

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: Wednesday, June 15, 2011

SUBJECT: Office Relocations to Spartanburg Highway Building

PRESENTER: Selena Coffey, Assistant County Manager

ATTACHMENTS: Space Allocation for Former Health Department Building

SUMMARY OF REQUEST:

As per the Board's direction at its May 2, 2011 meeting, staff has been working with the following agencies currently located on the ground level of the 1995 Courthouse to determine the best use of the newly renovated space at the former Health Department Building on Spartanburg Highway: Adult Probation, Juvenile Services, CJPP/TASC, Child Support Division and Guardian Ad Litem.

After numerous meetings with representatives of these agencies staff will present the final recommendations for office relations and request approval of a maximum amount from the project's contingency funds, to be utilized to modify the building for these agencies' operations.

BOARD ACTION REQUESTED:

Staff recommends that the Board of Commissioners approve the plan as presented and authorize staff to proceed with executing a change order with the contractor not to exceed \$125,000 to be taken from the project contingency funds.

Suggested Motion:

I move that the Board approve the plan as presented and authorize staff to proceed with executing a change order with the contractor not to exceed \$125,000 to be taken from the project contingency funds and further, direct staff to proceed with the office relocations upon completion of construction.

Space Allocation Report

Relocation of Agencies to Spartanburg Highway Building

Henderson County Board of Commissioners
June 15, 2011



May 2nd Board Direction

- Excerpt from May 2, 2011 Commission Meeting:

*Commissioner Thompson made the motion that the Board of Commissioners **approve the county relocation of offices including Probation and Parole, Juvenile Services, CJPP, Guardian Ad Litem and Child Support from the '95 Courthouse to the Old Health Department Building on Spartanburg Highway.** He further moved that each department being moved have adequate space, and if not so, staff look at King Street to see if any space is available there. The number one priority is that they move to the old health department building. The vote passed 4-1 with Commissioner Young voting nay.*

Process

- Numerous schematic options precipitated by:
 - Weekly meetings with affected agencies and architects to determine agency needs such as: physical space requirements for office and storage, efficiency improvements, confidentiality issues, separation of clientele, drug testing needs, etc.
 - Numerous emails from agencies with detailed needs
 - Conference calls with individual agencies as needed
 - Site visits to the building
 - Individual meetings with agency representatives
- Affected agencies have indicated approval of final schematic

Board Action Requested

- Request direction from the Board of Commissioners to proceed based on:
 - Approval of final plan as presented
 - Approval of utilization of contingency funds available not to exceed \$125,000

Moving Forward

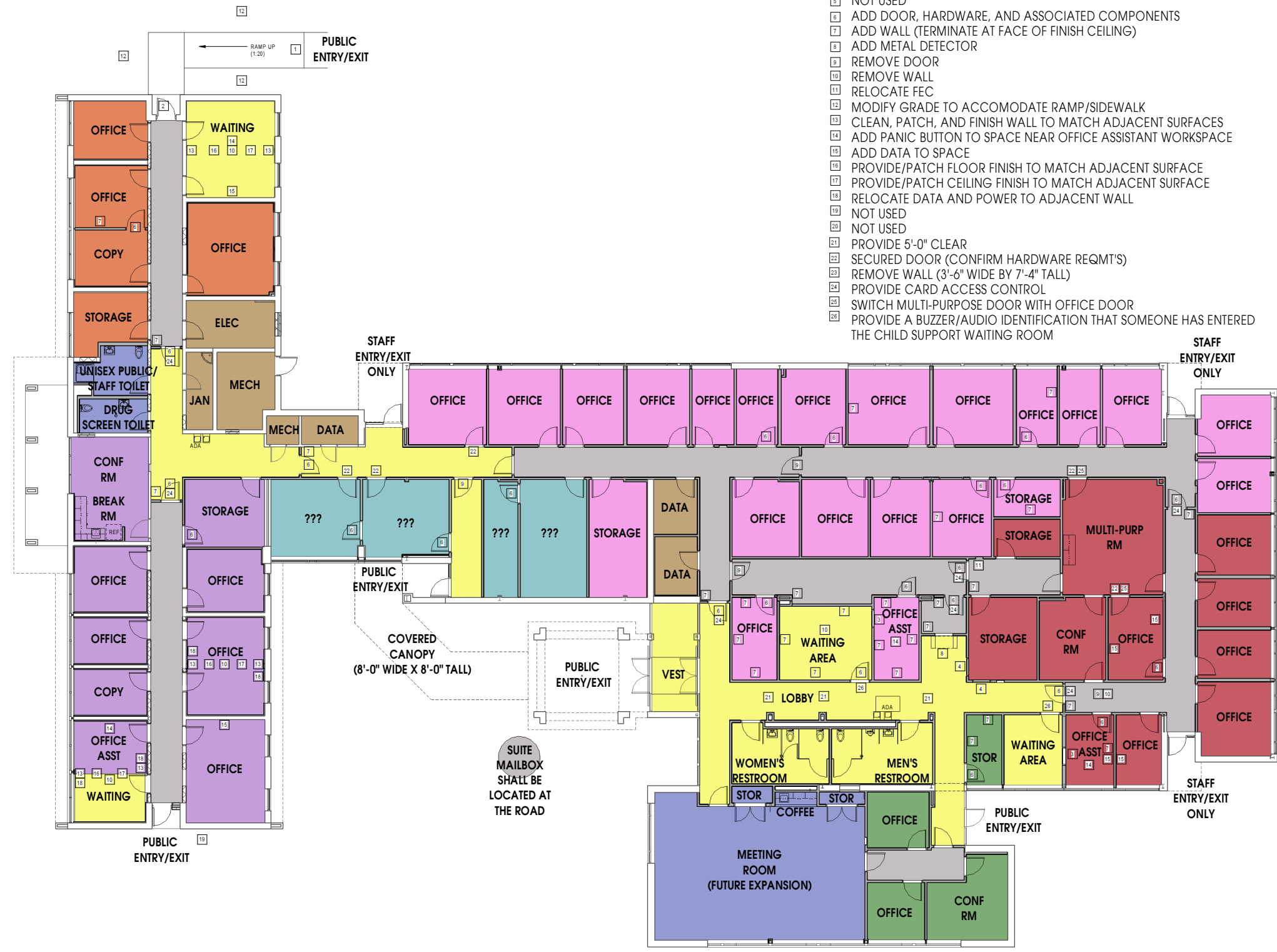
- Begin planning for physical moves, completion of technology and phone systems, etc. for agencies leaving the '95 Courthouse upon completion of construction
- Reallocation of '95 Courthouse space
 - Work with Tax Department for move to ground floor of '95 Courthouse
 - Renovation costs to be determined
 - Develop a security and parking plan
 - Board direction regarding space vacated by Tax Department on first floor

Questions and Board Direction



MOSELEYARCHITECTS
SPACE ALLOCATION STUDY - PROGRAMMED SPACES

- PUBLIC
- PRIVATE
- ANCILLARY SPACES
- SHARED SPACES
- GUARDIAN AD LITEM
- CHILD SUPPORT
- ADULT PROBATION
- DJJDP
- JDM
- CJPP/TASC



PROPOSED SCOPE OF WORK MODIFICATIONS TO THE EXISTING BUILDING

- 1 ADD RAMP/SIDEWALK
- 2 MODIFY DOOR TO COMPLY WITH ACCESSIBILITY
- 3 ADD SLIDING PASS-THRU WINDOW
- 4 PROVIDE BLINDS
- 5 NOT USED
- 6 ADD DOOR, HARDWARE, AND ASSOCIATED COMPONENTS
- 7 ADD WALL (TERMINATE AT FACE OF FINISH CEILING)
- 8 ADD METAL DETECTOR
- 9 REMOVE DOOR
- 10 REMOVE WALL
- 11 RELOCATE FEC
- 12 MODIFY GRADE TO ACCOMMODATE RAMP/SIDEWALK
- 13 CLEAN, PATCH, AND FINISH WALL TO MATCH ADJACENT SURFACES
- 14 ADD PANIC BUTTON TO SPACE NEAR OFFICE ASSISTANT WORKSPACE
- 15 ADD DATA TO SPACE
- 16 PROVIDE/PATCH FLOOR FINISH TO MATCH ADJACENT SURFACE
- 17 PROVIDE/PATCH CEILING FINISH TO MATCH ADJACENT SURFACE
- 18 RELOCATE DATA AND POWER TO ADJACENT WALL
- 19 NOT USED
- 20 NOT USED
- 21 PROVIDE 5'-0" CLEAR
- 22 SECURED DOOR (CONFIRM HARDWARE REQMT'S)
- 23 REMOVE WALL (3'-6" WIDE BY 7'-4" TALL)
- 24 PROVIDE CARD ACCESS CONTROL
- 25 SWITCH MULTI-PURPOSE DOOR WITH OFFICE DOOR
- 26 PROVIDE A BUZZER/AUDIO IDENTIFICATION THAT SOMEONE HAS ENTERED THE CHILD SUPPORT WAITING ROOM