



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 21, 2014

**Prepared By/Phone Number:**

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**Elected/Appointed Official/Dept. Head:**

Leslie Browder, County Executive, Planning & Budget Office 512-854-9106

Roger Jefferies, County Executive, Justice and Public Safety, 512-854-4415

**Commissioners Court Sponsor:** Samuel T. Biscoe, County Judge

### AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON THE PROPOSED CIVIL AND FAMILY COURT HOUSE PROJECT, INCLUDING:

- A. ADDITIONAL INFORMATION REQUESTED FROM WORK SESSION #1
- B. SCHEDULE MILESTONES
- C. PROGRAM MANAGEMENT ORGANIZATIONAL STRUCTURE
- D. ORIENTATION OF THE CIVIL AND FAMILY COURT HOUSE
- E. CONFIGURATION OF THE PARKING STRUCTURE FOR THE CIVIL AND FAMILY COURT HOUSE
- F. STRUCTURE AND PURPOSE OF COMMUNITY FOCUS COMMITTEE
- G. INDEPENDENT REPRESENTATIVE/COMPLIANCE ARCHITECT PROCUREMENT UPDATE
- H. OTHER ISSUES AND NEXT STEPS

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

On November 5, 2013, the Commissioners Court awarded the contract for Program Management Services for the Travis County Civil and Family Court House project to URS Corporation. Notice to proceed was granted to URS on November 15, 2013 after receipt of all insurance certificates and other materials required under the contract.

URS presented to the Commissioners Court at Work Session #1 on December 19, 2013. The objective of the presentation was to introduce a series of decisions and ideas to be considered that would assist in refining the scope of the project, setting specific parameters, and developing estimated construction costs. Direction on some of the key ideas presented will aid the project team with developing a detailed scope of work for the Independent Representative / Compliance Architect (IR/CA) that will be hired for the project.

The Commissioners Court authorized the release of a Request for Qualifications for the selection of an IR/CA for the project on December 11, 2013. The IR/CA will be a key member of the County's project team for the development of the Civil and Family Court House under the design-build strategy adopted by the Commissioners Court. The schedule for the procurement of the IR/CA services is on a fast track so that the Commissioners Court can focus on the refinement of the project construction cost estimates before going to the voters to secure funding for the project.

**STAFF RECOMMENDATIONS:**

The URS team is requesting action on the following:

Schedule

The milestone schedule as presented at the December 19<sup>th</sup> Work Session, and included in the attached presentation, was developed to assist the Commissioners Court based on a November 2014 Bond Election. While the URS project team understands that the Commissioners Court has not yet made a decision regarding the election timeline, the milestones developed provide URS with a framework to proceed until a bond election date is determined. URS recommends that the Commissioners Court accept the milestone schedule as the working project schedule for the team until such time as enough work has been completed for the Commissioners Court to determine a definitive date for the bond election. This will provide the URS team an essential tool for overall program management for the project, while allowing the Commissioners Court the time necessary to consider the appropriate date for a bond election.

Organizational Structure

URS presented a draft organizational structure at the December 19<sup>th</sup> Work Session. It is included here in the attached presentation. The organizational structure is the management framework for the project and is a key

element of the implementation plan. Acceptance of the organizational structure is needed prior to finalizing the selection and contract award for the IR/CA team. URS recommends that the Commissioners Court accept the organizational structure for management purposes.

#### Orientation of Civil and Family Court House

URS presented multiple court house orientations at the December 19<sup>th</sup> Work Session and discussed the pros and cons of the various scenarios. URS recommends that the Civil and Family Court House be oriented to face Republic Square as represented in the attached presentation. Approval of this recommendation, or other direction, is needed to further refine the scope of work for the IR/CA and assist with focusing their efforts on other technical issues that will need to be developed for the construction cost estimates. Providing direction to the URS team now on this issue will also assist with maintaining the overall project schedule.

#### Configuration of the Parking Structure

URS presented two options for the configuration of the parking structure at the December 19<sup>th</sup> Work Session. As stated in the work session, URS recommends that the parking structure to support the Civil and Family Court House be below ground. URS is requesting approval of this recommendation from the Commissioners Court to establish the configuration of the parking structure, and focus the work of the IR/CA and any other consultants working on parking analysis. Direction on this issue is key to the further analysis related to parking costs, operations, and access issues for the site that will be developed in the coming weeks.

#### **ISSUES AND OPPORTUNITIES:**

The Commissioners Court has continued to express interest in the establishment of a committee of community stakeholders to work with the URS team on issues related to the Civil and Family Court House. The URS team is proposing the attached Community Focus Committee structure for discussion. This committee will be a valuable resource to URS and the Commissioners Court as the project moves forward and refinements are made to the scope and cost of the proposed building. There are a number of issues and objectives that the Commissioners Court may wish to have discussed with this committee. The attached draft objective and make-up of the committee is submitted for discussion and further direction.

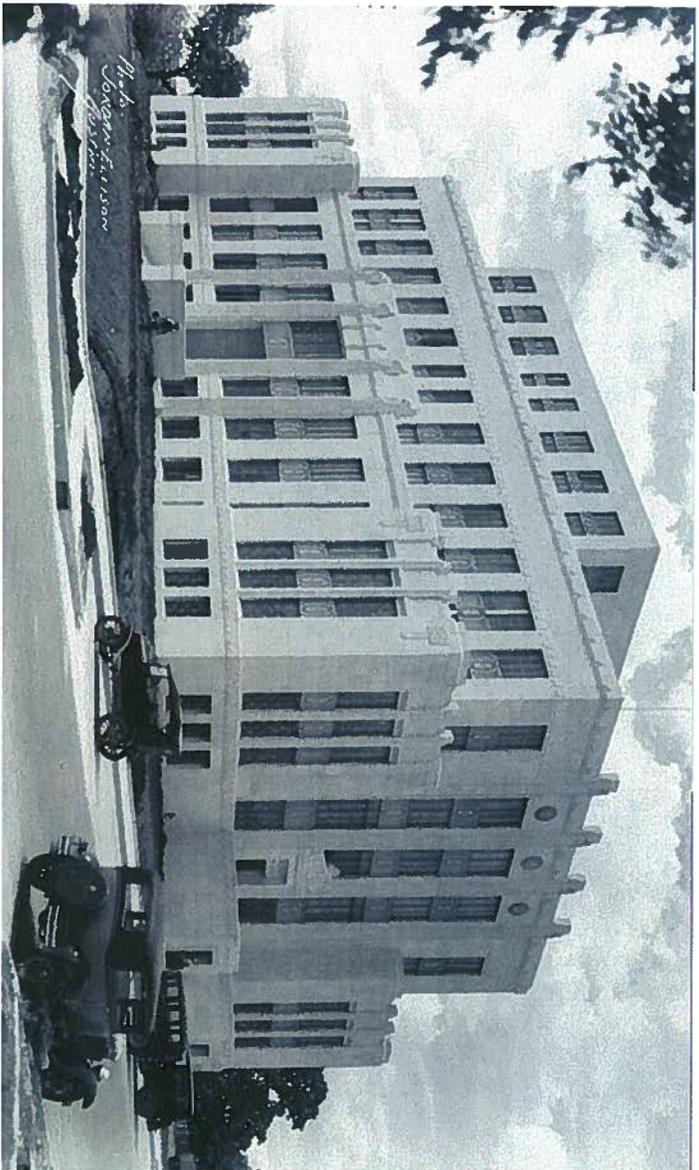
#### **FISCAL IMPACT AND SOURCE OF FUNDING:**

Funding for the URS contract has been previously approved by the Commissioners Court.

**REQUIRED AUTHORIZATIONS: NA**

**ATTACHMENTS:**

- 1. Presentation from URS**
- 2. Draft charge for the Community Focus Committee**



**TRS**

**Travis County Civil and Family Court House**



**Commissioner's Court Working Session**

**Civil and Family Court House**

**Voting Session #1**

**January 21, 2014**

## **Agenda for Voting Session**

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- Requested Information from Work Session #1
- Schedule
- Organizational Structure
- Program Parameters and Functionality
- IR/CA Procurement Update
- Community Focus Committee
- Next Steps



**Requested Information from Work Session #1**

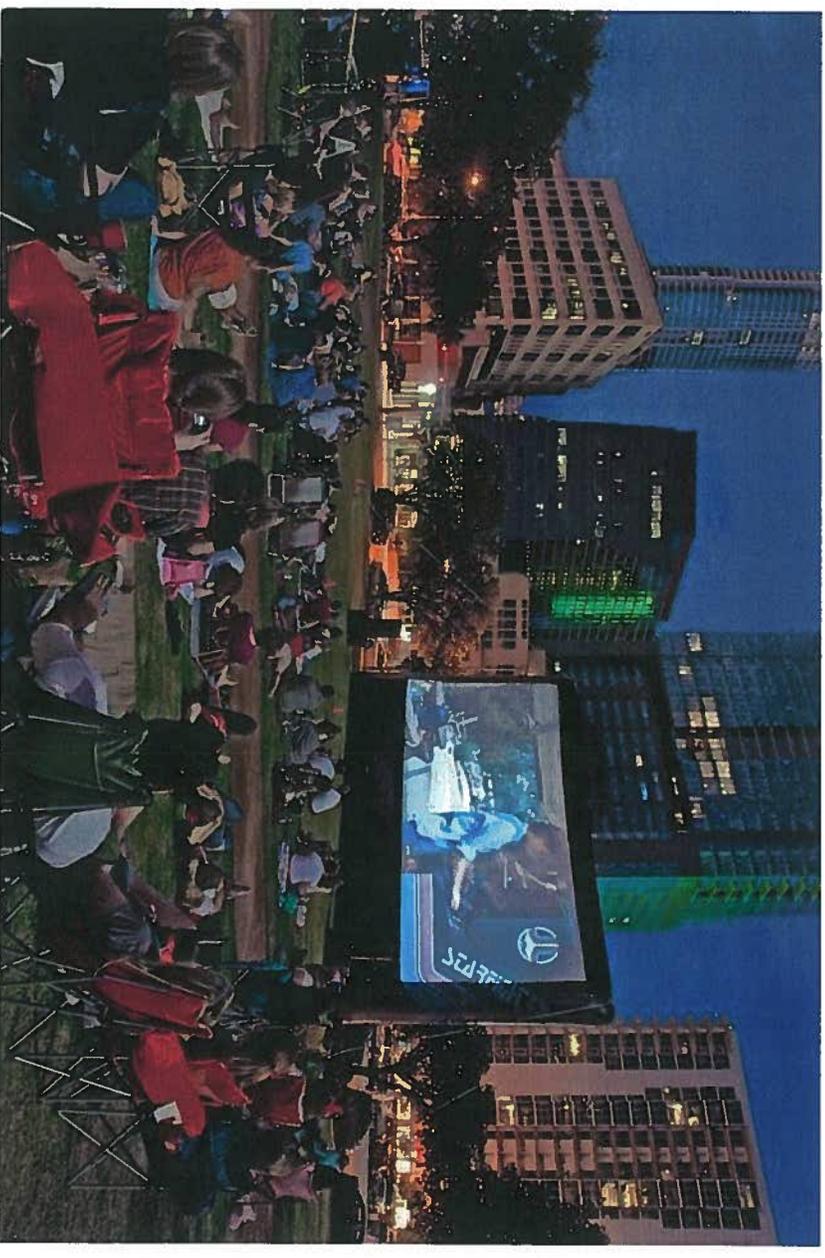


# Typical Republic Park Events

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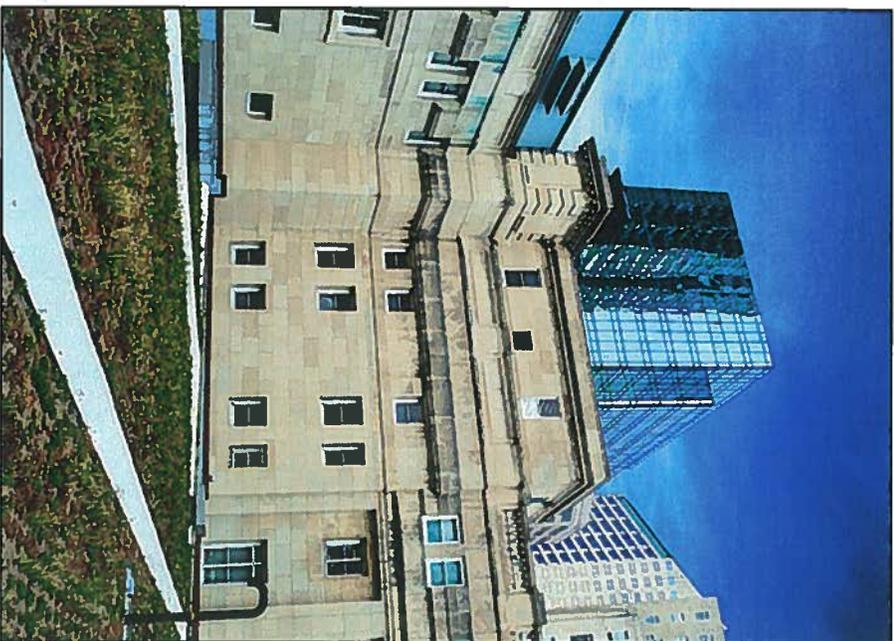
- Movies
- Farmer's Market
- Music
- Daytime Activity
  - Yoga Classes
  - Lunch Destination
- Has a Facebook Page

Republic Park – Summertime Movies

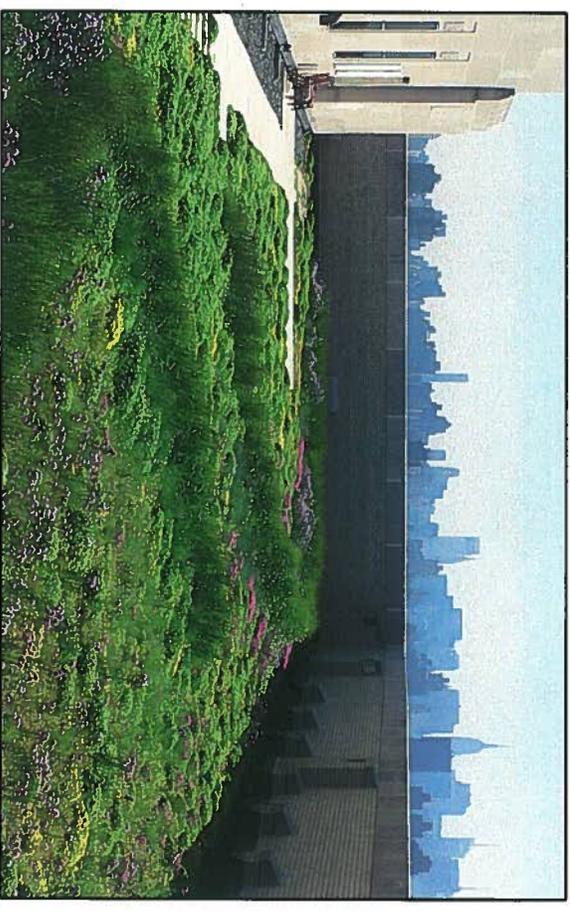


# Buildings with Green Roofs (Public Use)

**Birch Bayh U.S. Courthouse  
Indianapolis, In**



**Bronx County Courthouse  
New York, NY**

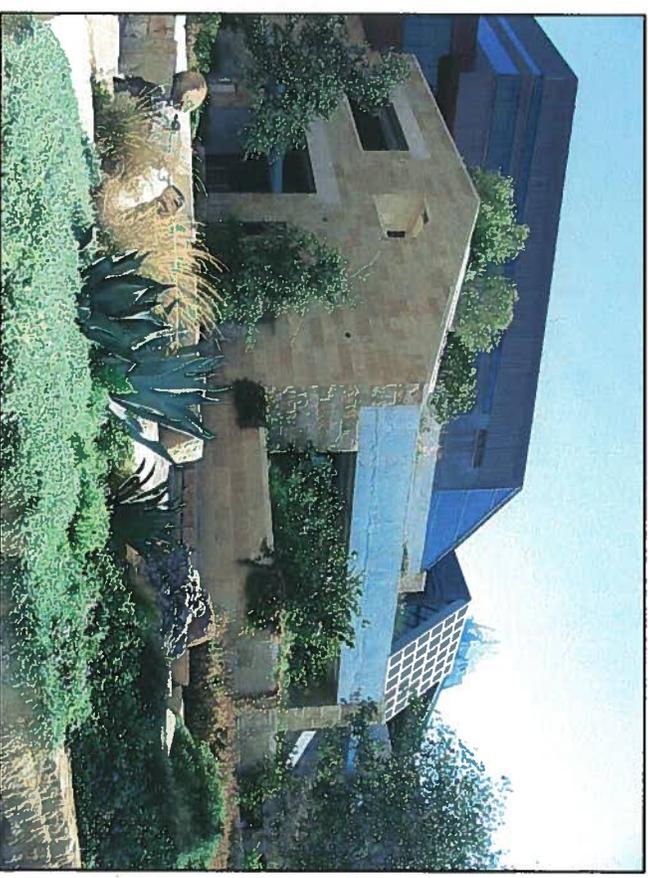


**GSA – Green Roof Tracker**

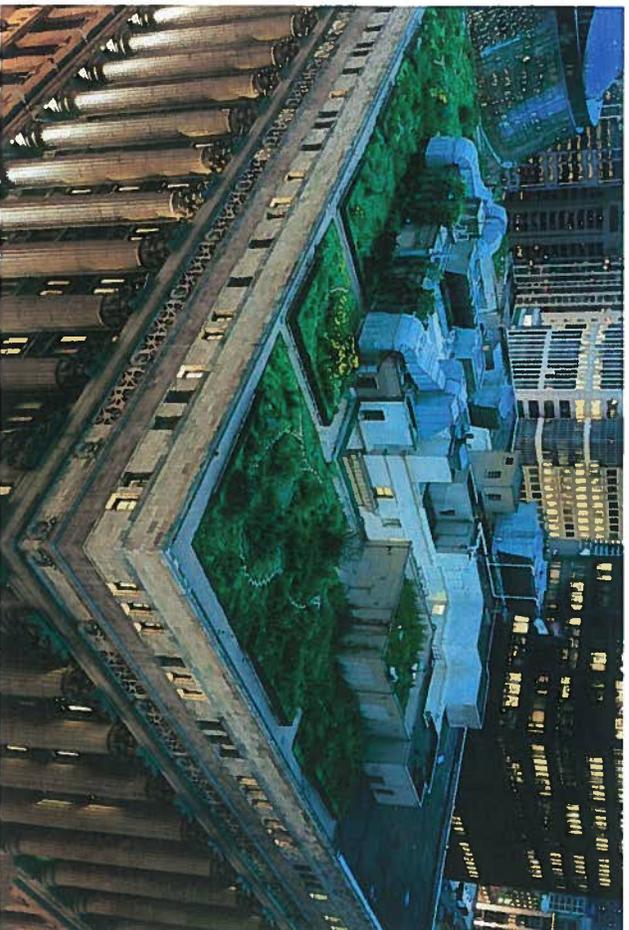
Total Square Footage	Acres	Number of Buildings
2,041,117	46.8	61

# Buildings with Green Roofs (Public)

Austin City Hall



Chicago City Hall



**URS**

**Schedule**



# Schedule

Date	CFCH Project Milestones
December 11, 2013	TC Releases RFQ for IR/CA
December 18, 2013	Pre-submission Conference
December 19, 2013	Commissioners Court Work Session #1
January 7, 2014	Cut-off for IR/CA RFQ Questions
January 9, 2014	IR/CA RFQ Last Addendum Issue Date
January 15, 2014	RFQ for IR/CA Closes
February 3, 2014	Evaluation Team Makes IR/CA Team Recommendation
March 8, 2014	Posting of Award for IR/CA
March 18 - 25, 2014	Commissioners Court Award Contract for IR/CA
March 2014	IR/CA Kick-Off Meeting
March 2014	Project Definition
April 2014	Due Diligence Reviews
May 2014	Architectural Program Reviews
June 2014	Project Development Profile
April 2014	Sustainability Objectives
June 2014	Independent Construction Cost Estimate & Schedule
July 2014	Finalize Dollar Amount on Ballot
July 29, 2014	Final Decision on Bond Election
October 1, 2014	Procurement Document Preparation
November 4, 2014	Proposed Bond Election Date not yet Finalized by Commissioners Court
February 2015	DB Open Solicitation Period
February 2015 - May 2015	DB Proposal Evaluation, Selection & Negotiation Period
June 2015 - February 2018	DB Design, Construction & Implementation

# Phasing Schedule

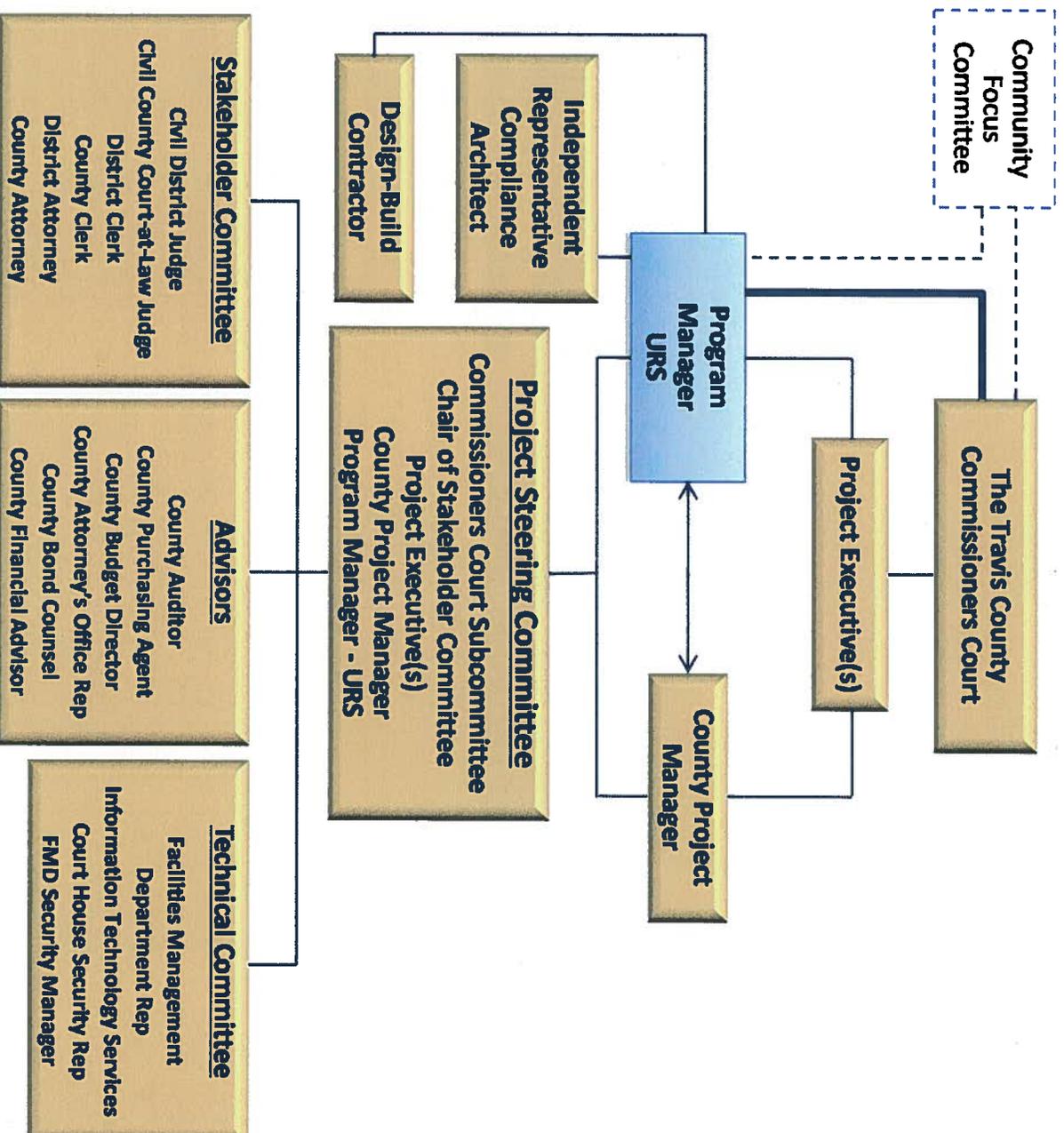
Phase	Description	2014				2015				2016				2017				2018				
		Q1	Q2	Q3	Q4																	
I	Program Initiation	■																				
II	Program Definition Development		■																			
III	Design-Build Preparation & Procurement			■	■																	
IV	Design-Build Selection				■																	
V	Design-Build					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■



## **Organizational Structure**



# Organizational Structure





## **Program Parameters and Functionality**

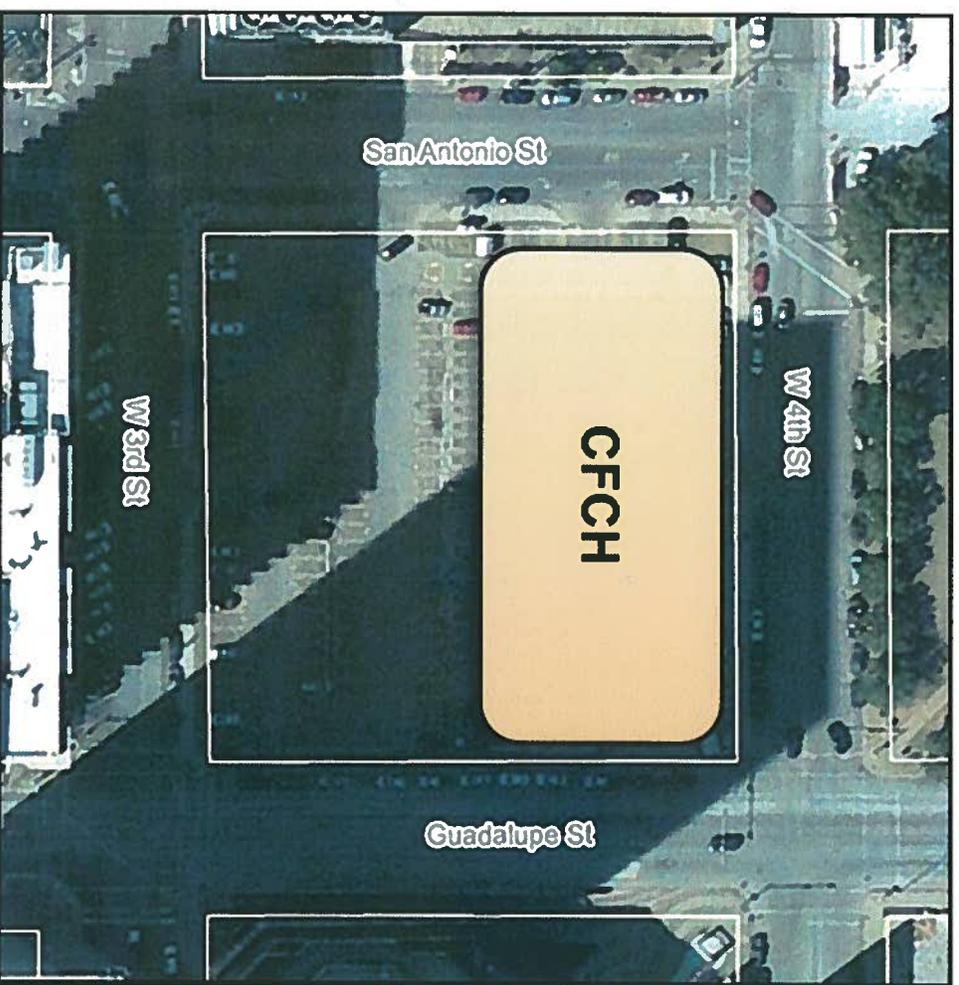


# Decision #1 – Orientation of CFCH

## URS Recommendation

- Faces Republic Square
- Adjacent to Federal Court House
- Connectivity with Guadalupe
- Superior Mobility
  - Parking
  - Future Transit

Facing Republic Square

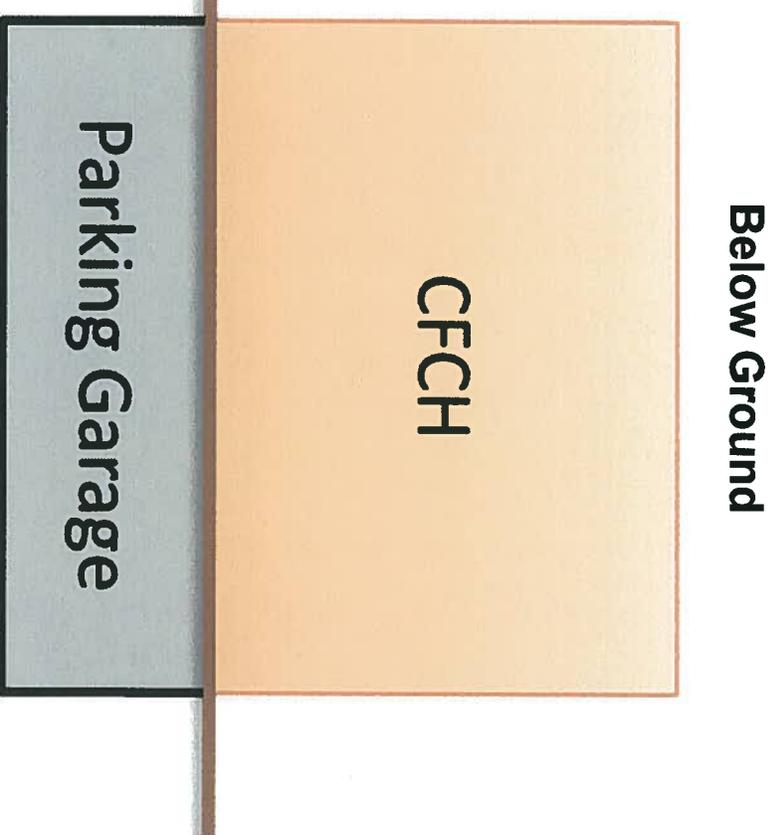


## Decision #2 – Parking Structure

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### URS Recommendation

- Increased Security
- Street Level Access to Court House
- \$16,500 per space, compared to \$13,000 per space above ground
- Consistent with Downtown Infrastructure
- Architecturally Attractive
- Less Restrictive to Future Expansion





**Community Focus Committee**



# Community Focus Committee

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## Purpose:

- Provide Feedback to CFCH Team
- Provide Support to County Commissioners
- Provide Linkages to Specialty Groups

## Potential Topics Include:

- Accessibility
- Mobility
- Public Space
- Aesthetics
- Functionality
- Sustainability
- Service
- Public Education

# **Community Focus Committee**

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**Composition: 15 Persons**

**Appointed by the Commissioners Court**

- **Family Services – 3 Members**
- **Legal and Professional – 3 Members**
- **Downtown Interests – 3 Members**
- **Built Environment – 1 Member**
- **Commissioners At Large – 5 Members**

**Attention to Geographic and Cultural Diversity**

**URS**

**IR/CA Procurement Update**



# IR/CA Procurement Update

Date	IR/CA RFQ Evaluation & Selection Process
January 8	Last (only) Addendum Issued
January 13	Teleconference/meeting with Evaluation Committee, URS regarding evaluation framework, process
January 15	RFQ Closes
January 16	RFQ responses distributed by Purchasing for review and scoring
January 22	Preliminary scores due to Purchasing by C.O.B.
January 23	Meeting to finalize scores/shortlist respondents
January 24	Shortlisted teams notified and interviews scheduled
January 29-31	Interviews, any requests for additional information and/or final scoring
February 3	Recommendation to Purchasing to commence negotiations with highest ranked team
February 11	Commissioners Court approves Evaluation Committee recommendation, authorizes Purchasing Agent to commence negotiations
February 12-14	Negotiations scheduled, negotiations preparation
February 17-21	Negotiations held, begin contract preparation
February 24-March 4	Final negotiations, contract finalized
March 4	Contract award recommendation to Purchasing
March 8	Agenda posting for Commissioners Court approval of contract award
March 18-25	Contract consideration/award by Commissioner Court





**Next Steps**



## **Next Steps**

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- **Approve Community Focus Committee Charge – target February 4th**
- **Appoint Community Focus Committee Members – target February 4th – 11th**
- **Approve List of Discussion Items for first Community Focus Committee Meeting**

## DRAFT CHARGE FOR THE CIVIL AND FAMILY COURTHOUSE COMMUNITY FOCUS COMMITTEE

The charge of the committee assembled to assist with delivery of the new Travis County Civil and Family Courthouse is as follows:

The committee is to act as a sounding board for the Commissioners Court and the Program Manager on the development of the new Civil and Family Courthouse, providing observations about how the project is perceived by the general public based on the individual expertise of the committee members. These observations, which may include comparisons of alternative options, will be informed by the project data provided by the Program Manager, URS Corporation, as well as the Independent Representative / Compliance Architect. Topics of interest and concern might include:

- Accessibility
- Mobility
- Public space
- Aesthetics
- Public education
- Usability
- Sustainability
- Affordability
- Cost effectiveness and efficiency
- Other features for the use, service, dignity and security of the residents of Travis County

This committee will also serve as a linkage to other specialty focus groups as needed.