- CCTV system including all cabling and equipment;
- Intrusion alarm including all cabling and equipment;
- Door control system (proximity cards) including all cabling and equipment; and,
- AV system cabling and conduits (but not the electronic equipment)

Mr. Brunnett informed the Mayor and Common Council that the estimated cost did not include furniture, storage shelving, and filing cabinets. He stated that the preliminary furniture estimate was \$321,500, plus an additional \$91,500 for storage shelving and filing cabinets.

Mr. Brunnett then provided the Mayor and Common Council with a report on the building's infrastructure. He stated that the roof of 45 West Main Street is fairly new and in good shape. Unfortunately, the building's duct work was not properly installed and would require full replacement. Mr. Brunnett informed the Mayor and Common Council that stormwater management would not be needed because the area of disturbance was less than 5,000 square feet.

Mr. Brunnett pointed out a possible area for installation of exterior building signage, as well as the opportunity to add artwork to the walls of the lobby area. The Mayor and Common Council expressed support for partnering with local art galleries to feature the work of local artists.

The Mayor and Common Council then discussed possible bid alternates in the event that the project needed to be scaled back. Should the City not proceed with the renovation of the basement/first floor, Mr. Brunnett recommended that certain project elements be addressed during the project to minimize future business interruption. Such elements included full demolition, removal of hazardous materials, and construction of ADA-complaint bathrooms. The Mayor and Common Council expressed support for Mr. Brunnett's recommendation. There were differing opinions on the removal of landscaping and certain private office construction from the base bid specifications.

Staff noted that the City is currently paying approximately \$170,000 per year in lease payments for its office space at 56 West Main Street. They encouraged the Mayor and Common Council to view the building renovation project in the context of a long-term investment, given the longevity of a public building. Ms. Palmer shared that the project would be paid in full from the City's unrestricted reserve account.

ADJOURNMENT

President Wack adjourned the meeting at 6:47 p.m.

Respectfully Submitted,

Shannon Visocky, City Clerk