

**Progress Report - Capital Projects 2012-13
April - June 2013**

DEPT.	Project	Project Description	% Completed	
IT	NetMotion	Allows for improved network connectivity for Sheriff's Mobile Data Terminals.	100%	
	Reg. of Deeds (A2 Upgrade)	Have met with implementation team. Target goal for Phase 1 of upgrade is end of Sept.	100%	
	Sheriff's In-Car Camera	Setup Secure Wireless Network and Implement new In-Car Camera Software.	100%	
	Phone System (Upgrade)	Phase 1 – HRC Building	<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. 	100%
		Phase 2 – Avery, Green Street & Morganton Public Library	<ul style="list-style-type: none"> - Morganton Public Library - Avery and Green Streets Network Switches -New Switches have arrived. New Phones have been ordered. 	100%
				85%
	Email System (Upgrade)	Upgrade will allow improved email communication with all departments.	45%	
	PageGate (Upgrade)	Working with Verizon to allow free paging to Public Safety Verizon Cell Phones & pagers. Completion Date - End of Oct.	100%	
	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.	15%	
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%
		HVAC Renovation Complete	100%
		Generator Bids Due 1/8/13	100%
		Generator Bid Awarded 4/26/13	100%
		Generator Notice to Proceed 6/4/13	100%
		Generator Ordered - early/mid July Delivery	75%
		Early August Anticipated Completion	0%

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 almost complete	95%
	Permitting Complete	100%
	Bids Advertised 6/21/13	0%
	Bids Accepted 7/10/13	0%
	Bids Awarded 7/16/13	0%
	Construction begins 9/3/13	0%
	Construction Complete 12/31/13	0%

DEPT.	Project	Project Description	% Completed
GENERAL SERVICES <i>(continued)</i>	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 Crotts, 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 Complete	90%
		New Entrance Doors Complete by mid July	0%

GENERAL SERVICES	Rhoney Road Convenience Site	Contract for bidding/contract admin/inspection issued to West Consultants 8/10/12	100%
		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	95%
		Mid/late July 2013 Opening	0%

Mission Critical Partners	911 Consolidation Project	Facility Design:	
		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%

April 2013

Construction Documents are at substantial completion	90%
Site Design/Construction Documents Incorporated	90%
Bid Documents	50%

DEPT.	Project	Project Description	% Completed
May 2013			
Mission Critical Partners <i>(continued)</i>	911 Consolidation Project <i>(continued)</i>	City of Morganton/Plan Review/Plan Approval	80%
		Construction Documents are at substantial completion	95%
		Site Design/Construction Documents	95%
		Execution of Land Purchase between County & City	100%
		Bid Documents completed	100%
		Independent Estimate of costs	80%
June 2013			
		Pre-Pid Conference/Contractors	100%
		Final Probable Estimate of Cost	100%
		Final Selection of Electric Energy Provider	100%
		Bid Opening/Construction Documents 6/25/13	50%
		Final Approval of NCDOT Right of Way Approval	100%
<u>Communications/Technology/Operations/Staffing/Budgeting:</u>			
April 2013			
		Staffing Plan/Consolidated PSAP	90%
		Technology Assessments	30%
		County Budgeting Preparation	25%
May 2013			
		Staffing Plan	90%
		Technology Assessments	30%
		County Budgeting Preparation	25%
June 2013			
		Final Budget Preparations/Pending Board Approval	95%
		Staff Planning Completed	100%
		Technology Assessments/Planning/New PSAP	40%
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%