

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: July 15, 2020

SUBJECT: 95 Courthouse Space Needs Assessment - Firm Selection

PRESENTER: Amy Brantley, Assistant County Manager

ATTACHMENTS: Yes

1. Budget Amendment
2. Space Needs Assessment Price Proposal
3. Draft Contract

SUMMARY OF REQUEST:

At the Board's January 15, 2020 meeting, the Board directed Staff to request proposals from qualified firms to conduct an assessment of the 95 Courthouse, focusing on capacity issues. Staff subsequently developed and released a Request for Qualifications for the facility, receiving proposals from: CBRE Heery, Cope Architecture, Fentress Inc., Silling Architects and TAB Associates Inc. Those proposals were reviewed by representatives from the Clerk of Court, Public Defender's Office, District Attorney's Office, District Court Judges and the County Manager's Office on Thursday, March 5, 2020. Following that review, the firm of Fentress Incorporated was unanimously selected as the most qualified firm to conduct the assessment. At the Board's May 20, 2020 meeting, Staff was directed to negotiate an agreement with Fentress Inc. for the 95 Courthouse Space Needs Assessment, to be brought back to the Board for final approval.

Attached for the Board's consideration are the Space Needs Assessment Price Proposal from Fentress Inc., a draft contract for the assessment, and a budget amendment.

BOARD ACTION REQUESTED:

The Board is requested to approve the contract for the assessment, and the budget amendment to appropriate the necessary funds, as presented.

Suggested Motion(s):

I move the Board select Fentress Inc. to conduct the 95 Courthouse Space Needs Assessment, and approve the Contract and Budget Amendment for the study as presented.

**LINE-ITEM TRANSFER REQUEST
HENDERSON COUNTY**



Department: Governing Body

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
<u>115401 - 539000</u>	<u>Contracted Services</u>	<u>\$59,734</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
<u>114990 - 401000</u>	<u>Fund Balance Appropriated</u>	<u>\$59,734</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification: *Please provide a brief justification for this line-item transfer request.*
 Appropriation from Fund Balance for the 95 Courthouse Space Needs Assessment. Approved by the Board July 15, 2020.

Budget		7/15/2020
Authorized by Department Head		Date
Authorized by Budget Office		Date
Authorized by County Manager		Date

For Budget Use Only

Batch # _____

BA # _____

Batch Date _____

Henderson County Courthouse Space Needs Assessment

REVISED COST QUOTE: June 16, 2020

REVISIONS
(key assumptions regarding county responsibilities are bolded below)

Reduced staffing to two; Architect Matt Hemphill will serve as project manager. Alison Jones will serve as Facilitator/Court Analyst



Proposal Work Plan Reference	Professional Services - Hourly Rate	PM/Senior Court Architect	Facilitator/Court Analyst	TOTAL HOURS	TOTAL COSTS	Schedule - Target Dates (Assumes 7/1 Notice to Proceed)	Agreement Phase Reference	
		\$125.00	\$115.00					
Work Plan Details		Labor Hours						
Project Start-Up and Planning								
STEP 1	1.01	Prepare and conduct remote kick-off meetings with county manager's office and planning team; request data	2	2	4	\$480.00	7/8/20	Included in Phase 1
STEP 2	1.02	Review current building drawings, functionality, and usage; prepare CORE assessment; coordinate with county POC as required	16	0	16	\$2,000.00		Phase 1 - A, B
	1.03	Review info obtained from kick-off meetings regarding filings, documents recorded, past studies and reports, etc.; research historic (25 year) population trend vs filings; prepare for on-site #1	0	16	16	\$1,840.00		Phase 2 - F (prep)
STEPS 3 and 4	1.04	ON-SITE #1 - Conduct planning session with courthouse planning team and individual components	0	16	16	\$1,840.00	8/4/20	Phase 2 - F
	1.05	- Assess existing courthouse using CORE tool	16	0	16	\$2,000.00	8/4/20	Phase 1 - C, D
	1.06	Produce CORE assessment results regarding existing building condition	20	0	20	\$2,500.00	8/13/20	Phase 1 - E
STEP 5	1.07	Produce workload analysis and related staffing requirements; coordinate with planning team	0	52	52	\$5,980.00	8/26/20	Phase 2 - G
	1.08	Produce benchmark comparisons to similar North Carolina court locations	0	0	0	\$0.00	8/26/20	
	1.09	Review final staffing recommendations/revise/finalize; prepare materials for site visit #2	8	22	30	\$3,530.00	9/4/20	Phase 2 - G
		Subtotal	62	108	170	\$20,170.00		
Identify 30-Year Projected Space Needs								
STEP 6	2.01	ON-SITE #2 - Summary presentation of approved workload analysis results with full planning team - Conduct Program of Requirements (POR) interviews with individual components	8	8	16	\$1,920.00	9/9/20	Phase 2 - G
	2.02	Draft POR utilizing workload analysis staffing results and information obtained during interviews	40	8	48	\$5,920.00	9/17/20	
	2.03	Review POR with individual components via tele/videoconference	8	0	8	\$1,000.00	9/22/20	
	2.04	Revise POR/review with planning team/finalize POR recommendations	24	0	24	\$3,000.00	9/25/20	
		Subtotal	80	16	96	\$11,840.00		
Recommendations								
STEP 7	3.01	Develop concept improvement strategy based upon agreed upon POR; provide block diagram floor plans	60	2	62	\$7,730.00		Phase 2 - I
	3.02	Review strategy (and/or alternatives if applicable) with county planning team via videoconference	4	4	8	\$960.00	10/14/20	
	3.03	Revise preferred strategy/review with planning team/finalize improvement strategy	16	2	18	\$2,230.00	10/20/20	
STEP 8	3.04	Perform gap analysis for preferred concept	0	0	0	\$0.00	10/21/20	
		Subtotal	80	8	88	\$10,920.00		

Reduced to time on call w/o prep.

Reduced site visit prep time; **will require obtaining existing drawings with annotation regarding functionality and departmental locations from the county; coordination with POC**

Reduced site visit prep time; eliminated PowerPoint; limited analysis of growth to population and case filings - District and Superior Court; **will require more targeted and comprehensive provision of materials from the county team**

Reduced from three to two staff on-site; 1.5-2 day site visit

Limited to one draft plus one review

Removed trends write-ups apart from simple bullet points or data provided directly by court team regarding items that influence the analysis (i.e., eliminate a bulk of the additional research and writing)
Removed hours based on revised contract letter dated June 16, which removed Phase 2 - H and I

Reduced workload analysis will require less overall time to review and finalize

Reduced from three to two staff on-site; 1 day site visit

Reduced to one improvement strategy (although there may be alternatives to discuss); drawings to be block-diagram floor plans; reduced analyst review time

Assumes selection of one preferred strategy during this step (if alternatives are presented)

Reduced time based upon reduction in number of strategies

Deleted gap analysis

Proposal Work Plan Reference	Professional Services - Hourly Rate				Schedule - Target Dates (Assumes 7/1 Notice to Proceed)	Agreement Phase Reference		
	\$125.00	\$115.00						
Work Plan Details		Labor Hours						
Budget Cost Estimates								
STEP 9	4.01	Develop estimated costs for improvement - cost will utilize total benchmark cost/sf and be for informational purposes only	12	2	14	\$1,730.00	10/23/20	Phase 3
	4.02	Review cost with planning team/revise (if applicable)/finalize cost estimate	4	0	4	\$500.00	10/26/20	
Subtotal			16	2	18	\$2,230.00		
Needs Assessment Report								
STEP 10	5.01	Produce and deliver final needs assessment report	24	24	48	\$5,760.00	11/18/20	Phase 4
	5.02	Prepare for on-site presentation of strategies	12	8	20	\$2,420.00		
	5.03	ON-SITE #3 - Present final improvement strategies with gap analysis and estimated costs to board	8	0	8	\$1,000.00	12/1/20	
Subtotal			44	32	76	\$9,180.00		
Project Cost Total			282	166	448	\$54,340.00	Approx. 5 months	

Cost estimate will be one overall cost/sf based upon the CSF as determined by the POR and regional benchmark comparisons of similar work. Costs will not be broken down by space type (e.g. secure areas vs. non-secure areas, courtrooms vs office space). If the strategy is a combination of renovation and addition, costs will be broken down to include an overall cost/sf for each.

Report to be executive summary level consisting primarily of graphics (charts, tables, drawings, etc.) developed as part of steps mentioned above, with minimal narrative; report estimated at approx. 50 pages (+/- 15 pages summary of findings, plus two appendices - CORE results dashboard and factors (20 pages) and POR (approximately 15 pages))
 Reduced preparation time due to reduction in number of strategies and the removal of the gap analysis and full cost/benefit analysis
 Only Architect attends site visit #3

TRAVEL COSTS (two staff members)		Number of Trips	
PM/Architect		3	\$3,282.00
Facilitator/Analyst		2	\$1,678.00
Travel Total			\$4,960.00
OTHER DIRECT COSTS (ODC)		Unit Cost	Qty.
Color copies			10 \$409.00
Shipping Costs			1 \$25.00
ODC Total			\$434.00

Reduced report size from estimated 75 pages to estimated 50 pages

\$59,734.00

PROJECT COST PER PHASE (as described in Agreement Contract)	
PHASE 1 - Current Physical Facility	\$6,980.00
PHASE 2 - Future Needs	\$35,950.00
PHASE 3 - Cost Estimation	\$2,230.00
PHASE 4 - Documentation and Report	\$9,180.00
TRAVEL/ODC	\$5,394.00
GRAND TOTAL	\$59,734.00

STATE OF NORTH CAROLINA

COUNTY OF HENDERSON

AGREEMENT

This Agreement is made between the County of Henderson, a body corporate and politic of the State of North Carolina (the “County”) and Fentress Incorporated, a Maryland corporation (“Fentress”).

Facts

A. The County requested proposals for the assessment of the Henderson County Courthouse building (the “Building”), focusing on capacity issues.

B. After receiving proposals from five applicants, the County’s staff, together with representatives of the Henderson County Clerk of Court’s Office, the Public Defender’s Office, and the District Attorney’s Office, has selected Fentress as the most qualified applicant.

Agreement

The County and Fentress agree as follows:

1. Fentress will follow and complete the following activities in the following phases:

Phase One – Current Physical Facility

- A. Review of current design and function
- B. Current space use
- C. Current Building condition: tour Building observing
 - Physical layout of Building
 - Mechanical and other systems of Building
 - Maintenance of Building
 - Building function and safety for public and staff
- D. Meet with staff of various offices regarding current issues
- E. Prepare documentation on current building condition, use and needs

Phase Two – Future Needs

- F. Collect data on Henderson County growth since Building opening:
 - Population
 - Court filings
 - Documents recorded
 - Staff growth of agencies located in the Building
- G. Estimate future needs of the Building in the next 30 years, and create assessments of space needs for the County using those estimates.

Phase Three – Cost Estimation

H. Estimate costs for upgrading or augmenting the Building based on the 30 year future needs assessment in 1.G., above.

Phase Four – Documentation and Report

I. Prepare and deliver documentation and report of the foregoing. Documentation shall include ten (10) paper copies, and also a presentation of a report of the same to the Board of Commissioners of the County.

2. Fee: The County will pay to Fentress on the following basis: As invoiced.

The total fee for Fentress for all work performed for the County shall be not more than \$59,734.

3. Due Date: January 8, 2021

4. Standard Provisions: All relevant provisions of the County’s Purchasing Policy, attached, shall apply to this Agreement.

This the _____ day of _____, 2020.

COUNTY OF HENDERSON

By: _____
County Manager

FENTRESS INCORPORATED

By: _____
Authorized Representative

Pre-Audit Statement:

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act N.C.G.S. 159-28(a)

By: _____
Samantha Reynolds
Henderson County Finance Director

Date: _____