



## Legislation Text

---

**File #:** 21-6412, **Version:** 1

---

**Department:** Harris County Resources for Children and Adults

**Department Head:** Joel Levine, Executive Director

**Regular or Supplemental RCA:** Regular RCA

**Type of Request:** Investment Memo

**Investment Memo Type:** Final Investment Memo

**Project Name:** Youth Services Center Renovations

**Project ID** (if applicable): N/A

**Vendor Legal Name** (if applicable): J. Tyler, Carroll's Office Furniture, Millennium Contractors, Energy Core Office Interiors, D&C, ESI

**MWDBE Participation** (if applicable): N/A

**Managing Entity:** Harris County Resources for Children and Adults, County Engineer (FPM)

**Incremental Authorization Requested:** \$127,000

**Total Estimated Project Cost:** \$127,000

### Request Summary:

Request for approval of the Final Investment Memo for the Youth Services Center Renovations project for an initial amount of \$127,000 and request for approval of initial commercial paper funding in the amount of \$130,000.

### Project Description:

On May 11, 2021, Commissioners Court approved the Budget Office's (OMB) recommendations on Rollover requests. OMB recommended that \$390,000 go to operations projects at Harris County Resources for Children and Adults. Of this amount, \$127,000 is requested for this project, and \$112,000 is being requested concurrently for another project at 2525 Murworth.

This project at 6300 Chimney Rock consists of four parts:

1. New exterior furniture (picnic tables and benches) for the Emergency Shelter recreational areas, new beds for the 24 bedrooms in the Shelter, upgraded workstations in the Shelter Library, and new furniture in the TRIAD holding areas.
2. An exterior storage shed for the Emergency Shelter's new garden tools and equipment.
3. Secure card readers for controlled access at the entrance to the Administration and Community Youth

**Services areas.**

4. Repairs to damages in the DFPS area of the Youth Services Center. These damages include holes in the walls, large areas of scraped paint on the walls, damaged window coverings, doors, and locks.

**Project Scope:**

1. HCRCA worked with Harris County Purchasing to find vendors to replace internal and external furniture. This project will entail the removal of old and installation of new office furniture. Repainting in the offices and carpet cleaning will be done before the interior furniture installation. HCRCA is working with FPM on this project.

**Vendors:**

- J. Tyler is the approved vendor for the exterior furniture including installation
- Carroll's Office Furniture is the approved vendor for the workstations in the Shelter library and the TRIAD holding area
- Millennium Contractors is the vendor for painting the Shelter Library
- Energy Core Office Interior is the approved vendor for the shelter beds
- Measure, order, and install furniture selected by the end user and the HCRCA OPS team.

**HCRCA:**

- Oversee the removal of the old furniture and installation of the new
- Work with FPM to ensure furniture is in compliance with facility standards
- Tag old furniture and take it to Harris County Purchasing.
- Make sure walls are painted before the new furniture arrives.
- Make sure carpets are shampooed before the new furniture arrives.

2. Purchase of materials and labor for the building of a storage shed to house and secure gardening tools/equipment for the Youth Services Center.

**Vendor:**

- D&C will provide the labor for building the shed
- Materials will be purchased through a PO with Big Z.

**HCRCA:**

- Work in conjunction with FPM to ensure that the project timeline is followed

3. Install 2 card readers for access control on the second floor of the Youth Service Center at the entrance of the CYS and Administration departments

**Vendor:**

- ESI will provide the material and labor to install the 2 card readers

**HCRCA:**

- Responsible for overseeing the installation of the card readers and making sure that Universal Services can work on them.

4. Repairs to damages in the DFPS area of the YSC caused by DFPS clients known as "Children Without Placement". Damages include holes in the walls, scraped walls, damaged window coverings, doors, and locks.

**Vendor:**

- D&C will measure the area, assess what is needed to bring it back to code. Furniture will be covered to avoid being damaged from the construction. A separate quote will be issued for the replacement of the

**glass door in the toddler room**

**FPM**

- **Assign a project manager to ensure that we are in compliance with this request.**

**HCRCA**

- **Oversee the work, make sure the vendor cleans up debris**

**Justification:**

1. The lifecycle of the current furniture is expired and beyond repair. Additionally, these areas are inspected by Child Care Licensing and need to have furniture that complies with state licensing guidelines. Replacement of the beds in the Emergency Shelter is essential to maintain a pleasant and comfortable environment for youth who are not living in their own homes or foster care homes.
2. The Youth Services Center was the recipient of 2 grants to install and plant gardens outside of the shelter. The grants also provided for the purchase of gardening tools and equipment that need to be stored in a secure exterior shed.
3. Card readers need to be installed at the entrance to the Administration and Community Youth Services area for security and fire protection. These readers give controlled access to staff with County ID badges, so that no one can enter the areas unless they are agency employees or facility and property management employees.
4. The Department for Family and Protective Services (DFPS) had children without placements spending the night in this area of the building. Due to lack of supervision, some of the children were able to leave the area and go into other parts of the building. They did damage to walls in hallways and offices that had to be repaired. HCRCA no longer allows DFPS to house children in the building.

These projects support the following Strategic Objective:

- SO16- Maintain all HCRCA facilities, vehicles and equipment.

The success of the project can be measured through the following performance metrics:

- Successful completion of Operation Support tasks

**Alternatives and Engagement:**

There are no viable alternatives since the current furniture is past its life cycle. Not replacing the shelter beds will leave the youth in the shelter sleeping in subpar conditions and could lead to future licensing violations. Additionally, the intent of the shelter is to provide as much of a “homelike” setting as possible for youth who are in between placements. The garden shed is the least expensive option for the size and weather resistant type structure needed. The card readers and the repairs to the DFPS area are being done through coordination with FPM, using approved Harris County Vendors. One alternative is to use keys. The use of keys is not ideal, because if someone loses a key, then the locks will need to be replaced and new keys issued to all staff. The use of card readers allows all authorized County staff to have access to these areas.

The contractors are responsible for adhering to their scope of work.

HCRCA is overseeing the receiving and installation of the new furniture, shed, and card readers. FPM is providing oversight for the repairs to the DFPS area.

**Anticipated Project Expenditures and Timeline:**

Scope of Work	Estimated Cost*	Estimated Completion
Project 1: Order, receive and install new interior and exterior furniture for the Emergency Shelter and TRIAD holding area	-	50 days after PO approval
J. Tyler - exterior furniture in the recreational area	\$ 5,541.87	-
Carroll's - furniture for shelter library	\$ 3,535.97	-

Millenium - painting for shelter library	\$ 625.00	-
Carroll's - TRIAD holding area	\$ 10,088.00	-
Energy Core - 24 beds for the emergency shelter	\$ 45,591.20	-
<b>Project 1 Total</b>	\$ 63,382.04	-
Project 2: Labor and materials for the building of a storage shed for gardening tools and equipment	-	20 days after PO approval
D&C - labor for building a shed	\$ 6,706.34	-
Big Z Lumber - materials for the shed	\$ 5,664.15	-
<b>Project 2 Total</b>	\$ 12,370.49	-
Project 3: Labor and materials for installing card readers for access control on the second floor of the YSC building in the front entrance of both the YSC Administration and CYS areas	-	20 days after PO approval
ESI - labor and materials for card readers	\$ 8,268.04	-
<b>Project 3 Total</b>	\$ 8,268.04	-
Project 4: Labor and materials to repair damaged walls, doors and locks.	-	20 days after PO approval-
D&C - Labor and materials for prep and paint	\$ 19,809.08	-
D&C - Labor and materials to replace door	\$ 1,880.00	-
<b>Project 4 Total</b>	\$ 21,609.08	-
20% Contingency	\$ 21,126.00	-
<b>Total Project Cost</b>	<b>\$126,755.47</b>	-

\* Costs for the projects were assimilated through Harris County Purchasing approved vendors.

There are no foreseeable risks to the start and finish of this project in the timeframe outlined. A 20% contingency has been added to prevent underfunding in situations where the cost of materials has increased since the original quote(s).

There is no change in cost of ownership.

**Alignment with Goal(s):**

- X Justice and Safety
- \_ Economic Opportunity
- \_ Housing
- \_ Public Health
- \_ Transportation
- \_ Flooding
- \_ Environment
- \_ Governance and Customer Service

**Previous Court Action:**

Date	Agenda Item #	Action Taken
5/11/21	124	Approval of departmental rollover requests

Address: 6300 Chimney Rock, Houston, TX 77081

Precinct(s): Precinct 3

<b>Fiscal and Personnel Summary</b>			
Service Name	Operational Support		
	<b>FY 21-22</b>	<b>FY 22</b>	<b>Next 3 FYs</b>
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$130,000	\$	\$
<b>Total Incremental Expenditures</b>	<b>\$130,000</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.	\$	\$	\$
Total Current Budget	\$	\$	\$
Additional Budget Requested			
Commercial Paper	\$130,000	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$130,000	\$	\$
<b>Total Funding Sources</b>	<b>\$130,000</b>	<b>\$</b>	<b>\$</b>
<b>Personnel (Fill out section only if requesting new PCNs)</b>			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>

Department Approval by: Brian Baxendale, Division Director

OMB CIP Team Approval by: William McGuinness, Manager-Capital Projects & Initiatives, 11/12/21

Commercial Paper Request (For OMB use only):

Receiving Department: Harris County Resources for Children and Adults

Project PeopleSoft ID: N/A

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 Youth Services Center Renovations 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:** Michael James & Scott Lemond, County Attorney's Office, 11/9/21

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