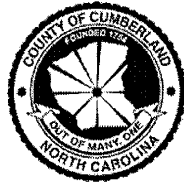


JEANNETTE M. COUNCIL
Chairman

KENNETH S. EDGE
Vice Chairman

CHARLES E. EVANS
W. MARSHALL FAIRCLOTH
JIMMY KEEFE
BILLY R. KING
EDWARD G. MELVIN



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

BOARD OF COMMISSIONERS

CANDICE WHITE
Clerk to the Board

KELLIE BEAM
Deputy Clerk

MEMORANDUM

TO: Facilities Committee Members (Commissioners King, Melvin, and Evans)
FROM: Kellie Beam, Deputy Clerk to the Board *KB*
DATE: December 2, 2013
SUBJECT: Facilities Committee Meeting – December 5, 2013

A special meeting of the Facilities Committee will be held on Thursday, December 5, 2013 at 9:30 a.m. in room 564 of the Cumberland County Courthouse.

AGENDA

1. Approval of Minutes – September 5, 2013 Meeting
 2. Update on Detention Center Expansion Project
 3. Other Matters of Business
- cc: Board of Commissioners
Administration
Legal
Communications Manager
County Department Head(s)
Sunshine List

CUMBERLAND COUNTY FACILITIES COMMITTEE
NEW COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
SEPTEMBER 5, 2013 - 8:30 A.M.
MINUTES

MEMBERS PRESENT: Commissioner Billy King, Chair
Commissioner Ed Melvin
Commissioner Charles Evans

OTHER COMMISSIONERS
PRESENT: Commissioner Kenneth Edge

OTHERS PRESENT: James Martin, County Manager
Amy Cannon, Deputy County Manager
James Lawson, Assistant County Manager
Sally Shutt, Public Information Director
Rick Moorefield, County Attorney
Melissa Cardinali, Finance Director
Howard Abner, Assistant Finance Director
Jeffery Brown, Engineering and Infrastructure Director
Lisa Childers, Cooperative Extension Director
Pam Pollard, Director of Farm Services
George Quigley, Master Gardener
Julean Self, Human Resources Director
Dan Domico, Human Resources Consultant
Jackie Beal, Judicial District Manager
Diane Isaacs, Department of Community Corrections
Ron Moore, Department of Community Corrections
Candice White, Clerk to the Board
Kellie Beam, Deputy Clerk to the Board
Press

Commissioner Billy King called the meeting to order.

1. APPROVAL OF MINUTES – AUGUST 1, 2013 MEETING

MOTION: Commissioner Evans moved to approve the minutes.
SECOND: Commissioner Melvin
VOTE: UNANIMOUS (3-0)

2. CONSIDERATION OF REQUEST FOR ADDITIONAL SPACE FOR
PROBATION OFFICERS

DRAFT

James Lawson, Assistant County Manager, introduced Jackie Beal, Judicial District Manager, and Diane Isaacs and Ron Moore, Department of Community Corrections.

Mr. Lawson stated during the August Facilities Committee meeting, James Martin, County Manager, informed the Facilities Committee about a recommendation for additional office space at 412 W. Russell Street for the Cumberland County Adult Probation and Parole Office. Mr. Lawson explained the State recently allocated four (4) new probation officer positions for the Adult Probation and Parole Office and because they maximized their current space allocation, they made a request for additional space.

Mr. Lawson stated he met with Wayne Dudley, Engineering Technician, Ms. Beal and other officials from the North Carolina Department of Public Safety and during the meeting, three proposed offices were identified. Mr. Lawson advised the State may allocate additional new positions in the near future which would create the need for additional office space.

Mr. Lawson explained the Adult Probation and Parole Office is located in the same facility that once housed the Cumberland County Day Reporting Center, and the county has not identified another suitable county function to assign to the space nor identified another agency interested in leasing the space. Mr. Lawson explained the county leases a portion of the building to Coastal Horizons and the remaining occupied space houses the Adult Probation and Parole Office. Mr. Lawson stated according to NC General Statute 15-209, counties are obligated to provide office space specifically for probation activities.

Mr. Lawson stated there are currently ten (10) vacant offices in the W. Russell Street building which would allow the county to address the immediate space needs for the Adult Probation and Parole Office and would also provide additional space should the need arise. Mr. Lawson advised the remaining available office space in this facility will be included in the updated county facilities assessment.

Mr. Lawson stated county management recommends that the Facilities Committee approve the allocation of the three (3) additional offices to the Adult Probation and Parole Office.

MOTION: Commissioner Melvin moved to recommend to the full board approval of the allocation of three (3) additional offices in the building located at 412 W. Russell Street to the Cumberland County Adult Probation and Parole Office.

SECOND: Commissioner Evans

VOTE: UNANIMOUS (3-0)

3. DISCUSSION ON DEVELOPMENT OF A CAPITAL IMPROVEMENT PLAN

Jeffery Brown, Engineering and Infrastructure Director, stated over the last several months there has been significant discussion concerning the need to develop a Capital

DRAFT

Improvement Plan to effectively forecast the cost of facility improvements throughout the county. Mr. Brown stated currently the county owns more than fifty (50) buildings containing approximately 1.9 million square feet which the Engineering and Infrastructure Department is responsible for maintaining.

Mr. Brown referenced a memo prepared by Bob Stanger in June 2010 and stated the memo offers a good summary as to actions previously taken. Mr. Brown stated previous plans to renovate the E. Newton Smith Center were placed on hold because funding that had been identified for the renovations were shifted to the Detention Center expansion project.

Mr. Brown stated the critical action steps that must be completed in order to develop a Comprehensive Improvement Plan are as follows:

Action Step # 1:

One of the initial steps previously taken in 2007 was asking each department to complete a space utilization survey to determine if their present space allocation was sufficient and if each department would need additional space in the coming years. This information is outdated, so the first step would be to have each department review the information previously provided and to make any necessary changes. This task can be completed with internal resources.

Action Step # 2:

Compile a list of all unoccupied space within all county buildings and develop a proposed plan of action to occupy this space either with county personnel or lease the space to an outside agency that could coincide with the existing use(s) of the building. This task can be completed with internal resources.

Action Step # 3:

Complete a comprehensive facility assessment (inventory) of all county buildings to include the following:

- a. A roof survey by a Registered Roof Consultant (RRC),
- b. Pavement evaluation of parking lots and sidewalk/walkway assessment,
- c. An inclusive building assessment that evaluates windows, interior and exterior walls, painting, carpet, lights, plumbing fixtures, etc.,
- d. A detailed equipment evaluation to include HVAC units, chillers, boilers, generators, etc.

These tasks will have to be completed by outside resources. A Request for Qualifications (RFQ) would have to be compiled and advertised in order to select a firm to complete this work. Due to the complexity of this assessment, multiple RFQ's will have to be developed as it will be a challenge to find one firm that would have expertise in each of these areas.

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Mr. Brown noted the Engineering and Infrastructure Department is in the process of transitioning to a work order program that will provide a detailed summary of each piece of equipment to include the cost to operate and maintain. Mr. Brown stated these assessments will determine the immediate needs and the estimated cost to repair any identified deficiencies.

Mr. Brown stated a comprehensive Capital Improvement Plan cannot be developed until the assessments and evaluations are completed, and the Engineering and Infrastructure Department and County Management are requesting guidance and direction on the proposed action steps recorded above.

Commissioner Evans asked about the timeframe for the proposed action steps. Mr. Brown stated action steps number one and number two could be completed within two months and action step number three would take approximately six months to complete. Commissioner Evans stated he would like to see action steps number one and two brought back to the Facilities Committee as soon as possible.

Mr. Martin stated he feels action steps one and two can be brought back to the Facilities Committee in two months and in the meantime, a Request for Qualifications (RFQ) could be let for outside resources. Commissioner King suggested the full board could look at the action steps in the spring of 2014.

MOTION: Commissioner Evans moved to recommend to the full board to begin internal completion of action steps one and two according to Mr. Brown's memorandum and to authorize staff to move forward to develop an RFQ for specialized services identified in action step three.

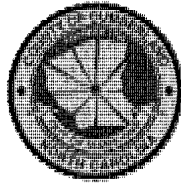
SECOND: Commissioner Melvin

VOTE: UNANIMOUS (3-0)

4. OTHER MATTERS OF BUSINESS

Mr. Martin introduced Lisa Childers, Cooperative Extension Director, and stated the county received a \$25,000 grant through the Department of Agriculture to identify a location in the county for a sustainable Farmers Market. Ms. Childers stated a committee was developed to interview three firms to determine which firm would best meet the needs of this project. Ms. Childers stated the committee unanimously recommended Earthwise Company out of Wake Forest, North Carolina.

MEETING ADJOURNED AT 9:34 AM.



**CUMBERLAND
COUNTY**
NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT

JEFFERY P. BROWN, PE
Engineering & Infrastructure Director

**MEMO FOR THE AGENDA OF THE
DECEMBER 5, 2013 MEETING OF THE FACILITIES COMMITTEE**

TO: FACILITIES COMMITTEE
FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR
THROUGH: JAMES E. MARTIN, COUNTY MANAGER
DATE: DECEMBER 4, 2013
SUBJECT: UPDATE ON DETENTION CENTER EXPANSION PROJECT

Requested by: JEFFERY P. BROWN, E & I DIRECTOR
Presenter(s): RUSSELL GILES, MOSELEY ARCHITECTS
JIM MURPHY, BALFOUR BEATTY CONSTRUCTION

Estimate of Committee Time Needed: 30 MINUTES

BACKGROUND:

In August 2012, Cumberland County executed a construction contract with Metcon-Balfour Beatty in the amount of \$12,994,214 for the detention center expansion project. A Notice to Proceed was issued on September 5, 2012 with a substantial completion date of October 27, 2013 and a final completion date of November 27, 2013. While the contractor believed that the project would be completed by the end date specified in the contract and continuously relayed that message to the owner, in reality that significant amount of rainfall throughout the contract was simply too much to overcome to meet the established completion date. There are provisions within the contract that allow consideration of additional time due to excessive rainfall. It is currently projected that the expansion will be ready to turn over to the County on January 2, 2014.

Included within this contract amount was a contractor contingency amount of \$235,376 and an owner contingency amount of \$325,000. The contractor contingency was to be used to cover any issues that arose during construction that the contractor had failed to include in scoping the project. The owner contingency amount was to be used for owner initiated changes or design changes initiated by the Architect. Currently there is a balance of \$23,016.43 remaining within owner contingency and a balance of \$62,836 remaining in contractor contingency. The owner contingency was substantially impacted by a \$123,781 cost of enclosing the west stairwell; a request originated by detention center staff. However, there are outstanding request for change orders that have been submitted against both the owner and contractor contingencies that have yet to be approved by the Architect and Owner at this time. Based on a meeting on December 3rd with Balfour Beatty and Moseley

Architects, it is believed that a consensus will be reached that would allow the project to be completed within budget.

Russell Giles with Moseley Architects along with Jim Murphy with Balfour Beatty will be present to provide an overview which will include significant challenges faced during construction, a summary of the project budget, and a schedule for completion. They will also be available to answer any questions that the Committee may have concerning the project.

RECOMMENDATION/PROPOSED ACTION:

This item is for informational purposes only and therefore no action is required by the Committee at this time.