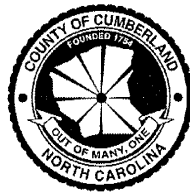


JEANNETTE M. COUNCIL
Chairman

KENNETH S. EDGE
Vice Chairman

CHARLES E. EVANS
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 Edge, Evans, and King)

FROM: Kellie Beam, Deputy Clerk to the Board *KB*

DATE: May 1, 2014

SUBJECT: Facilities Committee Meeting – May 8, 2014

There will be a regular meeting of the Facilities Committee on Thursday, May 8, 2014 at 8:30 AM in Room 564 of the Cumberland County Courthouse.

AGENDA

1. Approval of Minutes – March 6, 2014 Meeting **(Pg. 2)**
 2. Consideration of Approval of the Lease Renewal for NC Department of Public Safety Located at 412 Russell Street **(Pg. 6)**
 3. Consideration of Approval of the Lease Renewal for Coastal Horizons Center, Inc. (TASC) Located at 412 Russell Street **(Pg. 8)**
 4. Update on Front Steps of New Courthouse **(Pg. 10)**
 5. Consideration of Approval of Exemption for Request for Qualification Based Selection for Engineering Services Needed to Expand Courthouse Parking **(Pg. 12)**
 6. Consideration of Approval of the Detention Center Expansion Project Closeout **(Pg. 14)**
 7. Other Items of Business **(NO MATERIALS)**
- 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
MARCH 6, 2014 - 8:30 A.M.
MINUTES

MEMBERS PRESENT: Commissioner Kenneth Edge
Commissioner Charles Evans

MEMBERS ABSENT: Commissioner Billy King, Chair

OTHER COMMISSIONERS

PRESENT: Commissioner Ed Melvin
Commissioner Jeannette Council (came in at 8:50 a.m.)

OTHERS PRESENT: James Martin, County Manager
Amy Cannon, Deputy County Manager
James Lawson, Assistant County Manager
Quentin McPhatter, Assistant County Manager
Sally Shutt, Chief Public Information Officer
Rick Moorefield, County Attorney
Jeffery Brown, Engineering and Infrastructure Director
Kelly Autry, Budget and Management Analyst
Kellie Beam, Deputy Clerk to the Board
Press

Commissioner Kenneth Edge called the meeting to order.

1. ELECTION OF FACILITIES COMMITTEE CHAIRMAN

MOTION: Commissioner Edge moved to appoint Commissioner King as Chairman of the Facilities Committee.

SECOND: Commissioner Evans

VOTE: UNANIMOUS (2-0)

2. APPROVAL OF MINUTES – DECEMBER 5, 2013

MOTION: Commissioner Evans moved to approve the minutes.

SECOND: Commissioner Edge

VOTE: UNANIMOUS (2-0)

3. CONSIDERATION OF ISSUANCE OF REQUESTS FOR QUALIFICATIONS FOR ROOF ASSESSMENTS AND PARKING LOT PAVEMENT EVALUATION FOR COUNTY BUILDINGS

DRAFT

BACKGROUND:

Over the last several months there have been several discussions on developing a Comprehensive Capital Improvement Plan. At the September 5, 2013 Facilities Committee meeting a three step action plan was presented to the committee in order to develop this much needed plan. The first two steps which were; complete a space utilization survey for all County Departments and compile a list of unoccupied space within county buildings have been completed. The Department is now in the process of analyzing the results of the survey to determine if any of the available space will meet the space needs of those departments needing additional space.

The third step of this action plan was to complete a comprehensive facility assessment (inventory) of all county buildings. Two major components of this step will be to analyze the current conditions of all county parking lots and roofs and then to develop a list of priorities on how to best address the noted deficiencies. The best way to accomplish these tasks would be to issue two separate Requests for Qualifications (RFQ's) for Architecture/Engineering Services to have the roofs and parking lots evaluated. Once staff has selected a firm and successfully negotiated a price for each of these services, both of these will be brought back to the Facilities Committee for approval.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director along with County Management recommend that the Facilities Committee authorize the Engineering and Infrastructure Department to move forward with developing and issuing Requests for Qualifications for Architecture/Engineering Services for a pavement evaluation survey along with a roof survey for County facilities.

Jeffery Brown, Engineering and Infrastructure Director, reviewed the background information and recommendation as recorded above and responded to questions.

MOTION: Commissioner Edge moved to recommend to the full board consideration of approval to authorize staff to move forward with developing and issuing Requests for Qualifications for Architecture/Engineering Services for a pavement evaluation survey along with a roof survey for county facilities.

SECOND: Commissioner Evans

VOTE: UNANIMOUS (2-0)

4. UPDATE ON ISSUES CONCERNING WINDOWS AT THE DEPARTMENT OF SOCIAL SERVICES

BACKGROUND:

DRAFT

Construction of the Department of Social Services building was completed in 1999 and there have been issues with leaking windows on the north face of the building since it was constructed. Due to the leaking window system, water has come into the building and caused interior damage to the walls in several locations. The architect who designed the building was Walter Vick with LSV Partnership. Ellis Walker Builders, Inc. was the general contractor for the building. The window system was installed by Glass Contractors (local contractor) that is no longer in business. There is correspondence in the file dated as far back as April 2000 where the county requested the general contractor to make the necessary repairs to prevent water from entering the building. Several attempts and repairs were attempted by the General Contractor over the years. Unfortunately, at this point, the county has missed the window of opportunity in holding the contractor responsible in getting the windows repaired.

In 2008, the county had an independent firm complete an evaluation of the window system to determine what the issues were and what corrective actions could be taken to cease water from entering the building. The window system is designed so that what water enters the system has the ability to drain out instead of entering the building. However, the window system was not installed correctly thus allowing water to enter the inside of the building. The independent report verified that the window system was incorrectly installed and suggested that the window system be sealed in its entirety from the outside to eliminate any water from entering the window system.

Walter Vick has been contacted for suggestions on how to move forward with determining the best approach to rectify the situation. As the design architect, he has the most knowledge of the construction issues. Our Department will work with the LSV Partnership, to develop a plan of action to move forward with to finally get the issue resolved.

RECOMMENDATION/PROPOSED ACTION:

The Facilities Committee is not being asked to take action at this time. The purpose for this item was to make the Committee aware of the ongoing issue. This item will be brought back before the Committee once a final decision has been made on how to move forward with corrective actions.

Mr. Brown reviewed the background information and recommendation as recorded above and responded to questions. Mr. Brown stated no action was necessary by the Facilities Committee. Commissioner Edge asked Mr. Brown to work with Mr. Vick and bring a proposal back to the committee once a decision is made on how to move forward.

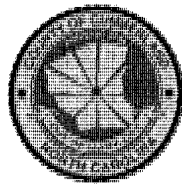
5. OTHER ITEMS OF BUSINESS

Mr. Brown informed the Facilities Committee that the Legal Aid building would be demolished within the next thirty (30) days.

DRAFT

Commissioner Evans asked how Judge Ammons' memorandum regarding additional courtroom personnel and space issues would be handled. James Martin, County Manager, stated he feels there needs to be an extensive discussion between the commissioners, sheriff and judicial system to comply with Judge Ammons' request of additional bailiffs and court security personnel along with space issues. Discussion followed. Mr. Martin stated funding would be the determining factor on how the issues are resolved and the goal is to determine how to best meet the need to the maximum extent that is financially feasible. Mr. Martin stated county management would have a discussion with the Sheriff and his staff within the next few weeks to evaluate the needs of the judicial system.

MEETING ADJOURNED AT 9:10 AM.



CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT

JEFFERY P. BROWN, PE
Engineering & Infrastructure Director

MEMO FOR THE AGENDA OF THE
MAY 8, 2014 MEETING OF THE FACILITIES COMMITTEE

TO: FACILITIES COMMITTEE
FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR
THROUGH: AMY H. CANNON, INTERIM COUNTY MANAGER
DATE: APRIL 29, 2014
SUBJECT: LEASE RENEWAL FOR NC DEPARTMENT OF PUBLIC SAFETY LOCATED AT 412 RUSSELL STREET

Requested by: JAMES E. LAWSON, ASSISTANT COUNTY MANAGER
Presenter(s): JEFFERY P. BROWN, PE, E & I DIRECTOR

Estimate of Committee Time Needed: 10 MINUTES

BACKGROUND:

Cumberland County currently has a lease with NC Department of Public Safety (formerly NC Department of Corrections) for office space located in the Community Corrections Building at 412 Russell Street. The current lease is for 1,465 Square Feet (SF) and is a five year lease set to expire on June 30, 2014. The lease rate started at \$13.83/SF and increased incrementally each year. The lease rate for the current fiscal year is \$14.82/SF.

County Management and the Engineering & Infrastructure Director met with representatives from the NC Department of Public Safety on March 20th to discuss the lease renewal. The drug lab that was operational within the building and included as part of the initial lease was closed by the State earlier this year. There is a conference room where half of the square footage was included in the lease, as it was being utilized by the Judicial District Manager at the time of the original lease. It is important to note that the County by General Statutes is required to provide office space for probation officers and their administrative support. However, the County is not obligated to provide office space or a conference room for the Judicial District Manager nor their administrative staff.

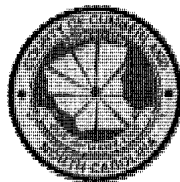
So with that said, the drug lab, a small restroom used by the drug lab, and the conference room square footages cannot be included in the new lease. However, the NC Department of Public Safety has requested to lease another office space and a conference room for the sole use of the Judicial District Manager and her staff. I have attached a copy of the layout showing the space to be included within the new lease for your review. With the removal of

these areas and the addition of the new requested space, the total square footage to be included in the new lease will be 1,034 SF.

The NC Department of Public Safety requested that the new lease be for a term of three years and to have a lease rate that does not increase incrementally each year throughout the life of the lease. County Management along with the Engineering & Infrastructure Director discussed a lease rate and felt that a lease rate of \$15/SF would be a fair number to offer the NC Department of Public Safety for the space that they are currently occupying as well as the additional space that they are requesting. This lease rate has been presented to the representatives of the NC Department of Public Safety and they too feel that this is a fair rate for the space. No other changes to the lease other than the square footage, the lease rate, and the lease duration are being recommended at this time.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee vote to approve the lease rate of \$15/SF for a period of three years and recommend to the Board of Commissioners to approve the lease renewal following the approval of the County Attorney.



CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT

JEFFERY P. BROWN, PE
Engineering & Infrastructure Director

**MEMO FOR THE AGENDA OF THE
MAY 8, 2014 MEETING OF THE FACILITIES COMMITTEE**

TO: FACILITIES COMMITTEE
FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR
THROUGH: AMY H. CANNON, INTERIM COUNTY MANAGER
DATE: APRIL 29, 2014
SUBJECT: LEASE RENEWAL FOR COASTAL HORIZONS CENTER, INC
(TASC) LOCATED AT 412 RUSSELL STREET

Requested by: JAMES E. LAWSON, ASSISTANT COUNTY MANAGER
Presenter(s): JEFFERY P. BROWN, PE, E & I DIRECTOR

Estimate of Committee Time Needed: 10 MINUTES

BACKGROUND:

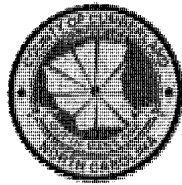
Cumberland County currently has a lease with Coastal Horizons Center, Inc. for office space located in the Community Corrections Building at 412 Russell Street. The current lease is for 1,505.9 Square Feet (SF) and it is a three year lease set to expire on June 30, 2014. The lease rate is \$14.57/SF.

County Management and the Engineering & Infrastructure Director met with representatives from the Coastal Horizons Center, Inc. on April 4th to discuss the lease renewal. The representatives stated within the meeting that they were very pleased with the space as well as County staff that handled the janitorial duties within the building. The representatives were informed at this meeting that the original lease did not accurately reflect the actual square footage of the space being occupied by their organization. The correct square footage should have been 1773 SF. The County was informed at this time that one office (room #124) was not currently being used by their organization and it was later communicated to the County that they felt that it should not be included within the new lease. I have attached a layout of their space for your review as well as the square footage for each room that is currently within the lease. County Management and the Engineering and Infrastructure Director feel that this office should remain in the new lease as it is located in the midst of their space and the County's ability to lease this one small office to another organization would be extremely difficult.

County Management along with the Engineering & Infrastructure Director discussed a lease rate and feel that a lease rate of \$15/SF would be a fair number to offer Coastal Horizons Center, Inc. for the space that they are currently leasing. This is the same rate that is being recommended for NC Department of Public Safety. No other changes to the lease other than the square footage and the lease rate are being recommended at this time.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee vote to approve the lease rate of \$15/SF for a period of three years and recommend to the Board of Commissioners to approve the lease renewal following the approval of the County Attorney.



**CUMBERLAND
COUNTY**
NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT

JEFFERY P. BROWN, PE
Engineering & Infrastructure Director

**MEMO FOR THE AGENDA OF THE
MAY 8, 2014 MEETING OF THE FACILITIES COMMITTEE**

TO: FACILITIES COMMITTEE
FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR
THROUGH: AMY H. CANNON, INTERIM COUNTY MANAGER
DATE: APRIL 29, 2014
SUBJECT: UPDATE ON FRONT STEPS OF NEW COURTHOUSE

Requested by: AMY H. CANNON, INTERIM COUNTY MANAGER
Presenter(s): JEFFERY P. BROWN, PE, E & I DIRECTOR

Estimate of Committee Time Needed: 10 MINUTES

BACKGROUND:

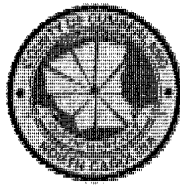
Engineering and Infrastructure Staff noticed in the early part of February that there was an area on the front steps of the new courthouse that was beginning to fail. Due to safety concerns for employees and citizens entering and leaving the courthouse, this section of steps was taped off to prevent them from being utilized. Staff immediately began to investigate and engaged the architect that completed the construction drawings. While the evaluation was underway, it was later discovered that there was failure in all sections of the steps and the decision was made to simply barricade the steps for safety precautions.

According to the construction drawings, the precast terrazzo treads and risers were to be imbedded in a concrete base. The concrete base was designed to provide the structural support for the 2" terrazzo treads and risers. However, the investigation has revealed that the concrete base was not constructed properly which in turn has led to the failure of the treads and risers in the areas in which we can access.

At this time, all the precast terrazzo treads and risers will have to be removed in order to determine what actions can be taken to repair the failure. A pre-bid meeting was held for the demolition work on April 17th and the Department is in the process of receiving bids for this work. Once the demolition is complete, then a more thorough assessment can be completed and a repair plan can be developed.

RECOMMENDATION/PROPOSED ACTION:

The Facilities Committee is not being asked to take action at this time. The purpose for this item was to update the Committee on what actions were being taken by the Engineering & Infrastructure Department to address the issue.



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT
JEFFERY P. BROWN, PE
Engineering & Infrastructure Director

MEMO FOR THE AGENDA OF THE
MAY 8, 2014 MEETING OF THE FACILITIES COMMITTEE

TO: FACILITIES COMMITTEE
FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR
THROUGH: AMY H. CANNON, INTERIM COUNTY MANAGER
DATE: APRIL 29, 2014
SUBJECT: EXEMPTION FOR REQUEST FOR QUALIFICATION BASED
SELECTION FOR ENGINEERING SERVICES NEEDED TO
EXPAND COURTHOUSE PARKING

Requested by: JEFFERY P. BROWN, PE, E & I DIRECTOR
Presenter(s): JEFFERY P. BROWN, PE, E & I DIRECTOR

Estimate of Committee Time Needed: 10 MINUTES

BACKGROUND:

At the Board of Commissioners Meeting held December 21, 2009, the Board unanimously approved the demolition of the Legal Aid Building and to convert the property into paved parking. As you are aware, the structure has now been demolished and the Engineering & Infrastructure Department is ready to move forward with converting this vacant space into paved parking as previously directed.

The surrounding paved parking was designed and sealed by Gordon Rose. At that time, Mr. Rose was employed by McKim & Creed. However, since that time, McKim & Creed no longer has a local office and Mr. Rose is now employed by Call Signs Engineers which is located in Fayetteville on Gillespie Street.

Units of local government per GS 143-64.2 have the ability to exempt projects from a qualification based selection process where an estimated professional fee is an amount less than \$30,000. The professional fees for the design of this proposed parking will be much less than this amount. Due to this and the fact that Mr. Rose was the engineer of record for the adjacent parking, it is the recommendation of the Engineering and Infrastructure Department for the Board of Commissioners to exempt this project from the qualification based selection process.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee vote to approve the exemption of professional services needed for the expansion of the existing parking lot and recommend to the Board of Commissioners to approve a resolution of exemption at the regularly scheduled board meeting on May 19th.



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT

JEFFERY P. BROWN, PE
Engineering & Infrastructure Director

**MEMO FOR THE AGENDA OF THE
MAY 8, 2014 MEETING OF THE FACILITIES COMMITTEE**

TO: FACILITIES COMMITTEE
FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR
THROUGH: AMY H. CANNON, INTERIM COUNTY MANAGER
DATE: APRIL 29, 2014
SUBJECT: DENTENTION CENTER EXPANSION PROJECT CLOSEOUT

Requested by: JEFFERY P. BROWN, PE, E & I DIRECTOR
Presenter(s): JEFFERY P. BROWN, PE, E & I DIRECTOR

Estimate of Committee Time Needed: 10 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. The expansion was completed in January and a dedication ceremony was held on February 3, 2014.

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.

Included within the 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. The owner contingency was substantially impacted by a \$123,781 cost of enclosing the west stairwell; a request originated by detention center staff.

It was initially reported at the December Facilities Committee that it was believed that the contract could be completed within the initial budget. However, there were several changes

that had to be made as a result of the Department of Health & Human Services inspection as well as the Fire Marshall's inspection that took place after this meeting. There was also additional cost to the contractor for several design changes that took place after the original bid was submitted.

For these reasons, the original contract value of \$12,994,214 needs to be increased by a total of \$67,000 to cover the additional cost that was beyond the Metcon-Balfour Beatty's control. The project will be able to be closed out financially if this additional funding is allocated. However, the County will not officially process the final invoice until such time that all affidavits have been submitted that all subcontractors have been paid as well as all punch list items corrected.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee vote to approve the allocation of the additional funding in the amount of \$67,000 and recommend to the Board of Commissioners to approve this additional funding at the regularly scheduled board meeting on May 19th.

ADDITIONAL FINANCE RECOMMENDATION: As discussed at the December 5, 2013 Facilities Committee meeting, the General Fund budget for FY14 failed to transfer funds to the project to cover the contractual cost already obligated. The original budget should have included \$423,433 for this purpose. However, the County has received sales tax reimbursements for this project in the amount of \$180,675. These funds can be used to offset the \$423,433.

Therefore, budget revisions are included which will:

- Recognize sales tax receipts of \$180,675.
- Increase the construction contract \$67,000.
- Transfer General Fund fund balance that should have been included in the FY14 budget of \$309,758 (\$423,433-180,675+67,000).

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	B-354
Date Received	5/2/2014
Date Completed	

Fund No. 101 Agency No. 412 Organ. No. 4195
 Organization Name: General Government Other

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
9901	Fund Balance Appropriated		309,758	309,758
			-	-
			-	-
			-	-
			-	-
	Total	-	309,758	309,758

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
3887	91	Transfer to Funds 002		309,758	309,758
				-	-
				-	-
				-	-
				-	-
		Total	-	309,758	309,758

Justification:

To appropriate Fund Balance for transfer to the Detention Construction Project which wasn't recognized in the original FY14 budget.

Funding Source:

State: _____ Federal: _____ County: _____ New: _____ Other: _____
 Other: _____ Fees: _____ Prior Year: _____

Fund Balance:

Submitted By: _____

Department Head

Date: _____

Approved By: _____

Reviewed By: _____

Deborah W. Shaw
 Finance

Date: 5/2/14

Date: _____

County Manager

Reviewed By: _____

Deputy/Assistant County Mgr

Date: _____

Board of County Commissioners

Date: _____