

REQUEST FOR ACTION

Department Head

Luke Fischer,
Assistant to the City Administrator

City Council Date

July 20, 2010

Agenda Item

Consider Letter of Agreement entering into Legacy Grant Funds from the Minnesota Historical Society

ACTION REQUESTED

Approve grant agreement and authorize MacDonald and Mack to begin preparing plans and specifications on January 1, 2011.

BACKGROUND

Early this spring, a subcommittee of Historic Preservation Committee members met with historic architects MacDonald and Mack to develop a phased plan for the redevelopment of the Delano Village Hall. This plan was approved by the City Council as it directed staff to seek additional grant funding to make the improvements to the building. Staff prepared an application for Legacy Grant funding through the Minnesota Historical Society for first floor improvements totaling \$180,000, half coming from the grant and half coming from a local match.

Due to the competitive nature of the application process, the City was awarded approximately half of its request (\$42,140) to complete a portion of the proposed project. Upon the Minnesota Historic Society's review of the application, they have opted to fund the replacement of the main doors that were bricked in. In terms of budget, the City would be required to fund contractor overhead (\$14,850), contingency (\$16,350), and administration (\$5,000). The agreement does not require the City to fully fund these items if the money is not needed to complete the project.

In order to seek quotes for the project, staff recommends the City direct MacDonald and Mack to prepare plans and specifications for the grant funded improvements. Included in tonight's packet is a proposal from the architects to complete the work by mid January 2011 for a not to exceed price of \$5,595.

All project work must be completed by June 1, 2011 in order to allow time for financial reporting. In order to meet this deadline, staff recommends the following timeline:

- January 1, 2011 – Authorize MacDonald and Mack to prepare plans and specifications
- February 1, 2011 – Approve plans and specifications
- February 2, 2011 – Authorize staff to seek quotes for improvements
- March 1, 2011 – Approve quotes and award contract
- May 15, 2011 – Contract deadline
- June 1, 2011 – Complete grant requirements with Minnesota Historic Society

ATTACHMENTS

- Grant Agreement
- Letter of Agreement
- Proposal from MacDonald and Mack