

City Council Meeting

Monday, May 6, 2024 6:30 PM

Agenda

Government Center

Space Planning and Concept Development



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 6, 2024

SUBMITTED BY: Cathy Reynolds, Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: Government Center

SUBJECT: Space Planning and Concept Development

BACKGROUND: The Building Committee has been working with our architect, BKV, public works consultant, WRA, and construction manager, Terra to complete a space needs analysis and develop a master plan for construction of a government center for Credit River. As part of the process the committee looked at staffing needs forecasting the city's needs over the next 20 years. With the assistance of WRA we looked at city public works and utility operations and forecasted operations over the next 20 years to build a projection for public works equipment and space needs. These projections have then been utilized to analyze space needs and develop a master plan that can be phased and constructed as the needs of the community grow. The master plan helps us ensure smart building today that can also support the future needs of the community. Conceptual cost estimates have been prepared to support the phasing depicted in the master plan.

SUGGESTED ACTION:

ATTACHMENTS:

[CreditRiver_GovtCenter_2024-05-06 Council.pdf](#)



CITY OF CREDIT RIVER GOVERNMENT CENTER PLANNING

May 06, 2024 | City Council Workshop

AGENDA

Project Goals

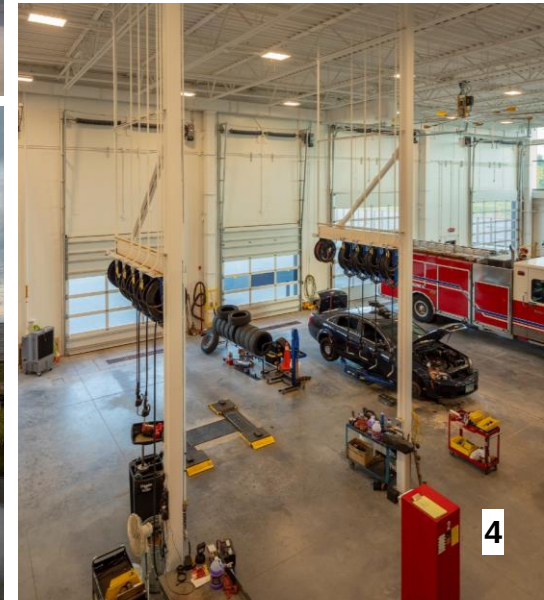
Process Overview

Space Needs Assessment

Master Planning

Cost Estimates

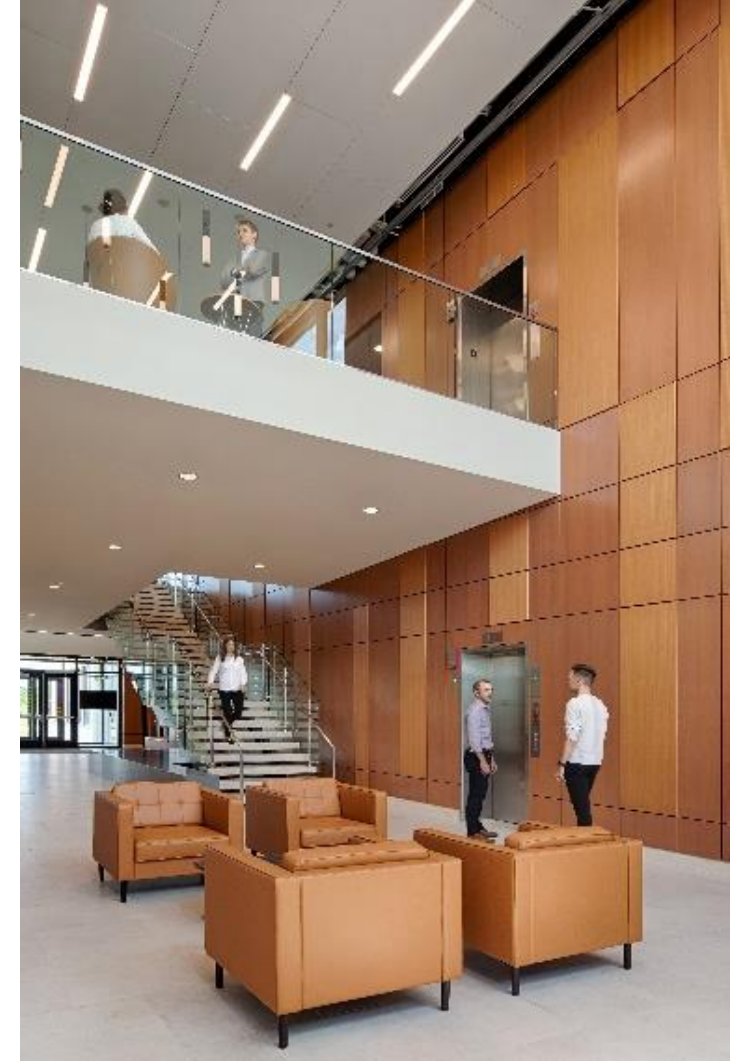
Next Steps



PROJECT GOALS

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- *Determine the city's short-term and long-term operational space needs for city hall and public works functions (5-year, 10-year, 20-year)*
- *Identify potential location(s) for the city's facilities that provide opportunity for growth and flexibility of use*
- *Develop a phased master plan to construct the city's facilities to support the city's operational needs for the next 20+ years*



PROCESS OVERVIEW

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1. Kick-off Meeting / Goal-setting
2. Facility Tours (Lake Elmo City Hall & Public Works Facilities)
3. Developed Space Needs Assessments (City Hall + Public Works)
4. Master Planning / Site Feasibility / Phasing
5. Cost Estimating
6. Geotechnical Reports (On-going)
7. Recommendations / Implementation Schedule



SPACE NEEDS ASSESSMENT

SPACE NEEDS ASSESSMENT

Summary of Space Needs:

	PHASE 1	PHASE 2	PHASE 3
	5-year	10-year	20-year
Government Offices	6,075 SF	11,130 SF	13,061 SF
Public Works Garage & Shops	10,125 SF	21,990 SF	21,990 SF
Cold Storage	4,800 SF	5,040 SF	5,040 SF
Covered Parking	4,140 SF	5,130 SF	7,650 SF
Salt & Brine	0 SF	2,250 SF	2,250 SF



MASTER PLANNING

MASTER PLANNING – SITE OPTION A



Summary:

- Adequate site area for public works operations and future expansion for both city hall and public works.
- Existing topography will require additional grading and potential retaining walls adding cost.
- The site has adequate area to support a septic field and storm water treatment. A perk test will be needed to confirm adequate soils.
- The site has good visibility from 190th Street.
- One frontage street limits site access and separation of public works operations from staff / public areas.
- Multiple new curb cuts required along 190th Street for site access.

MASTER PLANNING – SITE OPTION B



Summary:

- Adequate site area for public works operations and future expansion for both city hall and public works.
- The site has adequate area to support a septic field and storm water treatment. A perk test will be needed to confirm adequate soils.
- The site has good visibility from 190th Street.
- Future road allows for separate site access and circulation for public works operations from public/staff areas
- Minimizes new curb cuts required along 190th Street for site access.

MASTER PLANNING – SITE OPTION B



PHASE 1 (2025):

1. Construct 6,000 SF for city offices to support city operations for the next 10 years
 - Provides (5) private offices and (3) workstations
 - Conference / collaboration spaces
 - Staff support spaces for city hall and public works (locker rooms, break area, restrooms)
 - Option to include new council chambers
2. Construct 10,125 SF for public works operations
 - Provides wash bay, support areas (Tires/Signs, Storage) and equipment storage in heated building
3. Construct a 4,100 SF covered parking building for public works equipment
4. Construct a 4,800 SF cold storage building
5. Utilize existing Town Hall building for Council Chambers, Elections, Elections Storage (No upgrades or renovations)

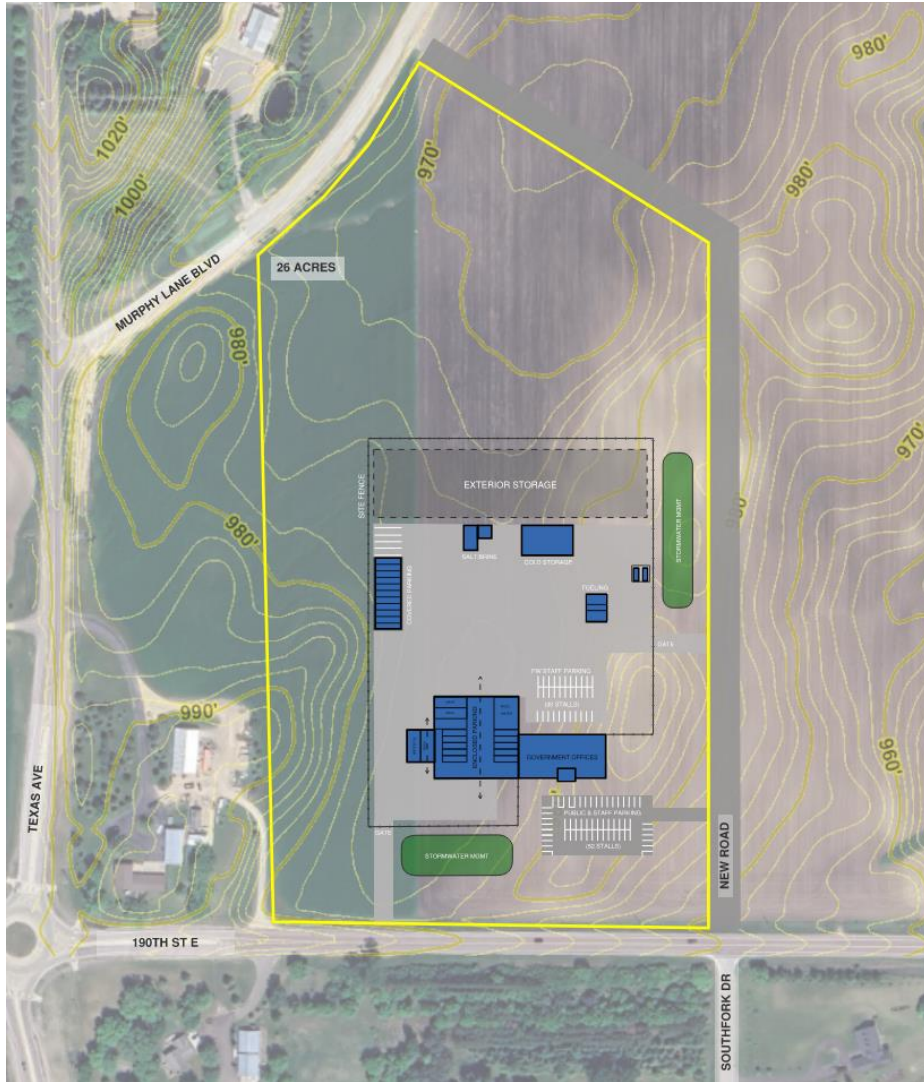
MASTER PLANNING – SITE OPTION B



PHASE 2 (2035):

1. Addition to city offices of 5,100 SF
 - Provides multi-purpose council chambers / community / training room and public restrooms
 - Provides elections storage space
 - Provides (4) additional private offices and (1) workstation
 - Provides (1) additional 6-person conference room
 - Provides dedicated break area for city hall staff
 - Additional locker space for PW and dedicated muster room
2. Addition to the public works area of 11,800 SF
 - Provides additional heated storage for equipment, hi-speed water filling, maintenance bays, and water department operational area
3. Construct Fuel Island
4. Construct Salt Shed & Brine Building

MASTER PLANNING – SITE OPTION B



PHASE 3 (2045):

1. Addition to city offices of 2,000 SF
 - Provides dedicated council chambers and support spaces
 - Provides (1) additional private office
 - Provides dedicated larger muster room and dedicated public works workroom
 - Additional staff restrooms
 - Additional locker space for public works
2. Addition to the cold storage building of 1,000 SF for parts and equipment storage
3. Addition to the covered parking building of 2,500 SF for equipment storage

COST ESTIMATES

PRELIMINARY COST ESTIMATES

Owner: City of Credit River
Project: Credit River Government Center
Location: Credit River, MN
Architect: BKV
Date: 4/30/2024



CREDIT RIVER SITE CONCEPT BUDGET PRICING 2025 - PHASE 1	
SUMMARY ITEM DESCRIPTION	COST
Sitework - Site Option B (Site clearing, aggregate, asphalt, curb/gutter, site restoration, fueling , utilities)	\$1,551,235
Government Building - Offices	\$1,366,875
Government Building - Garage and Shop	\$2,025,000
Garage and Shop Equipment Allowance (Washer, Crane, Lifts, Workbenches, Storage Equipment, Misc Tools, Meter Test Bench, Brine Tanks)	\$244,500
Cold Storage Building	\$480,000
Covered Parking	\$579,600
TOTAL DIRECT COSTS	\$6,247,210
6.70% A/E Design Fees	\$ 418,563
2.00% Permit and Insurance	\$ 133,315
1.70% CM Fee	\$ 115,585
15.00% Conceptual Design and Construction Contingency	\$ 937,081
5.00% Escalation (Bidding late 2024, Construction 2025)	\$ 312,360
ESTIMATE TOTAL	\$8,164,115
LAND ACQUISITION COSTS	TBD
(Legal Services, Survey, Geotechnical, Special Inspections, Commissioning, Owner Provided Furniture and Equipment) OWNER OTHER SOFT COSTS	\$956,100
TOTAL	\$9,120,215



PRELIMINARY COST ESTIMATES

Owner: City of Credit River
Project: Credit River Government Center
Location: Credit River, MN
Architect: BKV
Date: 4/30/2024



CREDIT RIVER SITE CONCEPT BUDGET PRICING 2035 - PHASE 2			
SUMMARY ITEM DESCRIPTION		COST	
Sitework - Site Option B (Add Fuel Island, Expand Site Paving, Expand Site Fencing)		\$900,000	
Government Building - Offices (Higher Level Finishes)		\$1,516,500	
Government Building - Garage and Shop		\$2,073,000	
Garage and Shop Water Department and Heated Parking		\$300,000	
Salt/Brine Structure		\$180,000	
Cold Storage		\$24,000	
Covered Parking		\$138,600	
TOTAL DIRECT COSTS		\$5,132,100	
6.70%	A/E Design Fees	\$	343,851
2.00%	Permit and Insurance	\$	109,519
1.70%	CM Fee	\$	94,953
15.00%	Conceptual Design and Construction Contingency	\$	769,815
64.70%	Escalation (Construction 2035)	\$	3,320,469
ESTIMATE TOTAL		\$9,770,706	
LAND ACQUISITION COSTS		TBD	
(Legal Services, Survey, Geotechnical, Special Inspections, Commissioning, Owner Provided Furniture and Equipment) OWNER OTHER SOFT COSTS		TBD	



PRELIMINARY COST ESTIMATES

Owner: City of Credit River
Project: Credit River Government Center
Location: Credit River, MN
Architect: BKV
Date: 4/30/2024



CREDIT RIVER SITE CONCEPT BUDGET PRICING 2045 - PHASE 3			
SUMMARY ITEM DESCRIPTION			COST
Sitework - Site Option B			
Government Building - Offices			\$434,475
Covered Parking			\$352,800
TOTAL DIRECT COSTS			\$787,275
6.70%	A/E Design Fees	\$	52,747
2.00%	Permit and Insurance	\$	16,800
1.70%	CM Fee	\$	14,566
15.00%	Conceptual Design and Construction Contingency	\$	118,091
172.00%	Escalation (Construction 2045)	\$	1,354,113
ESTIMATE TOTAL			\$2,343,593
LAND ACQUISITION COSTS			TBD
(Legal Services, Survey, Geotechnical, Special Inspections, Commissioning, Owner Provided Furniture and Equipment) OWNER OTHER SOFT COSTS			TBD

Additional Cost Considerations			
1	Sitework - Site Option A (site clearing, aggregate, asphalt, curb/gutter, site restoration, retaining walls, utilities)	ADD	\$1,289,907
2	2300SF City Administration Support Area, Election and Restrooms (Higher Level Finishes) Incl. In Ph 1	ADD	\$976,864
3	2300SF City Administration Support Area, Election and Restrooms (Higher Level Finishes) remove from Ph 2	DEDUCT	\$1,423,121



NEXT STEPS

NEXT STEPS

1. Approval of Space Needs & Phasing Approach
2. Determine Preferred Site Location
3. Identify Funding Source(s) for Phase 1
4. Project Implementation Planning
5. Community Engagement & Input Gathering
6. Authorize next phase of design/planning





THANK YOU

Enriching Lives and Strengthening Communities