



WHERE COMMUNITY AND SPIRIT MEET®

## WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on September 14, 2023 at 4:30 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present were Mayor Griffin, Council Members Duwe, Gibbons, Wurtz, and Zimmer. Also in attendance were Chief Administrative Officer Russ Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, City Attorney John Hessel, and Communications Manager Katherine Hessel. Council Members Luetzow and Sears were absent and excused.

### APPROVAL OF THE SEPTEMBER 7, 2023 WORK SESSION MINUTES

Motion was made by Council Member Duwe and seconded by Council Member Wurtz to approve the September 7, 2023 Work Session minutes.

Motion was made by Council Member Gibbons and seconded by Council Member Duwe to amend the minutes by amending the 2<sup>nd</sup> bullet point under the North Kirkwood Road Lane Reduction Discussion, by adding “at intersections” at the end of the sentence. The motion to amend was unanimously approved.

The motion to approve the minutes as amended was unanimously approved.

### COMMUNITY CENTER UPDATE

Katie Aholt and David Bradly with Navigate Building Solutions presented information to the City Council regarding updates to the Community Center project. Some discussion is as follows:

- Request for Proposal (RFP) bid packages for the construction services for the Kirkwood Community Center Renovations were received on August 22, 2023.
- There were four bidders, but two had technical issues and their bids were not submitted.
- The bidders submitted costs associated with the bid alternates 1, 2, 3, 5 & 6 (alternate 4 was not included) and were instructed to schedule work in two phases.
- All bidders were instructed to carry the following: \$30,000 allowance for all graphics, \$50,000 allowance for scope coordination, and Pricing & Performance Bond. Each of these costs are included in the total bid price.
- Two bids were received: 1) United Construction in the amount of \$7,567, plus alternates is \$8,209,100, and 2) K&S Associates in the amount of \$7,830, plus alternates is \$8,385,700.
- The cost difference, including alternates, is \$176,600 between the first and second lowest bidders.
- Not included in the bid costs are costs associated with Kirkwood Electric’s scope, roof replacement, asbestos abatement, FF&E, professional services, or new fiber optic service.
- Supplemental bid information was received from United Construction and K&S Associates that included a listing of unit prices, CSI division cost breakout, and a listing of proposed subcontractors.
- The lowest and most responsive bidder for the base bid appeared to be United Construction.



WHERE COMMUNITY AND SPIRIT MEET®

- The City of Kirkwood total project scope was budgeted at \$9,350,000. Bids received are higher than the budget due to mechanical and electrical system cost overruns.
- Value engineering, scope reduction, and/or additional funding in the amount of \$2,100,000 is recommended.
- It is recommended that an “Intent to Award” notice be issued to United Construction as soon as practicable, contingent upon completing a value engineering exercise that reduces the overall construction costs to an amount agreed upon by the City.
- It is recommended to present the final bid recommendation to the City Council in October 2023 for the award of the contract.
- A discussion took place.
- Currently \$1.2 million of ARPA funds is already allocated towards the project. The City could allocate another \$1.2 million in ARPA funds in 2024.
- It is recommended to include 5% minimum of construction value as a contingency.
- It is recommended that an Intent to Award notice be signed and allocation of additional ARPA funds.
- Question was raised regarding what the fire protection in the west gym consists of? The fire protection is a sprinkler system.
- Question was raised regarding if the cost of the roof top units would cost more if removed from the project and replaced at a later date? A discussion took place.
- Question was raised regarding if exterior work is included in the project? The project scope for outside of the building is limited to the entry and parking lot. It was requested that it be determined if exterior work outside of the scope of the project can be done in-house.
- Alternates can be addressed in the future, whether or not to omit or add any.

Seeing no objection from the City Council, the Chief Administrative Officer will sign the Intent to Award notice.

### **MOTION TO CLOSE THE MEETING**

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal).

Roll Call:

Mayor Griffin	“Yes”
Council Member Sears	Absent
Council Member Wurtz	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	Absent

The meeting was closed.



WHERE COMMUNITY AND SPIRIT MEET™

### **MOTION TO OPEN THE MEETING**

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to open the meeting.

#### Roll Call:

Mayor Griffin	“Yes”
Council Member Sears	Absent
Council Member Wurtz	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	Absent

The meeting was opened. There being no further matters to come before the council, the meeting was adjourned.

---

Laurie Asche  
City Clerk