

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***May 24, 2016***

***6:00 PM***

***SPECIAL WORK SESSION***

***WARREN COUNTY  
ARMORY CIVIC CENTER  
COMMISSIONERS' MEETING ROOM  
WARRENTON, NC***

***May 24, 2016***  
***Special Work Session Agenda***

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**1 – Moment of Silence**

**2 - Clerk Read Notice of Special Work Session**

**3 – Discussion of proposed Warren County Emergency Services  
Headquarters Facility Construction -  
Linda T. Worth, Warren County Manager  
&  
Oakley Collier Architects**

**4 – Comments/Questions**

**5 - Adjourn Special Work Session**

*May 24, 2016*  
*Special Work Session Agenda*

**Item # 1**

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Moment of Silence

*May 24, 2016*  
*Special Work Session Agenda*

**Item # 2**

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**Clerk Read Notice of  
Special Work Session**

# **NOTICE**

## **Special Work Session Warren County Board of Commissioners**

**Notice is hereby served that the Warren County Board of Commissioners has scheduled a Special Work Session to discuss the proposed Emergency Services Headquarters Facility Project for Tuesday, May 24, 2016 at 6:00 pm. The meeting will be held in the Warren County Armory Civic Center–Commissioners’ Meeting Room, 501 US Hwy 158 Business, East, Warrenton, NC.**

**All interested citizens are invited to attend this Special Work Session.**

**Barry Richardson, Chairman  
Warren County Board of Commissioners**

*May 24, 2016*  
*Special Work Session Agenda*

**Item # 3**

**Discussion of proposed  
Warren County Emergency Services  
Headquarters Facility Project**

**Linda T. Worth, County Manager  
&  
Oakley Collier Architects**

# Site Plan



SITE PLAN

1" = 40'-0"

US HIGHWAY 158

DATE: 4-21-16

WARREN COUNTY EMERGENCY SERVICES

OCA  
OAKLEY  
COLLIER  
ARCHITECTS

# Overall Site Plan



OVERALL SITE PLAN

1" = 160'-0"

WARREN COUNTY EMERGENCY SERVICES

DATE: 4-27-16



# Schematic Floor Plan



- Department Legend
- Back-up 911
  - Circulation
  - Core
  - Emergency Management
  - Emergency Operations
  - EMS
  - Shared
  - Sheriff Office

**SCHEMATIC PLAN** BUILDING AREA : 21,660 SF

DATE: 4-21-16

1/16" = 1'-0"



PERSPECTIVE

DATE: 4-27-16

WARREN COUNTY EMERGENCY SERVICES



**SECTION 3 - PROGRAM SUMMARY**

**Summary of Programmed Spaces:**

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
<i>Shared Common Spaces</i>				3,060	
Public Lobby	1	200	200		EMS/EM Reception/Admin adjacent to Lobby
Public Toilets	2	180	360		Men / Women Group Toilets
Training Room / EOC	1	1200	1200		Classroom seating for 50; also serves as EOC in emergencies
Conference Room	1	300	300		Conference table seating for 12
Kitchen/Break Room	1	200	200		Serves as support for Training & Conference Rooms
Fitness Room	1	300	300		
Work / Copy Room	1	200	200		Copier / Office Supply Storage
Central Supply Room	1	300	300		Primary receiving & distribution
<i>Emergency Management</i>				470	
Emer Svcs Dir/FM Office	1	250	250		Includes 4-seat conference table
Admin Office	1	120	120		Adjacent to Lobby
Storage	1	100	100		Dedicated EM storage
<i>Emergency Operations</i>				520	
Conference/Offices/ Sleeping Quarters	2	150	300		Multiple Use space: Conference/Offices that can be converted to sleeping quarters when EOC is in use; sized for 6 folding cots
Press Room/Conference	1	120	120		
Storage	1	100	100		Storage for cots
<i>Sheriff Office Satellite</i>				340	
Offices	2	120	240		Satellite only - no permanent staff assigned
Storage	1	100	100		Dedicated Sheriff Satellite Storage
<i>Back-up 911 PSAP</i>				1,220	
911 Stations	4	120	480		Cubicles in open space
Office/Sleeping Quarters	2	120	240		Multiple Use space: Office/Storage use converted to Male/Female Sleeping rooms
Storage	1	50	50		Dedicated 911 storage
Data/Telecom	1	100	100		Specific for 911 equipment only, includes battery back up/tied to generator
911 Toilets/Showers	2	100	200		Adjacent to PSAP
Break Area	1	150	150		Adjacent to PSAP/Shared Building Space

EMS				10,932	
Vehicle Bays	4	1800	7200		Drive-through double bays
Medical Storage	1	200	200		
Equipment Storage	1	200	200		
Laundry	1	200	200		Industrial & Residential Equipment
EMS Div Chief Office	1	252	252		Includes 4-seat conference table
Compliance Officer	1	140	140		
Captains Office	1	240	240		Shared - 3 Captains
Lieutenants Office	1	240	240		Meeting space for shift change
Admin Office	1	120	120		Adjacent to Lobby
Dispatch	1	100	100		
Secure File Storage	1	100	100		
Work / Copy Room	1	100	100		Copier / Office Supply Storage
Sleeping Rooms	6	120	720		Single Occupancy; 4-5 Men; 1-2 Women
Toilets	2	100	200		Single Occupancy with showers
EMS Dayroom	1	400	400		
EMS Kitchen	1	300	300		Separated food storage per team
Decontamination Shower	1	100	100		Located adjacent to Vehicle Bays
Utility/Work	1	120	120		
<b>Building Support Spaces</b>				310	
Fire Sprinkler Riser	1	50	50		Dedicated space
Custodian	1	80	80		Supplies & cart storage
Storage	1	100	100		General Building Storage
Electrical/Telecom	1	80	80		
<b>Total Net SF Required</b>				<b>16,852</b>	
<b>30% Core Factor</b>		30%		5,056	Circulation, walls, mech, etc...
<b>Total Gross SF Required</b>				<b>21,908</b>	

## SECTION 5 - PROJECT BUDGET ESTIMATE

Oakley Collier Architects, PA

## Emergency Services Facility



February 17, 2016

1 Development and Construction:		Cost per unit		Costs	
Site Development					
	General Sitework	1	LS	250,000	\$250,000.00
	Sewer Lift Station	1	LS	25,000	\$25,000.00
	Fire Training Area	1	LS	75,000	\$75,000.00
	Deceleration Lane	1	LS	65,000	\$65,000.00
New Construction					
	Building	21,908	SF	\$215	\$4,710,220.00
	Fire Pump	1	LS	\$65,000	\$65,000.00
	Generator	1	LS	\$80,000	\$80,000.00
<b>SUBTOTAL</b>					<b>\$5,270,220.00</b>
2 Land and Rights		N/A			\$0.00
<b>SUBTOTAL</b>					<b>\$0.00</b>
3 Legal Fees		1	LS		\$5,000.00
<b>SUBTOTAL</b>					<b>\$5,000.00</b>
4 Other Costs:					
	Feasibility Study (PAR)	1	LS		\$8,500.00
	Environmental Scoping Documents	1	LS		\$1,200.00
	USDA 1940-20 Documents	1	LS		\$2,500.00
	Site Survey	1	LS		\$9,500.00
	Geotechnical Testing	1	LS		\$4,800.00
	Permits & Application Fees	1	LS		\$1,000.00
	Bid Advertising	1	LS		\$1,200.00
	Special Inspections	1	LS		\$10,000.00
<b>SUBTOTAL</b>					<b>\$38,700.00</b>
5 Design Fees:					
	Basic Services	9%	LS		\$498,035.79
	Programming	1	LS		\$4,000.00
<b>SUBTOTAL</b>					<b>\$502,035.79</b>
6 Equipment (based on Building Construction cost only)					
	Technology Wiring & Equipment	8%	LS		\$376,817.60
	Furnishings	5%	LS		\$235,511.00
<b>SUBTOTAL</b>					<b>\$612,328.60</b>
7 Contingencies					
	Construction Contingency	1	5%		\$263,511.00
<b>SUBTOTAL</b>					<b>\$263,511.00</b>
8 Interim Financing		1	LS		\$45,000.00
<b>SUBTOTAL</b>					<b>\$45,000.00</b>
<b>Total Project Budget</b>					<b>\$6,686,795.39</b>

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion. We make no warranty, express, or implied, as to the accuracy of any opinion we may give as compared to bid or actual cost.

# PROPOSED WARREN COUNTY EMERGENCY SERVICES HEADQUARTERS FACILITY

## NEED FOR FACILITY

### Emergency Services Facility (Overall):

This project includes the following emergency services functions: Emergency Medical Services (EMS) Base, Emergency Management/Emergency Operations Center (EOC), Sheriff's Office Sub-Station and a Back-up 911 PSAP.

Some of these functions are currently located in different locations in the County. While some of the facilities are newer than others, the current programs listed above have been, in most cases, adapted to fit into available space, with no consideration for the adequacy or functionality of the space. These functions, while adapting to the environment into which they have been placed, would definitely benefit from a thoughtful and carefully considered facility designed specifically for their individual needs.

### EMS Facility:

The current EMS base facility is grossly undersized and not appropriate for the daily operational or functional needs of the department. The facility lacks proper and adequate space to house the required administrative duties, meeting space, office space, storage capacities, sleeping quarters, living quarters, and food preparation areas. Additionally, the EMS vehicles are currently stored outside the existing facility, under an open shelter – completely exposed due to the lack of any enclosed, conditioned space. Allowing these vehicles to be constantly exposed to severe weather severely limits the life cycle and increases maintenance costs of the vehicles.

All of these existing conditions limit the capacity of the Emergency Medical Services' teams to serve the public in a manner for which they are trained and prepared.

### Emergency Management & EOC:

In times of crisis and emergency operations, the EOC is currently housed within the Sheriff's Office, in a space used as a conference room on a daily basis. The room is severely undersized for the needs of an Emergency Operations Command Center and does not provide the necessary privacy often required by emergency personnel when dealing with a crisis situation. Additionally, there are no sleeping quarters available or non-public use toilets. Emergency personnel must also utilize existing spaces within the Sheriff's Office to perform required emergency operations tasks when in emergency operations mode while these spaces are often in use by Sheriff's Office personnel for their daily duties.

As with the EMS group, the emergency operations and management teams must adapt their operations to work around the daily and ongoing requirements of the Sheriff's Office (and vice versa) in order to conduct the EOC functions when required. This adaptation can adversely limit the performance of EOC operations due to the existing conditions of space and location.

### Sheriff's Office Sub-Station & Back-Up 911 PSAP

Due to the proximity of the site of the new facility to the Interstate and two major highways, it lends itself well to expanding the presence of EMS and law enforcement at a central location in the County. The new facility offers the County the opportunity to incorporate a Sheriff's Office Sub-station and Back-up 911 PSAP as required by the State 911 Board in space designed specifically for those functions. The County currently has an arrangement in place with Halifax County's 911 PSAP to provide back-up assistance should our main PSAP become non-operational. 911 funds can be used to purchase equipment and furnishings for the Back-up PSAP.

**From:** Ann Collier <acollier@oakleycollier.com>  
**Sent:** Wednesday, May 04, 2016 5:52 PM  
**To:** LindaWorth@warrencountync.gov  
**Cc:** Tim Oakley; Janae Wilson  
**Subject:** Warren County ES Facility  
**Attachments:** USDA Project Budget \$165.pdf; USDA Project Budget \$185.pdf; USDA Project Budget.pdf

Linda,

Please find attached (3) three cost options for the Emergency Services Facility.

Below is a summary of each option:

*Note: in each option, the exterior building 'skin' is brick veneer.*

- **OPTION A: "Robust/Hardened" Construction** – This option has been presented as the current 'budget' to USDA and covers a building that would be considered the most 'robust' or of a 'hardened' nature regarding construction materials. Primary building structure consists of heavy duty conventional steel framing and CMU interior and exterior walls, filled with concrete as needed to withstand highest wind gusts or flying debris; Any exterior door/window glass & frames (storefront and aluminum windows) would be rated as 'impact-resistant'; roofing is heavier duty material and tighter screw spacing to meet wind rating and for rating as hurricane resistant; additional measures such as solid masonry walls/fences to protect exterior equipment (HVAC, generator, etc) are included in this budget as well. The EMS bay areas are constructed of pre-engineered framing, but keep the exterior and interior walls as CMU for additional durability.
- **OPTION B: "Conventional" Construction** – This option provides a building that is constructed of standard conventional construction materials, without the 'hardening' included in Option A. Structure for this option would be based on conventional steel roof framing with metal stud exterior and interior walls (no CMU walls included at all); Doors/Windows are regular insulating glass & standard frames (no special impact resistant frames); Roofing is standard thickness with screw spacing to meet wind load requirements for Warren County; Protection of exterior equipment would be standard fencing of wood or PVC/vinyl material. EMS bays are constructed of Pre-engineered framing, with moisture resistant wall board installed to a height of approx. 10 feet (for durability).
- **OPTION C: "Pre-engineered" Construction** – This option provides a building that is constructed as a fully pre-engineered facility. The structure for the entire building would be designed around standard pre-engineered building techniques, with a brick veneer 'skin' that stops at the top of doors and windows; doors and windows are standard insulating glass and frames; roofing is standard pre-engineering metal roofing materials, including batt insulation (walls & roof); no protection of exterior equipment is provided. EMS bays are completely standard pre-engineered materials, including exposed insulation (walls and roof).

**Additional considerations for cost reduction:**

Reduce overall square footage:

- **Relocate E-911 Back-up PSAP to Training/Emergency Operations Center** (shared use during Emergency operations): This relocation removes the square footage currently dedicated E-911 b/u PSAP space and relocates the space to be contained within the Training Room/EOC. The Training/EOC would need to increase slightly to accommodate the correct #s of personnel required for training, but an overall building reduction of approximately 1,000 SF could be realized if this option is taken. This reduction could be applied to any of the 3 cost options described above, at the appropriate cost/SF rate. For example, under Option B, the cost reduction would look like this:

- 1,000 SF x \$185/SF = \$185,000 reduction
- **Remove one EMS bay:** Reduce EMS bays from four bays to three bays equals approximately 1,800 SF. Due to the nature of the bay construction, the cost of removing one bay is not a direct cost per square foot, but more of a pro-rata share of the overall bay area. The reduction would look something like this:
  - 1,800 SF x \$80/SF = \$144,000 reduction

So, you can see that reducing the building in these ways would net approximately \$300K - \$350K of overall building costs that can be applied in addition to the cost options listed above.

Linda, as Tim shared with you earlier, we are more than happy to come and explain in further detail these different types of construction if you would like. Just let us know what else you need!

Thanks,

**Ann W. Collier, AIA, LEED AP**



***Oakley Collier Architects, PA***

T 252.937.2500 x102

M 252.883.5953

## SECTION 5 - PROJECT BUDGET ESTIMATE

Oakley Collier Architects, PA

## Emergency Services Facility - Pre-Engineered Option

OCA

May 3, 2016

1	Development and Construction:			Cost per unit		Costs
	Site Development					
	General Sitework	1	LS	250,000		\$250,000.00
	Sewer Lift Station	1	LS	25,000		\$25,000.00
	Fire Training Area	1	LS	0		\$0.00
	Deceleration Lane	1	LS	0		\$0.00
	New Construction					
	Building	21,908	SF	\$165		\$3,614,820.00
	Fire Pump	1	LS	\$65,000		\$65,000.00
	Generator	1	LS	\$80,000		\$80,000.00
	<b>SUBTOTAL</b>					<b>\$4,034,820.00</b>
2	Land and Rights		N/A			\$0.00
	<b>SUBTOTAL</b>					<b>\$0.00</b>
3	Legal Fees	1	LS			\$5,000.00
	<b>SUBTOTAL</b>					<b>\$5,000.00</b>
4	Other Costs:					
	Feasibility Study (PAR)	1	LS			\$8,500.00
	Environmental Scoping Documents	1	LS			\$1,200.00
	USDA 1940-20 Documents	1	LS			\$2,500.00
	Site Survey	1	LS			\$9,500.00
	Geotechnical Testing	1	LS			\$4,800.00
	Permits & Application Fees	1	LS			\$1,000.00
	Bid Advertising	1	LS			\$1,200.00
	Special Inspections	1	LS			\$10,000.00
	<b>SUBTOTAL</b>					<b>\$38,700.00</b>
5	Design Fees:					
	Basic Services	9%	LS			\$381,290.49
	Programming	1	LS			\$4,000.00
	<b>SUBTOTAL</b>					<b>\$385,290.49</b>
6	Equipment (based on Building Construction cost only)					
	Technology Wiring & Equipment	8%	LS			\$289,185.60
	Furnishings	5%	LS			\$180,741.00
	<b>SUBTOTAL</b>					<b>\$469,926.60</b>
7	Contingencies					
	Construction Contingency	1	5%			\$201,741.00
	<b>SUBTOTAL</b>					<b>\$201,741.00</b>
8	Interim Financing	1	LS			\$45,000.00
	<b>SUBTOTAL</b>					<b>\$45,000.00</b>
	<b>Total Project Budget</b>					<b>\$5,130,478.09</b>

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## SECTION 5 - PROJECT BUDGET ESTIMATE

Oakley Collier Architects, PA

## Emergency Services Facility - Conventional Construction Option



May 3, 2016

				Cost per unit	Costs
1	Development and Construction:				
	Site Development				
	General Sitework	1	LS	250,000	\$250,000.00
	Sewer Lift Station	1	LS	25,000	\$25,000.00
	Fire Training Area	1	LS	0	\$0.00
	Deceleration Lane	1	LS	0	\$0.00
	New Construction				
	Building	21,908	SF	\$185	\$4,052,980.00
	Fire Pump	1	LS	\$65,000	\$65,000.00
	Generator	1	LS	\$80,000	\$80,000.00
	<b><i>SUBTOTAL</i></b>				<b><i>\$4,472,980.00</i></b>
2	Land and Rights			N/A	\$0.00
	<b><i>SUBTOTAL</i></b>				<b><i>\$0.00</i></b>
3	Legal Fees			1 LS	\$5,000.00
	<b><i>SUBTOTAL</i></b>				<b><i>\$5,000.00</i></b>
4	Other Costs:				
	Feasibility Study (PAR)	1	LS		\$8,500.00
	Environmental Scoping Documents	1	LS		\$1,200.00
	USDA 1940-20 Documents	1	LS		\$2,500.00
	Site Survey	1	LS		\$9,500.00
	Geotechnical Testing	1	LS		\$4,800.00
	Permits & Application Fees	1	LS		\$1,000.00
	Bid Advertising	1	LS		\$1,200.00
	Special Inspections	1	LS		\$10,000.00
	<b><i>SUBTOTAL</i></b>				<b><i>\$38,700.00</i></b>
5	Design Fees:				
	Basic Services	9%	LS		\$422,696.61
	Programming	1	LS		\$4,000.00
	<b><i>SUBTOTAL</i></b>				<b><i>\$426,696.61</i></b>
6	Equipment (based on Building Construction cost only)				
	Technology Wiring & Equipment	8%	LS		\$324,238.40
	Furnishings	5%	LS		\$202,649.00
	<b><i>SUBTOTAL</i></b>				<b><i>\$526,887.40</i></b>
7	Contingencies				
	Construction Contingency	1	5%		\$223,649.00
	<b><i>SUBTOTAL</i></b>				<b><i>\$223,649.00</i></b>
8	Interim Financing			1 LS	\$45,000.00
	<b><i>SUBTOTAL</i></b>				<b><i>\$45,000.00</i></b>
<b>Total Project Budget</b>					<b>\$5,688,913.01</b>

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*Emergency Services Facility - Robust/Hardened Construction***OCA**

February 17, 2016

1 Development and Construction:		Cost per unit		Costs	
Site Development					
	General Sitework	1	LS	250,000	\$250,000.00
	Sewer Lift Station	1	LS	25,000	\$25,000.00
	Fire Training Area	1	LS	75,000	\$75,000.00
	Deceleration Lane	1	LS	65,000	\$65,000.00
New Construction					
	Building	21,908	SF	\$215	\$4,710,220.00
	Fire Pump	1	LS	\$65,000	\$65,000.00
	Generator	1	LS	\$80,000	\$80,000.00
<b><i>SUBTOTAL</i></b>					<b><i>\$5,270,220.00</i></b>
2 Land and Rights		N/A			\$0.00
<b><i>SUBTOTAL</i></b>					<b><i>\$0.00</i></b>
3 Legal Fees		1 LS			\$5,000.00
<b><i>SUBTOTAL</i></b>					<b><i>\$5,000.00</i></b>
4 Other Costs:					
	Feasibility Study (PAR)	1	LS		\$8,500.00
	Environmental Scoping Documents	1	LS		\$1,200.00
	USDA 1940-20 Documents	1	LS		\$2,500.00
	Site Survey	1	LS		\$9,500.00
	Geotechnical Testing	1	LS		\$4,800.00
	Permits & Application Fees	1	LS		\$1,000.00
	Bid Advertising	1	LS		\$1,200.00
	Special Inspections	1	LS		\$10,000.00
<b><i>SUBTOTAL</i></b>					<b><i>\$38,700.00</i></b>
5 Design Fees:					
	Basic Services	9%	LS		\$498,035.79
	Programming	1	LS		\$4,000.00
<b><i>SUBTOTAL</i></b>					<b><i>\$502,035.79</i></b>
6 Equipment ( <i>based on Building Construction cost only</i> )					
	Technology Wiring & Equipment	8%	LS		\$376,817.60
	Furnishings	5%	LS		\$235,511.00
<b><i>SUBTOTAL</i></b>					<b><i>\$612,328.60</i></b>
7 Contingencies					
	Construction Contingency	1	5%		\$263,511.00
<b><i>SUBTOTAL</i></b>					<b><i>\$263,511.00</i></b>
8 Interim Financing					
		1	LS		\$45,000.00
<b><i>SUBTOTAL</i></b>					<b><i>\$45,000.00</i></b>
<b>Total Project Budget</b>					<b>\$6,686,795.39</b>

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*May 24, 2016*  
*Special Work Session Agenda*

**Item # 4**

**Comments/Questions**

*May 25, 2016*  
*Special Work Session Agenda*

**Item # 5**

**Adjourn Special Work Session**