



**Agenda Action Form Overview**

Capital Project Amendment No Debt Service Fund dollars transferring \$381,996 to PAYGO funds to support the acquisition of metal mesh rolling gates for the vehicle entrance and exit of Queen Street Deck.

**Background/Justification**

The parking deck was designed to serve the needs of multiple tenants. Floor 1 will support the commercial business, electric vehicle charging stations and handicapped parking. Floors 2 and 3 are for paid parking and residential apartments consumption. Floors 4-6 are for County employees to include Social Services and the Library staff. Floor 7 is for DCo Drive Fleet motor pool.

The deck was turned over for operations from the construction contractor LaChase Construction Services, LLC on April 5, 2023. It was intended that a management company would be contracted to operate and maintain the deck. This process has been extended and Finance has had to produce two requests for proposals to attain a management company. This service is pending review and approval.

The Queen Street deck is centrally located and is bounded by the Main Library, St. Paul Episcopal Church, the Homeless Shelter, and the construction of affordable housing.

Since the turnover of the parking deck General Service’s has attempted to maintain the deck in operational order. Though not originally planned to operate the facility we have entered into a contract for janitorial services, and the Solid Waste and Grounds divisions have maintained the facility daily. Security has patrol officers to monitor the deck and provide protective services.

It is recommended that we enhance the security of the deck with electronic access to ingress and egress with metal mesh roll up gates at a one-time cost of \$381,996.

**Policy Impact**

Consistent with the Strategic Plan Objectives and Goals Sustainable Infrastructure and Environment focuses on increasing the physical security of County facilities.

**Procurement Background**

**The rolling doors will be designed by the Engineer of Record J&A Consulting. Quotes have been attained for the construction cost estimating and will go out for competitive bid.**

**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**



*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes  No**

If no, why?

We were not sure of the Board would approve the project. Once this has been accomplished, we will proceed with the purchasing requirements.

**Fiscal Impact**

Funding source will be from Debt Services fund dollars that will be transferred to PAYGO funds in the amount of \$381,996 to cover the cost of engineering services and construction. A project will be established in the CIP Security.

**Recommendation**

**The County Manager recommends that the Board Capital Project Amendment No xxxx Debt Service Fund dollars transferring \$381,996 to PAYGO funds to support the acquisition of electronic security access metal mesh rolling gates for the vehicle entrance and exit of Queen Street Deck.**