

**THE BOARD OF COUNTY COMMISSIONERS
DURHAM, NORTH CAROLINA**

Monday, March 8, 1999

5:00 – 6:30 P.M.

MINUTES

Place: Commissioners' Room, second floor, Durham County Government Administrative Complex, 200 E. Main Street, Durham, NC

Present: Chairman MaryAnn E. Black, Vice-Chairman Ellen W. Reckhow, and Commissioners William V. Bell, Joe W. Bowser, and Becky M. Heron

Absent: None

Presider: Chairman Black

Chairman Black opened the Worksession.

Space Needs Analysis and Facility Master Plan for Durham County

This item is an update on the Space Needs Analysis and Facility Master Plan project. On September 9, 1998, the Board of County Commissioners reviewed a draft Request for Qualifications to select a consultant for the project and authorized staff to move forward with the process. The Request for Qualifications was advertised and mailed to 54 firms. Subsequently a selection committee reviewed the letters of interest and statements of qualifications from the 12 firms that responded and developed a list of three firms to interview. Following interviews and a review of references from previous clients, the selection committee recommended the team of O'Brien/Atkins Associates, PA and GSA, Ltd. for this project. O'Brien/Atkins is a Durham-based architectural firm with a substantial background in planning and design of governmental facilities in North Carolina. GSA, Ltd. is also located in Durham and specializes in organizational analysis and facility feasibility assessment for governmental organizations. The scope of work for the project was reviewed with O'Brien/Atkins and GSA and a fee proposal was requested. The scope and fee have been refined through a series of negotiations and will be presented in detail at the meeting.

Resource Person: David Powell, Director of Economic Development/Property

County Manager's Recommendation: The County Manager's recommendation is that the BOCC provide input and direction to staff and consider approval of a contract with O'Brien/Atkins, PA for the Durham County Space Needs Analysis and Facility Master Plan on March 22, 1999.

David Powell, Economic Development/Property Management, made introductory remarks about the space needs of Durham County. The staff is proposing a comprehensive space utilization analysis. This analysis will provide a sound process to determine solutions to resolve our space issues. The analysis will result in a master facility plan or action plan so informed decisions can be made on our space needs. This is the first step before we begin discussing a new court house or a health and human services complex. Glen Whisler, County Engineer, will provide a brief background and scope of the project. This is the second phase in a three-phase project. Sandra Philips, Director of Purchasing, will review the consultant selection process in detail and how we got to this decision of recommending this team of O'Brien/Atkins and GSA. Mr. John Atkins is representing O'Brien/Atkins. Kevin Montgomery will be the project manager. Howard Geisler represents GSA. GSA specializes in space programs for governments.

The presentation will end with David Powell discussing the contract recommendation.

Glen Whisler began the presentation by looking at the scope and magnitude of the project. There are approximately 34 departments and agencies currently in 28 buildings utilizing 705,000 square feet of space. The project is the second phase of a project that began in 1995. At that time an inventory was conducted of all county buildings. We obtained computer base floor plans for all the buildings and valuations of the major building systems for all the buildings.

Sandra Philips, Director of Purchasing, reviewed the selection process that was used to select the team. She detailed the process beginning with the request for qualifications and letters of interest for architectural services. Responses were received from twelve firms on October 16, 1998. The selection committee selected the three top firms for a presentation. They were Freeman White Inc., O'Brien/Atkins, and Stewart Cooper Architects. The key components that were important to the evaluation team were discussed by Sandra Phillips. The strengths and experience of O'Brien/Atkins and GSA were discussed relative to the County's needs and requirements.

John Atkins began the project approach overview by introducing Kevin Montgomery, the project manager, (who was not present due to a family emergency).

John Atkins discussed the project objectives that included the following:

- (a) 20 year look-out;
- (b) Departmental functional relationship;
- (c) Service Delivery Requirements;
- (d) Square footage needs and how departments start to group;
- (e) Future role of occupied buildings;
- (f) Code Issues; and
- (g) Define a capital Improvement budget and implementation action program.

The County Commissioners asked several questions and made comments to which County Manager Thompson and the staff responded.

Howard Geisler, representing GSA, presented the project approach overview. He used the following Preliminary Project Schedule Facility Master Plan as a planning and implementation tool.

The schedule follows:

David Powell discussed the contract recommendation with the Commissioners.

The total cost figures include \$143,750 for basic services plus \$5,000 for engineering services. The total recommended cost is \$148,750.

The cost breakdown follows:

O'BrienAtkins

Fee Proposal For Durham County Feasibility Study and Master Plan 24-Feb-99

Fee Breakdown By Firm

BASIC SERVICES

Firm	Fee	Percent of Fee
O'Brien/Atkins Associates	\$ 75,000.00	52%
GSA	\$ 66,750.00	46%
Harris & Associates	\$ 2,000.00	1%
Direct Expenses	\$ 4,000.00	3%
TOTAL	\$143,750.00	

OPTIONAL SERVICES

Engineering Evaluations Hermon F. Fox	\$ 5,000.00	
	<u>\$148,750.00</u>	

A lengthy discussion was held on the proposal that consisted of questions, answers, and comments.

County Manager David F. Thompson said the Pay-As-You-Go Fund has enough capacity to pay the cost of \$148,750. Staff recommends the proposal be moved forward to the March 22, 1999 Regular Session for approval.

Commissioner Heron moved, seconded by Commissioner Bowser, to move this proposal to the consent agenda for the March 22, 1999 Regular Session. The total cost is \$148,750.

Adjournment

Chairman Black adjourned the meeting at approximately 6:15 p.m.

Respectfully submitted,

Garry E. Umstead, CMC
Clerk to the Board