

BOSSIER PARISH POLICE JURY
CAPITAL IMPROVEMENTS/BUILDING AND GROUNDS COMMITTEE MEETING
MINUTES

Mr. Glenn Benton, Chairman
June 5, 2024

The Capital Improvements/Building and Grounds Committee of the Bossier Parish Police Jury met on this 5th day of June, 2024, at 10:30 a.m., in the Police Jury Conference Room, Bossier Parish Courthouse, Benton, Louisiana. Mr. Glenn Benton, Chairman, called the meeting to order, with the following members present:

Mr. Glenn Benton, Chairman, Mr. Bob Brotherton, Mr. Jimmy Cochran, Mr. Chris Marsiglia, Mr. Doug Rimmer, Mr. Philip Rodgers, and Mr. Tom Salzer.

Others present for the meeting:

| | |
|----------------------|-----------------------|
| Mr. Barry Butler | Mr. John Ed Jordan |
| Ms. Ashley Ezell | Mr. Heath Lyles |
| Ms. Stacie Fernandez | Mr. Mark Prevot |
| Mr. Butch Ford | Mr. William Purdy |
| Ms. Julie Gill | Ms. Megan Ramos |
| Mr. Gif Gilford | Ms. Marisa Richardson |
| Ms. Pam Glorioso | Ms. April Sharlow |
| Ms. Monica Grappe | Mr. Keith Sutton |
| Mr. Eric Hudson | Ms. Felesha Sweeney |
| Mr. Kenny Johnson | Dr. Ken Ward |

Mr. Butch Ford, Parish Administrator, stated that as the new Bossier Parish Central Library is complete, the next phase pending the ad valorem tax renewal is the History Center. He further stated that for design of the new History Center, Mr. Mark Prevot, Prevot Design Services, APAC, has brought in a company from New Orleans, Louisiana, Dorand Design Studios, LLC, who has extensive experience in similar projects. Mr. Ford stated that the initial project renderings are presented to the committee today, and advised that the design has been carefully considered to include the use of existing materials that can be utilized in the new space.

Mr. Mark Prevot introduced Ms. April Sharlow, Executive Vice President of Operations at Prevot Design Services, and stated that she has been intimately involved in the History Center project. He further stated that the History Center was included in considerations and design choices throughout the process for the new library, and infrastructure is already in place to allow for the project to move forward. Ms. Sharlow stated that the History Center is approximately 3,100 square feet, and upon entering the facility, the reception area is already in place. She further stated that there are several exhibits which will be on display as you walk throughout the new center, with eight permanent exhibits and 12 artifact cases for permanent, semi-permanent, and travelling exhibits. Ms. Sharlow added that there will be areas which provide descriptions of early Bossier

Parish, including the pioneer cabin which will be moved over to the new center, as well as a walk-through of a replica of the Old Shed Road covered bridge. She further stated that the design includes plenty of space with room to grow.

Mr. Prevot stated that the proposals of his firm and of Dorand Design are combined, with the Dorand Design proposal being \$97,500.00, and the total proposal with Prevot Design Services, APAC, being \$158,250.00. He further stated this amount is inclusive of Prevot Design Services handling all aspects of the project including documents, bids, vetting process, administration phase, close-out, as well as consultants which may be necessary throughout the project.

Mr. Ford stated that the parish has a budget for the design services, advising that the construction cost is projected to be approximately \$900,000.00 to \$1,100,000.00. He further stated that the project will be subject to public bid law requirements, and the process allows for decisions to be made throughout to stay within the budgeted amount for construction.

Mr. Philip Rodgers stated that if Dorand Design has worked on these types of projects throughout Louisiana, they bring a wealth of knowledge to the project. Mr. Ford stated that the company has worked on several projects throughout the state and nationwide, and that under public bid law, the low bidder meeting requirements must be accepted. Mr. Doug Rimmer stated that Prevot Design will be involved in the process of vetting the bids received. Mr. Ford stated that Prevot Design will be heavily involved in the entire process, and they will ensure the use of as much of the existing materials as possible. Mr. Prevot stated that the bid packages will be sent out to vendors who work in this type of construction and bring specialized expertise.

Mr. Ford stated that the funds are in place in the budget to hire Prevot Design Services, APAC, and Dorand Design Studios, LLC, and there is a set amount budgeted for construction. He further stated that if the committee chooses, we can move forward with this proposal today at the regular meeting during the committee report.

Mr. Ford stated that after visiting with Ms. Felesha Sweeney, Library Director, and Ms. Marisa Richardson, Central Complex Manager, the History Center will be moving very soon into the new space, and the move should take approximately two weeks to complete. He further stated that during construction, the entrance may be moved to accommodate entry to the History Center and both Ms. Sweeney and Ms. Richardson are confident those adjustments will be made without issue.

Mr. Ford provided an aerial map of the existing library buildings located on Beckett Street which currently holds the History Center, advising that he has a meeting with Sheriff Julian Whittington, Bossier Parish Sheriff's Office, Mayor Tommy Chandler, City of Bossier City, Mr. Bobby Edmiston, Bossier Parish Tax Assessor, Chief Daniel Haugen, Bossier City Police Department and Chief Brad Zagone, Bossier City Fire Department, on Friday, June 7, 2024, at 1:00 p.m., at the Viking Drive Substation, to discuss the 911 center and whether one of these buildings might be a viable option for a new site. He further stated that there are approximately 19 staff members in the Administration Offices, which were moved prior to construction due to the potential for two years of construction, as well as circulation, which can also be moved back to the Central Library at this time. Mr. Ford stated that these offices can be relocated back to the library buildings now, and the parish will have some additional options for the remaining buildings. He further added that he has requested a proposal from Mr. Prevot for this project and will bring that back to the committee for review upon receipt.

Mr. Ford stated that many years ago, Mr. Bill Altimus, previous Parish Administrator, coordinated an early-voting location in Bossier City, located at the History Center. He further stated that Ms. Stephanie Agee, Bossier Parish Registrar of Voters, has advised that she wants to continue the use of this building for the purpose of continuing that service. Ms. Pam Gloriosio stated the public has become accustomed to using this location and it should continue. Mr. Benton stated it would be ideal to have somewhere to lock the machines at the end of each day for security reasons. Mr. Ford stated continuing the use of the current History Center for early voting and making accommodations for that purpose will be included in the proposal.

Mr. Jim Firth, Purchasing Agent, stated that the multipurpose meeting room at the new Central Library has some acoustic issues which have rendered it unusable at this time. He further stated that Mr. Prevot has solicited two contractors to evaluate the space and provide direction on how to remedy the problems.

Mr. Firth stated that Quality Acoustics and Drywall, LLC, submitted an initial proposal, and the parish asked for modification to a thicker panel, which increased the proposal to \$18,210.00. He further stated that Claiborne Sharp Professional Audio, Inc., performed a study at no charge, which provided valuable information regarding what is needed to improve the sound in

the room, and has submitted a proposal in the amount of \$22,764.00. Mr. Firth stated that he, Mr. Prevot, and Mr. William Purdy, Bossier Parish Library Facilities Director, have reviewed the proposals, and although the Claiborne Sharp proposal is higher in cost, the consensus is that it is a better product together with the study and expertise the company provides.

Mr. Prevot stated that Claiborne Sharp is solely an audio/visual company, and the report provided in their proposal is of great value to properly address the sound issues in the room. He further stated that Claiborne Sharp not only evaluates the problems and sells the panels, but also handles the installation. Mr. Prevot stated that he believes it to be a better option for those reasons, and they will stand behind their work. Ms. Glorioso stated that the report provided at no charge by Claiborne Sharp helps level out the proposals when you consider the value it provides. Mr. Tom Salzer stated that the panels proposed by Claiborne Sharp are both bigger and thicker, and the accountability provided by one company handling the evaluation, supplying product and installation is worth the cost difference. Mr. Ford stated that if the committee would like to move forward with accepting the proposal from Claiborne Sharp Professional Audio, Inc., he recommends review of the proposals by Mr. Patrick Jackson, Parish Attorney.

Mr. Eric Hudson, Parish Engineer, clarified that there was an increase in the proposal from Quality Acoustics initially due to the request for an increase in panel thickness. Mr. Firth stated that the initial proposal included 1.5-inch-thick panels, but after receiving the acoustics report from Claiborne Sharp, he requested an increase to two-inch-thick panels, which increased the proposal from Quality Acoustics by \$1,000.00. Mr. Rimmer clarified that Claiborne Sharp not only provided the report, but also the proposal, product and installation. Mr. Prevot stated that while Quality Acoustics does this type of work among other services, the level of expertise and consulting knowledge of Claiborne Sharp Professional Audio brings value because this is the only type of service they provide. He further stated that during the construction phase of the Central Library, some budget cuts were made to bring the building to budget, and the installation of the perforated metal ceiling helps improve the acoustics in the room, but acoustic tile ceilings were omitted to reduce the construction budget.

Mr. Ford stated that the parish has had similar issues in the courtrooms, and comparable panels were installed to help with acoustics and sound in the courtrooms, which helped to improve the sound tremendously. He further stated that he will have Mr. Jackson review the proposals and an agenda item will be forthcoming once review is completed.

Mr. Firth stated that he met with Karen Hinson, Aulds Library Branch Manager, regarding new signage at the library. He further stated the color palette will remain the same, but the plan is for a larger, double-sided, lighted sign. Mr. Firth stated that the first proposals received were approximately \$12,000.00. He further stated that he believes the price will be approximately \$10,000.00, and requested a not-to-exceed amount of \$10,000.00 for the new sign, which will include pouring a foundation and electrical work. Mr. Firth stated that he is uncertain whether this sign is included in the library budget for this year.

Mr. Ford clarified that the library does have a construction budget for a new sign at the Aulds Library Branch this year. Ms. Felesha Sweeney and Mr. William Purdy stated there is a budget item for this sign. Mr. Ford stated that if the committee agrees, this matter can be approved with the committee report during the regular meeting.

This concluded the meeting of the Capital Improvements/Building and Grounds Committee Meeting. The meeting was adjourned by the Chairman at 10:58 a.m.

MEGAN C. RAMOS
INTERIM PARISH SECRETARY

GLENN BENTON, CHAIRMAN
BOSSIER PARISH POLICE JURY