

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

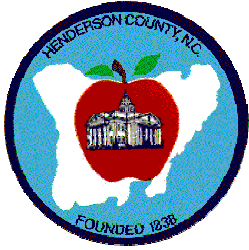
MEETING DATE: **January 3, 2005**

SUBJECT: **Facility Usage Plan**

ATTACHMENTS: **Yes**

SUMMARY OF REQUEST:

At the Board's December 15, 2004 meeting, the Board directed staff to change the focus on who will be housed within the Historic Courthouse and the building on Spartanburg Highway. The Board also directed staff to begin the process of the demolition of the old Jail. The Board then directed staff to develop an overall plan for the use of these and other Henderson County facilities. The purpose of this agenda item is to provide the Board with a proposed Facility Usage Plan which sets forth a road map for several changes/relocation of the County's various departments.



HENDERSON COUNTY
OFFICE OF THE COUNTY MANAGER

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Avalina Merrill
Administrative Assistant
avalina@hendersoncountync.org

MEMO

TO: Board of Commissioners

**FROM: David E. Nicholson
County Manager**

DATE: January 3, 2005

SUBJECT: Facility Recommendations

I am writing regarding several facility issues based on the Board's direction on December 15, 2004 concerning capital projects. I will through this memo make recommendations to the Board pertaining to a facility usage plan. Although it will take several years to fully implement this plan, it does set forth a process that will begin during the current fiscal year. A summary of the use of the buildings is as follows.

Human Services Building

Department of Social Services
Public Health Department
Veterans' Service

Historic Courthouse

Board of Commissioners
County Manager
Legal Department
Finance Department (Annex)
Human Resources (Annex)

City Water Department Building

Temporary offices – County Administration
Emergency Medical Services
Future Courthouse Annex

Current Health Department

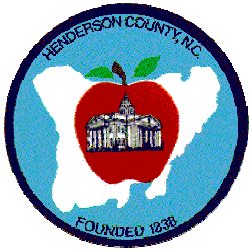
Inspections
Planning
Fire Marshal
Emergency Management
Property Addressing
Enforcement Division

County Office Building

Sheriff's Department

Buildings to be sold

Nuckells Building
Allen Street Building



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MEMO

Facility Usage Plan

Human Services Building

Project Description

The Board has directed that this facility house the Departments of Social Services and Public Health. I would also propose that the Veterans' Services Officer and that a maintenance position be housed within the building. By eliminating the areas for County Administration and Land Development, there will be a reduction of 24,000 square feet or a savings of approximately \$2.4 million dollars.

Special Issues

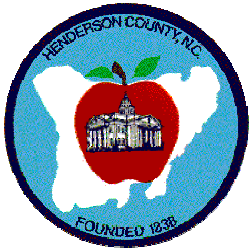
I am recommending that this facility include Environmental Health. As the Board knows, this is a change from my original recommendation. During 2004, Henderson County installed a Permits and Inspections software package. New procedures were established throughout the departments to ensure that this software could capture and coordinate the information in a 'decentralized process'. I am recommending that as we occupy this new building and move the Land Development departments to the current Health Department (see below) and that we establish a true centralized permit system or as it is commonly know – one stop permitting. This will require that new procedures be established and that the clerical staff of Environmental Health have a presence in the new Land Development Building.

Time Frame

Currently, the architects are designing the building as directed by the Board to house your two largest human service agencies. The plan is to bid the project in February or March and open bids by the end of March. This time frame is in keeping with the time frame need to fund the school capital projects. The project should have an approximate completion date of June of 2006.

Cost

The last construction estimate for the larger facility was 10.4 million dollars. This amount will be reduced by the reduction of floor space for County Administration and Land Development. Additional costs for the project will be contingencies, financing cost, architect fees and FF&E. We will also have to refinance the current loan. We will be able to offset some of these costs by selling properties and utilizing Medicaid Reserve. The debt payment will be offset by the current debt payment and through Indirect Cost for the Department of Social Services. I will be working with the architect to refine the total project costs in the weeks to come and will present this information to the Board.



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Historic Courthouse

Project Description

This building will be used for the purpose of housing County offices including the Board of Commissioners, County Manager and Legal Department. The Finance and Human Resources Departments would remain in the annex. The Building shall have space designated for historic and cultural purposes including historical displays and community events.

Special Issues

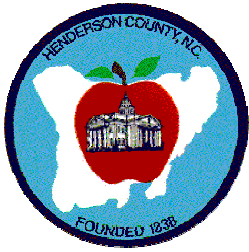
I will be proposing that a service annex be added to the rear of the facility. This annex will allow for better access throughout the facility by elevator, new restrooms and a fire safety stairwell. As designed in 2001, there would be a parking lot on the site following the removal of the Jail and the former patrol offices. The Courthouse Committee discussed the possibility of deeding the parking area to the City of Hendersonville for the construction of a parking garage. If the Board wishes to consider this option, a decision would need to be made quickly so that our architect can design the service annex to handle the parking garage. Staff will also request that the Board exempt itself from the 'qualification based' architect selection process and to hire the architect that has previously developed the plans for this building. We will be able to utilize some of the previous drawings to save time and money.

Time frame

Staff will make a presentation to the Board on a proposal to utilize this facility at your January 19th meeting. I have spoken to the architect that I will be recommending to the Board for this project. He indicates that design and construction documents will take five months and we would be in position to accept bids in August of 2005. He projects a 10-month project with occupancy in July of 2006.

Cost

There was a renovation estimate done for the Historic Courthouse Committee. Their projected cost was between 7.5 and 8 million dollars including the parking garage. The last estimate that was done in 2001 was between 6 and 6.5 million dollars. The Board has appropriated \$250,000 in the past three fiscal years. I would propose that we finance this project using the \$250,000 that is already pledged within the budget for the Historic Courthouse as well as the supporting debt from the 2.5 million dollar savings by reducing the Spartanburg Highway site building.



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MEMO

Water Department

Project Description

The Board should begin the process to exercise its option on the City of Hendersonville's Water Department Building located on 4th Avenue. This building would first be used as a temporary location for the departments that are to be housed within the Historic Courthouse and its annexes. Following the renovation of the Historic Courthouse, this property will be used for the main offices of Emergency Medical Services and for additional parking for the Courthouse. At a minimum, a four bay ambulance garage and large storage area will need to be built on this site. A study should be done to determine the useful life of the building for the EMS offices and staff quarters. Pardee Hospital has indicated their willingness to assist with the relocation of EMS from its present location. In the long term, a courthouse annex could be built on this site.

Special Issues

See Actions Requested

Time Frame

March 2005

Cost

To be determined by mutual agreement by the Boards or by averaging two appraisals.

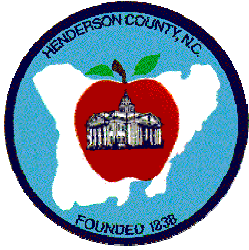
Health Department Building

Project Description

I am proposing that the Departments located within the current Land Development Building be moved to the current Health Department Building. This facility will provide them with additional square footage as was designed by the architects for the Spartanburg Highway building site.

Special Issues

The Board should see the discussion under the Human Services Building concerning my proposal for a true Central Permitting system. Following the relocation of the Public Health Department, I would recommend that this facility undergo a renovation project including at a minimum painting and new carpet. We should also hire an architect/engineer to survey the roof, heating and air conditioning and electrical systems. We will also need to sell the building on Allen Street.



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Time Frame

The relocation of these departments will follow the completion of the Human Services Building and renovation.

Cost

To be determined.

County Office Building

Project Description

This facility would become the home of the Henderson County Sheriff's Department following the completion of the Human Services Building and the renovation of the Historic Courthouse. In the interim, I would propose that the Commissioners, County Manager and Legal offices be moved to the Water Department Building. This will allow for the Sheriff's administrative function to move to this building. It is my hope that this will allow us to sell the Nuckells Building earlier and use the proceeds for our capital projects.

Special Issues

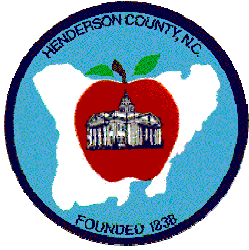
The Board would need to continue to use the meeting room for your meetings.

Time Frame

Following the County's purchase of the Water Department building.

Cost

The cost should be minimal to move the County administrative function to the Water Department since it is currently being used for a temporary City Hall. I would also expect that the costs to move the Sheriff's administrative function to this building to be minimal. Funds are programmed within the overall CIP for any renovations/upgrades to this building once DSS moves out.



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MEMO

Demolition of Jail

Project Description

The Board requested that the staff develop a plan to demolish the old jail. Staff has been working with the architect that originally developed the plans to demolish the jail. He indicates that the project to redo the design plans including the abatement of asbestos materials and to develop the bid documents will take three months. Should the Board wish to proceed with this effort, I would first request that the Board exempt itself from the requirements to go through the 'qualification based' bid process. I recommend that we utilize the architect that previously developed this project. The demolition and new wall will take about four months. This project could be completed as early as September of 2005.

Special Issues

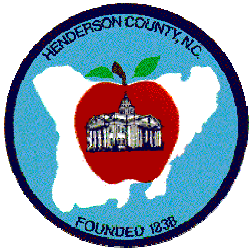
Besides the architect exemption resolution, we will need to resolve the issue of the annex wall. As the Board will recall, there is a shared wall between the annex and old jail. The building code has changed and will require us to review the plans to replace this wall. Staff has already met with an engineering firm to seek their recommendation on the replacement wall. We expect their recommendation within a few days.

Time Frame

The plan would be to accept bids in April of 2005 and complete the project in September of 2005.

Cost

Until the requirements for the new wall are developed, I cannot provide a new cost estimate. The cost estimate from several years ago was \$250,000 to demolish the jail and replace the wall. I would recommend that we use the funds already appropriated by the Board to the Historic Courthouse Project to pay for this project.



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MEMO

Board of Commissioners action requested:

1. Begin the process to exercise your option on Water Department
 - a. Board and City Council agree on purchase price. The County could offer the County's assessed value of the property less the value of the property within the expansion of the King Park.
 - b. If unable to agree upon price, the County delivers a Notice of Intent to Exercise the Option. Both parties would then hire a MAI appraiser and the County shall pay the average of the two appraisals. (Staff has already received proposals from appraising firms.)
2. Review the basic design for the Human Services Building
 - a. Authorize staff to proceed with the redesign the building to house the Departments of Social Services and Public Health.
3. Demolition of old Jail
 - a. Approve the resolution exempting yourself from the 'qualification based' architect process and approve the hiring of The Kohan Group to develop the plans to demolish the old Jail and construct a new wall for the annex and authorize staff to negotiate an agreement with The Kohan Group based on the Phase 1 Project as described on the attached proposal.

RESOLUTION

TO EXEMPT JAIL DEMOLITION PROJECT FROM RFQ

WHEREAS, plans were developed to demolish the old jail and to construct a new wall for the Courthouse Annex by FreemanWhite Architects in 2000; and

WHEREAS, the plans for this project have been provided by FreemanWhite to The Kohan Group; and

WHEREAS, the former project manager/designer with FreemanWhite is now a partner with The Kohan Group and is willing to use the previous plans as the basis for this project thus saving Henderson County design time and money;

NOW, THEREFORE, the Henderson County Board of Commissioners hereby resolves as follows:

1. That it is in the best interest of the Henderson County taxpayers to retain the services of The Kohan Group to perform the design services associated with the demolition of the old Jail and the construction of a wall for the annex.
2. That, by contracting with The Kohan Group, Henderson County will realize a savings to the taxpayers due to the amount of work and studies already performed regarding this project.
3. That, as allowed by NCGS 143-64.32, this project is hereby exempted from the requirements of Article 3D, Chapter 143 of the General Statutes.
4. Staff is directed to proceed with negotiations with the Kohan Group for the design services necessary for the addition removal of the old Jail and the construction of a new wall for the Courthouse Annex.

THIS the 3rd day of January, 2005.

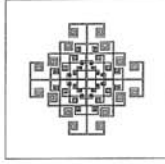
HENDERSON COUNTY BOARD OF COMMISSIONERS

BY: _____
William L. Moyer, Chairman

ATTESTED BY:

[OFFICIAL SEAL]

Elizabeth W. Corn, Clerk to the Board



TheKohanGroup

December 28, 2004

Mr. David Nicholson
County Manager
Henderson County
100 North King St.
Hendersonville, NC 28792

**Re: Henderson County Old Jail Abatement/Demolition plan, Annex
Building Renovation, Historic Courthouse Programming
And Schematic Design**

Dear David,

Per our phone conversation regarding the above project this letter shall be considered a letter of agreement to allow us to assist Henderson County with the Following proposal:

▪ **Comprehensive plan and sequence of events
For Henderson County Historic Courthouse**

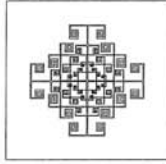
The following is the summary of the sequence of events that needs to be addressed with time required for each event to accomplish this project.

PHASE I

Prepare Abatement/Construction/Bid Documents to demolish existing Henderson County Old Jail and renovate Existing Annex Building. This work shall be done in coordination with move of Finance Department and HR. from their existing location to the Water Department Building located next to the Henderson County Courthouse, or another location.

Estimated time required to accomplish Phase I.

Design and Abatement/Construction/Bid Documents:	3 Months, Beginning January First 2005
Bidding and Contract	45 days
Bid date to be established on or before	April 30 th , 2005



The Kohan Group

Abatement/Demolition/Construction period	4 Months
Occupancy date on or before	September 1, 2005
TOTAL:	8 1/2 Months

PHASE II

Prepare Construction Documents to Rehabilitate Henderson County Historic Courthouse.

Design and Construction Documents:	Five Months Beginning February First 2005
Bidding and Contract	45 Days
Bid date to be established on or before	August 30 th , 2005
Construction period	10 Months
Occupancy on or before	June 30, 2006
TOTAL:	16 1/2 Months

The Time stated above for each task can be adjusted and its subject to change.

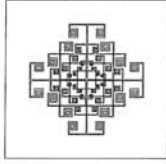
We will provide Architectural and Engineering services through our consultants to do the necessary work to bring this project to bid and ready to build per time above. The Abatement Design and consulting will be through the Owners consultant S&ME, which we will coordinate.

COMPENSATION

We propose compensation for our professional services will be based on an hourly rate for Phase One. This is due to unknown scope of work related to the Historic Courthouse and Coordination work necessary to do this project. Our consultants shall be reimbursed at a multiple of 1.2 times the amount billed The Kohan Group.

We propose the compensation for Phase Two of this project to be a fix fee and we will present it to you once the scope of work is clarified.

Services will be billed monthly based on completed work. Amount unpaid thirty (30) days after the invoice date shall bear interest at the rate of one and one-half percent (1.5%) per month.



TheKohanGroup

If the forgoing terms meet with your approval, please sign and return copy of this letter to my attention. As always we look forward to working with you and continuing our successful partnership. If you have any questions or concerns, please contact us.

Consultant:
TheKohanGroup,LLC
Charlotte, North Carolina

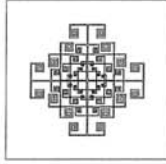
Owner:
Henderson County, NC

Mohsen Ghoreishi

President

David Nicholson,

Henderson County Manager.



TheKohanGroup

Hourly Rates:

1. Principal	\$140.00/hr
3. Senior Project Manager, Client Manager, Senior Consultant	\$120.00/hr
4. Architect, Interiors, Consultant	\$110.00/hr
5. Engineer, Designer, Planner	\$110.00/hr
7. Drafter, Administrative, Research Assistant	\$ 82.00/hr
8. Drafter II, Clerical	\$ 70.00/hr

Reimbursable Expenses:

1. Automobile	\$.50/mile
2. Printing & Handling (Larger than 11 x 17)	\$2.50/sheet
3. Copies (11 x 17 or smaller)	\$.20/sheet
4. Copies (11 x 17 or smaller, color)	\$2.00/sheet
5. Fax	\$1.00/sheet
6. Plots (Review sets and construction documents)	\$10.00/plot
7. Plots (Color 30x42 presentation drawings)	\$100.00/plot
8. Plots (Color 30x42 presentation drawings mounted and glazed)	\$150.00/plot
7. Printing of all bid sets, plans and specs, shall be reimbursed at a multiple of 1.2 times the amount billed Kohanarchitecture.	
8. All other costs and expenditures such as transportation, accommodations, telephone, postage, outside consultants, etc., shall be reimbursed at a multiple of 1.2 times the amount billed Kohanarchitecture.	

THE RATES LISTED ABOVE ARE APPLICABLE THROUGH DECEMBER 31, 2005. These rates do not necessarily reflect the actual project costs.