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CUMBERLAND
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NORTH CAROLINA

CANDICE WHITE
Clerk to the Board

KELLIE BEAM
Deputy Clerk

BOARD OF COMMISSIONERS

MEMORANDUM

TO: Facilities Committee Members (Commissioners Adams, Council and Lancaster)

FROM: Kellie Beam, Deputy Clerk to the Board

DATE: December 30, 2016

SUBJECT: Facilities Committee Meeting – Thursday, January 5, 2017

There will be a regular meeting of the Facilities Committee on Thursday, January 5, 2017 at 8:30 AM in Room 564 of the Cumberland County Courthouse.

AGENDA

1. Election of Chairman (**No Materials**)
2. Approval of Minutes – November 3, 2016 Facilities Committee Regular Meeting (**Pg. 2**)
3. Consideration of an Additional Juvenile Hearing Room from Chief District Court Judge Robert Stiehl (**Pg. 8**)
4. Approval of Contract for Flood Damage Repairs at Headquarters Library (**Pg. 11**)
5. Other Items of Business (**No Materials**)

Cc: Board of Commissioners
County Management
County Legal
County Department Heads
Sunshine List

CUMBERLAND COUNTY FACILITIES COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
NOVEMBER 3, 2016 - 8:30 A.M.
MINUTES

MEMBERS PRESENT: Commissioner Glenn Adams
Commissioner Jimmy Keefe (arrived at 8:35 A.M.)
Commissioner Kenneth Edge
Commissioner Charles Evans

OTHER COMMISSIONERS PRESENT:
Commissioner Larry Lancaster

OTHERS PRESENT: Amy Cannon, County Manager
Tracy Jackson, Assistant County Manager
Melissa Cardinali, Assistant County Manager
Sally Shutt, Governmental Affairs Officer
Jeffery Brown, Engineering & Infrastructure Director
Vicki Evans, Finance Director
Randy Beeman, Emergency Services Director
Gene Booth, Emergency Services
Chief District Court Judge Robert Stiehl
Deborah Shaw, Budget Analyst
Kim Cribb, Budget Analyst
Heather Harris, Budget Analyst
Candice White, Clerk to the Board
Kellie Beam, Deputy Clerk to the Board
Press

Commissioner Glenn Adams called the meeting to order.

1. APPROVAL OF MINUTES – OCTOBER 6, 2016 FACILITIES COMMITTEE MEETING

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

2. CONSIDERATION OF APPROVAL OF REQUEST FOR AN ADDITIONAL JUVENILE HEARING ROOM FROM CHIEF DISTRICT COURT JUDGE ROBERT STIEHL

BACKGROUND

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Judge Stiehl has requested renovations to the second floor of the Cumberland County Courthouse. The request with the greatest priority is to convert Room 207-B into a Juvenile Court Hearing Room. Other information regarding all of the proposed renovations are recorded below.

RECOMMENDATION/PROPOSED ACTION

This item is for information only at this time.

Second Floor Renovation Estimates

| | |
|--|--------------------------------|
| Furniture needs..... | (Contracted) \$7500 |
| Carpet repairs..... | (Contracted) \$1000 |
| Data/Phones..... | (Data) \$1000/ (phones) \$2100 |
| Add vinyl partition wall w/1 wood door for new office (211-A) | (Contracted) \$4000 |
| Remove 4 sets of built-in cabinets for new office and repair (211-A) | (In-house) \$1000 |
| Move/replace wall (211-F)..... | (Contracted) \$3500 |
| HVAC repairs..... | (In-house) \$500 |
| Electric repairs..... | (In-house) \$1000 |
| *Sprinklers..... | (Contracted) \$9000 |
| Relocate/remove furniture..... | (Temps) \$1000 |
| Carpentry (repairs/paint/hardware/mailbox) | (In-house) \$2500 |
| Rework wall for thru mailbox..... | (Contract) \$1500 |
| Locker storage for attorneys (208) | (Contracted) \$1500 |
| ----- | |
| Total..... | \$35,600+/- |

Additional notes:

- Walls – Steel stud walls (County not experienced to do)
- Paint not required with vinyl partition walls
- *Sprinklers must be added/moved
- 3rd floor break room was not considered in this estimate

Judge Stiehl's Proposal for Renovations to the Second Floor of the Courthouse

- 1) Create an additional Juvenile Court Hearing Room; this will help make the Juvenile Court process more efficient by utilizing Room 207-B as a new hearing room; will require the construction of a raised dais, installing a door from the waiting area into the hearing room, and furniture for a clerk, judge and security detail; need by January 1, 2017.

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- a. Also, use the small hallway that exits near the Ladies Room next to Courtroom 206 as a holding area for juvenile detainees; will require code-compliant egress
- 2) Create a new office in order to get all District Court Judges on the second floor; utilize a portion of Conference Room 211-A for this purpose (the remainder of the conference room would remain; involves removing the bookshelves from a portion of conference room and creating a doorway to the existing office suite hallway; will need a smaller conference room table (might be able to utilize the table currently in Room 207-B); need in a reasonable amount of time (this fiscal year if possible)
- 3) Add cubicles on the wall of break room 208 for DSS staff to store personal belongings (DSS staff being displaced from Room 207-B; need in a reasonable amount of time (this fiscal year if possible)
- 4) Take the office vacated by the judge on the 3rd floor, and move to the 2nd floor conference room 211-A, and create a break room for District Court Staff; need in a reasonable amount of time (this fiscal year if possible)
- 5) Decrease the size of Judge Stiehl's office by moving a wall in order to create a large office storage/work area next to his office; create a mailbox pass-through from the lobby area to an adjacent hallway; add electrical & phone line for a fax machine adjacent to the receptionist area; need in a reasonable amount of time (this fiscal year if possible)

Tracy Jackson, Assistant County Manager, reviewed the background information, recommendation, Second Floor Renovation Estimates and Judge Stiehl's Proposal for Renovations to the Second Floor of the Courthouse as recorded above. Mr. Jackson stated the most immediate need at this time is a new juvenile court hearing room. Mr. Jackson stated the other requests could be completed depending on the budget. Questions and discussion followed.

Commissioner Edge stated the total cost of the renovations are estimated to be around \$35,000 and wanted to know if there is anything that can be done to reduce the total cost. Mr. Jackson stated if the sprinklers did not have to be moved that could help cut down on the total cost. Judge Stiehl asked if it would help the committee if he worked to prioritize the four specific areas and then broke them down with an individual cost and the Facilities Committee agreed this would be helpful.

The consensus of the Facilities Committee was for Judge Stiehl to work with County Management and the Engineering and Infrastructure Department to prioritize the four areas of renovations and list the cost of each individual renovation to help determine what

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needs to be done and when and bring it back to the Facilities Committee at a later date.
No action taken.

3. CONSIDERATION OF APPROVAL OF CONTRACT TO REPLACE THE ROOF FOR THE COMMUNITY CORRECTIONS CENTER

BACKGROUND

The Engineering & Infrastructure Department worked with a consultant to complete roof assessments for all County facilities in the spring of 2015. It was determined that the Community Corrections Center facility located at 412 W. Russell Street needed to have the roofing membrane replaced for all sections of the roof, and this roofing need Center has been identified as a priority for completion. At the August 17, 2015 Board of Commissioners meeting, the Board approved a reimbursement resolution for capital projects in which the County would fund certain projects on the front end and then reimburse ourselves once an installment financing plan is approved. The Board of Commissioners also approved a budget revision at its December 3, 2015 meeting to coincide with the reimbursement resolution.

Informal bids were received on October 27, 2016 at 2:00 p.m. for the Community Corrections Center roofing project. The letter of recommendation from Atlas Engineering, Inc. is recorded below.

RECOMMENDATION/PROPOSED ACTION

The Engineering and Infrastructure Director along with County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their next scheduled meeting.

1. Award a contract to Hamlin Roofing in the amount of \$242,425 for the replacement of the roofing membrane on all sections of the Community Corrections Center facility.
2. Establish a contingency in the amount of \$15,000 to be used for additional work recommended by the Engineering and Infrastructure Director and approved by the County Manager.

October 31, 2016

Cumberland County Engineering and Infrastructure Department
P.O. Box 1829
Fayetteville, NC 28302

Subject: Bid Award for Roof Replacement
Community Corrections Building
Atlas Engineering Job No. J2003

Attention: **Mr. Jeffery Brown, P.E. – Engineering & Infrastructure Director**

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Dear Mr. Brown:

Bids for the above project were opened and publicly read at 2:00 p.m. on October 27, 2016. Based on our review of the bids, Hamlin Roofing Co., Inc. appears to be the lowest responsive, responsible bidder with a base bid of \$242,425.00. An alternate bid was taken for an Owner preferred alternate to use a Fibertite membrane. Hamlin Roofing Co., Inc. bid amount for Alternate Bid No. 1 was \$274,524.00. Another alternate bid was obtained for removing the existing roof system and installing a new roof system. Hamlin Roofing Co., Inc. bid amount for Alternate Bid No. 2 was an addition of \$81,439.00. Hamlin Roofing Co., Inc. was contacted by Atlas Engineering and provided the opportunity to review their bid. Hamlin Roofing Co., Inc. confirmed by phone that their bid contained no errors or omissions and they are able to perform the work.

Hamlin Roofing Co., Inc. has been notified in writing of their status as apparent low bidder. It is Atlas Engineering's understanding that Cumberland County wants to accept the base bid. Based on our review of the Proposal and Contract form submitted by Hamlin Roofing Co., Inc. the following is the total construction cost including base bid and selection of bid alternate work:

| | |
|---------------------------------|-------------------|
| Base Bid: | <u>\$ 242,425</u> |
| Total Construction Cost: | \$ 242,425 |

We recommend that the base bid be accepted and Hamlin Roofing Co., Inc. be awarded the contract for the amount of \$242,425.

Please review our recommendation and provide us with written confirmation of your decision to award the contract for this project. Upon receipt of such confirmation, Atlas Engineering will provide a Notice of Award to the successful bidder and facilitate receipt of required bonds and insurance certificates.

Please contact us at (919) 420-7676 with any questions regarding our recommendation.

Sincerely,
Atlas Engineering, Inc., by

Chris Coutu, P.E.
Principal Engineer

Rob Tatum, RRC
Sr. Designer

Jeffery Brown, Engineering and Infrastructure Director, reviewed the background information, recommendation and letter of recommendation from Atlas Engineering, Inc. as recorded above.

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Commissioner Keefe asked if any of the companies were local. Mr. Brown stated he was not sure the headquarters location for each of the companies. Mr. Brown further stated as projects are advertised local participation is always encouraged. Ms. Cannon stated the formal bid process is narrowly defined and local consideration does not override the lowest bidder. Ms. Cannon further stated it is included on the informal bid process to give a local preference.

MOTION: Commissioner Evans moved to recommend to the full board approval to award a contract to Hamlin Roofing in the amount of \$242,425 for the replacement of the roofing membrane on all sections of the Community Corrections Center facility and establish a contingency in the amount of \$15,000 to be used for additional work recommended by the Engineering and Infrastructure Director and approved by the County Manager and add this item to the November 7, 2016 Board of Commissioners agenda.

SECOND: Commissioner Edge

VOTE: PASSED (3-1) (Commissioners Adams, Evans and Edge voted in favor, Commissioner Keefe voted in opposition.)

4. OTHER ITEMS OF BUSINESS

Sally Shutt, Governmental Affairs Officer, stated last year the Board of Elections decided the election returns would no longer be held at the Holiday Inn Bordeaux so the Public Information Office hosted the returns at the Department of Social Services. Ms. Shutt stated this year the election night will fall on Tuesday, November 8, 2016 and FEMA has already reserved the conference rooms at DSS. Ms. Shutt further stated the Crown Coliseum Ballroom has agreed to host the election night returns this year. Ms. Shutt stated the election returns would be projected from the State Board of Elections website on a big screen for individuals to view. Ms. Shutt stated the Crown Coliseum is not going to charge the County for use of their facility for the election night results.

MOTION: Commissioner Edge moved to relocate the election night results on Tuesday, November 8, 2016 to the Crown Coliseum Ballroom.

SECOND: Commissioner Evans

VOTE: UNANIMOUS (4-0)

MEETING ADJOURNED AT 9:01 AM.

AMY H. CANNON
County Manager

JAMES E. LAWSON
Deputy County Manager



MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager



OFFICE OF THE COUNTY MANAGER

**MEMO FOR THE AGENDA OF THE JANUARY 5, 2017
MEETING OF THE FACILITIES COMMITTEE**

TO: FACILITIES COMMITTEE MEMBERS

FROM: W. TRACY JACKSON, ASST. COUNTY MANAGER 

THROUGH: AMY H. CANNON, COUNTY MANAGER

DATE: DECEMBER 29, 2016

SUBJECT: CONSIDERATION OF AN ADDITIONAL JUVENILE HEARING ROOM FROM CHIEF DISTRICT COURT JUDGE ROBERT STIEHL

Requested By: Chief District Court Judge Robert Stiehl

Presenter(s): Tracy Jackson, Asst. County Manager for Support Services

Estimate of Committee Time Needed: 15 Minutes

BACKGROUND

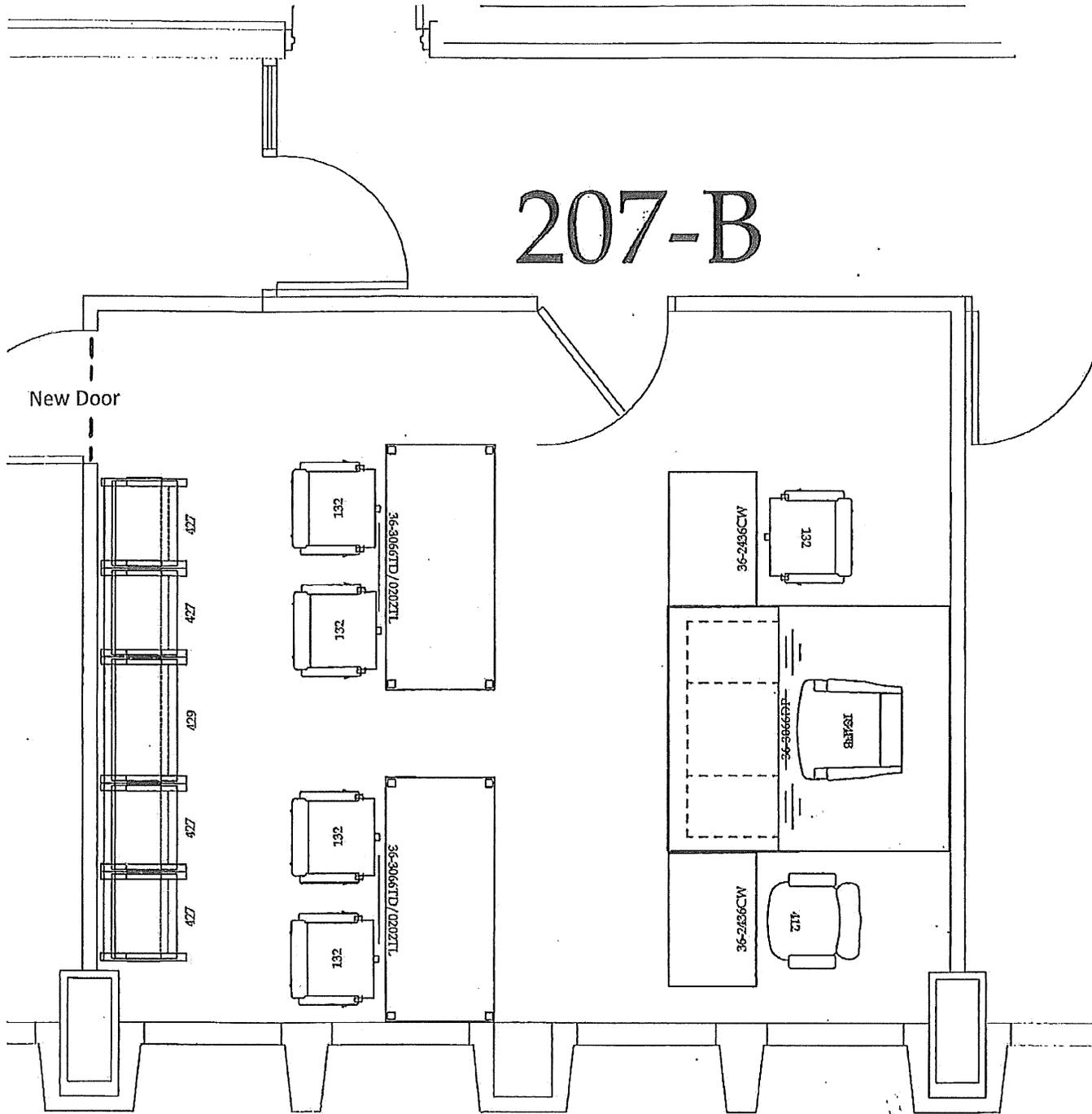
This item was previously considered at the November 3, 2016 Facilities Committee Meeting and is being brought back to the committee as the result of a letter submitted by Judge Stiehl dated December 14, 2016. The letter outlines four possible options for an additional hearing room:

- 1) Utilize Room 207 and add new furnishings, a raised floor for the bench, computers, recording capability and the addition of another entry door located off the current waiting area.*
 - 2) Utilize Room 207 and add new furnishings, a raised floor for the bench, computers, recording capability, but expand the size of the room by removing an existing wall and add an entry door.*
 - 3) Utilize Courtroom 2B when this space is open and unscheduled.
 - 4) Establish a juvenile hearing room off-site at the DSS building.
- See attached diagrams for layout and cost. Please note that options 1 & 2 include converting a hallway in the District Court Judge's Office to a holding area by closing off one end with a partition wall.

RECOMMENDATION/PROPOSED ACTION:

These options are being submitted for the Facilities Committee's consideration.

207-B

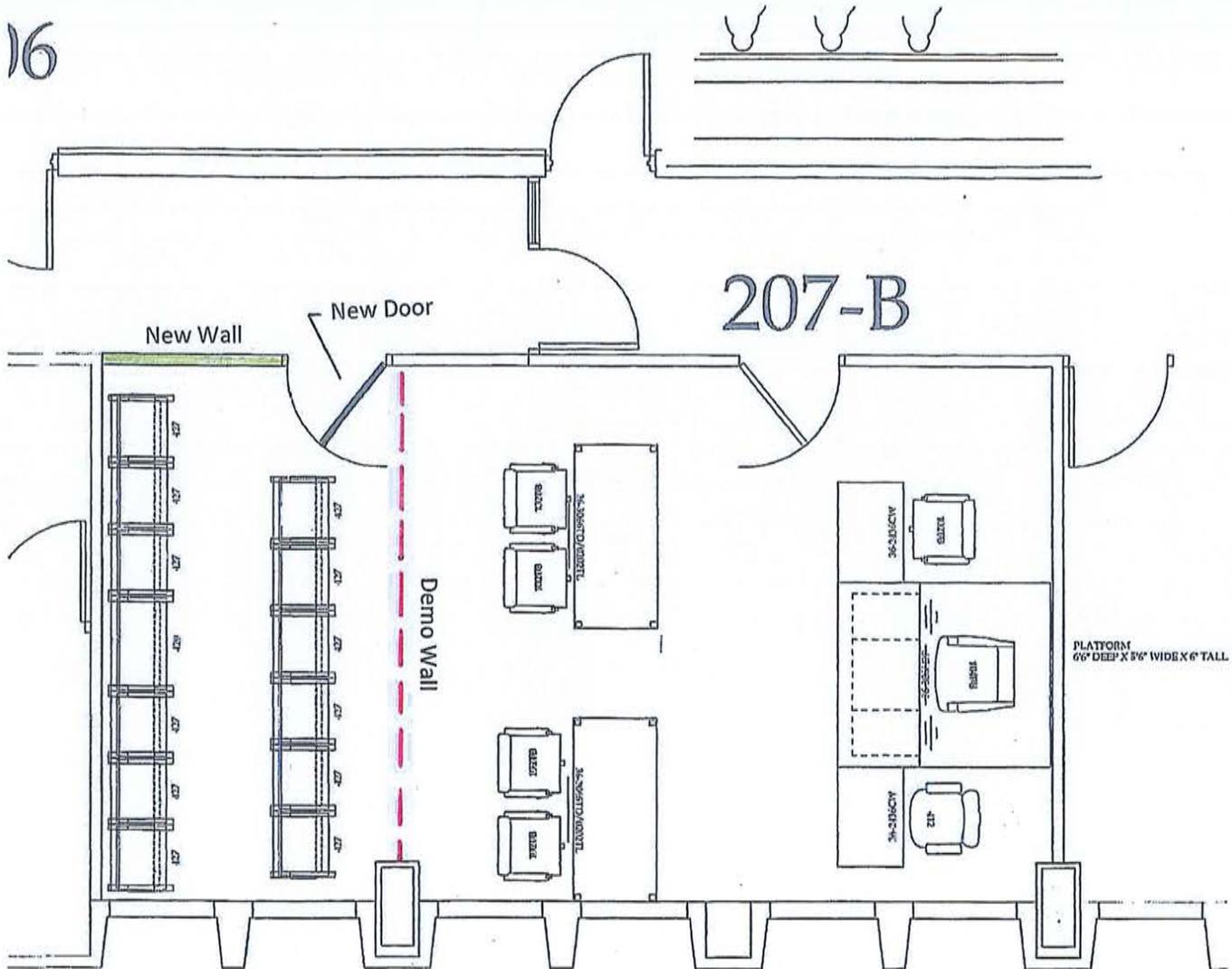


Option 1

- o \$12,550 Executive Furniture (State Contract)
- o OR
- o \$9,025 Basic Furniture (State Contract)
- o \$1,000 Cut in new 7' door
- o \$1,000 Carpentry repairs (paint, raised platform)
- o \$1,000 New 5'x 8' wall in room 211K for Detainees
- o \$1,000 Data and electrical

\$16,550 with executive furniture; \$13,025 with basic furniture

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Option 2

- \$20,352 Executive Furniture (State Contract)
- OR
- \$13,283 Basic Furniture (State Contract)
- \$2,500 Demo wall and install 13' wall with one 7' door
- \$3,000 Carpet (mandatory with this option)
- \$1,000 Carpentry repairs (paint, raised platform)
- \$1,000 New 5'x8' wall in room 211K for detainees
- \$1,400 Cages for 2 windows (Optional)
- \$1,000 Data and electrical
- \$500 Ceiling repair
- \$200 Move camera

\$30,952 with executive furniture; \$23,883 with basic furniture



CUMBERLAND
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NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT

Engineering Division · Facilities Management Division · Landscaping & Grounds Division · Public Utilities Division

**MEMO FOR THE AGENDA OF THE
JANUARY 5, 2017 MEETING OF THE FACILITIES COMMITTEE**

TO: FACILITIES COMMITTEE MEMBERS

FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR

THROUGH: TRACY JACKSON, ASSISTANT COUNTY MANAGER 

DATE: DECEMBER 22, 2016

SUBJECT: APPROVAL OF CONTRACT FOR FLOOD DAMAGE REPAIRS AT HEADQUARTERS LIBRARY

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:

The lower level of the Head Quarters Library located at 300 Maiden Lane received approximately 5" of water inside the facility during Hurricane Matthew. Belfor, which is a disaster recovery and property restoration company, was hired to removed damaged materials and contents and clean the impacted area. The lower level is now ready for repairs to begin.

A pre-bid meeting was held with local contractors on December 15th at 9:00 AM to review and discuss the needed repairs. Informal bids are scheduled to be received on January 3, 2017 at 2:00 PM for the flood damage repairs. The received bids will be presented to the Facilities Committee on January 5th along with a recommendation to award a contract to the lowest responsible and responsive bidder. The Committee will also be asked to establish a contingency amount for the project.

RECOMMENDATION/PROPOSED ACTION:

The Engineering & Infrastructure Director along with County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their January 17th meeting.

1. Award a contract to the lowest responsible and responsive bidder.
2. Establish a contingency amount to be used for additional work recommended by the Engineering & Infrastructure Director and approved by the County Manager.
3. Approval of associated budget revision. **(To be provided by Budget Office)**