

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: September 16, 2020

SUBJECT: Budget Amendment – Appropriated Fund Balance for Restricted Library Donations

PRESENTERS: Samantha R. Reynolds, Finance Director
Trina Rushing, Library Director

ATTACHMENTS: Yes
1. Budget Amendment

SUMMARY OF REQUEST:

Staff is requesting the Board approve the attached budget amendment which appropriates fund balance for a portion of unused restricted library donations received in prior years. Library donations were received from donors who have restricted the use of the funds to the Henderson County Library. The amounts requested to be appropriated in this budget amendment are to be used for design services for the partial renovation of the Edneyville Library.

BOARD ACTION REQUESTED:

The Board is requested to approve the attached budget amendment to appropriate fund balance from unused restricted library donations.

Suggested Motion:

I move the Board approve the budget amendment to appropriate fund balance from unused restricted library donations.

**LINE-ITEM TRANSFER REQUEST
HENDERSON COUNTY**

Department: Library

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
<u>115611-598040</u>	<u>TRANSFER TO CAPITAL PROJECT FUND</u>	<u>\$14,000</u>
<u>405400-538106-2006</u>	<u>ARCHITECT FEES</u>	<u>\$14,000</u>
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What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
<u>114990-401005</u>	<u>FUND BALANCE APPR - LIBRARY DONATIONS</u>	<u>\$14,000</u>
<u>404400+4035000-2006</u>	<u>TRANSFER FROM GENERAL FUND</u>	<u>\$14,000</u>
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Justification: *Please provide a brief justification for this line-item transfer request.*
 AMENDMENT TO APPROPRIATE FUND BALANCE FOR UNUSED RESTRICTED LIBRARY DONATIONS FOR USE DESIGN SE
 FOR THE PARTIAL RENOVATION OF THE EDNEYVILLE LIBRARY. APPROVED BY THE BOC ON 9.16.2020

 Authorized by Department Head Date 9/16/2020

 Authorized by Budget Office Date _____

 Authorized by County Manager Date _____

For Budget

Batch #

BA #

Batch Date



SERVICES



Get Use Only



September 1, 2020

Henderson County
1 Historic Courthouse Square
Suite 5
Hendersonville, NC 28792

Attn: Thad Ninneman

RE: PROPOSAL FOR DESIGN SERVICES-EDNEYVILLE LIBRARY

Dear Thad,

Thank you for the opportunity to work with Henderson County. Included in this letter is our understanding of the project based on our limited knowledge of the needs, and a preliminary schedule. After your review, if you have any questions, don't hesitate to contact me and we can work through these items to best facilitate your needs.

PROJECT UNDERSTANDING

The project consists of a partial renovation to the Edneyville Library. Our understanding of the desired space configuration is based on the information you provided and includes the following:

- a. Reconfigure the existing exterior "porch" to become a reading room. Include adding windows around the perimeter and possibly adding a stair to access outdoor space. Enclose below the porch to create crawlspace. Insulate floor and roof structure. Provide finishes for new space. Provide design work for new electrical and mechanical for the space.
- b. Provide drawings for new gutters and drainage of storm water from the perimeter.

SCOPE OF WORK

Based on our understanding, the Clark Nexsen design team will lead the planning efforts to assess the existing building, provide a preliminary drawing set and construction documents. Henderson County will bid and manage the construction efforts. Clark Nexsen will be available for consultation during this phase but have not included managing the process.

The deliverables associated with this phase include the following items:

1. Existing building drawings of the areas being renovated and field verification
2. Schematic drawings to confirm project understanding
3. Construction documents and specifications reflected the approved schematic design
4. Response to any comments from Authority having jurisdiction.



We have made the following assumptions and exclusion while preparing this proposal:

- a. Any modifications beyond the immediate reading porch area are excluded.
- b. We are assuming that existing drawings in electronic format are not available and we will be required to create electronic documentation for the renovated space.
- c. All Hazardous material investigations are excluded.
- d. Equipment planning-Owner shall provide us with cut sheets or equipment information.
- e. AV/Technology/security- We have included infrastructure design (conduit, cable tray, back box only) in our fee proposal. We have not included hardware or equipment design. This is a requirement of the project and will need to be provided independently.
- f. We are assuming that all permitting will be done locally thru Henderson County and the project does not have to be reviewed by DOI.

Proposed Fee:

For the above noted items, we will prepare an amendment to our existing Architect of Record Contract with Henderson County. We would propose the following:

a. Existing Building Documentation	\$	2,500
b. <u>Schematic floor plans, construction documents, specification on the drawings</u>	\$	<u>11,500</u>
TOTAL DESIGN FEE	\$	14,000

Project Schedule:

Task Name	Duration from NTP
Existing building documentation	10 days
Schematic design	14 days
Construction documents	30 days

Our invoicing will be in accordance with progress of the documents based on percentage complete and shall be invoiced on a monthly basis.

CONCLUSION

Clark Nexsen appreciates the opportunity to collaborate with you and we look forward to further developing our relationship. Please review this proposal and contact us if you have any questions. We welcome your recommendations and will be happy to discuss any items in more detail.



Sincerely,

CLARK NEXSEN



Chadwick S Roberson, AIA, LEED AP BD+C

Principal

828.301.5475

croberson@clarknexsen.com

Accepted by: _____

Date: _____



301 College Street, Suite 300
Asheville, NC 28801
clarknexsen.com

CLARK NEXSEN 



Henderson County Capital Projects

100 North King Street, Suite 206
Hendersonville, North Carolina 28792

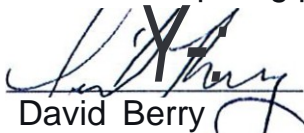
Memorandum To: Henderson County Finance Department

From: *David Berry*
HC Capital Projects Construction Manager

Subject: *Clark Nexsen Inc.*
Mini Brooks Exemption
Henderson County Edneyville Library Porch Enclosure Project

Date: *September 2, 2020*

We are in receipt of and have approved the Clark Nexsen Inc. proposal dated September 1, 2020, for architectural and mechanical design services for the Henderson County Edneyville Library Porch Enclosure Project. Please allow this document to serve as notice that due to the associated cost (\$14000.00), which as we expected is less than 50K, the Henderson County Capital Projects Department has opted to exercise the exemption as stated in NC statute 143-64.32 that allows for units of local government to exempt particular projects from the provisions as stated in NC statute 143-64.31 in regard to qualification mandates for professional services requiring public solicitation for professional services.



David Berry
Henderson County Capital Projects Manager