

***WARREN COUNTY
BOARD OF COMMISSIONERS***

August 17, 2016

6:00 PM

Board Work Session

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

August 17, 2016

Work Session Agenda

5:45 pm Public Hearing
6:00 pm Special Meeting

1. **Moment of Silence**
2. **Department Head Reports to the Board:**
 - Parks & Recreation – Dickie Williams, Director**
 - Recognition of Warren County 16-U Girls’ Softball Team & Coaches**
 - Health Department & Environmental Health – Kaye Hall, Interim Director**
 - DSS & Child Support - Ryan Whitson, Director**
3. **Update on Chopped Produce Initiative – Gabe Cumming, Working Landscapes**
4. **Information on Architect/Engineering Fees for Construction Projects Similar to the Emergency Services Headquarters Project Utilizing Design-Bid-Build Project Delivery Method – Linda Worth**
5. **Oakley Collier Architects Revised Fee Proposal for A/E Services for Emergency Services Headquarters Facility Project – Tim Oakley**
6. **Memorandum of Understanding (MOU) for Use of Boyd’s Funeral Services as Warren County’s Temporary Morgue – Jamie Wilkerson, Staff Attorney**
7. **Draft Personnel Manual – Lisa Alston, Human Resources Manager**
8. **Adjourn Work Session**

August 17, 2016

Work Session Agenda

Item # 1

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Moment of Silence

Item # 2 - Department Head Reports to the Board:

Parks & Recreation – Dickie Williams, Director

Certificate of Achievement

Presented to

***Players & Coaches of the Warren County
16-U Girls' Softball Team***

In recognition of

***Third Place Finish in the Diamond Bracket
Babe Ruth Girls' Softball World Series***

Champions - Southeast Region Tournament

August 17, 2016
Work Session Agenda

Item # 2 – Cont'd

Department Head Reports (5 minutes):

Health Department & Environmental Health
Kaye Hall, Interim Director

Social Services & Child Support
Ryan Whitson, Director

August 17, 2016
Work Session Agenda

Item # 3

Update on Chopped Produce Initiative

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Gabe Cumming
Working Landscapes

August 17, 2016
Work Session Agenda

Item # 4

**Information on Architect/Engineering Fees for
Construction Projects Similar to the Emergency Services
Headquarters Facility Project Utilizing Design-Bid-Build
Project Delivery Method**

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Linda T. Worth, County Manager



Rural Development

North Carolina
Henderson Area
Office

853 S. Beckford Dr.
Henderson, NC 27636

Voice 252-438-3134
Fax 844.325-6826

August 4, 2016

**SUBJECT: Pre-Application for Community Facilities Loan and Grant Program
Proposed Warren County Emergency Operations Center
Preliminary Cost Estimates and Professional Services Fees**

**TO: Linda Worth, County Manager
Warren County, NC**

Reference is made to the above with regards to some previous submittals from your professional services provider Oakley & Collier Architects of Rocky Mount as well as some previous discussions with you concerning the proposed project. The primary purpose of my communication is to provide some historical information as it relates to professional fees for similar type of projects as well as identify the remaining due diligence needed in order to initiate actual application processing of the county's proposal. In our recent discussions you have indicated the need for some clarification as it relates to architect fees moreover as they relate to a percentage of actual hard construction costs of a project. I have reviewed some of the projects funded in my region and some others across the state which involved similar buildings, basically being developed by Design-Bid Build method of project delivery. I have also consulted with my assigned engineer of our Program Support within USDA Rural Development and my findings are as follows:

- My discussions with our assigned engineer has indicated that projects funded over the past years show an average of 8-9% architect fee costs. This conclusion was based on a Design-Bid-Build project delivery method, the key cost component of most professional service providers is the resident inspector as well as any other inspections required by the county or location of the project. He did conclude that a nine (9%) percent fee is reasonable for projects of similar nature to the county's proposal for their Emergency Operations Center

I also conducted a review of projects funded in various areas of the state in our application tracking system which includes the following:

County	Type project	Construction Cost	Architect Fee percentage	Design-Bid-Build
Vance	Community Program Administrative Office	\$2,304,017.00	7.04%	Yes
Cleveland	Charter School	\$8,470,000.00	7.20%	Yes
Rockingham	Charter School	\$7,468,010.00	9.64%	Yes
Halifax	Charter School	\$9,803,330.00	7.69%	Yes
Vance	Charter School	\$6,409,811.00	9.4%	Yes

It appears that fees are in the 7-9% range based on the most similar non special purpose buildings that I reviewed in our application tracking system from across the state, as you see the fees will differ as you approach our more urban type counties. When taken into consideration the proximity to Triangle it appears the 9% is in line for project north of 6.5 million in construction costs. These costs are pre-bid construction costs that were presented to the agency at the time the loan was funded or approved in our system.

The selection of professional service providers is solely in the hands of the applicant/owner of the project, our agency is required to review the fees as they relate to the same being reasonable but in no way does our agency mandate any specific fee. The agency's role is similar to your county's role as it relates to the use of public funds.

I would like to also use this memo to identify some critical dates that are approaching for the funding of your project. Our current interest rate is at its lowest it has been in some time actually 2.75% which is in effect until September 30, 2016. Our office has yet to recognize an actual application from the county for the project. When taking into consideration any public meeting notices, public comment period that may be associated with environmental review, or any other requirements for a public project the time for our agency to successfully fund the application is limited since our fiscal year ends on September 30, 2016.

It is clear at this point that a new president for the United States will be elected this fall, also as in many transitions of election there could be a continuing resolution passed which will limit most program funding allocation until spring of 2018. Therefore the best opportunity to fund the project and lock in the interest rate would be on or before September 30, 2016.

Therefore, under a separate cover I will provide the county with the application package and template for any certifications or notices that may be required as part of the complete application package.

Sincerely,

GEORGE L. VITAL
Area Director

cc: Area Specialist
Henderson, NC

Area Technicians
Henderson, NC

Linda T. Worth

From: Tim Oakley <toakley@oakleycollier.com>
Sent: Monday, August 01, 2016 11:59 AM
To: LindaWorth@warrencountync.gov
Cc: Ann Collier
Subject: FW: EMS costs
Attachments: Example Costs for Design 7-26-16.docx

Linda,

Welcome back! I hope you had a good vacation and a happy birthday.

I have attached a list of similar stations with the costs information that was provided by the city/county. As you will note a few of the projects are ones we designed. The others are from a variety of other architects. We did an online search of projects, then we contacted the public owners for the information. We do have a few others but they do not contain any costs information.

I hope this helps you with your board. Please let me know if we can help in any way.

Thanks,
Tim

Timothy D. Oakley, AIA, LEED AP



Oakley Collier Architects, PA

T 252.937.2500 x101
M 252.883.5950

WARREN COUNTY EMERGENCY SERVICES FACILITY

Example Costs from Other Similar Projects

PROJECT NAME / LOCATION	FACILITY SIZE	YEAR COMPLETED	CONSTRUCTION COST	DESIGN FEES (\$ / %)
Apex Public Safety #5	12,000 SF	Est. Fall 2016	\$2,574,960	\$205,790 (8%)
Wilmington Fire Station #3	14,500 SF	2015	\$3,493,812	\$259,258 (7.5%)
Greenville Emergency Ops Center	4,111 SF	2013	\$888,872	\$132,536 (15%)
Ahoskie Fire Department	12,640 SF	2013	\$1,559,684	\$132,014 (8.5%)
Nash Emergency Medical Services	12,527 SF	2011	\$1,284,464	\$90,896 (7%)
Red Oak Fire Department	18,811 SF	2010	\$1,728,631	\$130,487 (7.5%)
Charlotte Fire Station #42	11,958 SF	2010	\$2,970,891	\$292,545 (9.8%)

August 17, 2016
Work Session Agenda

Item # 5

**Oakley Collier Architects Revised Fee Proposal for
A/E Services for Emergency Services
Headquarters Facility Project**

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**Tim Oakley, Architect
Oakley Collier Architects**

August 4, 2016



Ms. Linda T. Worth, County Manger
Warren County
P.O. Box 619
602 W. Ridgeway St.
Warrenton, NC 27589

Re: Fee Proposal for A/E Services – Revised
Warren County Emergency Services Facility
Project No. 16001

Dear Linda.

We are excited about working with you and Warren County and this opportunity to provide design services for your Emergency Services Facility. We have prepared this proposal for design services for your review and consideration, along with our understanding of the project requirements.

PROJECT PARAMETERS

- The project consists of a new facility to house various Warren County emergency services-related departments, including Emergency Medical Services (EMS), Emergency Management, Emergency Operations, Back-Up 911 PSAP, and a satellite substation for the Sheriff's Department.
- USDA funding is anticipated for the project.
- The site will be located on Highway 158 on a parcel adjacent to the County Parks and Recreation site. It is assumed that approximately 10 acres will be dedicated to this facility.
- The components to be included in this facility shall be as determined by the Owner's planning committee and as approved by the Board of Commissioners. It is anticipated that the facility will be approximately 14,000 square feet in total area.
- The site will need to have appropriate vehicular circulation to allow for daily work flow and emergency vehicle ingress/egress.
- The building shall be designed as an essential facility.

CONSTRUCTION BUDGET

A construction budget will be determined once the Schematic Design is complete or the Board of Commission establishes a budget. As we move through each phase of the project design, we will confirm/update the Construction Budget for your review and approval.

We understand that the selected project delivery method will be a traditional single-prime delivery process. We do recommend that the County consider pre-qualification of General Contractors for this delivery method. We are glad to assist in that effort as an additional service and our standard hourly rates.

PROFESSIONAL FEES – BASIC SERVICES

Our proposed professional fees shall include all architectural and engineering services required for the project: Architectural, Civil Engineering, Structural Engineering, Plumbing, Mechanical, & Electrical Engineering, & Fire Protection Engineering.

OCA shall provide the following design and documentation services, inclusive of all architectural and engineering disciplines listed above:

Schematic Design

- Oakley Collier Architects will provide full schematic design services to include, but not limited to the following:
 - Preliminary Floor Plan sketches
 - Preliminary Front Elevation sketches
 - Project Budget Estimates
 - Submission to Owner for review and approval prior to advancing to Design Development

Design Development

- Oakley Collier Architects will provide full design development services to include, but not limited to the following:
 - Further Floor Plan Development
 - Complete Exterior Elevations
 - Develop Engineering Designs
 - Civil, Structural, Plumbing, Mechanical, Electrical & Fire Protection
 - Update Project Budget Estimates
 - Submission to Owner for review and approval prior to advancing to Construction Documents

Construction Documents

- Oakley Collier Architects will provide full construction document design services to include, but not limited to the following:
 - Produce final Architectural Construction plans & details for bidding
 - Produce final Engineering plans & details for bidding
 - Produce Specification Manual for bidding
 - Finalize Project budget
 - Submit final plans to USDA for review and approval
 - Submit final plans to regulatory review agencies for review & approval
 - Submission to Owner for review and approval prior to advancing to Bidding and Negotiation

Bidding and Negotiation

- Oakley Collier Architects will provide full bidding / negotiation services to include, but not limited to the following:
 - Assist Owner in advertisement for bidding
 - Distribute bidding documents to interested parties
 - Conduct Pre-Bid Conference
 - Respond to Bidder questions as required during bid process
 - Conduct Public Bid Opening
 - Analyze construction bids
 - Prepare certified Bid Tabulation form
 - Prepare construction contracts for award

Construction Administration

- Oakley Collier Architects will provide full construction administration services to include, but not limited to the following:
 - Provide architectural on-site observation as required during construction
 - Provide engineering (via consultants) on-site observation as required for specific engineering discipline
 - Prepare written documentation of on-site observations, with photographs
 - Conduct monthly job progress meetings with Contractor & Owner
 - Review shop drawings
 - Provide on-going communication with General Contractor to facilitate project needs
 - Collect data for Owner selection of finishes
 - Review Contractor's application for payment
 - Review and process change orders, as required
 - Conduct preliminary & final walk through at project completion
 - Coordinate project close-out documentation

For the Architectural and Engineering work described above, we propose a professional fee of 7% of construction costs, plus reimbursable expenses (estimated costs not to exceed \$12,325). The actual fee shall be adjusted up or down once construction bids are received. Reimbursable expenses shall be billed as incurred and include, but are not limited to, the following:

- Mileage & associated costs
- Printing, reproductions, plots & copies
- Postage and handling
- Renderings, models, professional photography and presentation materials

The following items are not included under this proposal and shall be provided by others:

- Legal notices / Bid advertising
- Regulatory permit fees
- Site surveys
- Geotechnical testing
- Special Inspections

- **Materials Testing**

The following additional services may be necessary for the project; the need for these services will be determined during the design phases:

- Fire training area Design
- Interior Design (selection of interior colors & furniture)
- LEED Certification
- Assistance in preparation of LGC Application

PROJECT SCHEDULE

We propose the following project schedule for consideration:

Schematic Design	4 weeks
Design Development	4 weeks
Construction Documents	4 weeks
Bidding	4 weeks
Construction	40 weeks

The times above are the required time to produce the necessary construction documentation and the time to construct the building. Additional time shall be required for Owner review and regulatory approvals. These reviews could add an additional 6-8 weeks to the schedule.

DESIGN TEAM

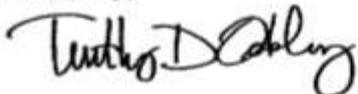
The following consultants are proposed:

Civil Engineering:	Mack Gay Associates
Structural Engineering:	Stewart, Incorporated
MEP & FP Engineering:	Atlantec, Incorporated

We hope that this proposal will meet with your approval and look forward to working with you and Warren County. If this proposal is approved by the Board of Commissioners, we will prepare a standard AIA Owner-Architect Agreement (AIA B101) with USDA attachments.

Linda, we look forward to establishing a relationship with you and Warren County on this project. Please do not hesitate to contact me if you have any questions.

Sincerely,



Timothy D. Oakley, AIA, LEED AP

7. HOURLY RATES

For projects such as yours, our fee structure is typically based on a negotiated lump sum. Should you prefer to use hourly rates, we are willing to provide a not-to-exceed fee after selection, also negotiated to your satisfaction. Oakley Collier Architects has never lost a project or client due to an inability to reach a mutually satisfactory fee. Consultant costs are negotiated between the architect and each consulting firm, and they typically do not provide hourly time break-downs for their staff members.

Oakley Collier Architects	
Principal	\$175
Senior Project Manager	\$150
Production	\$85
Construction Administrator	\$90
Administrative	\$45

Reimbursable Expenses	
Copies	\$0.20/page
Color Copies	\$2.00/page
Faxes	\$1.00/page
Mileage	\$0.65/mile
Plots	\$10.00/sheet
Prints	\$2.50/sheet
Postage/Shipping	As incurred
Travel Incidentals	As incurred
Misc. Fees & Permits	As incurred



January 21, 2016

Ms. Linda T. Worth, County Manager
Warren County
P.O. Box 619
602 W. Ridgeway St
Warrenton, NC 27589

Re: Fee Proposal for A/E Services
Warren County Emergency Services Facility

Dear Linda,

We are excited about working with you and Warren County and this opportunity to provide design services for your Emergency Services Facility. We have prepared this proposal for design services for your review and consideration, along with our understanding of the project requirements.

PROJECT PARAMETERS

- The project consists of a new facility to house various Warren County emergency services-related departments, including Emergency Medical Services (EMS), Emergency Management, Emergency Operations, Back-Up 911 PSAP, and a satellite substation for the Sheriff's Department.
- USDA funding is anticipated for the project; scope will include preparation and submission of USDA-required documents to the appropriate agencies, including a Preliminary Architectural Report (PAR), USDA Environmental Scoping Docs, and RD-1940-20 documents.
- The site will be located on Highway 158 on a parcel adjacent to the County Parks and Recreation site. It is assumed that approximately 10 acres will be dedicated to this facility, with the actual acreage required to be confirmed once the Feasibility Study is completed.
- The components to be included in this facility include:
 - Fully operational EMS Station
 - Office Space for:
 - Emergency Management
 - Sheriff's Department Satellite Office
 - Emergency Operations Center
 - Training Classroom
 - Back-Up 911 PSAP (to mirror the primary 911 call center located in the Sheriff's office)
 - Separate Sleeping Quarters EOC/911 Center
 - Central Supply Room

- Customary support spaces, including break areas, work rooms, toilets, mechanical, etc.
- Exterior training course
- Covered vehicle storage areas (trailers)
- The site will need to have appropriate vehicular circulation to allow for daily work flow and emergency vehicle ingress/egress.
- The building shall be designed as an essential facility.
- The owner has a prepared site survey that will be shared with design team.

CONSTRUCTION BUDGET

A construction budget will be determined once the Preliminary Architectural Report and programming is complete. This project budget will be inclusive of building & site construction costs, as well associated soft costs such as professional fees, project contingency, & FFE (furniture, fixtures & equipment). As we move through each phase of the project design, we will confirm / update this Project Budget for your review and approval.

We understand that the selected project delivery method will be a traditional single-prime delivery process. We do recommend that the County consider pre-qualification of General Contractors for this delivery method. We are glad to assist in that effort at no additional cost to the County.

PROFESSIONAL FEES

Our proposed professional fees shall include all architectural and engineering services required for the project: Architecture, Civil Engineering, Structural Engineering, Plumbing, Mechanical, & Electrical Engineering, & Fire Protection Engineering (if required).

To establish the complete scope and a budget for the project, we propose that the USDA Documentation and Programming phases be completed separately. The proposed lump sum fees for these services are as outlined below:

Programming (Establish overall scope, budget and size of facility)	\$12,000
USDA PAR	\$8,500
USDA Environmental Scoping Documents	\$1,200
<u>USDA RD-1940-20 Documents</u>	<u>\$2,500</u>
PROFESSIONAL TOTAL FEES	\$24,200

Once the project moves forward, \$8,000 of this programming fee will be credited to the project.

For the remaining A/E work required, we propose a budgeting fee of 9% of construction costs. This will be converted to a lump sum fee upon completion of the Programming/USDA documentation phase.

The following items are not included and shall be provided by other:

- Legal notices / Bid advertising
- Regulatory permit fees
- Site surveys
- Geotechnical testing
- Special Inspections
- Materials Testing

The following additional services may be necessary for the project and will be determined after Programming/USDA documentation is complete.

- Fire Suppression System (Fire Pump) Design
- Sewer Lift Station Design
- Deceleration Lane Design
- Fire training area Design
- Interior Design
- LEED Design
- Assistance in preparation of LGC Application

PROJECT SCHEDULE

We propose the following schedule for consideration:

Commissioner Approval	February 1, 2016
Programming/PAR/Budget Completion	February 29, 2016
Commissioner Approval	March 7, 2016
Submit PAR to USDA	March 8, 2016
USDA Review/Approval	April 8, 2016
SD/DD Review Submittal	April 15, 2016
CD Review Submittal	June 3, 2016
USDA Review/Approval	July 1, 2016
Release for Bidding	July 5, 2016
Receive Construction Bids	August 4, 2016
Commissioner Approval of Bids	August 8, 2016
LGC Approval	September 6, 2016
NTP Issued	September 12, 2016
Construction Completed	August 27, 2017
<i>*Estimated construction period of 9 months</i>	

DESIGN TEAM

The following consultants are proposed:

Civil Engineering:	Mack Gay Associates
Structural Engineering:	Stewart, Incorporated

MEP & FP Engineering:

Atlantec, Incorporated

We hope that this proposal will meet with your approval and look forward to working with you and Warren County. If this proposal is approved by the Board of Commissioners, we will prepare a standard AIA Owner-Architect Agreement (AIA B101) with USDA attachments.

Linda, we look forward to establishing a relationship with you and Warren County on this project. Please do not hesitate to contact me if you have any questions.

Sincerely,

Timothy D. Oakley, AIA, LEED AP

August 17, 2016
Work Session Agenda

Item # 6

MOU for Use of Boyd's Funeral Services

As

Warren County's Temporary Morgue

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Jamie Wilkerson
Staff Attorney

§ 130A-381. Additional services and facilities.

In order to provide proper facilities for investigating deaths as authorized in this Part, the Chief Medical Examiner may arrange for the use of existing public or private laboratory facilities. Each county shall provide or contract for an appropriate facility for the examination and storage of bodies under Medical Examiner jurisdiction. The Chief Medical Examiner may contract with qualified persons to perform or to provide support services for autopsies and other studies and investigations. (1967, c. 1154, s. 1; 1973, c. 476, s. 128; 1983, c. 891, s. 2; 2007-187, s. 5.)

MEMORANDUM OF UNDERSTANDING
FOR USE OF BOYD'S FUNERAL SERVICES
AS
WARREN COUNTY TEMPORARY MORGUE

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this the ____ Day of _____, 2016 by and between BOYD'S FUNERAL SERVICES (hereinafter "Boyd's"), 149 Holland Bland Road, Warrenton, NC and WARREN COUNTY (hereinafter, "County"), a body politic and corporate of the State of North Carolina, 602 W. Ridgeway Street, Warrenton, NC (each a "Party" and collectively the "Parties").

WHEREAS, pursuant to NCGS §130A-381, the County shall provide or contract for an appropriate facility for the examination and storage of decedents under Medical Examiner jurisdiction pending a decision on death investigation, examination of the medical examiner, transportation to an autopsy facility, notification of next of kin, or arrangements for the final disposition.

WHEREAS, Boyd's, located in Warren County, has agreed to allow the County to use its body storage facility in order to meet the County's obligations under N.C.G.S. §130A-381 pursuant to this Memorandum of Understanding (hereinafter "MOU") and serve as a "county morgue."

WHEREAS, the designated location of a "county morgue" must be provided to the North Carolina Department of Health and Human Services, Office of Chief Medical Examiner,

The Parties hereby agree to the following:

1. Boyd's agrees to provide space in its storage facility for the County's storage of decedents on a temporary basis pending a decision on death investigation, examination by the medical examiner, transportation to an autopsy facility, notification of next of kin, or arrangements for final disposition.
2. Boyd's facility will be used to store decedents whose deaths are under Medical Examiner jurisdiction as well as decedents whose natural deaths do not fall under Medical Examiner jurisdiction, but are still awaiting location and notification of next of kin.
3. In the event the number of decedents being stored in the facility at Boyd's should exceed its capacity, the County will assist in finding alternative resources to expand the storage capacity.

4. Nothing in this MOU shall alter the Parties' respective responsibilities under NCGS Chapter § 130A, Article 16 (Postmortem Investigation and Disposition, NC Gen Stat. § 130A-377 through NCGS § 130A-421) or under 10A NCAC 44.0101 through 10A NCAC 44.0501.
5. Boyd's will provide a report to the County by the 5th of the following month documenting the total number of decedents being stored on behalf of the County pursuant to this Agreement.
6. Payment of \$35.00 per day shall be made each month by the County to Boyd's for the storage of each decedent. The County's obligation to compensate Boyd's for storage terminates as of the date a decedent's next of kin has been located and notified.
7. Invoices shall be mailed by the 15th of each month to the following address:

Warren County Finance Office
548 W. Ridgeway Street
Warrenton, NC 27589
8. Boyd's agrees to hold the County harmless for any judicial or administrative claims made by a decedent's next of kin against Boyd's that may arise as a result of storage.
9. This MOU may be terminated at any time by either party, with or without cause, upon thirty (30) days written notice to the other party.

This Memorandum of Understanding shall become effective upon the last date of signature by authorized officials from Boyd's and County, and will remain in effect until terminated by one or both parties or modified in a writing signed by both Parties.

IN WITNESS WHEREOF, this Memorandum of Understanding is made and entered into as of this ____ day of _____, _____.

FOR BOYD'S

By: _____
Lawrence Boyd, Owner
Boyd's Funeral Services

For WARREN COUNTY:

By: _____
Barry Richardson, Chairman
Warren County Board Commissioners

Contact Information:

Lawrence Boyd-President
Boyd's Funeral Services
149 Holland Bland Road
Warrenton, NC 27589
Tele: 252-257-5902

Linda Worth-County Manager
Warren County, NC
602 W. Ridgeway Street
Warrenton, NC 27589
Tele: 252-257-3115

August 17, 2016
Work Session Agenda

Item # 7

Draft - Personnel Manual

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Lisa Alston
Human Resources Manager
&
Jamie Wilkerson, Staff Attorney

Draft - Personnel Manual
Will be
provided in separate e-mail

August 17, 2016
Work Session Agenda

Item # 8

Adjourn Work Session