

Issue Analysis Form



Date: 09/14/2021
Item: Award of Contract –
and Budget Transfer
Architectural and
Engineering Services
Jefferson Park Fire
Station Renovation
Lead Department(s): Fire & EMS, General
Services, Finance
Contact Person(s): Paul Beamon; Dean
Simmons; Betsy Drewry

Description and Current Status

During the July 21 Board work session, the Board received a presentation and options related to the renovation of Jefferson Park Fire Station. Proposal 1 was approved by Board consensus at the July 21 work session, with an estimated construction cost of \$575,000 and **Architectural & Engineering (A&E) services cost of \$101,500** (total \$678,500). The Board also approved by consensus allowing DJG to move forward with the design work for the Proposal 1 renovation.

The A&E services were priced by DGJ, one of the County's contracted A&E firms (RFP#21-04-0504). Because this service is over \$50,000, policy states the Board should formally approve the award of contract to DJG. See DJG's pricing proposal as **Attachment 1**.

The funding source for the Jefferson Park renovation and related services is repurposed Series 2019 bond proceeds originally borrowed for the construction of a new Jefferson Park Fire Station. The bonds were repurposed following a public hearing on April 27, 2021 (R-21-079). Following the public hearing, a budget transfer was made to move the budgeted unspent bond proceeds to a "Public Safety Project Holding Account" within the budget (0311-03-200-3216-48240).

A budget transfer from the "Public Safety Project Holding Account" to a newly established Jefferson Park Fire Station Renovation budget code (0311-03-200-3217-48240) is needed to cover the A&E services of \$101,500.

Staff is requesting the board to authorize:

- Authorization for the County Administrator to execute a contract with **DJG not to exceed \$100,500** for A&E Services for the renovation of Jefferson Park Fire Station (Proposal 1)
- A budget transfer from the "Public Safety Project Holding Account" to a newly established Jefferson Park Fire Station Renovation budget code (0311-03-200-3217-48240) in the amount of \$101,500

A draft resolution for board consideration and possible approval are included in the board packet.

- Combined Award of Contract and Budget Transfer Resolution (revenue source Repurposed Series 2019 bond proceeds)

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

The funding source is previously borrowed and repurposed Series 2019 bond proceeds and there is no additional fiscal impact.

County Impact

Renovation of the Jefferson Park Fire Station will address needed improvements to the fire station including roof replacement, hot water system replacement, bathroom fixture and finish updates, HVAC systems replacement, fire alarm system replacement, alerting system upgrade, apparatus bay renovations, enlargement of the sleeping area, creation of two offices (re-purpose of existing bunk room), renovation of the kitchen facilities and expansion of the multi-purpose room.

Notes

Prince George County
Fire Station #5 – Proposal 1 (REVISED)
Existing Building Repairs and Renovations
 July 19, 2021



Scope of Work:

DJG shall assist Prince George County with the professional design services for the planned repairs and interior renovations to the existing facility. Repairs and renovations generally include:

- **General Building Renovations:**
 - Replace the existing roof
 - Replace the existing hot water system with potential re-circulation loop
 - Renovate the bathrooms with new fixtures and finishes
 - Replace the building HVAC systems
 - Design for new fire alarm system
 - Design for infrastructure to support County's building access control system
 - Design for infrastructure to support County's call alerting system
- **Apparatus Bay Renovations:**
 - Remove the drop ceiling and lighting in the apparatus bays. Provide new interior lighting within the apparatus bays (LED)
 - New apparatus bay doors
 - New painted finish throughout the apparatus bays
 - Replace the existing heating system in the apparatus bays
 - Provide new circulation fans within the apparatus bays
 - Add a ducted outside air connection for the existing Brauer SCBA bottle fill compressor
- **Repurposing the existing bunk room into two (2) new offices:**
 - Creation of one new door from the apparatus bays to a new proposed office.
 - Infill the existing door within the bunk room leading to the women's room.
 - Design a new partition to separate the two offices.
 - Adjust power to suit the two new offices.
 - Extend data as required to support the new offices.
 - Adjust HVAC to align with the new proposed use as offices.
- **Enlarge the existing sleeping quarters:**
 - Relocate the existing non-loadbearing partition to align with the exterior entrance alcove on the south side of the multi-purpose room.
 - Review potential for private or semi-private bunks spaces to be created within the existing sleeping quarters.
 - Adjust power as needed for relocated wall.
 - Provide a new ceiling within the bunk room.
 - Review and adjust HVAC as required for larger sleeping quarters.
- **Renovate the existing kitchen facilities:**
 - Gut and renovate within the existing confines of the current kitchen.
- **Expand the multi-purpose room:**
 - Remove the existing partition wall between the existing storage room and multi-purpose room to maintain approximately the same useable area within the multi-purpose room.

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Estimated Construction Budget: \$480,000 - \$575,000

Exclusions:

- Air conditioning the apparatus bays – existing system can remain or be removed at the County's option
- Mechanical / Electrical Room re-configuration (if required) – to be completed with Proposal 3: Community Room Addition.
- Apparatus bay equipment relocation (by County).
- Civil / Site Design and Permitting.
- Fire Sprinkler design.
- Utility upgrades.
- Structural modifications and repairs beyond those identified above.
- Design of new commercial kitchen hoods, HVAC, fire suppression, or utility upgrades to support the proposed kitchen renovations.
- Presentation to Public Boards including Architecture Review Boards, Planning Commission, and the Board of Supervisors (any requested representation shall be completed as an additional service).
- Interior furnishing, fixtures, and equipment design and specifications.

Design Coordination meetings / Presentations (two meetings)

- 4 coordination / collaboration meetings
 - 1 meeting to review schematic floor plan following completion of field work.
 - 2 design collaboration between the schematic approval and the 60% complete phase.
 - 1 general progress meetings at the 60% complete stages.

Design Submission

- Schematic design to include floor plan, ceiling plan (electronic .pdf).
- 60% on board review with the County (1 copy).
- Interior finish selections:
 - Two color palate options with loose samples for review and initial selection by the County
 - One final color selection with binder of finish material samples for use during construction
- 90% Pre-final for review and comment by the County (electronic .pdf).
- 100% stamped and signed Permit review and bid documents (3 copies).

Construction Documents –

\$ 73,000

Bid and Award Assistance:

- Attendance at one pre-bid meeting.
- Assistance with the issuance of any required addenda through the bid period.
- Review and recommendation of the lowest responsible, responsive bidder.



Construction Administration Phase:

- Attendance at one pre-construction meeting.
- Review of contractor submitted shop drawings.
- Review and response to contractor submitted RFI's.
- Review of monthly Applications for payment.
- Review of any contractor submitted proposed change orders.
- Attendance at progress review meetings two per month for an estimated 6 month duration (12 total) by one professional.
- Substantial Completion Inspection –
 - Attendance by 3 professional for completion of a project punch list.
- Final Completion Inspection – attendance by 1 professional.
- Assistance with project closeout paperwork to include review of contractor's closeout submittals for compliance with Contract Documents.
- Additional site visits during construction can be completed for \$750 per professional per visit at the direction of the County (include a Field Visit report documenting DJG's observations and recommendations).

Construction Phase exclusions:

- Bid to be advertised and administered by the County.
- Structural special inspections.

Bid and Construction Phase Support –

\$ 27,500

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Prince George Fire Station Fire Station 5 - Proposal 1 Building Renovations - Design (REVISED)										DJG, Inc. 7/19/2021	
	Design Coordination Meetings	Construction Documents	Bid and Award	Phase		Construction Phase Support	Rate	Cost			
Principal							190.00	\$ 1,520.00			
Project Manager	24	8	2		12		155.00	\$ 8,370.00			
Sr. Architect		16	12		80		140.00	\$ 17,920.00			
Architect		36			20		120.00	\$ 21,600.00			
Certified Interior Designer	6	160					115.00	\$ 4,370.00			
Sr. Civil Engineer		32					140.00	\$ -			
Civil Engineer							120.00	\$ -			
Landscape Architect	2				4		120.00	\$ -			
Sr. Structural Engineer		8					150.00	\$ 2,100.00			
Structural Engineer		16					125.00	\$ 2,000.00			
Sr. Mech / Plumb Engineer	12	28	2		4		140.00	\$ 4,760.00			
Mech/Plumb Engineer		80			24		120.00	\$ 13,920.00			
Sr. Electrical Engineer		20	2		4		140.00	\$ 3,640.00			
Electrical Engineer	12	88			20		120.00	\$ 14,400.00			
Sr. Fire Protection Engineer							180.00	\$ -			
Fire Protection Engineer (PE)							140.00	\$ -			
Fire Protection Designer							130.00	\$ -			
BIM Services							110.00	\$ -			
CAD Services							110.00	\$ -			
Cost Estimating							125.00	\$ 1,500.00			
Clerical	8	16	4		18		55.00	\$ 2,530.00			
Subtotal A/E Services	\$ 8,030.00	\$ 64,380.00	\$ 2,770.00	\$ 22	\$ 186	\$ 23,450.00	\$ 792	\$ 98,630.00	\$ 0	\$ 0	
SUBTOTAL								\$ 98,630.00			
Reimbursibles:								\$ -			
Printing		\$150						\$150			
Survey								\$0			
								\$0			
								\$0			
Mileage (RT)	150	4	1		15		\$1,695	\$ 1,695.00			
Reimb Subtotal	\$ 339	\$ 150	\$ 85	\$ 1,271				\$ 1,845.00			
SUBTOTAL	\$ 8,369.00	\$ 64,530.00	\$ 2,854.75	\$ 24,721.25	\$ -	\$ -		\$ 100,475.00			
TOTAL FEE		\$ 72,899.00	\$ -	\$ -	\$ -	\$ -		\$ 100,475.00			

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 14th day of September, 2021:

Present:

Vote:

Floyd M. Brown, Jr., Chairman
Marlene J. Waymack, Vice-Chair
Alan R. Carmichael, Jr.
Donald R. Hunter
T. J. Webb

A-7

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

RESOLUTION; AWARD OF CONTRACT AND BUDGET TRANSFER FROM REPURPOSED SERIES 2019 BONDS (\$100,500 ARCHITECTURAL AND ENGINEERING SERVICES JEFFERSON PARK FIRE STATION RENOVATION)

WHEREAS, a pricing proposal was received from DJG, one of three contracted Architectural and Engineering Firms as awarded on November 10, 2020 via RFP 21-04-0504, in an amount not to exceed \$100,500 for professional design services, bid and award services, and construction management services for a Jefferson Park Fire Station renovation project; and

WHEREAS, moving forward with planning for the renovation (Proposal 1) of the Jefferson Park Fire Station was authorized by Board consensus during a July 21, 2021 work session utilizing repurposed Series 2019 bond funds; and

WHEREAS, Proposal 1 renovations include roof replacement, hot water system replacement, bathroom fixture and finish updates, HVAC systems replacement, fire alarm system replacement, alerting system upgrade, apparatus bay renovations, enlargement of the sleeping area, creation of two offices (re-purpose of existing bunk room), renovation of the kitchen facilities and expansion of the multi-purpose room; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with DJG for professional design services, bid and award services, and construction management services of a Jefferson Park Fire Station renovation project in an amount not to exceed \$100,500.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14th day of September, 2021, hereby awards the contract for professional design services, bid and award services, and construction management services for a Jefferson Park Fire Station renovation project to DJG in an amount not to exceed \$100,500 and authorizes the County Administrator to execute a contract with DJG.

NOW, THEFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of September, 2021, does hereby authorize the following budget transfer of funds within the 2021-2022 Budget, such line items increased and decreased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0311-03-200-3217-48240	CIP – Jefferson Park FS Renovation	\$100,500 Increase
0311-03-200-3216-48240	CIP – Series 2019 Public Safety Project Holding Account	\$100,500 Decrease

A Copy Teste:

Percy C. Ashcraft
County Administrator