

Issue Analysis Form

Date: 4/10/2018
Item: Fire Station 7
Lead Department(s): Construction
General Properties, Finance,
Fire/EMS
Contact Person(s): Mike Purvis; Betsy Drewry;
Brad Owens



Description and Current Status

Construction of a new Route 10 Fire Station / Station 7 has been planned for several years. \$1,000,000 has been borrowed to date for this project and property was acquired in May 2016 at a cost of \$52,692.84 (includes acquisition, site studies and administrative costs).

The project will consist of the construction of a 10,459 square foot pre-engineered metal structure with a standing seam metal roof, concrete footings and slab turndowns.

Staff and HBA Architecture & Interior Design, Inc. (project architect) provided the board with an update of this construction project on September 26, 2017. The board was provided with a **rough project cost estimate** and the board informally (by verbal consensus) agreed to fund amount additional amount needed for completion through appropriation of fund balance (originally estimated at up to \$1.6 Million).

IFB # 18-0319-1 was issued on March 19, 2018 by Finance for construction of Fire Station 7, with bid responses due by Monday April 9, 2018 at 2:00PM.

The IFB was issued with pricing for a base bid and for two (2) alternates as follows. Award per the IFB was to be made based on lowest responsive bid on base bid.

Two (2) contractors provided bids of the 6 contractors attending the mandatory pre-bid conference on March 23, 2018. One of the two responses was found to be non-responsive. The **bid tabulation is shown as Attachment A**. The minutes and sign in sheet for March 23 mandatory pre-bid conference is shown as **Attachment B**.

The lowest (and only) responsive bid was received from **Kenbridge Construction** in the total amount of **\$2,342,400**.

A total project budget should include not only construction costs, but the following components / costs necessary to complete the project:

Project Budget Components

Construction Costs

Project Contingency (for potential unforeseen items and change orders) – 5% of low base bid

Property Acquisition (Complete in May 2016)
Architectural Services (ongoing)
Appliances, Equipment & Furnishings
Telephone / Data / Alarm / Security / Technology
Alerting System & Installation

A total project budget is shown as **Attachment C** and totals **\$2,960,636**.

Separate procurement and/or use of existing state and local contracts will be used for completion of non-construction items.

\$1,960,636 is needed above currently available funding (Total Project Budget \$2,960,636 - \$1,000,000 Available Funding).

Recommended funding source for the additional funding needed:

Appropriation of General Fund - Fund Balance [As discussed by Board on September 26, 2018]. **Appropriation from balance will not create a violation of our policy percentage requirement.**

Appropriation of these funds exceeds 1% of the adopted \$114,018,234 FY2018 budget or \$1,140,182 so a public hearing is required prior to appropriation of these funds. A draft of the public hearing advertisement is shown as **Attachment D**.

Staff is requesting the board to authorize:

- County Administrator to sign a contract with Kenbridge Construction for \$2,342,400 [Resolution 1]
- Authorization to advertise a public hearing for appropriation of \$1,960,636, balance of funds needed, through appropriation of unreserved General fund balance [Resolution 2]

Two resolutions are included in the board packet. One resolution approves execution of contract with Kenbridge Construction. The second resolution is authorizing required public hearing for appropriation of up to \$1,960,636 in unreserved fund balance for additional project budget needs.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, before what date? Recommended for May 8 2018 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

The total cost for the project is estimated at \$2,960,636 and includes construction; architectural services; furniture and equipment; alerting system; and telephone/ data / alarm / security / technology. Available funding is \$1,000,000 and \$1,960,636 will need to be appropriated from unreserved fund balance. Such appropriation is within policy requirement related to maintenance of fund balance (12.5% of Expenditures).

County Impact

Project completion will provide much needed improved response times to critical calls for service as well as lower homeowner's insurance premiums in the affected area. ISO rating will drop from Class 10 to a class 5Y for all buildings within five road miles of the station.

Notes



Pre - bid Meeting Minutes

To: All conference attendees

From: David Smith, AIA

Date: March 23, 2018

Time: 10:00am

Re: Prince George County Fire Station 7
IFB #18-0319-1

Location: Prince George County Administration Building – 3rd Floor; **Board Meeting Room**
6602 Courts Drive; Prince George, VA 23875

1. Introduction and distribution of sign in sheet

2. Key personnel for this project:

Michael Purvis, Prince George County Director of General Services
Betsy Drewry, Prince George County Director of Finance
Brad Owens, Prince George County Director of Fire and EMS
David Smith, AIA, Project Architect, HBA Architecture and Interior Design

3. Confirm the following items:

- A. This is the Pre-Bid Conference for the project entitled **Prince George Fire Station 7**. Those in attendance will receive a copy of the attendance sheet with the meeting minutes. Bidders are welcome to make additional site visits as necessary to prepare their bids.
- B. The Work consists of construction of a pre-engineered metal building and associated land clearing and site work.
- C. Project details:
 - 1. Building area (gross): 10,459 sf
 - 2. Foundations: Reinforced concrete footings and slab turndowns
 - 3. Ground floor: Concrete slabs on controlled fill
 - 4. Structural framing: Pre-engineered metal structure
 - 5. Roof: Standing seam metal
 - 6. Exterior enclosure: metal panel and masonry veneer
 - 7. Window Systems: Aluminum storefront framing system with fixed insulating glass.
 - 8. Interior construction: Gypsum board on metal studs.
 - 9. Finishes: VCT flooring, carpet tile, sheet vinyl flooring, porcelain tile flooring, rubber sports flooring, vinyl base, porcelain tile base, painted gypsum board walls, porcelain wall tile at bathroom locations, painted gypsum board ceilings, and acoustic tile ceilings.
 - 10. Plumbing: Domestic hot and cold water, sanitary system
 - 11. Fire Protection: None
 - 12. Mechanical: Split systems

13. Electrical: Electrical power and lighting systems, including conduit system for a/v, security, phone and data, and fire alarm system.
14. Sitework: Land clearing, grading, storm water systems, asphalt and concrete paving, well, septic system.

D. Geotechnical report is included in the Project Manual for information purposes only.

E. Items of special interest:

1. Additive Alternates:

- a. #1: Concrete aprons at front and rear of apparatus bay.
- b. #2: Masonry veneer at East and West elevations.

F. The contract will be awarded to the lowest qualified bidder.

G. The contractor is advised to turn in his/her work papers in a separate sealed envelope clearly marked "**Work Papers**" within two business days after the conclusion of the bid opening if the contractor is withdrawing his or her bid due solely to a clerical and not judgmental mistake.

H. A Bid Bond and Standard Performance and Standard Labor and Material Payment Bonds will be required on this project.

I. Contractors are encouraged to follow the requirements for preparation and submission of bids closely in the Instructions to Bidders.

J. No oral explanations or instructions will be given to the bidders. All questions to be submitted to Betsy Drewry via email at BDrewry@princegeorgecountyva.gov with a copy to David Smith at DavidS@hbaonline.com. Only written responses in the form of addenda will be issued to all bidders, if needed. The deadline for receipt of questions will be **2:00 p.m. on April 2, 2018**

K. The Bidders are cautioned against qualifying their bids, especially qualifiers that modify the General Conditions. This may lead to their bids being declared "non-responsive."

L. Bids are due no later than **2:00 P.M.** sharp as determined by the bid officer on **Monday, April 9, 2018** at which time the Bids will be opened publicly and read aloud at the Prince George County Administration Building – 3rd Floor **Finance Conference Room**; 6602 Courts Drive; Prince George, VA 23875

4. The duration of the contract will be Substantial Completion in 180 consecutive calendar days and Final Completion in 210 consecutive calendar days.

5. Pre-bid Conference concluded at : **10:11am**

Questions:

1. Q: Will the County allow 24hrs after bids are due to submit list of subcontractors and bid summary?

A: Please submit this question in writing and the County will consider.

2. Q: Has site plan been reviewed by DEQ?

A: Yes it has.

cc: All present, File

Attachments: Sign in Sheet



Mandatory Pre-Bid Conference Sign In

**IFB #18-0319-1
PRINCE GEORGE COUNTY FIRE STATION 7
HBA PROJECT # 17024
March 23, 2018**

Name	Company	Telephone Fax	Email
David L Smith	HBA Architecture and Interior Design	(757) 490-9048 (757) 490-7081	DavidS@hbaonline.com
Michael Purvis	Prince George County Director of General Services	(804) 722-0775	MPurvis@princegeorgecountyva.gov
Betsy Drewry	Prince George County Director of Finance	(804) 722-8710	BDrewry@princegeorgecountyva.gov
Brad Owens	Prince George County Director of Fire and EMS	(804) 722-8614	BR Owens@princegeorgecountyva.gov
Jim Lee	J. W. Enochs, Inc.	(804) 541-0680	jlee@jwenochs.com jwenochsinc@aol.com
Ray Beasley	A.D. Whittaker Const.	(804) 798-3259 (804) 798-8336	estimating@adwhittaker.com
Rudy Boshier	R.H. Contracting, Inc.	(434) 480-1732	boshier@rh10198.com boshier@rh10198.com
Richard Browning	R.D. Lambert & Son, Inc.	(757) 420-5860	rbrowning@rdlambert.com
Rosser Wells	Kenbridge Const.	(434) 676-8221	estimating@kenbridge.com
Ted Price	Brooks & Co.	(804) 266-6088	ted@brooks-co.com
Mike Reiter	McCray Electric Co.	(804) 861-8608	mikereiter@earthlink.net
Steven Shedd	Daniel & Co., Inc.	(804) 231-0400 (804) 213-0401	estimating@danielco.net

Fire Station #7 - Estimated Budget

0311-03-200-3142-48265 & 0311-03-200-3153-48240

	Total / Original Budget	Expended to Date	Remaining Budget
Funding Available	1,000,000.00	207,555.40	792,444.60
Property & Related Costs	52,692.84	52,692.84	-
Construction	2,342,400.00	-	2,342,400.00
Contingency	110,750.00	-	110,750.00
Architectural Services & Related Fees	228,386.38	154,862.56	73,523.82
Appliances, Equipment & Furnishings	86,425.00	-	86,425.00
Telephone/Data/Alarm/Security/Technology	31,200.00	-	31,200.00
Alerting System & Installation	108,781.17	-	108,781.17
Total Proposed Project Budget	2,960,635.39	207,555.40	2,753,079.99
Budget Deficiency w/ Total Estimated Budget	1,960,635.39		1,960,635.39
Estimate of Needs provided to Board in September	1,600,000.00		1,600,000.00
Difference	360,635.39		360,635.39

TRANSFER FROM FUND BALANCE

COUNTY OF PRINCE GEORGE
NOTICE OF PUBLIC HEARING
PROPOSED AMENDMENT TO FY18 BUDGET

Notice is hereby given pursuant to § 15.2-2507, Code of Virginia (1950, as amended), that the Prince George County Board of Supervisors will conduct a public hearing for the purpose of receiving comments on a proposed amendment to the FY2017-18 Prince George County Annual Fiscal Plan (the "Budget,") during its regular meeting of Tuesday, **May 8, 2018**, beginning at 7:30 p.m., in the Boardroom of the County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia. All interested citizens are invited to attend and participate in the public hearing.

The current FY2017-18 budget is \$114,018,234. The proposed budget amendment would add up to \$1,960,636 to the FY2017-18 budget from the County's unreserved General Fund Balance to the County's Capital Improvement fund for construction of Fire Station 7 (Route 10 Fire Station).

A copy of materials related to the proposed budget amendment can be examined in the County Administration Department of the County Administration Building. The building is open from Monday - Friday, 8:30 AM - 5:00 PM. Any person requiring assistance to participate in the public hearing is asked to contact Teresa Knott at 722-8600 prior to the public hearing so that appropriate arrangements can be made.

By Authority of
Percy C. Ashcraft, County Administrator
COUNTY OF PRINCE GEORGE

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 24th day of April, 2018:

Present:

Vote:

Alan R. Carmichael, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

A-1

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AWARD OF CONSTRUCTION CONTRACT KENBRIDGE CONSTRUCTION - \$2,342,400)

WHEREAS, The Prince George County Board has authorized the construction of Fire Station 7 and the Finance Department issued Invitation for Bid (IFB) #18-0319-1 and received one responsive bid; and

WHEREAS, The low responsive bid was received from **Kenbridge Construction** for \$2,342,400; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Kenbridge Construction in the amount of \$2,342,400 to move forward with the construction of Fire Station 7.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 24th day of April, 2018, hereby authorizes the County Administrator to execute a contract with Kenbridge Construction to complete the construction of Fire Station 7 in the amount of \$2,342,400.

A Copy Teste:

Percy C. Ashcraft
County Administrator

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 24th day of April, 2018:

Present:

Vote:

Alan R. Carmichael, Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

A-1

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR THE APPROPRIATION OF UP TO \$1,960,636 IN UNRESERVED GENERAL FUND BALANCE TO THE CAPITAL PROJECTS FUND FOR FIRE STATION 7 (BUDGET AMENDMENT).

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of April, 2018, does hereby authorize the advertisement of a public hearing for the appropriation of up to \$1,960,636 in unreserved fund balance to the Capital Projects Fund for the construction of Fire Station 7.

A Copy Teste:

Percy C. Ashcraft
County Administrator