

**Progress Report - Capital Projects 2012-13
January - March 2013**

DEPT.	Project	Project Description	% Completed	
IT	NetMotion	Allows for improved network connectivity for Sheriff's Mobile Data Terminals.	90%	
	Reg. of Deeds (A2 Upgrade)	Have met with implementation team. Target goal for Phase 1 of upgrade is end of Sept.	5%	
	Phone System (Upgrade)	Phase 1 – HRC Building		100%
		<ul style="list-style-type: none"> ▪ Installed 190 phones ▪ Redesigned the network to allow for future growth and better management ▪ Installed new cabling (currently removing the old cabling) ▪ All new cabling is in the wall and out of the wall. 		
		Phase 2 – Avery, Green Street & Morganton Public Library		
		- Morganton Public Library		100%
		- Avery and Green Streets		35%
		Network Switches -New Switches have arrived. New Phones have been ordered.		
	Email System (Upgrade)	Upgrade will allow improved email communication with all departments.		35%
	PageGate (Upgrade)	Working with Verizon to allow free paging to Public Safety Verizon Cell Phones & pagers. Completion Date - End of Oct.		35%
PC'S	First Order of PC's for the Fiscal Year.		100%	
Planning & Inspections Software	Met with several vendors. Looking for a solution that properly integrates with our existing systems.		10%	
TAX	Tax System (Upgrade)	July - Narrowed down to two final vendors.	100%	
		Final demonstrations scheduled first of September.	100%	
		NCPTS/Farragut Demo September	100%	
		Met with staff to discuss both systems September 6	100%	
		Determine which system fits our needs and review cost.	100%	
		Management made decision to RFP	100%	
		IT is finishing installation of the servers & security at Higher Education Center. By mid-January this should be completed and ready for Farragut to begin the setting up on their end. After that the data migration should begin.		

DEPT.	Project	Project Description	% Completed
TAX <i>(continued)</i>	Tax System Upgrade <i>(continued)</i>	RFP Issued September 19	100%
		Mandatory Pre-Bid Conference held at Burke Co. Services Bldg. Three vendors attended.	100%
		Bids received, opened, and reviewed bids	100%
		Made recommendation on 10/12/12 of lowest responsible bidder for BOC to consider at the October 16 Regular meeting	100%
		Request BOC to enter into contract with NCPTS for new tax system at their October 16 Regular meeting	100%
		Pre-contract planning Contract approval	100%
		Startup meeting	100%
GENERAL SERVICES	HRC HVAC & Electrical Renovations	Design/Bid/Contract awarded 7/17/12 & site visits completed	100%
		Permitting in process	100%
		Building cooling load has been reviewed and alternate chiller has been selected.	100%
		Currently working on coil, pump & control selections	100%
		Mechanical design.	100%
		Generator design being reviewed.	100%
		Mandatory Pre-Bid Conference - 10-16-12	100%
		Bid Opening - 10-22-12	100%
		Contract Awarded at 11-6-12 Meeting	100%
		Construction completed to date	80%
		Generator bids due 1 /8/13	100%
		Contracts for Generator Replacement Received	100%
Courthouse HVAC & Electrical Renovations	RFQ for Architectural/Engineering Services advertised in Aug.	100%	
	RFQs due to Purchasing Agent's office Aug. 22.	100%	
	Committee to review RFQs a week after receipt to decide whether to interview any candidates. (Committee includes: Assoc. Engineer, Keith Farris, Purch. Agent Flossie Bryant, Chief Bldg. Insp. Barry Vess & Gen. Serv. Dir. Carson Fisher).	100%	
	Once Firm selected, negotiations will proceed with Firm.	100%	
	Proposed Firm and fee to be presented to Board for approval	100%	
	BCBOC authorized staff to negotiate a design/bid/contract administration contract with United Engineering Group	100%	
	United Engineers, CBSA Architects and staff met at the Courthouse to discuss the project in detail and review the existing system and and facility in person	100%	
	Approved by BOC at 11/20/12 meeting	100%	
	Design process has begun	50%	

DEPT.	Project	Project Description	% Completed
GENERAL SERVICES (continued)	Morganton Library (Front Entrance Renovations)	BOC and City of Morganton Council approved funds for renovations to front entrance	100%
		Meeting held with Burke County Library Director Jim Wilson, Assoc. Engineer Keith Farris, & General Services Director Carson Fisher; also met with Mike Crofts, Mark Young and Michael Berley, City of Morganton.	100%
		City of Morganton staff agreed to prepare sketches of discussed improvements to assist with permitting and bidding.	100%
		City of Morganton staff completing drawings for front entrance renovations and reviewing for building code compliance.	100%
		Review should be complete by mid-October	100%
		County staff to put bid package together and get bids submitted early 2013	100%
		Construction Work Started	10%
		GENERAL SERVICES	Rhoney Road Convenience Site
Bid package completed by end of August.	100%		
Bid package sent to contractors by end of Aug. with bids due 2nd week in September	100%		
Design revisions complete	100%		
Getting bid package together for Contractor pricing.	100%		
Contract awarded to Bennick Grading at 11/20/12 BOC meeting	100%		
Construction Work Completed	75%		
Mission Critical Partners	911 Consolidation Project		
		A/E RFQ released in July 9, 2012	100%
		* Proposals were due 8-10-12	100%
		* Seven Submissions	100%
		* Selection 8-17-12	100%
		* Recommendation to BOC 8-21-12	100%
		* Moseley Architects Unanimous Vote	100%
		* Completed contract negotiations with Moseley Architects	100%
		* Facility Programming Phase/September 2012	100%
		* Scheduled Facility Kickoff Design meeting with Moseley Architects and the other County PSAP's	100%
January 2013			
- Schematic Design for PSAP building			100%
- Site Plan/Schematic Phase			100%
- RFQ for Geo-tech Consultant			100%
- Geo-Tech Consultant Selected			100%
- Design Development Phase in Process			50%
February 2013			
- Design Development Phase complete			100%
- Geo-Tech Consulting/Site			25%
- Site Plan/Design Development Phase			50%
- PSAP Site Zoning			100%
- Construction Documents in Process			20%

DEPT.	Project	Project Description	% Completed
March 2013			
Mission Critical Partners (continued)	911 Consolidation Project (continued)	- Construction Documents Phase	45%
		- Geo-Tech Consulting/Site	100%
		- Site Design/Design Development	70%
		- Bid Documents	25%

Communications/Technology/Operations/Staffing:

January 2013

Completed Staffing Assessment (Existing PSAP's)	100%
Completed Operational Assessment (Existing PSAP's)	100%
Preliminary Operational Budget (Consolidated PSAP)	20%
Technology Assessment (Existing PSAP's)	100%

February 2013

Preliminary Job Descriptions (Consolidated PSAP)	100%
Preliminary Staffing Model (Consolidated PSAP)	90%
Preliminary Staffing Budget (Consolidated PSAP)	90%
Preliminary Operational Budget	90%
Technology Assessment (Consolidated PSAP)	10%
PSAP Newsletter/Issue #1	100%

March 2013

Final Staffing Model/Budget (Consolidated PSAP)	100%
Final Operational Budget (Consolidated PSAP)	100%
Technology Assessment (Consolidated PSAP)	25%
Hiring Process/Timeline (Consolidated PSAP)	100%
PSAP Newsletter Issue #2	100%

Other Activity:

* Developed with County HR/Job Description/Salary Schedule for future PSAP Director	100%
* Discussions on Advertising/Selection Process	100%
Completed internal Job Description for MCP Task Manager for PSAP project/eventual Burke County PSAP Director's position	100%
* Advertisement of Position	100%
Advertised the MCP Task Manager position across the state through the NENA/APCO NC State association	100%
*Pre-screening of applications	
Conducted one pre-screen for applicant for this position	100%
Potential PSAP Director Interviews completed for two applicants	100%
December, 2012 PSAP Director Offer/Acceptance	100%
* Attended NC 9-1-1 Board Mtg 8-24-12 in Raleigh	100%
Burke County will present project status to NC State 9-1-1 Board on 10-26-12 in Raleigh	100%
* Discussions with County regarding Grant Financial Reporting Format	100%