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**BOARD OF SUPERVISORS
ACTION ITEM**

SUBJECT: FINANCE/GOVERNMENT SERVICES AND OPERATIONS
COMMITTEE REPORT: CONTRACT AWARD/
Architectural and Engineering Services for the Phase III
Expansion of the Courts Complex

ELECTION DISTRICT: Leesburg

CRITICAL ACTION DATE: October 16, 2013

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Christopher Glassmoyer, Transportation and Capital
Infrastructure
Christopher Bresley, Management & Financial Services

RECOMMENDATION:

Committee: On October 8, 2013, the Finance/Government Services and Operations Committee voted 4-0-1 (Chairman York absent) to recommend to the Board of Supervisors that the Purchasing Agent be authorized to award a contract for Architectural & Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., in the estimated amount of \$5,690,461.

Staff: Staff concurs with the Committee's recommendation.

BACKGROUND: Request for Proposal (RFP) No. QQ-01782 was issued on March 29, 2013 for Architectural & Engineering Services for the Phase III Expansion of the Courts Complex. Twelve (12) proposals were received on May 2, 2013 and evaluated by the Proposal Analysis Group (PAG). Based on the recommendation of the PAG, four (4) firms were interviewed and Dewberry Architects, Inc. was determined to be the top ranked firm.

The contract's scope of work includes all architectural and engineering services for the design and construction administration for a structured parking garage at the current Pennington Parking Lot site, new construction of an 85,000 GSF Courts building at the Church Street Parking Lot site and renovation to the existing Courts buildings at 18 and 20 East Market Street while maintaining Courts operations throughout the project.

ISSUES: Based on continued population and caseload growth in Loudoun County for many years, the Courts and court support agencies require additional space including courtrooms. With this project, the County also aims to relocate supporting agencies currently house off-site to the

Courts Complex in an effort to minimize operating lease costs to the County. The Board of Supervisors reaffirmed the 85,000 SF Courts Phase III Expansion project and its location in downtown Leesburg during the FY 2014 budget review. An updated Facility Plan and Assessment was prepared by Wisnewski Blair & Associates (now Hammel, Green and Abrahamson "HGA") in 2010 confirming the departmental needs for space for planning years 2015, 2020 and 2025. The Phase III Expansion project targets the space needs of the Courts for 2015. Phase IV targets the space needs for 2025. Planning for the 2025 expansion will be considered during the design and land-use applications for the Phase III project.

Dewberry Architects, Inc. will begin this project in November 2013 with an in-depth analysis of space program requirements. Based on this analysis and input from staff and other stakeholders, Dewberry will produce three or more concept design options. These options will undergo a thorough review by staff and be presented to end-users for feedback. Presentations will then be made to the community during public input sessions, where comments will be collected and evaluated. As a result of the review and input, the County will arrive at a final concept design that will be the basis of its land-use applications to the Town of Leesburg.

FISCAL IMPACT: Sufficient funding is appropriated in the Courts Complex (Phase III) capital project account to award a contract for Architectural & Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., in the estimated amount of \$5,690,461. The project has current appropriations totaling \$7,194,746 for the design of the project. Funding for construction is planned for FY 2015 of the Capital Improvement Program (CIP).

ALTERNATIVES:

1. Authorize the Purchasing Agent to award a contract for Architectural & Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., in the estimated amount of \$5,690,461.
2. Do not recommend the contract award and direct staff to re-evaluate project requirements.

DRAFT MOTION:

1. I move the recommendation of the Finance/Government Services and Operations Committee that the Board of Supervisors authorize the Purchasing Agent to award a contract for Architectural & Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., in the estimated amount of \$5,690,461.

Or

2. I move an alternate motion

ATTACHMENT:

Capital Improvement Program: Courts Complex (Phase III). FY 2014 Adopted Fiscal Plan, Volume 2; page 10-25



Courts Complex (Phase III)

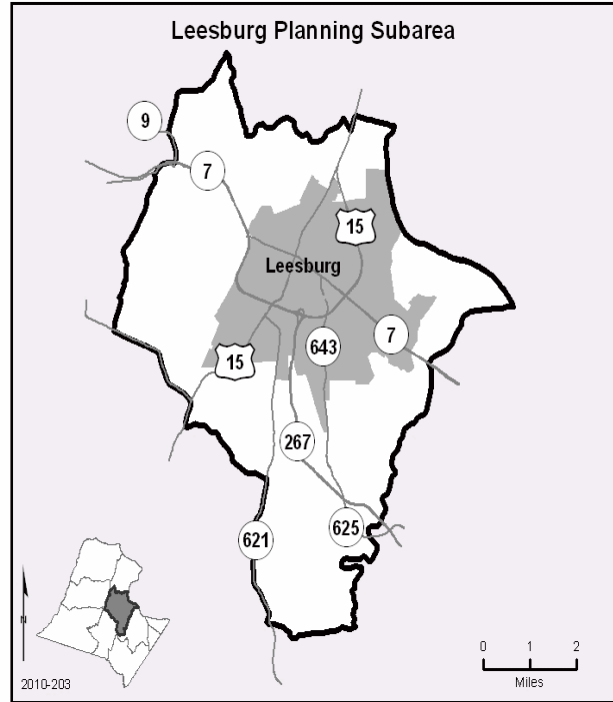
Project Description

This project provides funding to construct a new 85,000 square-foot facility for the General District Court and court administrative support functions in FY 2015, and the renovation of the Phase I and II Courts Complex beginning in FY 2016.

The volume and pace of growth impacts judicial system demands for service (caseload), judgeship requirements, staff needs and ultimately, space requirements. A new General District Court building was recommended in a 1997 court study. Phases I and II of the Courts Complex expansion included the renovation of the old courts and administration buildings, and construction of new court facilities from FY 1998 through FY 2004.

Current Status

A Courts Facility Assessment and Expansion Plan has been developed to define the scope of the Phase III Courts Complex expansion. The design phase is scheduled over a two year period to coordinate with the Town of Leesburg and will begin in FY 2014.



Funding

This project is funded with debt financing.

Operating Impact

Operations & Maintenance

Operations and maintenance expenses are forecast to begin in FY 2017 and are estimated to total \$112,000 during the six-year CIP planning period.

Debt Service

Debt service is forecast to begin in FY 2015 and is estimated to total \$12.29 million during the six-year CIP planning period.

Capital (\$ in 1000s)	Prior Alloc.	FY 2013 Adopted	FY 2014 Adopted	FY 2015	FY 2016	FY 2017	FY 2018	6 Year Total	Future FY's	Project Total
Professional Services	7,300	0	0	0	0	0	0	0	0	7,300
Furniture, Fixtures & Equip	0	0	0	2,000	0	0	0	2,000	0	2,000
Construction	0	0	0	46,025	7,875	0	0	53,900	0	53,900
Total Cost	7,300	0	0	48,025	7,875	0	0	55,900	0	63,200
Debt Financing	7,300	0	0	48,025	7,875	0	0	55,900	0	63,200
Total Financing	7,300	0	0	48,025	7,875	0	0	55,900	0	63,200

Operating Impact (\$ in 1000s)	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	6 Year Total
Operations & Maintenance	0	0	0	0	55	57	112
Debt Service	0	0	258	1,931	5,024	5,076	12,289
Total Impact	0	0	258	1,931	5,079	5,133	12,401