



Space Needs Study

Report to Board of Supervisors
March 18, 2014



Peck, Peck & Associates, Inc.
architecture planning graphics interiors



Study Summary

- **Phases**

- Phase I - Judicial Center, Court Services Unit
- Phase II - Holbert, Merchant Sq., Marshall Center, old Sheriff's Office

- **Timing**

- Started in Sept/Oct 2012 timeframe
- Phase I report at end of 2012/beginning of 2013
- Phase II report complete at end of October 2013

Study Summary

- **Goals as Stated in RFP**

- Ensure equity in space for departments based on space standards;
- Ensure quality work spaces for employees and appropriate spaces for public in offices having regular contact with the general public;
- Ensure efficient use of existing facilities;
- Consideration of need for departmental adjacencies;
- Consolidate facilities, where appropriate; and
- Develop cost effective concepts for any renovations/reconfigurations recommended.

Study Summary

- **Activities**

- Met with all departments/offices within each building in the study
- Met with Sheriff's Office concerning E911 center in basement of old Sheriff's Office
- Met with Sheriff's Office and FREMS concerning storage needs
- Met with Visitors Center staff
- Performed population/staffing projections with input from departments

Study Summary

- **Activities (cont'd)**

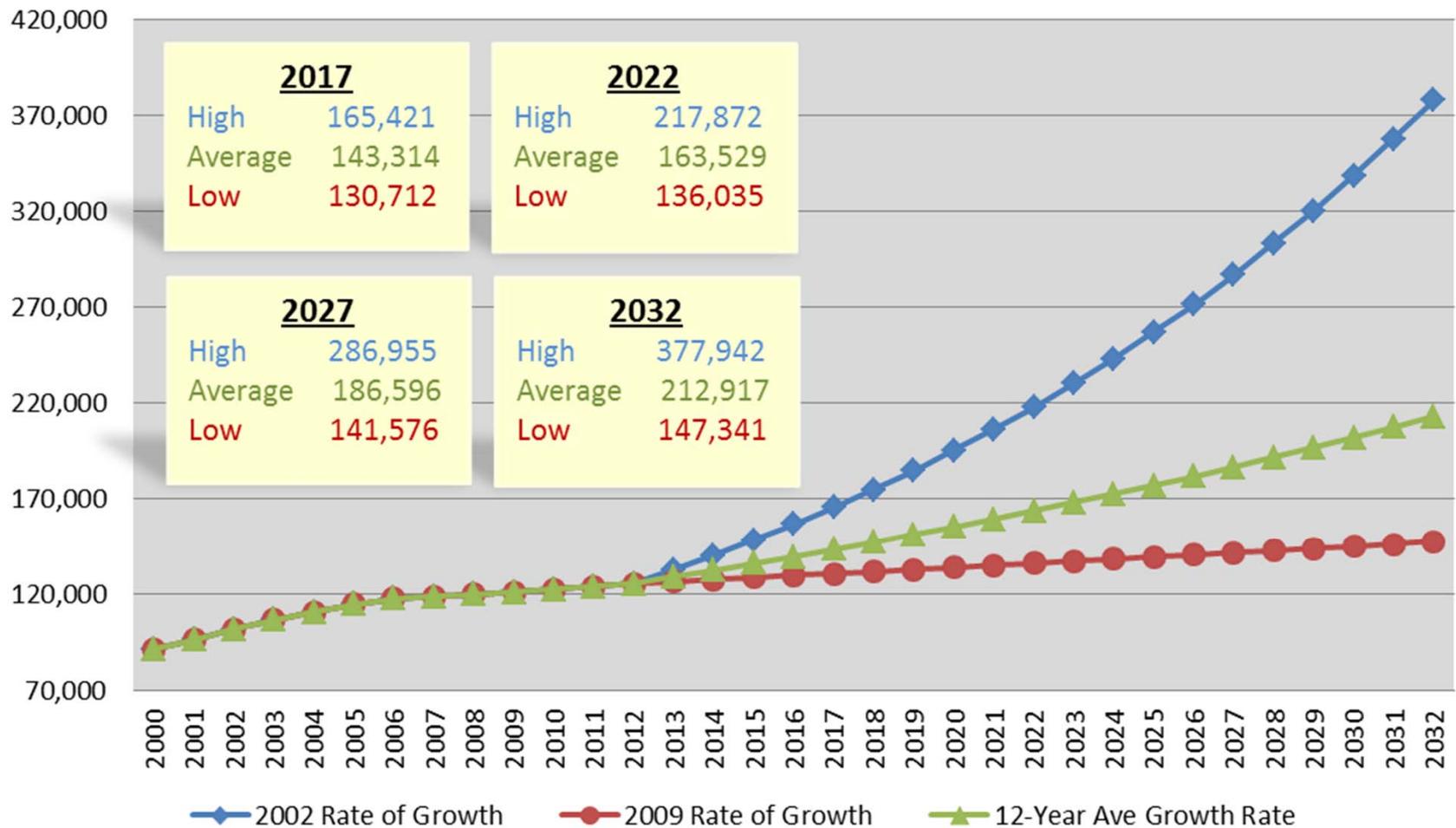
- Consultants surveyed all the buildings to develop floor layouts and recommendations for reconfigurations
- Consultants established space standards according to staff responsibilities and functions. Recommendations from the *Virginia Courthouse Facility Guidelines* and the U.S. General Services Administration (GSA) were taken into consideration.

Building Backgrounds

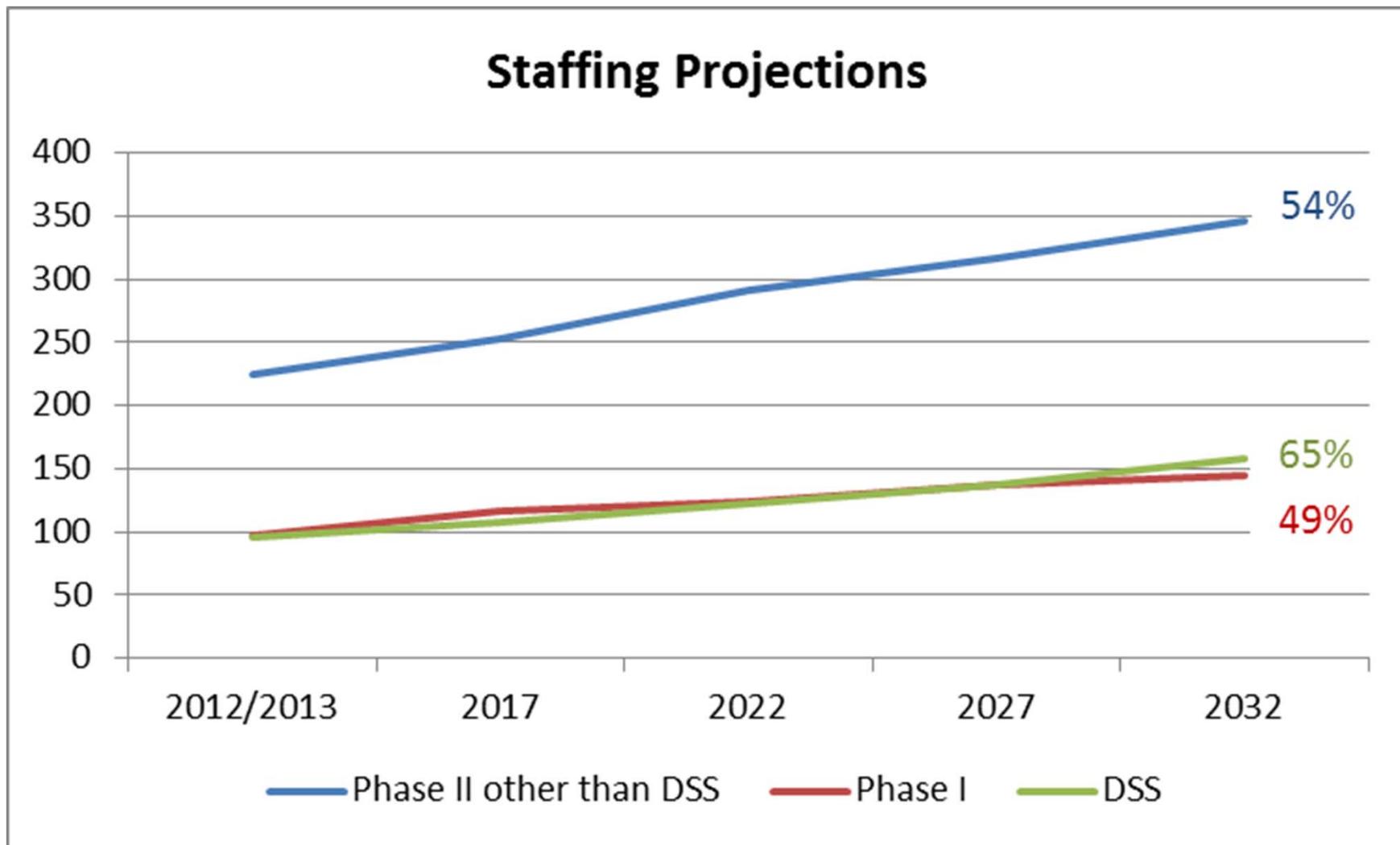
Building/Value	Age	Notes
Holbert \$6,870,000	Orig. – 1978 Additions – 1985	No major renovations. HVAC past life cycle.
Merchant Sq. \$10,000,000	Orig. – 2010/2011	1 st floor not complete.
Marshall Cntr. \$12,247,300	Orig. – 1939 Additions – 1962	No major renovations. Roof just replaced. Windows need replacing.
Old Sheriff's Office \$3,520,900	Orig. – 1964	No major renovations. HVAC well past life cycle. Needs foundation work.
Judicial Center \$5,130,600	Orig. – 1993/1994	No major renovations. HVAC needs replacing.

Study Findings

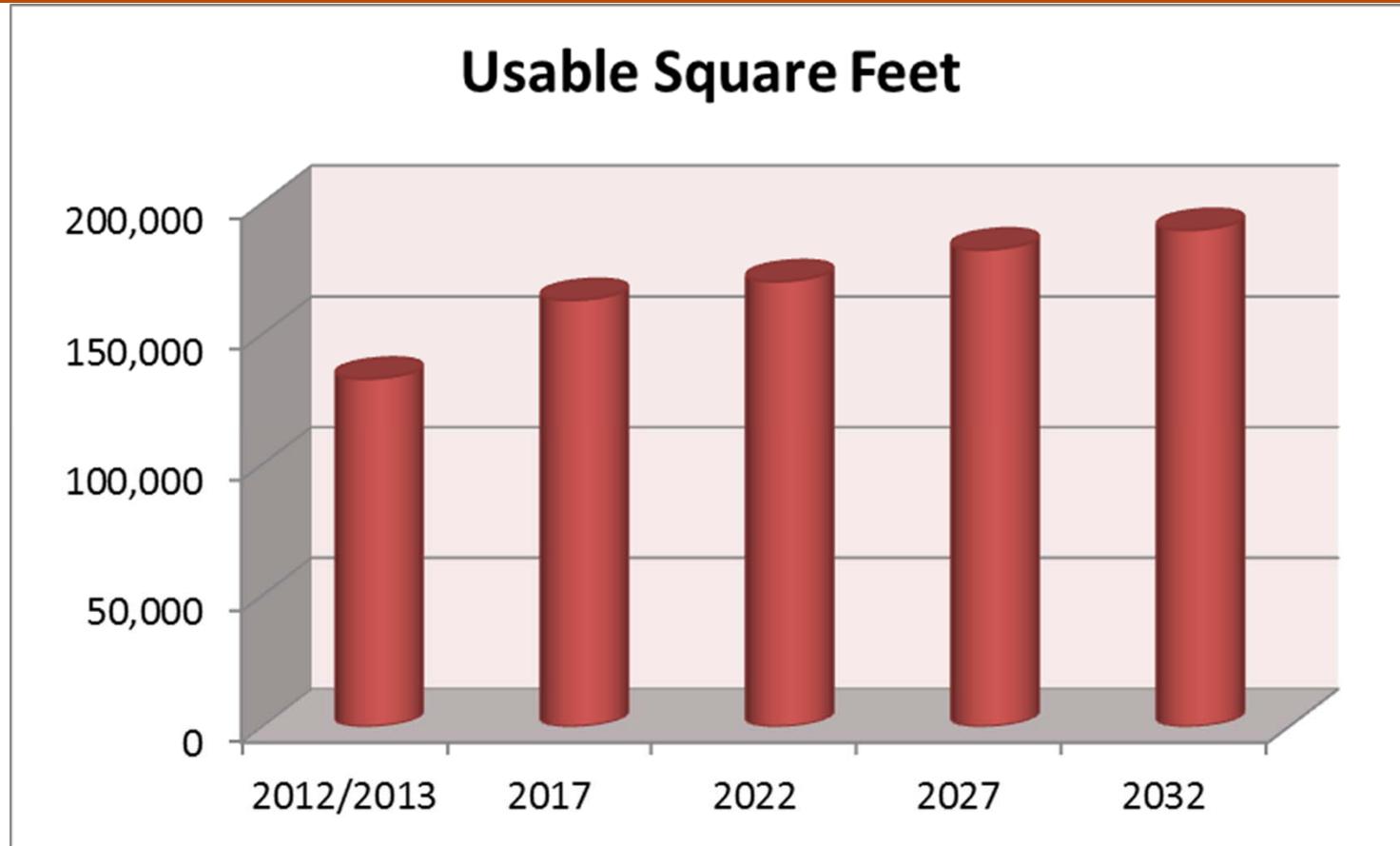
Potential Population Trends



Study Findings



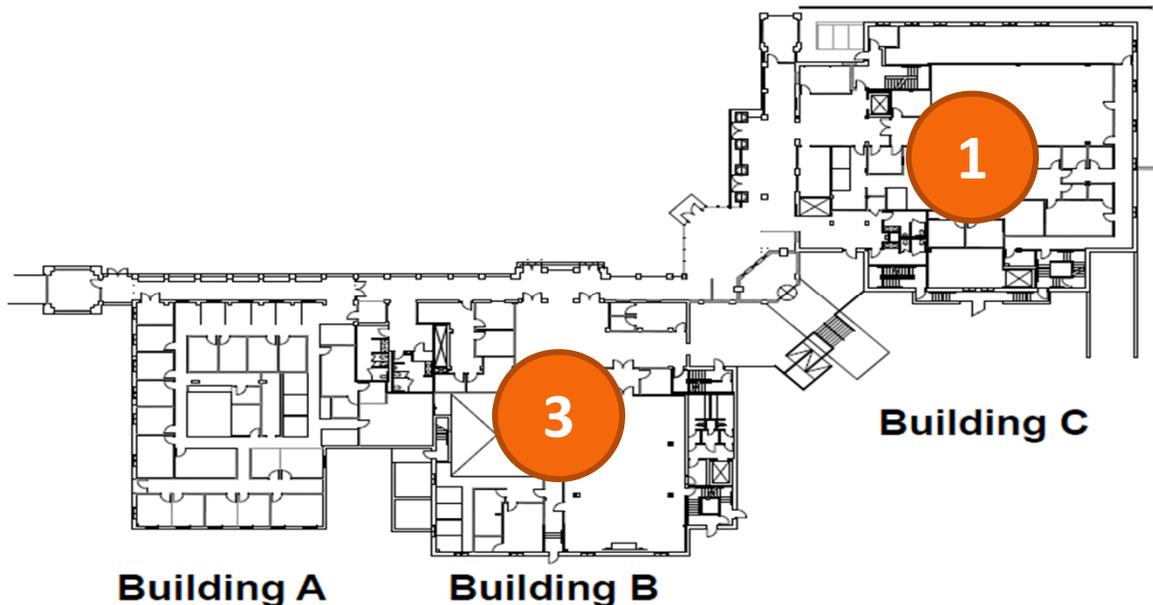
Study Findings



- ~57,000 sq ft increase in needed space ... equivalent of another Merchant Square building

Study Findings

Anticipated Courtroom Growth					
Court	2012	2017	2022	2027	2032
GDC	1.5	2	2	3	3
J&DR	2.5	3	3	3	3
Total	4	5	5	6	6



Recommendations

- **Overall**

- With exception of 2,000 sq ft addition to Commonwealth's Attorney's office, all projected staff through 2032 can be fit into existing facilities with some renovation and reassignment of spaces.
- Consolidated and reduced kitchen space, particularly in Holbert Building to make this happen.
- Security is inadequate in buildings. At minimum, should be equipped with keyless entry systems to staff areas, storage rooms, A/V rooms, conference rooms, break rooms and file rooms.

Recommendations

- **Overall (cont'd)**
 - Renovations needed to bring buildings up to current code and ADA standards.
 - An effort to move to electronic filing and dispose of old documents outside of the required storage window would greatly help the need for file storage space.
 - Parking is adequate at least through 2032 except:
 - Marshall Center needs 15 more by 2032
 - Merchant Square needs up to 146 more spaces assuming adjacent gravel lot is developed.

Recommendations

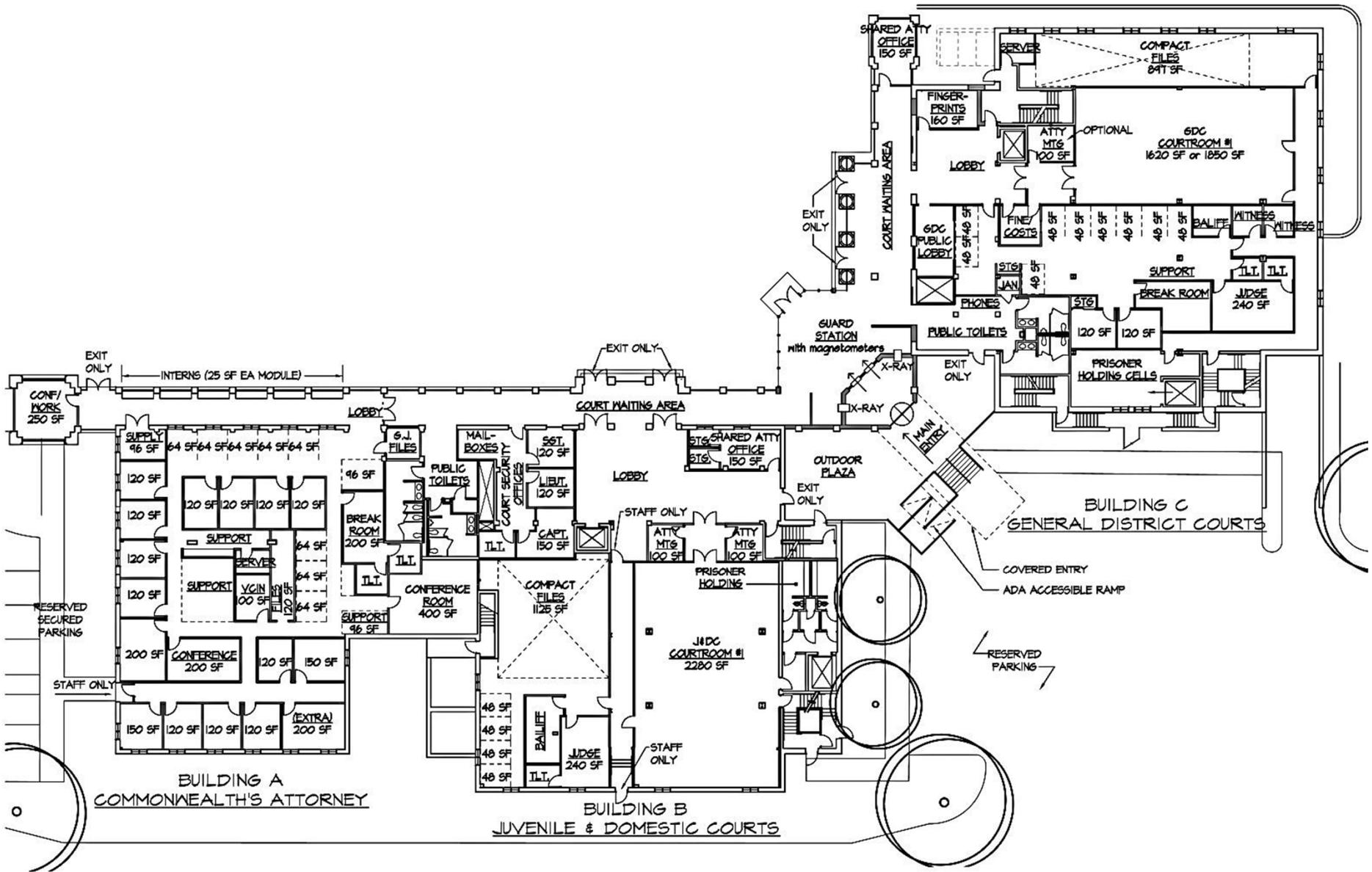
by 2017

Recommendations

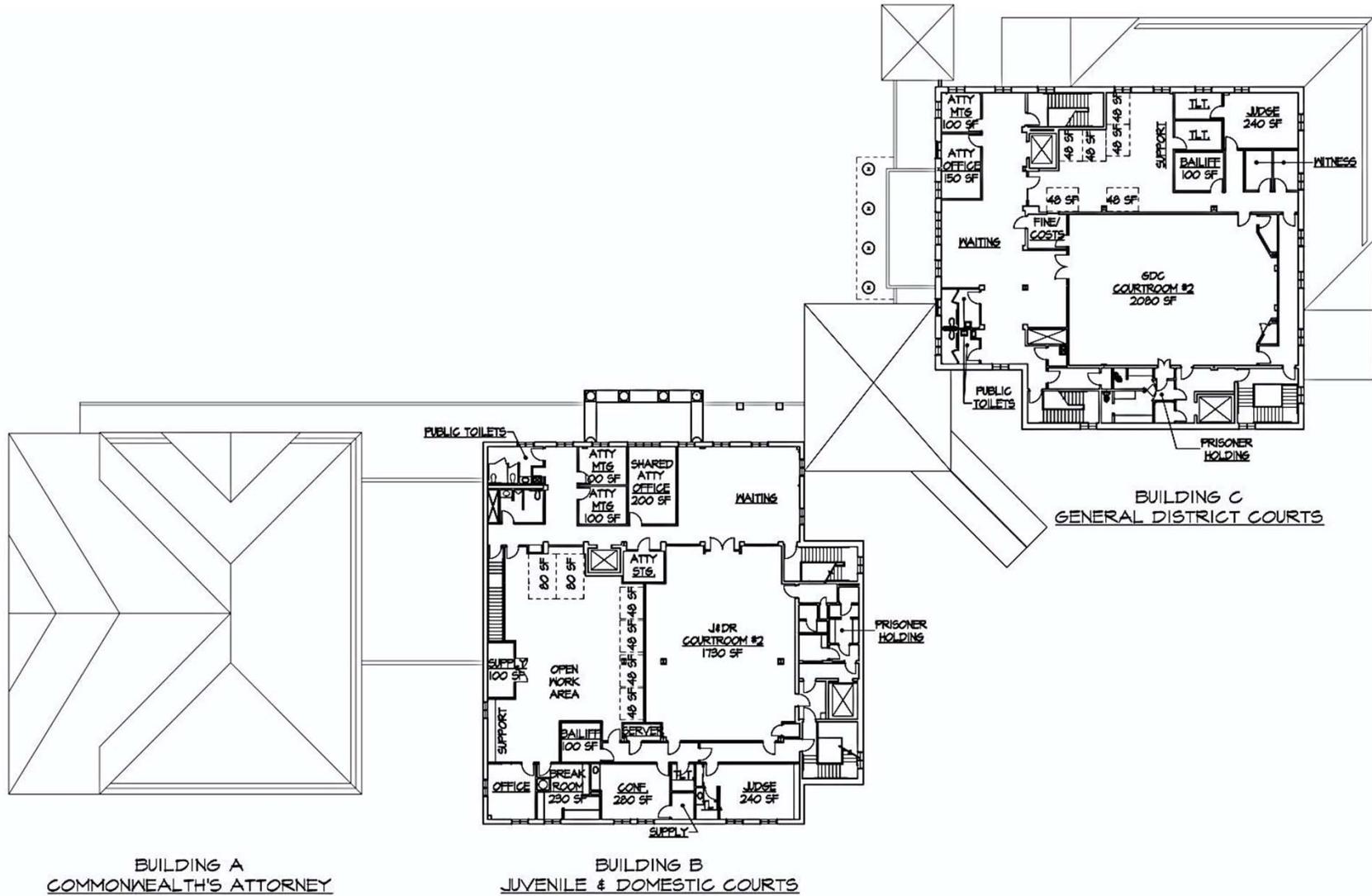
- **Judicial Center/CSU**
 - Enclose exterior arcade to:
 - ✓ Provide one central public access/security point. Main entrance from back, large parking area
 - ✓ Capture circulation space to allow existing circulation space to be used for staff and courtroom functions
 - Infill grand staircases and open lobby ceiling/floor assemblies
 - ✓ Capture space for court waiting areas and associated functions such as attorney/client meeting rooms, attorney offices, etc.

Recommendations

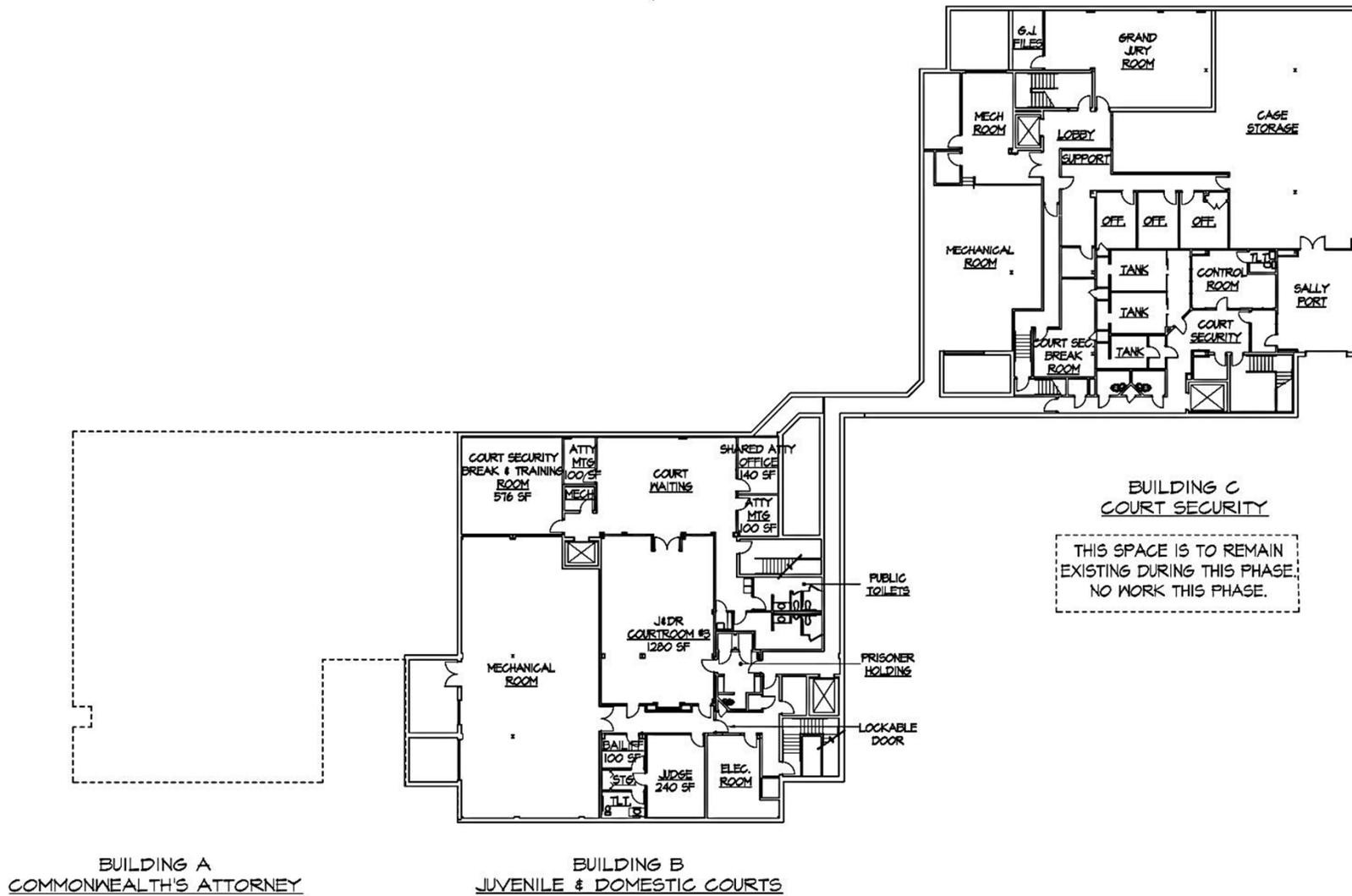
- **Judicial Center/CSU (cont'd)**
 - Relocate museum storage to basement of old Sheriff's Office as first floor of Building C will be needed for courtroom
 - Construct 1 additional General District courtroom in Building C
 - Reconfigure interior of CSU building for optimal functioning through 2032



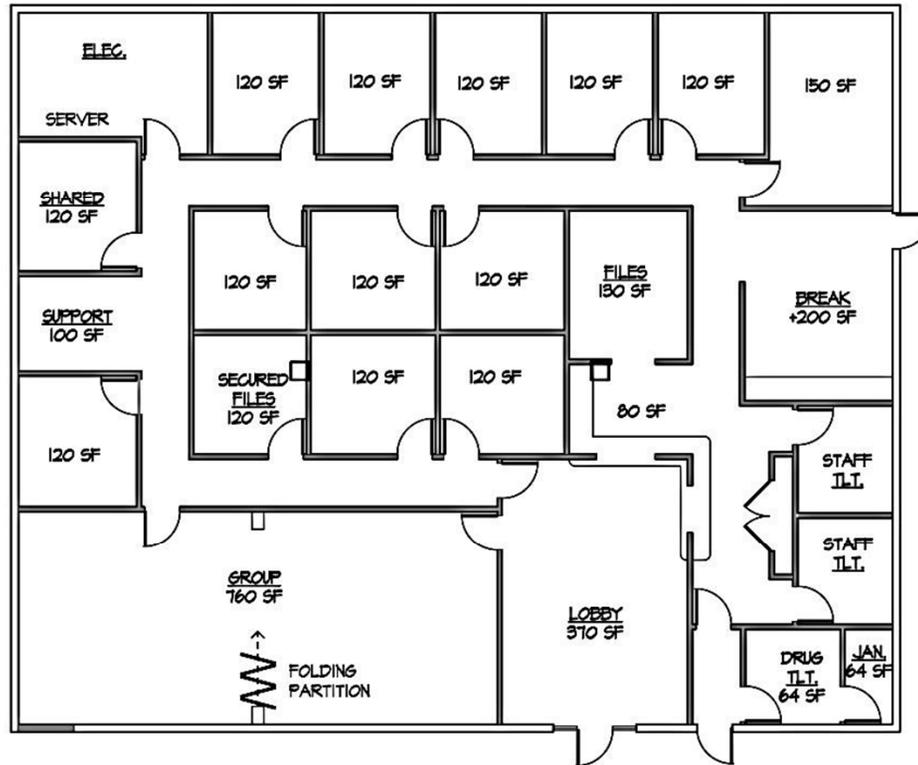
By 2017 Judicial Center 1st Floor



By 2017 Judicial Center 2nd Floor



By 2017 Judicial Center Basement



By 2017 CSU

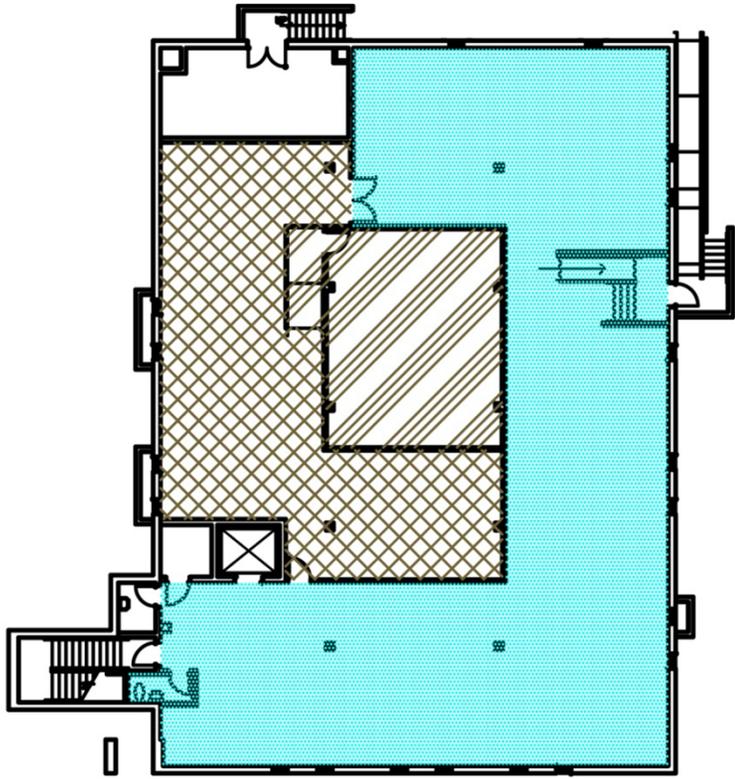
Recommendations

- **Old Sheriff's Office**

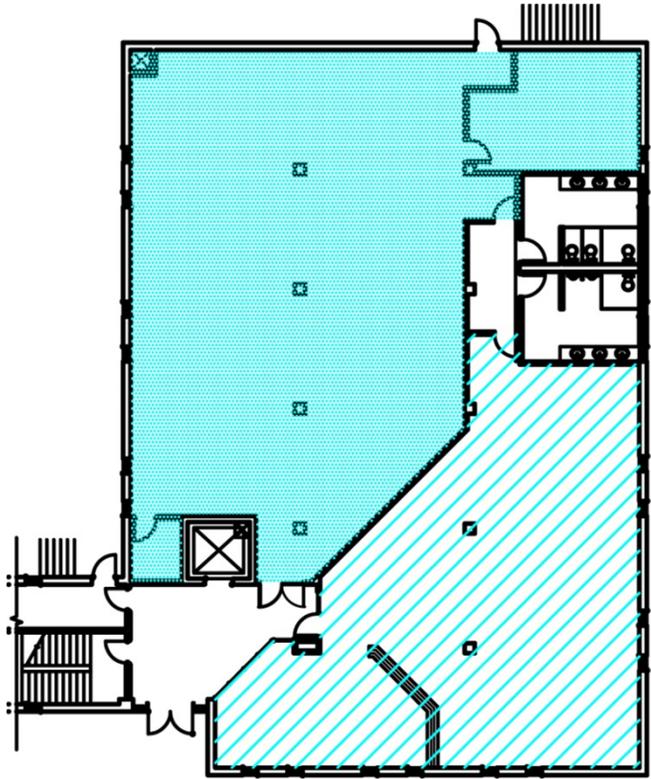
- Ahead of any moves to this location, the building must undergo mechanical renewal, plumbing “clean up” and maintenance, waterproofing of exterior walls, demolition and repartitioning.
- Museum to shift to 1st floor. Museum storage to be in basement.
- A portion of the Existing E911 center to remain for training per Sheriff's Office request
- Visitors Center moves from Southpoint to 1st floor

Recommendations

- **Old Sheriff's Office (cont'd)**
 - Fire/Rescue to retain storage area in basement (and will have additional storage in the cleaned-up basement area at the Marshall Center, as well).



BASEMENT FLOOR



FIRST FLOOR

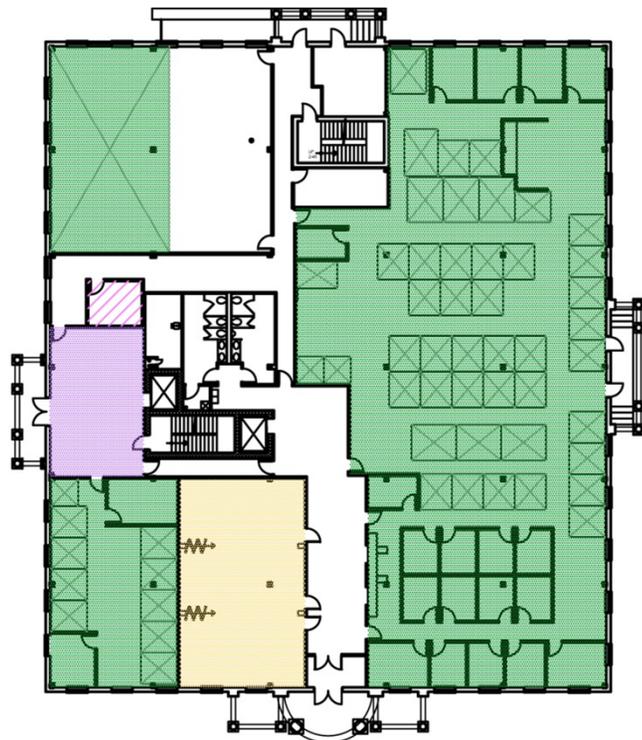
 FIRE, RESCUE, AND EMERGENCY MANAGEMENT
 911 TRAINING CENTER & SUPPORT

 SPOTSYLVANIA COUNTY VISITOR CENTER
 SPOTSYLVANIA COUNTY MUSEUM

By 2017 Old Sheriff's Office

Recommendations

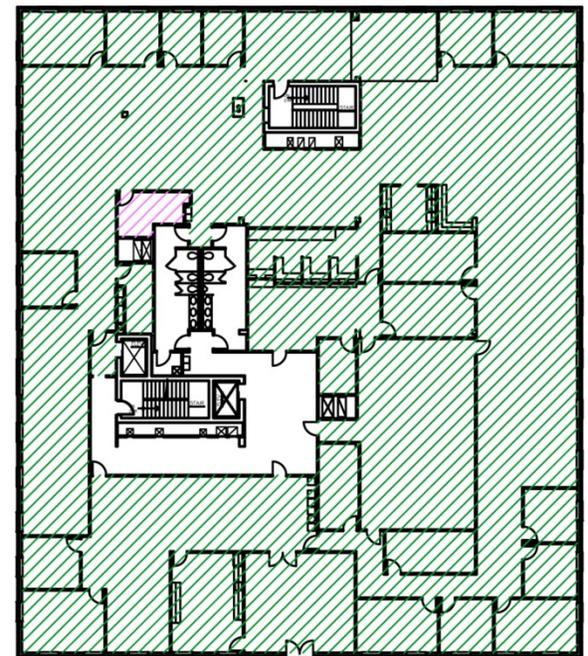
- **Merchant Square**
 - Museum to move to old Sheriff's Office
 - Build-out 1st floor space for DSS. DSS to ultimately occupy 1st and part of 2nd and 3rd floors over time.
 - Shift Health Dept. from Holbert to Merchant Square. Ultimately will occupy a small area on 1st floor, part of 2nd floor and part of 3rd floor.



FIRST FLOOR



SECOND FLOOR



THIRD FLOOR



COUNTY SHARED SUPPORT



INFORMATION SERVICES DEPARTMENT



RAPPAHANNOCK AREA HEALTH DISTRICT



DEPT. OF COMMUNITY DEVELOPMENT



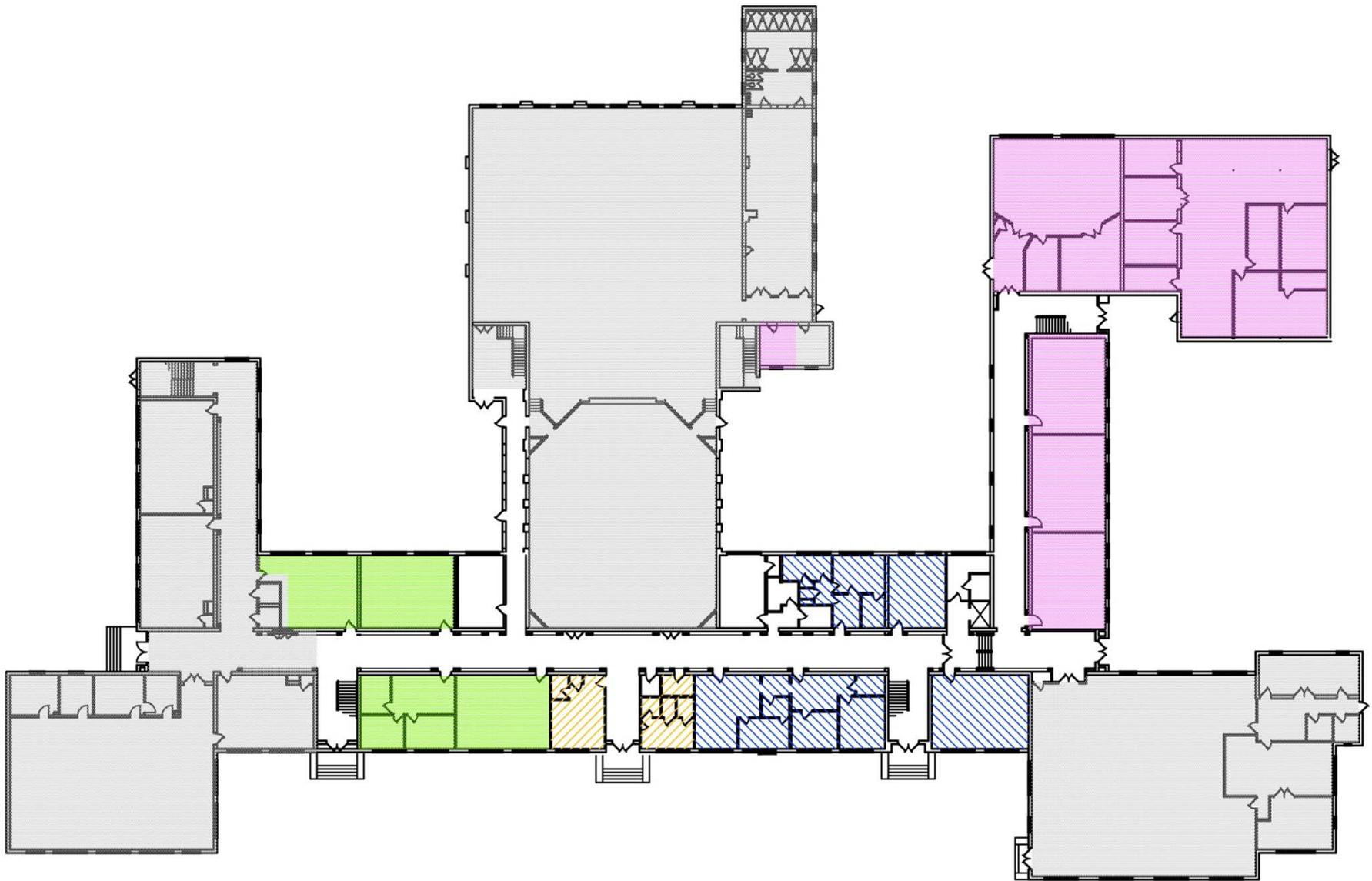
SOCIAL SERVICES DEPARTMENT

By 2017 Merchant Square

Recommendations

- **Marshall Center**

- General Services to be consolidated in current P&R area
- P&R to shift to library side of 1st floor
- Extension Office and voting machines to stay on 1st floor
- 1st floor IS functions to relocate to 2nd floor



VOTER REGISTRATION VOTER MACHINE STORAGE



VIRGINIA COOPERATIVE EXTENSION OFFICE



GENERAL SERVICES



PARKS AND RECREATION

By 2017 Marshall Center 1st Floor

Recommendations

by 2022

Recommendations

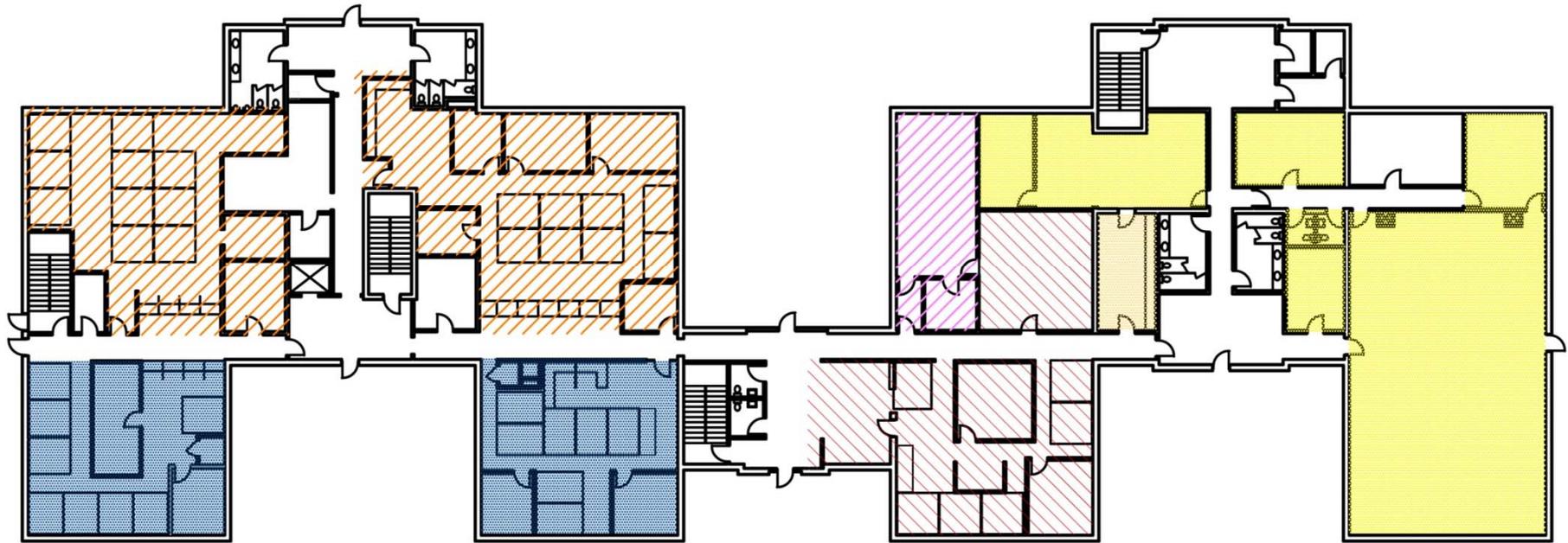
- **Judicial Center**

- Construct approx. 2,000 sq. ft. addition on Building A for Commonwealth's Attorney's office space
- Alternative = Construct a new 13,750 sq. ft. Building D across the courtyard from Building C
 - ✓ Would house CSU and Commonwealth's Attorney's office
 - ✓ Building A where Comm. Atty's office is now would be converted to a large JDR courtroom; eliminating the courtroom currently in the basement of Building B

Recommendations

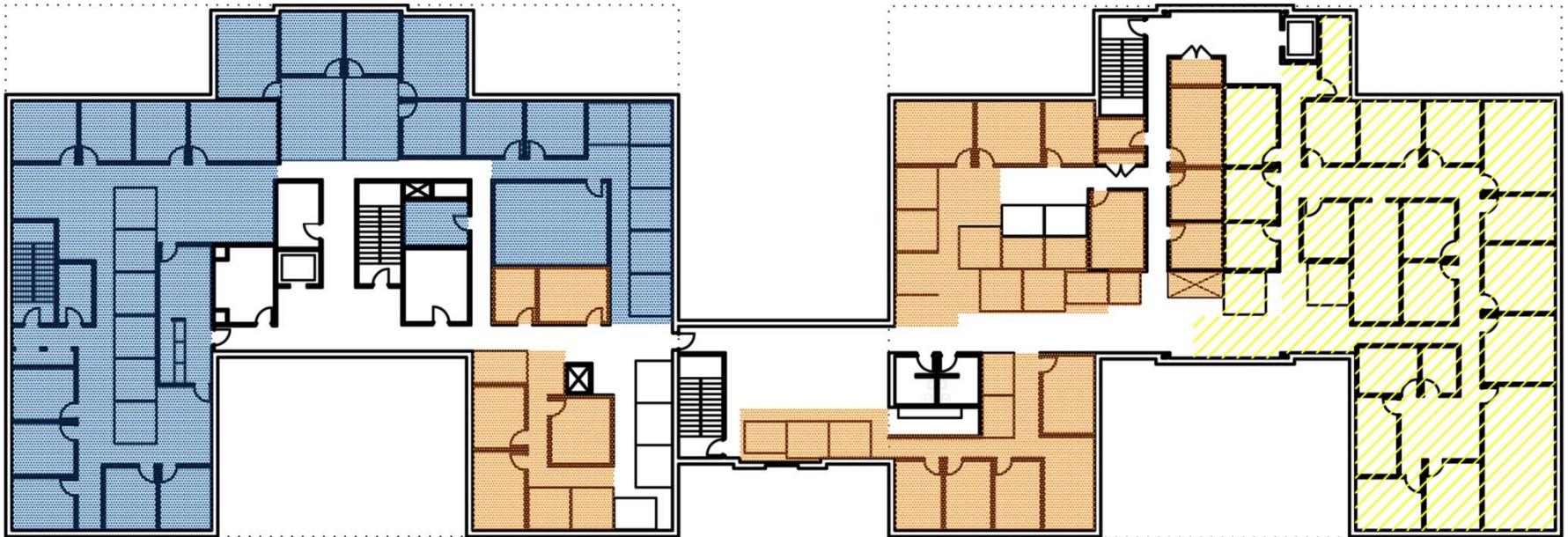
- **Holbert**

- Will house Treasurer's Office, Commissioner, Assessment, Finance, HR, County Admin, BOS.
- Reconfigurations needed on both floors for this to occur.
- Optional = Construct infill wing at back of building between existing additions. 2 story structure includes:
 - ✓ Multipurpose / conference rooms, a large employee break /lunch room, and adjoining kitchen and toilets.
 - ✓ Room for future departmental expansion/storage
 - ✓ Would be way to alleviate reduced support functions (break rooms, kitchenettes, meeting/conference spaces) at this site.



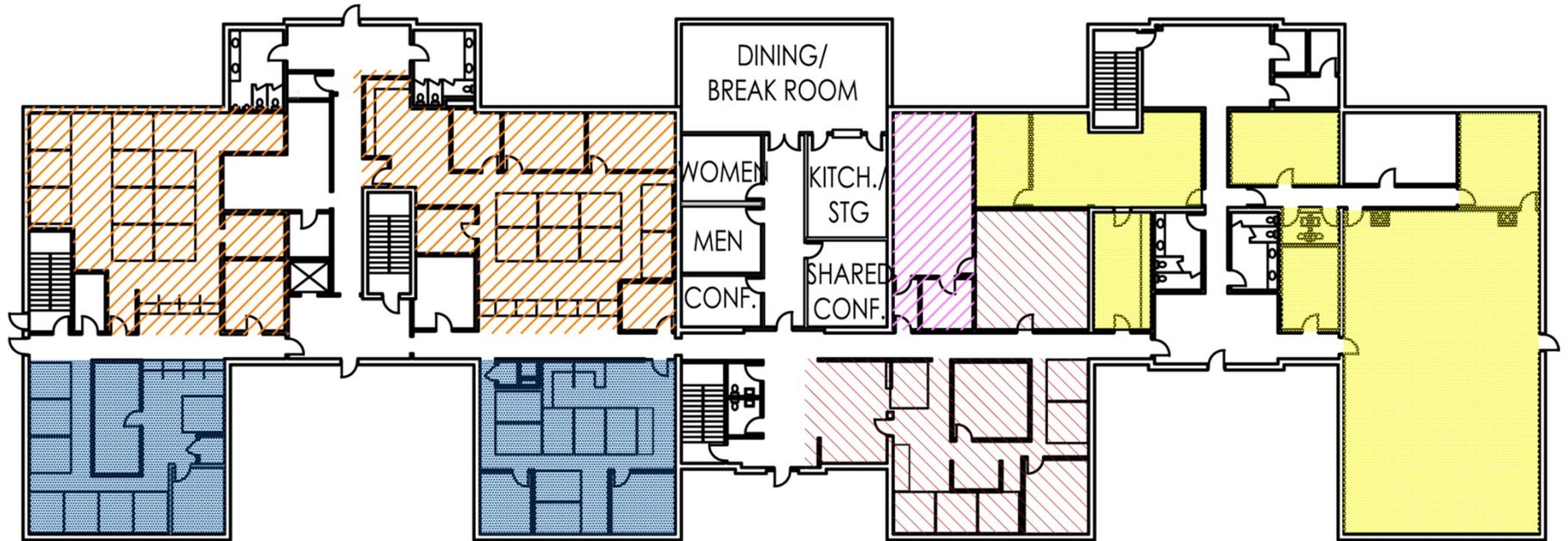
- | | | | |
|---|---------------------------------|---|-------------------------------|
|  | BOARD OF SUPERVISORS |  | DEPARTMENT OF HUMAN RESOURCES |
|  | COMMISSIONER OF REVENUE |  | COUNTY SHARED SUPPORT |
|  | INFORMATION SERVICES DEPARTMENT | | |

By 2022 Holbert 1st Floor

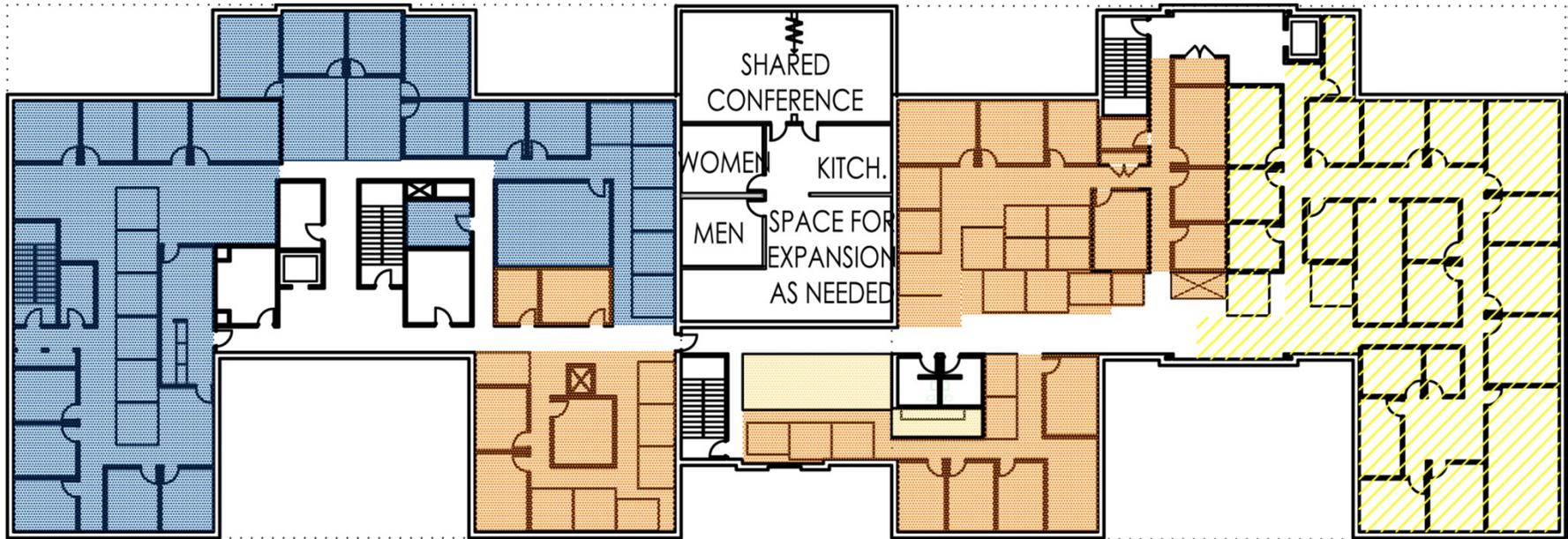


-  COMMISSIONER OF REVENUE
-  COUNTY ADMINISTRATOR'S OFFICE
-  FINANCE DEPARTMENT

By 2022 Holbert 2nd Floor



By 2022 Holbert 1st Floor (Optional)



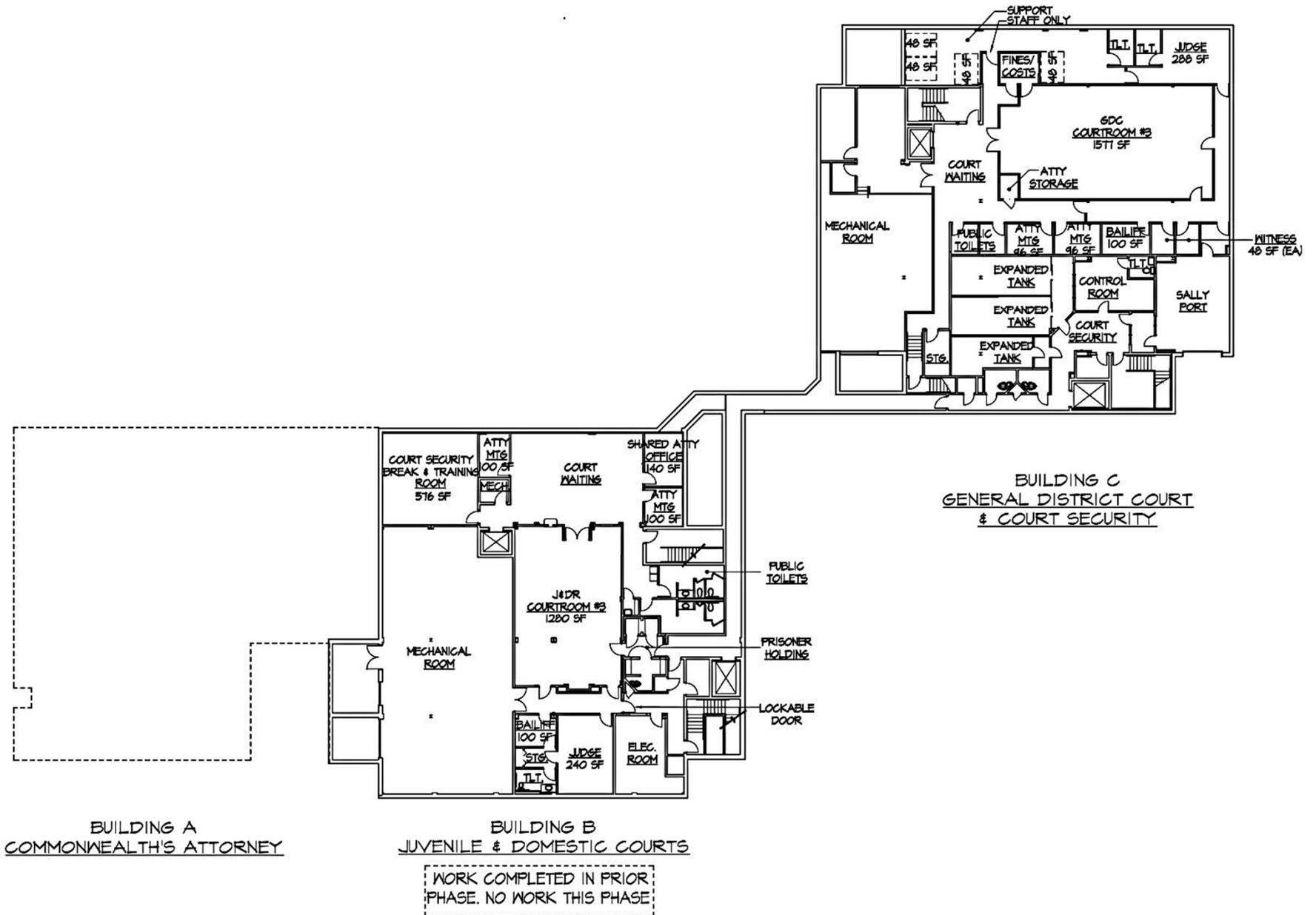
By 2022 Holbert 2nd Floor (Optional)

Recommendations

by 2032

Recommendations

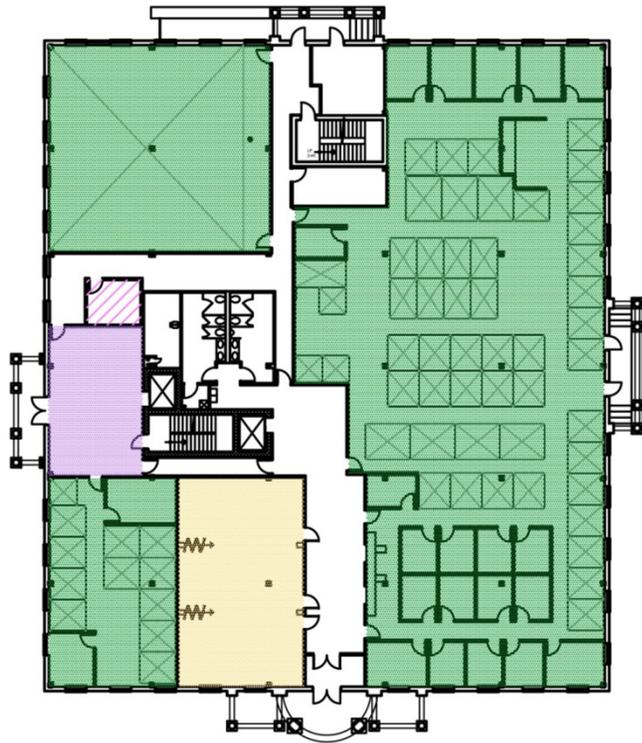
- **Judicial Center**
 - Construct 1 additional General District courtroom in Building C



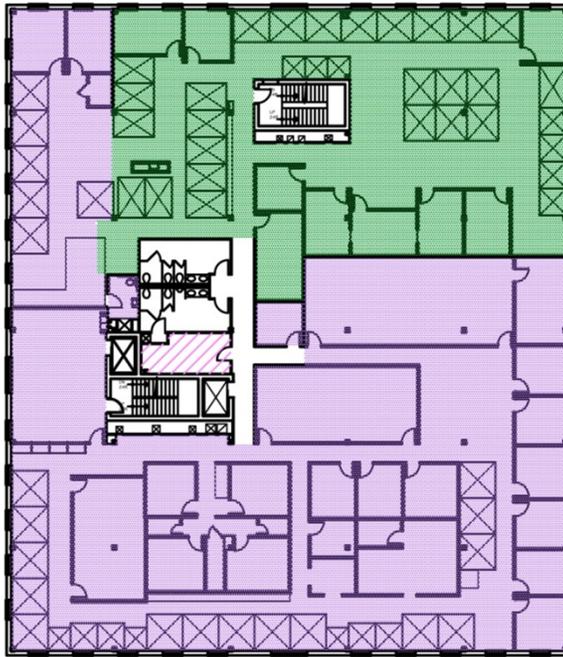
By 2032 Judicial Center Basement

Recommendations

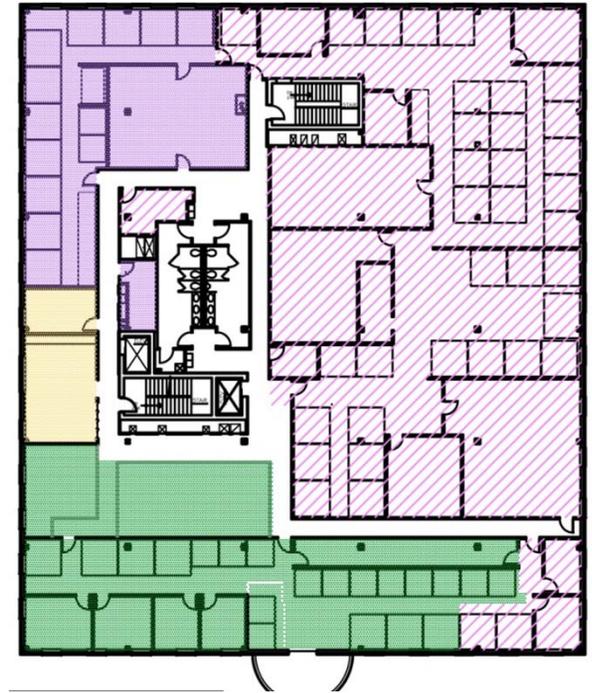
- **Merchant Square**
 - Move Community Development to 2nd floor of Marshall
 - Expand Health Department and Social Services to 3rd floor
 - Move Information Services to 3rd floor



FIRST FLOOR



SECOND FLOOR



THIRD FLOOR



COUNTY SHARED SUPPORT



INFORMATION SERVICES DEPARTMENT



RAPPAHANNOCK AREA HEALTH DISTRICT



DEPT. OF COMMUNITY DEVELOPMENT

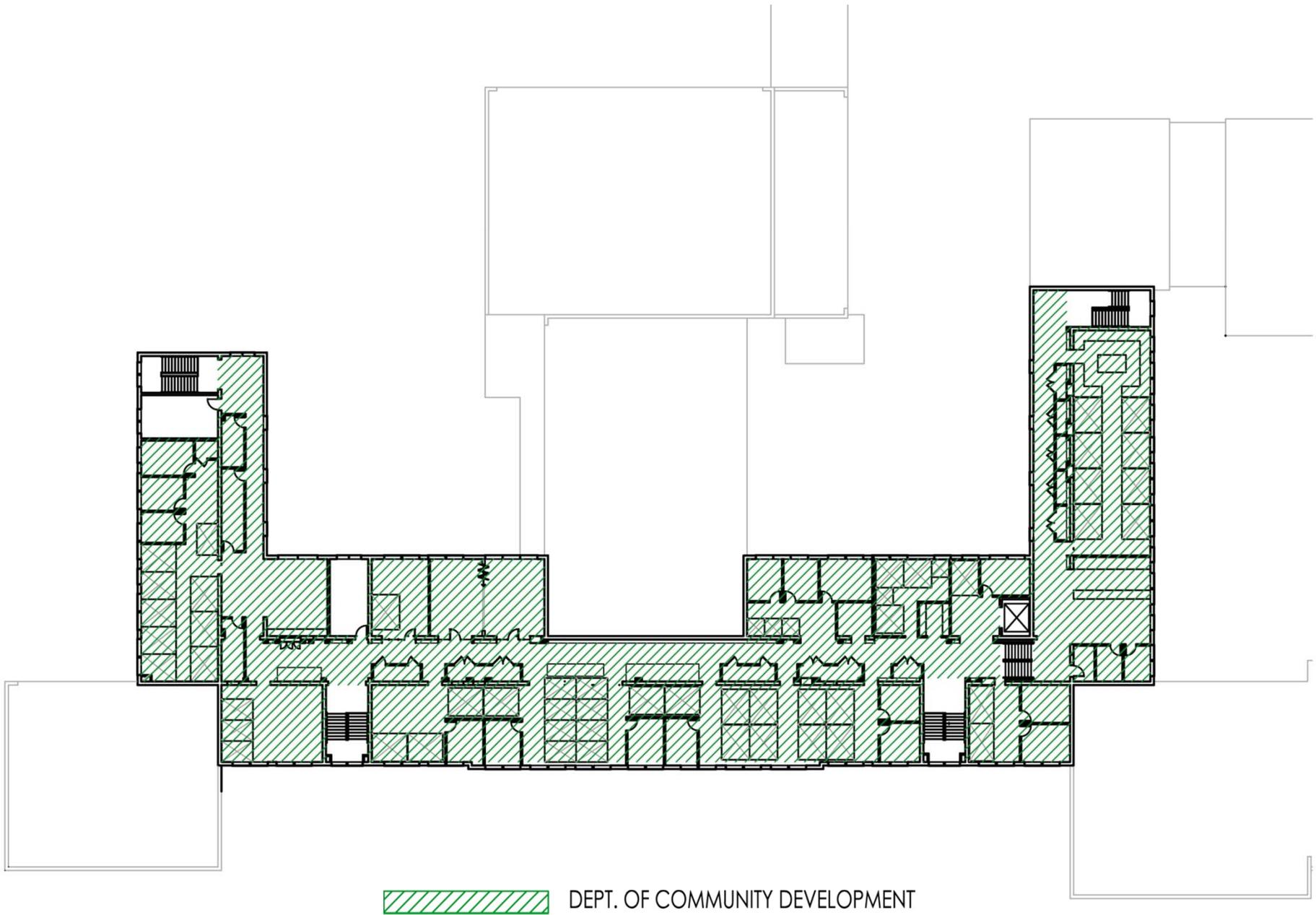


SOCIAL SERVICES DEPARTMENT

By 2032 Merchant Square

Recommendations

- **Marshall Center**
 - Renovate to update electrical and HVAC system and to capture excess hallway space to be used for office/storage space.
 - Community Development to occupy 2nd floor



By 2032 Marshall Center 2nd Floor

Phased Costs

Referendum authority for General Gov't modifications (Campus Master Plan) expires Nov. 2015 ... \$33.6 million remains unissued

Building	By 2017	By 2022	By 2027	By 2032
Judicial Center	\$5.8m	\$1.3m	-	\$1.3m
J.C. Alt. – net	-	\$3.2m	-	-
Merchant Square	\$3.7m	-	\$0.2m	-
Marshall Center	\$0.7m	-	-	\$10.2m
Old Sheriff's Of.	\$1.4m	-	-	-
Holbert Bldg.	-	\$3.5m	-	-
Holbert Alternative	-	\$1.4m	-	-
Total with Alts.	\$11.6m	\$9.4m	\$0.2m	\$11.5m
Total without Alts.	\$11.6m	\$4.8m	\$0.2m	\$11.5m

Costs in Recommended CIP

Referendum authority for General Gov't modifications (Campus Master Plan) expires Nov. 2015 ... \$33.6 million remains unissued

Building	By 2017	Beyond FY 2019
Judicial Center (+HVAC)	\$9.6m	\$1.3m
J.C. Alt. – net	-	-
Merchant Square	\$3.7m	-
Marshall Center	-	\$9.7m
Old Sheriff's Of.	\$1.4m	-
Holbert Bldg.	-	\$3.5m
Holbert Alternative	-	-
Total with Alts.	\$14.7m	\$14.5m

Debt Service Associated with Projects in CIP

Building	FY 15	FY 16	FY 17	FY 18	FY 19
Judicial Center	\$58,248	\$56,910	\$766,548	\$746,589	\$726,630
Old Sheriff's Of.	-	\$110,703	\$107,803	\$104,904	\$102,004
Merchant Square	-	-	\$355,652	\$346,337	\$337,022
Total	\$58,248	\$167,613	\$1.23M	\$1.20M	\$1.17M