



TriCo Regional Sewer Utility

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OFFICE IMPROVEMENTS COMMITTEE MEETING

Wednesday, June 26, 2019 at 12:00 P.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Public Comment
2. Office Improvement Options
3. Other Business

Next Scheduled Meeting: TBD



MEMORANDUM

To: Office Improvements Committee

From: Wes Merkle

Date: June 24, 2019

Subject: Office Improvement Options

The following updates are provided for the three office improvement options discussed at our May 23 Committee meeting.

Leasing Option

This option includes selling TriCo's stake in the Government Center Building and leasing a similar facility within our service area. Proposals were received for two locations deemed to be the best fit by staff – Pennwood (located on Pennsylvania Street south of 116th Street) and Carmel Tech Center (located on City Center Drive between Pennsylvania Street and Carmel Drive).

Staff continued to work with local broker CBRE to negotiate lease terms with Pennwood and Carmel Tech Center. Pennwood was agreeable to offering longer terms and extension options. Pennwood also engaged a local architect to lay out a proposed office and requested pricing from contractors for tenant improvement costs, which we expect to be covered by the owner. Updated lease terms and rates will be received by staff early next week and presented at the Committee meeting.

Carmel Tech Center has been relatively unresponsive and has not yet agreed to requests for a space plan or longer terms.

Unification Option

This option includes selling TriCo's stake in the Government Center Building, expanding the plant office, and locating all staff under one roof at the plant.

Proposals for architectural and engineering design services were requested from Blackline and CSO. Staff discussed the potential project with both firms. Proposals will be received this week and presented at the Committee meeting.

Budget construction pricing for this option was discussed with two contractors. Staff expects to receive more information shortly and will present findings at the Committee meeting.

Renovation Option

This option includes renovation of the existing administrative office.

At its May 23 meeting the Committee discussed pursuing one of the other two options. The 60-day bid hold on the renovation project expires on July 7. At the June 19 Board meeting, the Board did not support moving forward with the renovation option. The renovation bid was not awarded and the bid hold will expire before the next Board meeting.

The staff was directed to provide a map of our service area showing the existing administrative office and plant locations, as well as the two proposed lease option locations. This map is attached.

Staff will work with legal counsel on a sales agreement with the Township Trustee; the unknown at this time is the move out date.

Staff respectfully requests the Committee recommend an option to move forward:

1. Lease: Recommend the Board via B&F Committee approve lease costs and amend the operating budget accordingly, instruct staff and legal counsel to negotiate lease terms.
2. Unite: Recommend the Board via C&C Committee approve an agreement with an architect for design services, recommend the Board via B&F Committee amend the capital budget accordingly, instruct staff to modify the plant expansion design scope to include site work.

Service Area Map with Office Locations

