



October 9, 2017

Cass County Board of Commissioners  
211 9<sup>th</sup> Street South  
Fargo ND 58103

## County Administrator

Robert Wilson  
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RE: State's Attorney Office Remodel Project

Commissioners:

The 2017 Buildings & Grounds Budget includes a project to remodel the State's Attorney's Office 4<sup>th</sup> floor public entry area. Commission authorization to accept quotes and authorize this project is scheduled for the October 16<sup>th</sup> Commission meeting.

The current layout of the 4<sup>th</sup> floor State's Attorney lobby area allows for uncontrolled public access past the front desk and into internal office areas. The space needs study completed by Foss Architecture in 2009 proposed a layout that provides controlled access only past the front desk and improves the workflow of the front office area. The T.L. Stroh space needs study in 2016 also addressed this point of unrestricted access.

The 2017 includes \$20,000 for this project. Attached is a detailed cost spreadsheet of the work required. The base project estimate is \$22,022, not including the built-in front desk work station (\$17,655). The cost of the work station is assigned to the office furniture line item in the Courthouse Maintenance Budget.

Unrelated to the remodel project, in September the Commission authorized the purchase of new office furniture for the State's Attorney Office. The Buildings & Grounds, State's Attorney and IT staff have worked closely with Foss Architecture to coordinate delivery and installation of the new furniture with this remodel project. Through the planning process, Information Technology has strongly recommended this is the ideal time to update network wiring in the 3<sup>rd</sup> and 4<sup>th</sup> floor areas of the State's Attorney Office. The network wiring costs total \$20,749, and are included in this proposal.

This project includes expenses in excess of what was budgeted. However, funds are available to complete the work, and the finished product will enhance Courthouse internal security and modernize a significant portion of network connections.

Respectfully Submitted,

Robert W. Wilson  
County Administrator

**SUGGESTED MOTION:**

**Move to authorize expenditures related to remodeling and rewiring portions of the State's Attorney's Office.**

Box 2806  
211 Ninth Street South  
Fargo, North Dakota 58103

## 2017 Projects: Courthouse Maintenance Budget

<b>Original Budget:</b>	\$	172,000.00	
Total Spent Budget: (10/11/17)	\$	62,184.24	
SAO New Cables 4th floor (ABT)	\$	11,955.00	
SAO New Cables 3rd floor (ABT)	\$	7,841.00	
SAO New CAT 3 (ABT)	\$	953.00	
SAO Foss Invoice (not final)	\$	3,000.00	
SAO NetWork Center (door hardware)	\$	5,909.25	
SAO Front Counter Flooring Walz	\$	2,025.70	have 2nd quote
SAO Front Counter Framing Walz	\$	4,102.11	have 2nd quote
SAO Wall/Door - Printer Walz	\$	1,480.00	
SAO Breakroom Wall & Door	\$	1,587.00	
SAO Corner Office Wall Walz	\$	917.94	
SAO General Electrical Install	\$	3,000.00	
SAO Front Counter Glass (Included in millwork quote)			
SAO Painting			
Total Remaining Available:	\$	67,044.76	Total Project Cost: \$ 42,771.00

Quoted but not authorized  
 Invoiced but not yet paid  
 Needed Elements not yet quoted

## 2017 Projects:

<b>Original Budget:</b>	\$	278,000.00
Purchases Approved 09/18/17 (office furniture)	\$	224,812.51
SAO Front Counter Millwork (MJC)	\$	17,655.00

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<b>Total Remaining Available:</b>	\$	35,532.49
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Quote from Meinecke-Johnson Company