

LANCASTER COUNTY FACILITIES PLAN UPDATE (2018-2028)

BACKGROUND

In 2014, the Lancaster County Board of Commissioners participated in a Facilities Plan commissioned by the Public Building Commission (2014 PBC Facilities Plan Update). The 2014 Plan focused on seven facilities involving County Agencies:

1. Trabert Hall (2202 So. 11th Street)
2. Community Mental Health (2201 So. 17th Street)
3. 605 Building (605 So. 10th Street, former Lancaster County Adult Detention Facility)
4. 900 Building, (900 “J” Street)
5. 633 Building, (633 So. 9th Street)
6. K Street Records Warehouse, (440 So. 8th Street)
7. 825 Building (825 ‘J’ Street, former Benesch Building)

Facility projects identified in the 2014 Plan are either currently in progress or have now been completed.

PURPOSE

To supplement the work conducted under the 2014 Plan, the Lancaster County Board is seeking to conduct space planning and facilities needs analyses for an additional 22 county agencies. The focus of the study will be limited to those buildings and structures which are the subject of expenditure requests from County department heads or elected officials. The primary purpose of the plan is to:

- Analyze growth needs and determine facilities capital improvement planning for a 10-year period (2018-2028).
- Provide planning mechanisms to support Lancaster County capital investments.
- Synchronize county agencies budget plans with potential capital facilities improvements.

SCOPE OF WORK

1. Planning Review

- Review previous County and Public Building Commission Facilities Plans, and related other plans conducted by public institutions that may impact County facilities (e.g. 2018 State of Nebraska, State Building Division Plan; 2018 City of Lincoln Downtown Master Plan; 2015 City of Lincoln South Haymarket Neighborhood Study)

2. Inventory and Data Gathering

- Develop questionnaire tool for identifying agency space needs

- Collect and review most recent agency budget planning information, including current and projected staff growth
- Conduct interview with each identified agency, review projected staff growth and operational functions
- Compile existing square-footage tables from PBC database for each of the agencies involved in the plan.
- Develop projected square-footage needs for each agency based on staff growth projections provided by agencies
- Conduct walk-through of existing agency facilities and identify general space conditions
- Identify current and future parking quantities based on staff data
- Conduct progress presentation to County Board

3. Objectives and Analysis

- Utilizing data gathered in item #2 above and input from County Board, identify primary objectives of the Facilities Plan
- Conduct analyses to develop priority list of 'highest-need' agencies that demonstrate the greatest facility and/or growth needs.
- Conduct second interviews with 'highest-need' agencies
- Conduct progress presentation to County Board, report on analysis and seek input

4. Draft Recommendations

- Develop draft recommendations for meeting space requirements of 'highest- need' agencies
- Meet with 'highest- need' agencies to test/review draft recommendations
- Present draft recommendations to County Board for input

5. Final Plan Recommendations and Report

- Incorporating input from County Board obtained in item #4 above, consultant will develop overarching recommendations for meeting space/growth needs. It is anticipated that the recommendations will focus on larger, primary improvements and not small-scale modifications involving minor remodeling.
- Develop cost estimates for overarching recommendations
- Develop timing priority for overarching recommendations
- Present final recommendations to County Board, obtain final input
- Compile and submit Final Plan Report

Scope of work does NOT include analysis of the following:

- Transit/circulation
- Utility Infrastructure

- Facilities Conditions Assessment
- Parks and Open Space
- Pedestrian & Bicycle
- Landscape
- Life Cycle Cost Analysis
- Energy Usage

Reporting

The five (5) Lancaster County Commissioners will be making all final decisions during the County Board Staff meetings on Thursday mornings.

Deliverable

The Facilities Plan shall be in such form and detail as required to be presented to, and formally adopted by the Lancaster County Board of Commissioners.

The consultant shall deliver eight (8) printed copies of the approved Final Plan, including all attachments, exhibits and appendices. Additionally, the consultant will deliver a digital copy of the Plan (in a format to be mutually agreed).

Project Timeline and Budget

The Lancaster County Board anticipates a 5-month timeline to complete the Final Report, resulting in a completion date of approximately August 15, 2018. Final presentation to the County Board is anticipated in September.

Selection Criteria

Proposals will be evaluated according to the following factors:

- Experience and availability of key personnel.
- Past performance on similar projects.
- Demonstrated understanding of the project.
- Familiarity of key personnel with Lancaster County facilities.
- Proposed project approach, including proposed schedule and budget.
- Quality and completeness of proposal.

Proposals should demonstrate a clear understanding of the project and provide a summary of the team's qualifications, examples of successful projects, and proposed deliverables. Proposals should not exceed 20 pages and must include the following items:

- Cover letter
- Projects of similar scope with references

- Project understanding
- Project team
- Proposed timeline

County Agencies involved in Facilities Plan

1. Aging Partners *
 - a. 1005 'O' Street
2. Board of Commissioners
 - a. 555 South 10th Street, Room 110
3. Budget & Fiscal
 - a. 555 South 10th Street, Room 110
4. Building & Safety *
 - a. 555 South 10th Street, Suite 203
5. Cooperative Extension
 - a. 444 Cherrycreek Road Suite A
6. County Assessor / Reg. of Deeds
 - a. 555 South 10th Street, Room 102, Lincoln, NE 68508
7. County Clerk
 - a. 555 South 10th Street, Room 108, Lincoln, NE 68508
8. County Engineer
 - a. 444 Cherrycreek Road, Bldg C, Lincoln, Nebraska 68528
9. County Sheriff
 - a. 575 South 10th Street
10. County Treasurer
 - a. 555 South 10th St., Room 102
 - b. 625 North 46th St.
 - c. 500 West O St.
11. Election Commissioner
 - a. 601 N. 46th St.
12. General Assistance
 - a. 3131 O Street, Suite 2106
13. Human Resources *
 - a. 555 South 10th, Room 302,
14. Human Rights Commission *

- a. 555 South 10th, Suite 304
- 15. Human Services
 - a. 555 South 10th Street, Suite 107
- 16. Planning *
 - a. 555 South 10th Street, Suite 213
- 17. Prop. Mgmt./Public Bldg. Comm.
 - a. 920 "O" St, Lincoln, Nebraska 68508
- 18. Purchasing *
 - a. 440 So. 8th St., Suite 200, Lincoln, NE 68508
- 19. Records and Info Management
 - a. 440 S 8th Street, Suite 110
- 20. Risk Management
 - a. 555 South 10th Street, #52
- 21. Weed Control Authority
 - a. 444 Cherrycreek Rd., Bldg. B
- 22. Youth Services Center
 - a. 1200 Radcliff Street

* Asterisk indicates Joint City/County Agency