

CAPITAL IMPROVEMENT PROGRAM (CIP) AMENDMENT FORM

1. **Contact Person/Department:** Steve Claassen – Facilities, Fleet and Parks Director

2. **Project Title:** New Main Tag Office

3. **Request Status:** New Project (complete items 5, 6, 7 and 8)

4. **Justification for changes from the approved CIP Project:**

Year Approved	Original Budget	Requested Change	Revised Total

Justification of requested changes:

5. **Justification:** Discuss the need for the project, how it will improve delivery of services, and improve efficiency, along with the scope of capital work to be completed. Please address the urgent need of this project and what qualifies this project to be reviewed outside of the CIP budget process. Please summarize below, if additional space is needed, then provide the detailed narrative in CIP Attachment Form A.

Justification of new project:

A new main Tag Office was conceived as a stand-alone project for the 2015 Recommended CIP but then was scheduled to be included in the 271 building. CIP funding for a new main tag office along with the MABCD and MAPD One Stop Shop was consolidated into the Acq/Reno IRS Bldg project fund center as a CIP amendment in August 2014. However, it was later decided that the 271 building would not be a desired location for the main tag office so an RFP was issued in May 2015 for a turn-key building to accommodate the main tag office. After receiving 15 proposals on June 16, three proposals were viable options and one proposal was pursued. After several months of negotiations, an agreement was made for a turn-key building which will be renovated at 2525 W. Douglas (20,540 SF) for a cost of \$1,645,000. The total for this project is \$2,318,000 which includes the purchase of 2525 W. Douglas (\$1,645,000) and owners items (\$673,000) of signage, FF&E, movers, and networking.

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- 6. Cost and Funding:** Outline all project costs, by appropriate project phase, based on the anticipated schedule. Select below the table who developed the estimate and when. A dated, written copy of the estimate must be attached. Then, select the funding source and provide a brief explanation of how the project will be funded, and explanation if selecting "other".

Project Phase	2015	2016	2017	2018	2019	Total
Planning						
Design						
Construction	\$1,645,000					
Equipment	\$673,000					
Total	\$2,318,000					

- 7. Estimate Developed By:** *Check all that apply*

Date: March 18, 2013

Facility Project Services	Architect / Engineering Firm	Vendor	Department
x		x	

Funding Type and Proposed Fund Source: Cash

\$2,318,000 will be supported with a transfer of cash from the general fund.

8. Operating Budget Impact: No Budget Impact

Outline estimated operating impacts occurring as a result of this project. Below the table, discuss these operating impacts and funding strategy. Be sure to seek expert assistance when appropriate.

Operating Impact	2015	2016	2017	2018	2019	Total
Total Revenue						
Personnel						
Contractual						
Commodities						
Equipment						
Total Expenses		\$74,512	\$74,512	\$74,512	\$74,512	\$298,048
FTE(s)						

Estimating that annual operating expenses will increase by \$74,512 due to the increase square feet from 6,778 (200 W. Murdock) to 20,450 (2525 W. Douglas).

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9. CIP Committee Recommendation: Choose an item.

10. Agenda Recommendation: Choose an item.

Mike Scholes

Date

☐ Consent

☐ Regular Agenda