DATE:       June 27, 2018

TO:         Waste Management Authority Board

FROM:       Wendy Sommer, Executive Director

SUBJECT:    Budget Authorization for Kitchen Remodel

SUMMARY
This is a request for budget authorization for the agency’s second floor kitchen remodel.

DISCUSSION
Eleven years ago, StopWaste renovated and moved into our current building. In keeping with our environmental mission, we incorporated green building and sustainable landscaping practices into the design and construction of our facility. It was the first renovation project to achieve a LEED v. 2.2 Platinum certification in the nation. In 2015 we also received LEED Platinum certification for Existing Buildings Operation and Maintenance.

In 2016 we made improvements to the Board room and updated our audio-visual equipment. In 2018 we are making improvements to the second floor, where 90% of staff are housed. The current kitchen is significantly undersized for over 40 staff and there is no seated dining area. We released a RFP for second floor redesign services and selected Siegel and Strain Architects in March 2018. Siegel & Strain has a long track record of sustainable building practices and is committed to support the agency’s waste prevention and reuse goals.

The architects (as the construction administrator), undertook an informal bid process and selected Charles Pankow Builder, LTD to perform the work at the cost of $79,598. We have been saving funds for this purpose by encumbering a small portion of surplus contingency funding each year. The encumbered savings was within our annual core budget appropriation.

RECOMMENDATION
Authorize the Executive Director to spend $92,000 (construction cost, permitting and contingency) for the agency’s second floor kitchen/break room remodel.