

## **Board of County Commissioners Agenda Request**

Date of Meeting: March 15, 2010

Date Submitted: March 2, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Timothy Barden, Assistant County Administrator

Subject: Request Board Acceptance of the Status Report on the Wakulla County Welcome Center in Panacea and Approval to Advertise an Invitation to Bid for General Contracting Services

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### **Statement of Issue:**

This agenda item requests Board acceptance of the status report on the Wakulla County Welcome Center in Panacea and approval to advertise an Invitation to Bid for General Contracting Services.

### **Background:**

During the week of January 11-15<sup>th</sup> the Tallahassee/Wakulla County region experienced extremely cold temperatures that caused burst pipes in many homes and facilities. Consequently, the Welcome Center experienced burst pipes causing water to spray onto open electrical elements creating a safety hazard. Facilities Management personnel immediately closed this facility as recommended by the Wakulla County Building Division. Subsequently, Preble-Rish, under an existing County contract, performed a site assessment and cost analysis of the facility. Staff prepared an agenda item with an overview of the repairs needed and options for the Board's consideration regarding the Welcome Center during the February 16, 2010 Board Meeting. A copy of the February 16<sup>th</sup> agenda item with a detailed background on this project is attached for your review (Attachment #1).

At the February 16, 2010 meeting the Board heard comments from a number of citizens in the community, most notably the Panacea area, regarding their interest in donating labor and material to help with the repairs of this facility. As a result, the Board directed staff to do the following and report back to them at the next available meeting:

- Meet with local citizens from within the County who indicated an interest in providing donating labor and material to reduce cost to the County for these repairs.
- Identify funding from available CIP projects that could be utilized to fund these repairs.
- Prepare an action plan moving forward to make the necessary repairs to the Welcome Center.

### **Analysis**

A meeting was held on February 19, 2010 to discuss the viable options for repairs and opportunities for the donation of labor and materials for the repairs to the Welcome Center. In attendance at that meeting was citizen Walt Dickson (Panacea), Assistant County Administrator Tim Barden, OMB Coordinator Debbie DuBose, OMB Analyst Eva Thorpe, Facilities Management Director John Taylor and Engineering Consultant Jeff Brittain of Preble-Rish. The meeting was very productive and there was discussion of the various repairs including the structural piling repairs, electrical, and plumbing as well as other minor repairs such as insulation and boardwalk repairs. As a result, Mr. Dickson volunteered his services to oversee the repair project and to provide electricians at a discounted rate of \$35 an hour. Mr. Dickson also offered to provide a discounted rate for concrete should those services be warranted and to pull the electrical permit under his existing contractor's license.

Following the meeting on February 19, 2010, an on-site meeting was held with Greg Preble (Structural Engineer Preble-Rish), Walt Dickson, Jeff Brittain, and John Taylor relating to the solution of removing the damaged portion of the pilings, pouring a concrete cap and installing steel pipe in place of the existing pilings. X-bracing will also be installed. Other pilings that are slightly eroded will have concrete collars poured around them at grade to keep water away from the wooden pilings.

The repairs needed to bring this building up to code are quite extensive. The County's purchasing policy states "that competitive sealed bids for all purchases of commodities and services be issued when the estimated cost thereof shall be greater than ten thousand dollars (\$10,000)". It is anticipated that the repairs needed for the Welcome Center will exceed the \$10,000 bid threshold. Additionally, while the County appreciates Mr. Dickson's generous offer of discounted rates on electrical services, it is difficult, if not impossible, to gauge whether the electrical services are in fact discounted in the absence of a competitive price comparison. Therefore, based on the amount of work that is required to repair this facility, it was determined by staff, our consultants with Preble Rish and the County Attorney that an Invitation to Bid (ITB) should be issued for a General Contractor to oversee the entire project for repairing this facility. By issuing the ITB, the County will have the ability to do the following:

- Competitively bid all work and potentially reduce costs;
- Eliminate or lower any liability concerns that may arise;
- Increase accountability by having one company responsible for on-site problems and/or concerns instead of multiple contractors;
- Obtain a warranty on both the equipment and materials;
- Provide oversight on the project in the most cost efficient and coordinated manner possible.

A structural engineer design has been completed under the County's current contract with Preble-Rish Engineering and will be utilized as the scope of work in the ITB (Attachment #2). The draft Invitation to Bid will be finalized with the County Attorney upon the Board's approval (Attachment #3). Every attempt to notify local vendors of the advertisement will be made to assure local participation. Upon receiving approval from the Board the draft ITB will be

finalized with the County Attorney and advertised for the required 14 day period in accordance with the County Purchasing Policy.

*Funding for the Project*

Staff has identified the following funding resources:

- \$35,000 from Parks & Recreation CIP Project-Medart Park Lighting and Landscaping.
- \$11,000 from Facilities Management. This funding was received from FEMA as a result of Tropical Storm Fay for the HVAC work that was needed prior to the other repairs being made necessary.
- The balance would come from the County Reserve. The full amount needed will not be known until the bids are received. A budget amendment will be requested at the time the contract is brought back to the Board for approval to transfer the additional funding from the reserve.

The Wakulla County Welcome Center has been temporarily relocated to the Panacea Shopping Plaza located at 1349C Coastal Highway, Panacea, FL. Notice has been posted at the Welcome Center's main location, the temporary site at the Panacea Shopping Plaza as well as on the County's website.

Staff recommends approval to issue an ITB for General Contracting Services for the Welcome Center. Staff would like to make note of the time and effort from the citizens of Panacea, especially Mr. Dickson and encourages their continued efforts in locating donated materials and labor for this project.

**Options:**

1. Accept the Status Report and Approve to Advertise an Invitation to Bid for General Contracting Services to the Wakulla County Welcome Center in Panacea.
2. Do not accept the Status Report and do not approve to advertise an Invitation to Bid for General Contracting Services to the Wakulla County Welcome Center in Panacea.
3. Board Direction.

**Recommendation:**

Option #1

**Attachment:**

1. February 16, 2010 Agenda Item outlining repair issues.
2. Proposed Engineering Specifications.
3. Draft Invitation to Bid for a General Contractor.

(BHP/TB/DD)