



COUNTY OF ELBERT

Justin W. Klassen, Director of Administration

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STAFF SUMMARY For BOCC MEETING PRESENTATION

Date of Presentation: 2/14/2018

Staff Lead: Shawn Carpenter, Facilities Manager

Affected Departments and Offices Affected: Health and Human Services (HHS), Facilities, Road and Bridge

Topic: HHS Building Addition Update

1. Purpose: To provide an update on the status of HHS' new building project

2. Background: HHS' new building is ready to be delivered to Elbert County. There has been a Request for Proposal (RFP) done to acquire bids for the site preparation. No bids have come in and the RFP is closed. The County is exploring alternatives to complete the site preparation in cooperation with Road and Bridge

3. Key Points:

- a. **Discussions:** Road and Bridge possibly has the expertise to accomplish the required site preparation, but to complete the project it may require Friday and Saturday labor
- b. **Next Steps:** Acquire building permit. Land Use Permit was submitted on 02/01/19. Permit is awaiting review and approval by the Town Of Kiowa. A meeting will be called after Land Use Permit review between the town's contracted planning engineer and the County. The County will supply the planning engineer with stamped site plan drawings as well as stamped MEP drawings. We are hopeful that after this meeting, the planning engineer will authorize the building permit to be issued. The County Facility Manager is seeking out local contractors to bid site prep in the event that Road and Bridge staff are not available.

4. Impact on County:

- a. **Fiscal:** Labor costs for work completed on Friday and Saturday
- b. **Services:** Town Of Kiowa Building department will issue permits. Road and Bridge may provide labor and equipment
- c. **Infrastructure:** None expected at this time

5. BOCC Action Required: None

6. Required Decision Date: None

7. Point of Contact: Justin W. Klassen, Director of Administration; Shawn Carpenter, Facilities Manager; Rory Hale, Public Works Director