

## **RESOLUTION**

### **Request to Accept a Capital Project Quote and Transfer Departmental Budget Dollars to Another Category to Replace Outside Stairs at the Community Development Department Building**

A Capital Purchase request to replace the outside stairs at the Community Development Department was accepted in the FY 2015/16 Budget. The amount proposed to complete this project was \$10,000. The Building and Fire Department personnel have reviewed the quotes and recommend accepting a quote for \$10,902 from Earl Buchannan Construction Corporation.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama as follows:

SECTION 1: Authorizes the above referenced quote be accepted for replacement of outside stairs with a new set of ingress/egress/fire escape stairs, and amends Account #01-615-4010, 01-680-0615 & 12-5900 accordingly.

SECTION 2: Authorizes transferring \$902 from Account# 01-615-4010 Building/Grounds Maintenance and amends the budget for the transfer accounts by increasing Account# 01-680-0615 & 12-5900.

SECTION 3: This Resolution shall become effective immediately upon its adoption as required by law.

Account # 12-665-7370

Project Management - Pre-project checklist

Project Name: CDD-REPLACE OUTSIDE STAIRS

Submitted by: MIRIAM BOUTWELL

Project Owner: MIRIAM BOUTWELL

Expected Project Start Date \_\_\_\_\_ Expected Project Completion Date \_\_\_\_\_

Is this project listed on the capital project planning document? (Please check one) Yes X No \_\_\_\_\_  
If it is on the capital projects planning document, what is the amount listed? \$10,000 What year is it listed? 2015/16 FY  
If not, get approval from Mike Thompson to proceed with planning the project.  
Mike (Must have Mike initial and date) - Approved to proceed \_\_\_\_\_ Not Approved to Proceed \_\_\_\_\_

TOTAL COST  
\$10,902

Brief Project Description

REPLACE EXISTING OUTSIDE STAIRS

Location (Description and tax parcel Identification number(s))

PARCEL # 05-54-09-29-1-101-017.000 / PIN# 65368  
NORTH SIDE OF CDD BUILDING

Project type (select one)

\_\_\_\_ Building construction or improvement  
\_\_\_\_ Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)  
\_\_\_\_ Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)  
X Other, Please explain REPLACE EXISTING OUTDOOR STAIRS (FIRE ESCAPE)

Will this project include grant funds? Yes \_\_\_\_\_ No X

If yes, please list Grantor \_\_\_\_\_

Will this project have a third party manager? Yes \_\_\_\_\_ No X

If yes, please list third party manager \_\_\_\_\_

Discuss your project with each of the following individuals. You must have initials and date for each section below.

| Individual   | Department                   | Documentation Required:  |
|--|------------------------------|--|
| <u>MB 6/9/16</u><br>Initials & Date<br>Miriam Boutwell                 | Planning                     | Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project. |
| <u>MB 6/9/16</u><br>Initials & Date<br>Miriam Boutwell                 | Zoning                       | Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.  |
| <u>CL 6/10/16</u><br>Initials & Date<br>Chuck Lay                      | Building, Flood & Historical | Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes.                  |
| <u>NB 6/13/16</u><br>Initials & Date<br>Nelson Bauer                   | Fire                         | Determination of potential need for input from the City engineers.   |
| <u>CC 6/10/16</u><br>Initials & Date<br>Chad Christian                 | Engineering                  | Determination of potential environmental issues or permits.  |
| <u>LG 6/13/16</u><br>Initials & Date<br>Leslie Gahagan                 | Environmental                | Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.   |
| <u>JM 6/13/16</u><br>Initials & Date<br>Jessica Middleton              | IT/GIS                       | Budget review and creation of agenda item. Determination of insurance cost to include in budget.   |
| <u>MB 6/13/16</u><br>Initials & Date<br>Miranda Bell and/or Joe Bouzan | Finance                      |  |

Effective Date May 21, 2015

## Request to Transfer Departmental Budget Dollars to another category

Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval.

### Instructions:

Complete items below and submit to the City Administrator. Once the request is approved, a Resolution item must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Miriam Boutwell  
Department CDD  
Date Submitted 11-Jun-16  
Budget Category From Department Operational To Capital Projects Fund

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

### Reason for transfer:

We received 3 quotes to replace the outside stairs. Building & Fire Department personnel recommend accepting  
the quote from Earl Buchannan Construction Corporation in the amount of \$10,902. This quote was determined to be  
the best due to metal stairs being used instead of a wooden staircase since this is fire escape. \$10,000 was accepted  
in the FY 2015\_16 Capital Projects account. We would like to move \$902 from account #615-4010 Building\_Grounds  
Maintenance.

| Amounts to Transfer | From (Account Number & Name)                 | To (Account Number & Name)           |
|---------------------|--|--------------------------------------|
| \$ 902.00           | 01-615-4010 Building Maintenance             | CDD-Replace outside stairs           |
| \$ 902.00           | increase transfer to capital projects fund   | 01-680-0165 transfer to capital proj |
| \$ (902.00)         | increase transfer from general fund          | 12-5900 transfer from gen fund       |
| \$                  |  |                                      |
| \$                  |  |                                      |
| \$ 902.00           | Total Amount to Transfer Between Categories. |                                      |

Approval by City Administrator

Signature

Date

### Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

**\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN  
LEGISTAR \*\*\*\*\***



General Contractor #21359  
15811 County Road 95  
Elberta, Al 36530

Date:05/31/2016

Client: City of Foley Building Dept.  
City, St. ZIP: Foley, Al. 36535  
Project: *Metal Stairs*

## **Proposal 16-0526-01Rev.1**

*We propose to furnish all labor and materials for the construction as listed below:*

### **Painted Metal Stairs:**

- Stairs will be fabricated according to the drawing provided.
- Handrail will be provided on both sides of the stairs, with a guard rail 42" tall on the north side opposite of the building.
- Stairs to be mechanically cleaned, primed, and painted with one coat of paint (color by owner).
- Landing to be 42" in the north south direction and 60" east/west.
- Stairs to be 36" in width.
- 4ea. 12" x 12" x 12 @ each column.
- 1ea. 3' x 4' X 4" concrete landing.

### **NOTE:**

**Exclusions: permit, engineered drawing, ( if permit required add for fees)**

For the sum of **\$10,902.00** (*Ten Thousand Nine Hundred And Two Dollars*).

Net due within 10 days of completion

Earl Buchanan Construction Corporation may withdraw this proposal if not accepted within **10 days** from the date of this proposal.

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### ***Acceptance of Proposal***

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Accepted:** Date \_\_\_\_\_

**Signature:** \_\_\_\_\_