



Baldwin County Commission

Legislation Text

File #: 24-0877, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 7/2/2024

Item Status: New

From: Frank Lundy, P.E., County Engineer / Wanda Gautney, Purchasing Director

Submitted by: Audra E. Mize, Administrative Support Specialist IV

ITEM TITLE

*Architectural Services for Renovations of Baldwin County Probate and Revenue Commission Offices at Central Annex Building Located in Robertsedale, Alabama, for the Baldwin County Commission

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the general layout approach for the proposed renovation; and
- 2) Authorize the Chairman to execute the AIA Agreement for the architectural services with John Randall Wilson, Architect, for the renovation of the Probate and Revenue Commission Offices with the fee amount authorized in accordance with the "Schedule of Basic Fee Rates" of the Manual of Procedures of the Alabama Division of Construction Management, further identified as Attachment "B" within the AIA Agreement.

Preliminary construction cost is estimated to be between \$2,000,000.00 and \$2,500,000.00 which establishes the design fee at 6.8%. This fee could adjust in accordance with the scale, depending on the actual construction cost value. (Funding for design services will be from the FY 2024 Budget 10051300.55240).

BACKGROUND INFORMATION

Background: Agreement forthcoming from staff.

The Commission approved during the FY 24 budget \$275,000.00 to renovate the Probate Office located at the Central Annex located in Robertsedale. Frank Lundy, County Engineer, has been tasked with helping move this project forward. Since the discussions began in October the needs and concepts have been coordinated with Probate Officials, the Revenue Commissioner, Architect, and other staff to develop a plan that will best serve the public and employees. Through the conversations with staff and Architect the attached concept was developed including the Revenue Commission Office. This would be the most cost-effective and functional approach rather than trying to retrofit later on. By including the Revenue Commission now, space can be maximized, providing an open-style floor plan with a modern look that will make it easy for the public to find where they

need to go and be served faster.

The estimated cost of the design for the renovations of both areas is estimated to be approximately \$170,000.00 with very preliminary construction cost estimated between \$2,000,000.00 and \$2,500,000.00. The funding for the construction of the project would need to be considered during the FY 25 budget process. The cost of the design services with John Randall Wilson, Architect, will be paid out of the \$275,000.00 that was budgeted during FY 24.

Previous Commission action/date:

9/28/2023 meeting: Approved FY 2024 budget - \$275,000.00 for the renovations of Central Annex Probate Office

FINANCIAL IMPACT

Total cost of recommendation: \$170,000.00

Budget line item(s) to be used: 10051300.55240

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
Yes

Reviewed/approved by: Brad Hicks, County Attorney 6/25/24. am

Additional comments: N/A

ADVERTISING REQUIREMENTS

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Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 07/02/2024

Individual(s) responsible for follow up: Frank Lundy, County Engineer; Wanda Gautney, Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Letter to Architect & Execution of AIA Agreement

John Randall Wilson, Architect
900 Janet Drive
Auburn, Alabama 36830

Additional instructions/notes: N/A