



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: April 7, 2021

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: City Hall Renovation Project Update April

The architectural firm of QAM has met with each Department to review their existing space, anticipated future needs and building features that can potentially enhance operations. Based on discussions with QAM the Department's the requests are in line with the original project scope. The information obtained from each Department will be utilized to formulate the City Hall program needs that will serve as the basis of design. The architect is scheduled to submit a preliminary building layout within the next two weeks. The requested items that are ultimately incorporated into the building renovation project will determined based on operational and residents needs along with project cost.

One of the focuses of the design process has been project phasing. Utilizing the former court facility will enable the renovations to occur in two phases, however the architect is calculating the amount of additional space that will be required to complete the project in a single phase. Completing the work in a single phase will require the building to completely vacated (except for a central service station) and require City Departments to located to multiple locations, however it is believed that it would reduce the project time from 2-2.5 years to 1-1,5 years. The reduction of time will also reduce project cost and disturbance to residents and employees.

Once the architect provides the City with the required additional square footage necessary to complete the project the City will contact property owners in the downtown area to determine availability and cost to determine feasibility. The City has also issued and received responses to RFP issued to procure the services of an owners representative/project management services to assist City staff in project implementation.

Please feel free to contact me with any question or concerns at 860-584-6113.

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