

## SUMMARY

### I. Description of Item

The Shelby County Assessor opened a satellite office in the renovated southeast wing of the Peggy Edmiston Administration Building (PEAB), located at 1075 Mullins Station, in the mid-1990s. In FY2002, Support Services completed a renovation of the remaining east wings, so that the Assessor was able to relocate operations from the Vasco A. Smith, Jr. Administration Building to the PEAB. Since that time, significant water damage to interior finishes has occurred, due to roof leaks. (Roof replacement was completed in FY15.) The customer restrooms were never renovated and brought up to current codes. The HVAC ductwork is in disrepair and needs to be replaced. The HVAC control system is obsolete and does not control office conditions properly. Office lighting levels are insufficient for the work applications. Consequently, the Assessor's office space needs renovation to improve the office environment.

This Resolution recommends approval of a contract with Self Tucker Architects, Inc., in the amount of \$141,500.00 for architectural design services for the renovation of the Assessor's Office at the PEAB. Self Tucker Architects, Inc. was selected pursuant to RFQ No. 16-003-59, Countywide Architectural Design Services. The LOSB participation rate for this contract is 100%. Funds are available in the FY2017 Budget for CIP Project No. 307397 – 1075 Mullins Station Office Renovation (PEAB).

### II. Source and Amount of Funding

#### A. Amount Expended/Budget Line Item

#### FY 2017 CIP PROJECT NO. 307397 – 1075 MULLINS STATION OFFICE RENOVATION (PEAB)

	<u>Budget</u>	<u>Appropriation</u>
Original budget	\$160,000	\$0
Appropriation in this resolution:		<u>\$141,500</u>
Total budget and appropriations after this Resolution	\$160,000	\$141,500
Unappropriated budget balance after this Resolution	\$18,500	

#### B. All Costs (Direct/Indirect)

Contract Amount	<u>\$141,500</u>
Total Projected Expense	<u>\$141,500</u>

#### C. Additional or Subsequent Obligations or Expenses of Shelby County

\$2,200,000 has been allocated in FY18 for renovation work

### III. Communicate How the Resolution Affects

- A. Subawards – N/A
- B. Personnel – N/A
- C. Equipment – N/A

D. **Contracts** – County/Consultant Agreement.

IV. **Additional Information Relevant to Approval of this Item**

Administration recommends approval of this Resolution.