



Interoffice Memorandum

July 27, 2023

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

THRU: Venerria L. Thomas, Director *Venerria L. Thomas*
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sandra Moore, (407) 836-8913
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – August 08, 2023**
Budget Revision for Disaster Recovery Funding 04TD000150

The Head Start Division requests Board approval to submit a budget revision for Disaster Recovery Funding 04TD000150 in the amount of \$1,400,000 to the Office of Head Start. The budget revision will allow Head Start to use Disaster grant 04TD000150 funds for an additional 12-month period from September 1, 2023, through August 31, 2024. This extension will allow Head Start to replace four playgrounds at South Orlando YMCA, Lila Mitchell, Pine Hills, and John H. Bridges Head Start Centers.

ACTION REQUESTED: Approval of Orange County Head Start Disaster Recovery Funding 04TD000150 ACF-PI-HS-19-01 Liquidation Budget Revision in the amount of \$1,400,000 to complete playground replacements at South Orlando YMCA, Lila Mitchell, Pine Hills, and John H. Bridges Head Start Centers for an additional 12-month period from September 1, 2023 through August 31, 2024.

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Attachments

ORANGE COUNTY HEAD START

Disaster Recovery Funding

04TD000150

ACF-PI-HS-19-01

Liquidation Budget Revision

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Request for Budget Liquidation

Orange County Head Start (OCHS) is requesting a Budget Revision in the amount of \$1,400,000.00 to complete the playground replacements at South Orlando YMCA, Lila Mitchell, Pine Hills, and John Bridges Head Start Centers. OCHS is at the final stage of building and has a contract in place to complete the playground replacements and would like to be granted 12 months to liquidate the funds for completion. Dates requested is September 1, 2023 through August 31, 2024.

Project Budget

Playground Site	Playground Request	Estimated Cost/Bids
1) South Orlando YMCA – 810 W. Oak Ridge Road, Orlando Florida 32809.	\$350,000	(Development and Project Management and incidentals \$50,000)
2) Lila Mitchell – 5151 Raleigh Street, Orlando Florida 32811	\$350,000	(Development and Project Management and incidentals \$50,000)
3) Pine Hills Community Center – 6408 Jennings Road, Orlando Florida 32808	\$350,000	(Development and Project Management and incidentals \$50,000)
4) John H. Bridges – 445 W. 13 th Street Apopka Florida 32703	\$350,000	(Development and Project Management and incidentals \$50,000)

There have been several contributing factors to the delay of completing the playground replacements. Orange County Head Start was awarded the disaster grant during a global pandemic and received the grant funds in September 2020, just six months after the world was completely shut down. OCHS found it almost impossible to find a qualified contractor to bid on the project. Contractors were hit extremely hard and dealt with their own set of specific issues such as delay of projects, labor shortages, supply chain delays, increased material cost and the one that was more aligned with working with Orange County, increased insurance cost.

OCHS Grantee is a County Local Government. Projects as such take organization between multiple departments in the County. From September 1, 2020, through July 2021, multiple departments met to set up procurement, project timelines and bid requirements. On July 29, 2021, the bid for design was posted. During the following month, the County only received one quote for services after three advertisements.

In October 2021, the County decided to request a formal Sole Source through the Office of Head Start and submitted the Sole Source. The Sole Source was approved in April 2022. In June 2022, OCHS applied for a 1-year low-cost extension. Our Region IV Specialist submitted the low-cost extension through Region IV. In September 2022, OCHS was notified that the Low-Cost Extension was returned as the Region was not able to submit the application and the application needed to come from OCHS directly. The low-cost extension was awarded on October 14, 2022.

In November 2022, 50% of the playground design was completed. At the beginning of February 2023, the final design was completed. In April 2023, all departments had made the decision that the August 31, 2023, deadline would not provide enough time to formally bid the projects and complete the work. Also, many vendors were concerned about meeting the deadline as the supply chain was taking longer for playground materials to arrive. OCHS and the County departments met with our Office of Head Start Specialist, Devin Jones, to discuss our options to complete this project and shared the timeline of events.

In anticipation of showing OCHS's dedication to the project and the Office of Head Start, the County moved forward with solicitation for Bid. May 2023 through June 2023, walk through, solicitation and invitation to bid and selection was accomplished. On June 6, 2023, Board approval was issued for the project to move forward with Sky Living Co. Inc. The Purchase Order was

issued on July 3, 2023. The vendor has 5 months to complete the work upon official notice to proceed has been given.

OCHS is requesting a 12-month budget liquidation for \$1,400,000.00. This will allow us to complete the project in a timely manner and leave room for hurricane season and any other incidentals that will come about.