

October 11, 2016

RESUME

RESOLUTION; AUTHORITY TO EXECUTE CONTRACT FOR
ARCHITECTURAL AND ENGINEERING SERVICES FOR THE
RENOVATIONS AND BUILDOUT OF THE COURTHOUSE
BASEMENT AREA

By Request for Proposal, the County solicited responses for design services for the proposed renovations and buildout of the Courthouse basement area to create a new courtroom and associated areas for the Juvenile and Domestic Relations Court. Responses were received from three firms, and an evaluation committee was formed to review responses and recommend an award of contract to the Board of Supervisors.

The evaluation committee reviewed and ranked the responses received. The committee's recommendation to the Board of Supervisors of the firm that best meets the needs of the County and its desired improvements at the building and site is HVC CHENAULT Architectural Corp.

Staff has negotiated with HVC Chenault a fee of \$199,207.20 to provide all A&E services for the project. If approved, the contract will be developed by the County's Attorney. Included for the Board's review is a draft resolution to award a contract and the proposal from HVC Chenault.

Julie Walton and George Poulson will be available at the meeting for any questions.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 11th day of October, 2016:

Present:

Vote:

William A. Robertson, Jr., Chairman
Jerry J. Skalsky, Vice Chairman
Alan R. Carmichael
Donald R. Hunter
T. J. Webb

A-4

On motion of _____, seconded by _____, which carried _____, the following Resolution was adopted:

AUTHORITY TO EXECUTE CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR RENOVATIONS AND BUILDOUT FOR THE COURTHOUSE BASEMENT AREA;

WHEREAS, A Request for Proposals was developed and advertised through the County's procurement process to accept responses and qualifications for the design and engineering of improvements, renovations and buildout of the Courthouse basement area; and

WHEREAS, after a review by the evaluation committee of all responses received, presentations and interviews were held with the top-ranked responding firm; and

WHEREAS, after careful consideration and negotiations, the committee has recommended the firm that best meets the needs of the County for the renovation and buildout of the Courthouse basement;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11th day of October, 2016 does hereby authorize the County Administrator to execute a contract with HVC CHENAULT Architectural Corp. for provision of services as outlined in the RFP and contract documents for a total amount of \$199,207.20.

A Copy Teste:

Percy C. Ashcraft
County Administrator

HVC • CHENAULT

Architecture • Planning • Interior Design

30 September 2016

Ms. Leigh Primmer, VCO
Procurement Officer
Finance Department
PO Box 68
Prince George County, Va. 23875

Re: Revised Architectural / Engineering Programming and Design Services Proposal for
Build-out of the County Courthouse Basement
RFP 16-0331-1

Dear Ms. Primmer:

As per the meeting on 23 September 2016 with representatives of Prince George County, HVC • CHENAULT has prepared this revised proposal for providing professional architectural and engineering services for the Lower Level Build-out of the Courthouse Basement at the Prince George County Courts Building.

Per those discussions, the scope of work has been reduced by deleting the requirement for civil engineering and landscaping design services. It was also determined that only two cost estimates would be required. One will be provided at the end of schematic design and the other at the end of construction documents. The balance of the scope of work will include the conversion / replacement of the generator with a new propane unit. Location of any underground utilities in the area between the generator and the propane tanks will be provided by Prince George County. Some of the features that were reported to not have been included in the original CIP budget process will be incorporated into the project. These include evidence storage spaces for the Clerk's Office, toilet and shower facilities for the Sheriff's staff, a break room for staff and similar amenities such as a pneumatic tube system for the clerk's file transfer between the new courtroom and the existing main office. Portions of these support spaces may be "shelled" out if the project appears to be in danger of exceeding the approved funding.

Structural engineering, mechanical engineering, plumbing design, electrical engineering and interior design will be provided as noted in our previous proposal letter.

Per the County issued RFP the project includes a new courtroom, court waiting areas, additional holding cells, judge's chambers, attorney / client conference rooms, evidence storage rooms, support spaces for the

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Sheriff and the Clerk of Courts. New building systems will be designed for the new spaces. We anticipate addressing the toilet issues on the main level, located at the west side of the building, utilizing the new plumbing for the new toilets and other plumbing fixtures.

Based upon the discussions in the meeting on 23 September 2016, additional parking will not be required because the J&DR and District courts are not in session on the same day. Preliminary checking of the existing parking has been reviewed by HVCC and it appears that the existing parking complies with current zoning regulations.

Interior design will select furnishings for the courtroom, judge's chambers, the waiting area, staff break room, storage spaces and attorney / client conference rooms. We propose to match existing building finishes as close as possible for finish products and colors.

An empty conduit system will be provided for access control and fire alarm systems with new devices installed by the County's annual contract services provider.

SCOPE OF PROFESSIONAL SERVICES

Part 1 Programming and Schematic Design (Conceptual Design)

The preliminary design provided by the County will be verified and recommendations made for items that will provide for improved security, improved functional use, ADA implementation, coordination with the independent energy upgrade project team and improved protection of the chain of custody for evidence. A preliminary estimate of total project cost will be initiated at this phase to establish the project construction budget.

Part 2 Design Development

Design Development services for the basement level build-out will expand upon the layouts generated in the schematic design phase. Floor plans and preliminary interior elevations of the court room will be presented to, and reviewed with, the County and the courts staff to make sure that the design meets the needs of the Court and the Sheriff.

Part 3 Construction Documents

Construction Documents including drawings and specifications suitable for competitive bidding will be prepared as part of the overall renovation construction documents. The estimate of probable construction cost will be updated per the revised documents. Proposed furnishings selections will be reviewed with the

County and court personnel. An estimate for the furniture and furnishings will be developed based upon the approved selections. Upon approval, bid documents will be prepared so that the furnishings can be ordered during the building construction and be ready for delivery upon completion of the construction.

Part 4 Bidding Assistance

These services for the building construction will include the pre-bid conference, preparation of any addenda, reviewing the bids upon receipt and recommendation for award upon verification of the Contractor's qualifications.

Similar services will be provided separately for the furniture and furnishings procurement.

Part 5 Construction Administration

The construction of the work in the basement level is anticipated to take approximately 6 months after award of the Contract for Construction. HVCC has included a total of seven (7) months of Construction Administration Services to include project closeout (review of record drawings, review of O & Manuals with warranties, final application for payment, etc.) services. We do not include commissioning services in this proposal.

ADDITIONAL SERVICES

Subject to the mutual agreement of Prince George County and HVCC, the following additional services may be added to the scope of work provided by HVCC:

- Interior 3D modeling of the Court Room to provide the views from the bench and the entrance to the courtroom.
- Coordinator of Special Inspections

PROPOSED COMPENSATION

HVCC proposes that compensation shall be One Hundred Ninety-Nine Thousand Two Hundred Seven and 20/100 Dollars (\$199,207.20). We propose that an allowance of an additional \$10,000.00 be included for printing and miscellaneous costs. Any unused portion of the allowance would be retained by the County. The breakdown of fees is as follows:

| | | |
|--------------------|----|-----------|
| Schematic Design | \$ | 23,835.15 |
| Design Development | \$ | 27,342.00 |

Prince George County Courts Building,
J&DR
30 September 2016
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|---------------------|----|------------------|----------------------------------------|
| Construction Docs. | \$ | 99,139.05 | |
| Bidding | \$ | 5,249.00 | |
| Construction Admin. | \$ | <u>43,642.00</u> | |
| Total | \$ | 199,207.20 | (plus reimbursable expenses allowance) |

The revised proposal represents a reduction from the June proposal of approximately 23%.

HVCC appreciates the opportunity to serve Prince George County again and we look forward to working with the various members of the County staff.

Sincerely,



Shane M. Rollison, RA
President

CC: Mr. George Poulson, Prince George County
Ms. Julie Walton, Prince George County
File A1, A4