



## Legislation Text

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**File #:** 23-0162, **Version:** 1

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**Department:** County Engineer

**Department Head:** Milton Rahman, PhD., P.E., PMP, CFM, County Engineer

**Regular or Supplemental RCA:** Regular RCA

**Type of Request:** Investment Memo

**Investment Memo Type:** Change Investment Memo

**Project Name:** Administration Building Remodel for Commissioners Court Move

**Project ID (if applicable):** MF1ER

**Vendor Legal Name (if applicable):** N/A

**MWDBE Contracted Goal (if applicable):** N/A

**MWDBE Current Achievement (if applicable):** N/A

**Justification for 0% MWDBE Participation Goal:** N/A - Goal not applicable to request

**Managing Entity:** County Engineer

**Incremental Authorization Requested:** \$967,000

**Total Estimated Project Cost:** \$6,927,533.

### Request Summary:

Request for approval of a Change Investment Memo for the Administration Building Remodel for Commissioners Court Move for an additional \$967,000 for a total authorization of \$6,927,533 and request for approval of commercial paper for Engineering in the additional amount of \$965,000 for a total amount of \$6,930,000.

### Project Description:

The Commissioners Court relocation project creates a new courtroom on the 1<sup>st</sup> floor of the Administration building to replace the current undersized courtroom on the 9<sup>th</sup> floor and relocates the Administrative staff of the HC Tax Office that currently occupies part of the 1<sup>st</sup> floor to the 7<sup>th</sup> floor.

The additional funding authorization is needed for: (1) additional owner's contingency due to higher bids (2) additional audio/visual equipment to support streaming services, (3) additional cost for in-scope furniture, fixtures and equipment.

### Project Scope:

The original scope of the project includes:

1. Commissioners Court Courtroom Renovation: scope includes increased seating capacity for the audience in the court, providing an area dedicated for press and equipment, large and small conference rooms, a pre-function lobby, improving the 1<sup>st</sup> floor restrooms, a security desk, and necessary upgrades to mechanical, electrical, plumbing, and communications infrastructure, and ancillary spaces.
2. Renovating the 7<sup>th</sup> floor for the Tax Office, who currently occupies the 1<sup>st</sup> floor. Construction completion is complete and is occupied by Tax Office Staff.

Most of the additional funding is requested to support increased costs that were not foreseen. The only change to scope in this Change Investment Memo is new audio/visual equipment to support Universal Services' new solution for streaming Court sessions.

**Justification:**

The additional funding authorization is needed for:

- (1) Owner's contingency- The bid was higher than the estimate and the funds will cover the cost of unforeseen conditions. Any unused funds will be returned.
- (2) Additional audio/visual equipment to support streaming services- This is to cover the cost of new Swagit equipment and infrastructure to support live streaming of meetings. This equipment was not in the original scope or budget of the project. The existing equipment is at end of life and will remain in place until decommissioned by Universal Services.
- (3) Additional cost for furniture, fixtures and equipment- Increased cost due to inflation.

**Alternatives and Engagement:**

Engineering does not recommend any alternative. The project can continue without additional owner's contingency, but this puts the project at significant risk of delay if unforeseen circumstances arise. Not providing additional funding for AV equipment would put streaming operations in the new location at risk. Not providing funding for furniture, fixtures, and equipment would lead to inadequate furnishings and security equipment that would hamper the operation of the Court or its accessibility to the public.

**Anticipated Project Expenditures and Timeline:**

Scope of Work	Estimated Cost	Estimated Completion
Commissioners Court - 1 <sup>st</sup> floor renovations	\$4,165,650	2Q2023
Tax Office - 7 <sup>th</sup> floor renovations	\$1,102,125	1Q2022
<b>Additional Request</b>	<b>\$967,000</b>	<b>2Q2023</b>
-Owner contingency (12% of contract value; rounded)	\$517,000	
-Furniture, Fixtures and Equipment	\$450,000	
<b>Total</b>	<b>\$6,927,533</b>	<b>Change: \$967,000</b>

**Alignment with Goal(s):**

- Justice and Safety
- Economic Opportunity
- Housing
- Public Health

- \_ Transportation
- \_ Flooding
- \_ Environment
- X Governance and Customer Service

**Previous Court Action:**

Date	Agenda Item #	Action Taken
02/26/2016	CIP	Submittal of CIP
04/09/2019	p.6 1r	Recommendation for authorization to prepare design documents
07/09/2019	p.4 1n	Request for approval of concept
02/25/2020	p.6 1r	Recommendation to authorize funding
09/15/2020	p.6 1u	Request for approval to proceed with design
01/25/2022	126	CIM- additional funding for construction
06/14/2022	15	Commercial paper funding of \$1,965,000 for a total of \$5,965,000
06/14/2022	214	Construction contract award to The Gonzalez Group; \$4,370,314

Address: 1001 Preston, Houston, TX 77002

Precinct(s): Precinct 1

<b>Fiscal and Personnel Summary</b>			
Service Name	Commissioners Court Relocation		
	<b>FY 23</b>	<b>FY 24</b>	<b>Next 3 FYs</b>
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$965,000	\$	\$
<b>Total Incremental Expenditures</b>	<b>\$965,000</b>	<b>\$</b>	<b>\$</b>
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Additional Budget Requested			
Commercial Paper	\$965,000	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	<b>\$965,000</b>	<b>\$</b>	<b>\$</b>

<b>Total Funding Sources</b>	<b>\$965,000</b>	<b>\$</b>	<b>\$</b>
<b>Personnel</b> (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	-	-	-

**Anticipated Court Date:** January 10, 2023

**Anticipated Implementation Date (if different from Court date):**

**Department Approval by:** Dr. Milton Rahman - County Engineer

**OMB CIP Team Approval by:** William McGuinness, Director-Capital Projects and Infrastructure, 12/1/22

**Commercial Paper Request** (For OMB use only):

**Receiving Department:** County Engineer

**Project PeopleSoft ID:** MF1ER

**CP Series Description:** Commercial Paper Series D-2 can be used for (1) construction of public works, (2) the purchase of automobiles, equipment and machinery, including computers, materials and supplies for the operation of the County's precincts and departments (3) Professional services, including services provided by engineers, architects, attorneys, auditors, financial advisors, and fiscal agents, in connection with the contractual obligations described in (1) and (2).

Commercial Paper is being requested for the Administration Building Remodel for Commissioners Court Move project and is expected to be repaid within the next three fiscal years either through bonds, budgetary means or pay-as-you-go sources.

**HB 1869 compliance confirmed by:** Scott Lemond, Special Assistant County Attorney, 1/11/22

**OMB Financial Management contact:** Amy Perez, Deputy Executive Director, Office of Management and Budget