

City Council Agenda Items
and
Contracts, Leases or Agreements

10/2/12
~~10/1/2012~~

City Council Meeting Date
Agenda Items Only

Yolanda Fields Community Services Development Services
Submitted By Division Department

Action Required:

CDBG - Approval of P.O. for Public Facility project

Cost of this request	Category / Project Budget	Program Category / Project Name
2180.4990.5315.00	\$ -	
Account Number	Funds Used to Date	Program / Project Category Name
	\$ -	Community Development
Project Number	Remaining Balance	Fund Name

Budgeted Item Budget Adjustment Attached

[Signature] 09-18-2012 Previous Ordinance or Resolution # _____
Department Director Date

[Signature] 9-18-02 Original Contract Date: _____
City Attorney Date Original Contract Number: _____

[Signature] 9/18/12 Date
Finance and Internal Services Director

Received in City 09-13-12 A10:08 RCVD
Clerk's Office
[Signature]

[Signature] 9/18/12 Date
Chief of Staff

Received in Mayor's Office
ENTERED
9/18/12 [Signature]

[Signature] 9/18/12 Date
Mayor


Comments: Staff recommends approval of P.O. for Public Facility Project



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CITY COUNCIL AGENDA MEMO

To: Mayor and City Council

Thru: Jeremy Pate, Development Services Department Director 

From: Yolanda Fields, Community Services Director

Date: 09-18-2012

Subject: CDBG Public Facility Program- Approval of PO for CDBG Public Facility Project

PROPOSAL:

The property located at 1932 S. Garland was acquired with Community Development Block Grant (CDBG) funds. This property is part of the CDBG Public Facility Program. Properties acquired with CDBG funds are made available through an application process to non-profits that provide services to low to moderate residents in the City of Fayetteville. Planned improvements are to include:

- Replacing deteriorated concrete sidewalk leading to wheel chair ramp
- New 36 inch entry doors
- Remodeling of restroom to make it ADA accessible
- Removal of wall to allow waiting room ADA access
- Replacement storage shed
- New smoke detectors and emergency lighting
-

RECOMMENDATION:

Staff recommends approval of a Purchase Order for the project located at 1932 Garland Ave. Bids for this project will open on October 1, 2012 and award information will be provided for the Council Meeting of October 2, 2012. As you are aware, normally bid amounts and the awarded party is submitted with the packet. Staff is requesting that this item be placed on the agenda in anticipation of receiving acceptable bids, due to a time-sensitive issue related to the CDBG grants for this year. This process will assist in meeting the CDBG timeliness ratio calculation. Under the provisions of 24 CFR 570.902 of the CDBG regulations, a grantee (like the City) is considered to be timely, if 60 days prior to the end of the grantee's program year, the balance in its line-of-credit does not exceed 1.5 times the annual grant. If this requirement is not met the City's CDBG funding for next will be automatically cut in the amount that exceeds this limit. This year the City received its CDBG funding at the end of August which gave us two months to meet our timeliness test; testing for the City of Fayetteville will be conducted at the end of October, thus it is critical that this contract be awarded and the funds expended as soon as possible to meet the CDBG criteria and retain the maximum possible level of funding for the following year.

BUDGET IMPACT:

Project cost, as awarded in the bid, paid for with CDBG funds.

Potential reduction in future years' awarded CDBG funds if required amount of funds are not expended.

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A CONTRACT WITH _____ IN THE AMOUNT OF \$ _____ TO USE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO REHABILITATE A CITY BUILDING AT 1932 S. GARLAND FOR CHARITABLE SERVICES FOR FAYETTEVILLE CITIZENS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby approves a contract with _____ in the amount of \$ _____ to use Community Development Block Grant Funds to rehabilitate a city building at 1932 S. Garland for charitable services for Fayetteville citizens.

PASSED and APPROVED this 18th day of September, 2012.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

By: _____
SONDRA E. SMITH, City Clerk/Treasurer

Highland Home Builder, Inc.
Bruce Kerr 479-903-0966
Community Services Spec writer
brucegkerr@netzero.com
Community Services Division

Public Facility Project

Scope of Project: Make Office #12 a waiting area and bath #2 an ADA compliant bathroom. Redo concrete sidewalk. Work will include demo, framing, new exterior door, electrical, plumbing, hardware, flooring, drywall, paint, and trim. Provide a new 8 ft by 10 ft storage shed. (See drawing of the building that has the numbered rooms)

Owner's Name: City of Fayetteville (Office Building)

Project Location: 1932 S Garland, Fayetteville, AR

Project # 1932-12

Administrator: Brent Johnson Phone: 479-575-8270 Fax: 479-444-3445

Contractors Description of Work:

Minimum requirements for bidder: Proof of current Arkansas Commercial Contractor's license which is provided by the State of Arkansas Contractors Licensing Board, Certificate of Liability Insurance, and a statement of Completion of EPA/HUD Approved Lead Safety Training if applicable.

GENERAL:

The contractor will be responsible for all aspects of the construction, installation, repairs, and cleanup as stated in the Scope of Work and Specifics at the project location stated above.

Each bidder will be responsible for a complete inspection of the property at the project location before submitting bid. All the distances, measurements, procedures, and listed materials should be verified before submitting your bid to complete the work. The requirements listed here, in the description of work, are general requirements and it will be the responsibility of the winning bidder to assure the City of Fayetteville that the finished project is in compliance with all applicable codes and standards and achieves the goal of raising the efficiency of the building.

The contractor's duties and responsibilities include, but are not limited to, the following:

- 1) Purchasing of all materials.
- 2) Supervision of all employees and subcontractors.
- 3) Coordination with the City of Fayetteville CDBG Administrator, the City of Fayetteville Code Compliance Office and owners.
- 4) Project design.
- 5) Clean up and restoration of all lawns, planters, walking and driving surfaces to their original condition.
- 6) Keep job site safe for others and practice safe working practices as required.

SPECIFICS:

A: CONCRETE SIDEWALK

- A - 1 Tear out the old concrete sidewalk going to the wheelchair ramp on the south side of the building. Haul off old concrete.
- A - 2 Remove the last little angled wood transition piece from the end of the wheelchair ramp.
- A - 3 Pour a 5 ft wide concrete sidewalk from the driveway to the wheelchair ramp. The top of the concrete should be the same height as the first board of the ramp for a smooth transition. (Ramp is approximately 22 ft long)

B: DEMO AND FRAMING

- B - 1 Remove the East wall of office #12 to open the room up to the small entry hallway.
- B - 2 Demo the opening to the long hallway from the newly expanded office #12. Frame a new wider doorway with a support header to make the opening a 6 foot cased opening to the long hallway #19.
- B - 3 Demo the closet out of bathroom #2.
- B - 4 Demo the entry door to bathroom #2 and frame using a header to accept a 36 inch wide door.
- B - 5 Demo the entry door to office #4 and frame using a header to accept a 36 inch wide door.
- B - 6 Demo the exterior door to the new larger office #12 and frame using a header to accept a 36 inch wide exterior door.
- B - 7 Demo and remove the vanity cabinet and sink in bathroom #2.

C : DOORS

- C - 1 Add a new 36 inch wide interior door to office #4 and bathroom #2 with the same hand swing as the old door and similar style to the rest of the doors in hallway #19. Reinstall the old door handles if possible or buy new ones. The bathroom door handle needs to be able to lock.
- C - 2 Add a new 36 inch commercial steel exterior door to the entrance to the newly expanded office #12. The door should be like the one that was removed. Reinstall door hardware. Repair the outside siding and trim.

D: DRYWALL

- D - 1 Remove the shiny white wall paneling in bathroom #2 and in the newly expanded #12 office.
- D - 2 Add or repair the drywall in areas that had the wall paneling or the walls removed.
- D - 3 Repair any drywall needed that was disturbed to install any electrical, plumbing work, door headers, or grab bars.
- D - 4 Apply texture to match surrounding walls.

E: INTERIOR TRIM AND PAINT

- E - 1 Trim all added doors and case the new 6 ft opening. Repair and add back any disturbed baseboards to any rooms that were effected by framing changes and door additions.
- E - 2 Paint all interior doors and trim that has been added.
- E - 3 Paint all newly added or repaired drywall areas to match the surrounding walls..

F: BATH #2 PLUMBING

- F - 1 Remove and replace the toilet with a new ADA compliant toilet. Use new wax ring.
- F - 2 Add a new sink and faucet that can be used with a wheelchair that is ADA compliant. Make all needed water and drain connections.

G: FLOORING

- G - 1 Remove all existing flooring in office #12.
- G - 2 Install new commercial vinyl flooring in office #12 that has been expanded and patch the small amount of carpet where the door was widened to office #4. (This carpet is fairly new, match the carpet to what is there if possible. (Possibly take a little carpet out of a closet that cannot be easily seen)
- G - 3 In bathroom #2 remove the flooring and install new similar flooring product to what was removed. (If the flooring was individual vinyl flooring tiles that are still available, the floor can be filled in where the floor is bare after demo was done)
- G - 4 Add any transition flooring pieces that may possibly be needed.

H: ELECTRICAL

- H - 1 Remove the old light that was in the hallway by the exterior door that was changed. Cap off the electric wire in an electrical box in the attic.
- H - 2 Remove old fixture on the ceiling of office #12 that is in the center of the room and install a new 4 ft fluorescent light fixture that has 3 bulbs and a lens. Have the light fixture on a 3 way switch that turns on from beside the exterior door and by the new 6 ft cased opening.
- H - 3 Make sure there is still a switch next to the exterior door in office #12 to the exterior light.
- H - 4 Move and relocate nearby any switches or plugs to accommodate the new widened interior doors or removed walls.
- H - 5 Install a new energy efficient electric hand dryer to bathroom #2 where the closet was. Make all needed electric connections needed to add the dryer.
- H - 6 Install smoke detectors that are interconnected with existing smoke alarms in office, 1, 5, 3, 15 and the kitchen.
- H-7 Install new emergency exit light in hall 18, similar to other exit lights in the building.

I: BATHROOM #2 EXTRAS

- I - 1 Remove old mirror and install a new mirror over the sink.
- I - 2 Add grab bars needed to bathroom to make the bathroom ADA compliant. Add additional supports behind the drywall if needed to make them sturdy.
- I - 3 Install a new enclosed toilet paper dispenser that locks.

J: STORAGE SHED

- J - 1 Build or buy an 8 feet by 10 feet storage shed to be put on the edge of the property. (See the administrator Brent Johnson for location) The shed is to be a wood framed shed with T-111 siding or similar painted white. It should be up on blocks so the wood floor joists do not contact the ground. It should have a gable roof with a door on one gabled end that is at least 4 feet wide. Shingles should be asphalt shingles.
- J - 2 Build a ramp that slopes from the pavement to the door that a mower could easily go up to enter the shed.

K: CLEANUP

- K - 1 All new, used, and excess construction materials that relate to the job or a change order(s) belongs to the contractor and can be removed from the property by the contractor as needed during the project and shall be removed at completion.

- K - 2 All trash shall be hauled off by contractor and preferably recycled if possible.
- K - 3 All affected areas shall be left broom clean.
- K - 4 If lead paint is present, cleanup will be compliant with EPA/HUD Approved Lead Safety standards.

L: OTHER

- L - 1 All work or materials which are not directly noted in the Scope of Work and Specifics, but are necessary for the proper carrying out of the obvious intentions thereof, are to be understood as implied work and will be provided for by the contractor as if specifically described or drawn.
- L - 2 All work shall be performed in a workmanlike manner according to common construction practices, according to the specifications set forth in the Community Services Program's General Specification Manual, and with adherence to city, state, and national codes.
- L - 3 Any damage to the dwelling or property caused by the contractor, his/her worker(s) or delivery person, and/or their vehicles during the project shall be repaired to like new conditions.
- L - 4 Where applicable, all plumbing work shall be performed by a Arkansas State licensed plumbing contractor with adherence to the current Arkansas Plumbing Code.
- L - 5 Where applicable, all electrical work shall be performed by a Arkansas State licensed electrical contractor with adherence to the current National Electrical Code.
- L - 6 Where applicable, all HVAC work shall be performed under the supervision of a licensed HVAC contractor with adherence to all codes.

