

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Five Points Complex Master Plan

DEPARTMENT: Administrative Services **DIVISION:** _____

AUTHORIZED BY: Don Fisher **CONTACT:** Jamie Croteau **EXT.** 5274

Agenda Date <u>7-26-05</u>	Regular <input checked="" type="checkbox"/>	Consent <input type="checkbox"/>	Work Session <input type="checkbox"/>	Briefing <input type="checkbox"/>
	Public Hearing – 1:30 <input type="checkbox"/>		Public Hearing – 7:00 <input type="checkbox"/>	

MOTION/RECOMMENDATION:

1. Authorize staff to negotiate, and the Purchasing Manager to execute a work order, with ZHA Inc. under RFP-4108-00 for the Five Points Master Plan with a not to exceed value of \$135,000.
2. Approval of Budget Amendment Request.

BACKGROUND:

On June 14, 2005, the Board of County Commissioners directed staff to begin the process to secure a firm to conduct a Master Plan of the Five Points Complex. Staff contacted two firms, Carter & Burgess, Inc. and ZHA, Inc.

Carter & Burgess, Inc. currently has a continuing contract with the County to provide planning services and ZHA is currently under contract with the County for owner's representative services and other duties as deemed appropriate by the County.

Carter & Burgess informed the County on July 5, that they would not be able to provide service to the County on this project due to the unavailability of necessary staff members. ZHA, Inc. has indicated that they are willing and able to provide the necessary services.

Staff requests the Board of County Commissioners authorize staff to negotiate with, and the Purchasing Manager to execute a work order, with ZHA, Inc. to provide the master planning services for Five Points. Negotiated price will not exceed \$135,000. Funds for the project will be taken from General Fund Reserves and Contingencies. Staff is seeking approval of the attached Budget Amendment Request.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: _____
File No RAS01

Attachment: Budget Amendment Request

2005-R-

BUDGET AMENDMENT REQUEST

TO: Seminole County Board of County Commissioners
 FROM: Department of Administrative Services
 SUBJECT: **Budget Amendment Resolution**
 Department: **Administrative Services**
 Fund(s): 00100 General Fund

DFS Recommendation	
Mary Matthews Analyst	07/07/05 Date
Budget Mgr	Date
Director	Date

PURPOSE: Board of County Commissioners directed staff to begin the Five Points Master Plan process and to move funds from General Fund Reserves for Contingency to Administrative Service Department.

Current General Fund Reserves for Contingency	\$13,187,195
BAR	-135,000
Revised General Fund Reserves for Contingency	\$13,052,195

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	Project #	Account Title	Amount
00100.999901.599998		Reserves for Contingency	135,000
Total Sources			135,000

Uses:

Account Number	Project #	Account Title	Amount
00100.010500.530340		Contracted Services	135,000
Total Uses			135,000

BUDGET AMENDMENT RESOLUTION

This Resolution, 2005-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida _____ as reflected in the minutes of said meeting.

Attest:

 Maryanne Morse, Clerk to the
 Board of County Commissioners

Date: _____

Entered by County Finance Department

By: _____
 Carlton Henley
 Chairman

Date: _____

Date: _____