

**Durham County, North Carolina** ATTACHMENT 1, PAGE 1 OF 6  
**2014-2015 Budget Ordinance**  
**Amendment Number 15BCC000042**

BE IT ORDAINED BY THE COMMISSIONERS OF DURHAM COUNTY:

That the 2014-2015 budget ordinance is hereby amended to reflect budget adjustments.

**Revenue**

Category	Current Budget	Increase/Decrease	Revised Budget
<b>GENERAL FUND</b>			
Other Financing Sources	\$25,530,149	\$197,205	\$25,727,354
<b>DEBT SERVICE FUND</b>			
Other Financing Sources	\$62,144,492	\$197,205	\$62,341,697

**Expenditures**

Function	Current Budget	Increase/Decrease	Revised Budget
<b>GENERAL FUND</b>			
Environmental Protection	\$4,020,978	\$197,205	\$4,218,183
<b>DEBT SERVICE FUND</b>			
General Government	\$62,927,713	\$197,205	\$63,124,918

All ordinance and portions of ordinance in conflict herewith are hereby repealed.

Approved March 9, 2015

O'Brien/Atkins Associates, PA  
Architecture/Engineering  
Landscape Architecture/Planning  
Interior Design

Kevin G. Montgomery, FAIA  
Principal  
Director of Architecture

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Durham County  
Engineering Department

December 10, 2014

Mr. Peri Manns, ASLA  
Senior Project Manager  
Engineering and Environmental Services  
Durham County Government  
120 East Parrish Street 1<sup>st</sup> Floor  
Durham, North Carolina 27701

Re: Durham County Facility Master Plan Update  
Design Services Proposal

Dear Peri:

O'Brien/Atkins is pleased to provide Durham County a proposal for design services to update the Durham County Facility Master Plan. Our proposal has been organized into the following sections:

1. Scope of Project
2. Proposed Scope of Services
3. Deliverables
4. Proposed Schedule
5. Proposed Team
6. Proposed Fees, Expenses

***1. Scope of Project***

O'Brien/Atkins prepared the Durham County Space Needs Analysis and Master Plan in March 2000, and provided an amendment to that report in March 2003. These two documents served as the basis for the building of Durham County's Human Services Building and Justice Center and other County projects over the years. Since the 2003 amendment, additional studies have been done for the Youth Home, Detention Facility, and currently Emergency Medical Services and the Judicial Building, but there has not been a comprehensive look at the impact of the new facilities the County has built, the spaces vacated and the needs of departments not included in Human Services and the Justice Center. The intent of the Facility Master Plan Update is to provide this comprehensive look at the space needs for Durham County including parking, storage, and vehicle storage based on 10 and 20 year projections for the following departments:

- Budget and Management Services
- Clerk to the Board
- County Attorney
- County Manager
- Emergency Medical Services. Coordinate the analysis currently being performed independently for this department into the report.
- Fire Marshal/Emergency Management/EOC Vehicle and Equipment Storage only\*
- Finance
- General Services
- Human Resources

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- Information Technology
- Library Administration only\*
- Public Health
- SAP ERP Services
- Sheriff Vehicle and Equipment Storage only\*
- Social Services
- Veteran Services
- Youth Home

The update excludes departments included in the current Judicial Building Renovation Programming and departments within the new Justice Center (court staff including CJRC and the Sheriff's office). The update will also not include the assessment of the physical conditions of the facilities where the departments are currently located.

The Detention Center Programming, Youth Home Study previously prepared by O'Brien/Atkins and EMS Analysis currently being prepared by another design consultant will be combined into the Master Plan. It will also include the departments noted above with vehicle and equipment storage issues i.e. EMS/ Fire Marshal/ EM and EOC, General Services and the Sheriff's Office.

### **2. Proposed Scope of Services**

O'Brien/Atkins proposes the following Design Services to meet the intent of the project.

#### **a. Needs Assessment –**

- i. Prepare questionnaires to determine 1) number of current employees by Department, 2) number of employees anticipated in 10 and 20 years by Departments, 3) required adjacencies between the various Departments, 4) parking and storage and vehicle storage requirements and 4) existing areas (in square feet) currently occupied by each Departments..
- ii. Conduct meetings with assigned Department representatives to explain the needs assessment and planning process, the questionnaires and the objectives of the project.
- iii. Conduct interviews with each Department head to refine questionnaire responses.
- iv. Report summary findings from the questionnaires and interviews to Durham County representatives.
- v. Project future personnel, office space, auxiliary spaces (conference space, break rooms, etc.), storage parking, vehicle storage and space requirements.

#### **b. Development Options**

- i. Evaluate options for utilizing space in existing County owned Buildings
- ii. Identify if the County needs additional space
- iii. Meet with Engineering to present options
- iv. Meet with County Manager's Office to present options
- v. Prepare report indicating development options

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- c. Strategic Plan Recommendations
  - i. Formulate Long Range Space Needs Plan.
  - ii. Prepare recommendations for implementing Long Range Space Plan
  - iii. Review Long Range Space Plan with Durham County
  - iv. Prepare report indicating Strategic Plan recommendations
- d. State Of Probable Cost
  - i. Prepare Statement of Probable Cost based on recommendations for implementing the Long Range Space Plan
  - ii. Review Statement of Probable Cost with Durham County.
  - iii. Finalize Statement of Probable Cost to assist in preparation of CIP
- e. Presentations
  - i. In addition to ongoing meetings with staff and user groups a maximum of four (4) presentations will be made to the County Manager and his staff prior to the conclusion of the activities listed above.
  - ii. Two presentations will be made to the Board of County Commissioners: At a key milestone during the Facilities' Master Plan Update as decided by Durham County and at the conclusion of the work.

### **3. Deliverables**

At the conclusion of this effort, O'Brien/Atkins will prepare a written report which will include the following information:

- a. A comprehensive evaluation of the staff, space, storage, parking and vehicle storage needs for Durham County
- b. Development options for accommodating Durham County staff, space, storage, parking and vehicle storage needs based on 10 and 20 year projections
- c. Recommendations for implementing Strategic Plan with statement of probable costs

Copies of the report will be provided as requested by the County, as part of the reimbursable expenses.

### **4. Proposed Schedule**

O'Brien/Atkins anticipates the Facility Master Plan Update will take five (5) months to complete once authorized to proceed. A detailed schedule will be prepared prior to the kick-off meeting.

### **5. Proposed Team**

O'Brien/Atkins proposes the following team for this project:

- a. O'Brien/Atkins Associates, PA: Project Management, Architecture, Programming, and Interior Design
- b. CGL: A Hunt Company – Programming
- c. The Harris Collaborative - Architecture
- d. Mulford Cost Management, LLC – Construction Cost Management

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### MWME Participation:

The Harris Collaborative is a MWBE company who will participate in the preparation of the report and meetings and presentations.

### **6. Proposed Fees and Expenses**

O'Brien/Atkins proposes to provide our services for a stipulated lump sum fee of *One Hundred Eighty-six Thousand Six Hundred Fifty-five Dollars (\$186,655.00)*. A breakdown and summary of the fee is attached for your reference.

Direct reimbursable expenses will be invoiced separately, above and beyond the stipulated fee. Reimbursable expenses include printing, travel, meals and overnight/express mailings and should not exceed *Ten Thousand Five Hundred Fifty Dollars (\$10,550.00)*.

**The total including the lump sum fee and reimbursable expenses is *One Hundred Ninety-six Thousand Seven Hundred and Five Dollars (\$197,205.00)*.**

Invoices will be sent monthly and are due within thirty days of receipt.

### **Closing**

O'Brien/Atkins appreciates the opportunity to continue working with Durham County and look forward to successfully updating Durham County's Facilities Master Plan.

Sincerely,

O'Brien/Atkins Associates, P.A.



Kevin G. Montgomery, FAIA, LEED AP BD+C  
Principal + Director of Architecture

**Durham County Facility Master Plan Update  
Fee Summary**

Discipline	Phases Pre-Design	Design	Documentation	Bidding	Construction	Total By Discipline	Percent By Discipline
Project Management	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000	8.57%
Architecture	\$ 94,380	\$ -	\$ -	\$ -	\$ -	\$ 94,380	50.56%
Mechanical (HVAC and Plumbing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Electrical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Landscape Architecture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
O'Brien/Atkins' Totals	\$ 110,380	\$ -	\$ -	\$ -	\$ -	\$ 110,380	59.14%
CGL A Hunt Company	\$ 51,280					\$ 51,280	27.47%
The Harris Collaborative	\$ 19,495					\$ 19,495	10.44%
Mulford Cost Management	\$ 5,500					\$ 5,500	2.95%
Consultant's Total	\$ 76,275					\$ 76,275	40.86%
Fee Total	\$ 186,655	\$ -	\$ -	\$ -	\$ -	\$ 186,655	100%
Reimbursable Expenses	\$ 10,550					\$ 10,550	
Grand Total	\$ 197,205	\$ -	\$ -	\$ -	\$ -	\$ 197,205	