



CITY OF FALLS CHURCH

DATE: November 24, 2014

TO: Honorable Mayor Tarter and Members of the City Council

FROM: City Hall/Public Safety Facility Taskforce

SUBJECT: Add On Options Recommendations

Introduction

Subsequent to the Fiscal Year 2007 City Hall and Police Station facility needs study, CIP funding for the City Hall Public Safety Expansion and Renovations project was approved, in the amount of \$11.7 M, over three previous fiscal years (FY 12, 13, and 14) including \$1M in critical renovations already invested. In early 2014, the project reached the 20% floor plans and exterior renderings phase. The core project, along with four add on options, was brought before Council in July and August of 2014 to proceed to 60% floor plans and exterior renderings.

Following Council's decision to proceed to 60% floor plans and exterior renderings for the adopted core City Hall Public Safety Expansion and Renovations project, Council re-established the City Hall/Public Safety Facility Taskforce to seek broader community engagement and stakeholder input to the project including four add-on options to the core project.

The Council taskforce resolution and list of taskforce members are attached. Taskforce meeting agendas and minutes can be accessed at: <http://www.fallschurchva.gov/1485/City-HallPublic-Safety-Facility-Task-For>

Four add-on options were presented to Council by staff:

1. Renovate West Wing HVAC System (\$1.25 M)
2. 2nd Story Addition to Parking Garage (\$750K)
3. Additional Existing Building Renovation (\$1.75M)
4. North Side Expanded Addition (\$1.5M)

Cost estimates have been updated since August 2014 and reflect the full costs of the add-on options including architectural and engineering design, construction, project and construction management, and contingency. The total cost of all four add-on options is \$5,250,000. Below is a summary of each option:

1. Renovate West Wing HVAC System (\$1.25 M)

The existing West Wing HVAC system is aging and past its expected operating life. The system components will require increased upkeep costs and eventually need replacement. Existing window HVAC units have asbestos and will require removal and replacement in the near future. The project provides an opportunity to the City to gain efficiencies in design and installation costs and the ability to integrate the HVAC system and building designs.

2. 2nd Story Addition to Parking Garage (\$750K)

A two story garage would add 44 spaces to the parking supply at City Hall. This parking would be used for staff parking and City vehicles and would alleviate parking demands on the City Hall Campus including Community Center, Courts, and Library parking needs.

3. Additional Existing Building Renovation (\$1.75 M)

A preliminary survey by Dewberry found approximately 4,000 square feet of core and circulation spaces could be renovated to an open floor concept in order to maximize the City Hall floor plate – increasing space for useful office functions, ensure future flexibility in office space configuration options, and improve circulation throughout. This “full gut” renovation would allow the City Hall to change and grow with the City’s future needs.

4. North Side Expanded Addition (\$1.5 M)

The proposed North side addition would add approximately 4,000 SF to the rear of City Hall at approximate cost of (\$375/SF). This expanded scope would address additional public security needs such as a fully enclosed sally port and a deliveries/mail room located on an outer wall. The addition would also include an employee lounge, improved employee circulation and accessibility, and improved space functionality, including the option to place a public counter for Court Clerk closer to Courts for increased public accessibility and wayfinding.

Taskforce Comments

- As the City grows, there will be unforeseen changes in staffing, space usage, City services, and building security. The City Hall Public Safety Expansion and Renovations should consider these future needs and address them proactively, instead of addressing needs using piecemeal additions and unintegrated projects. The City Hall City Hall Public Safety Expansion and Renovations scope should be expanded to include **all four options** to address a 30 year timeframe of growth and include flexibility within the building space design to adapt to future challenges.
- The HVAC system repairs, **Option 1**, are necessary and inevitable and should be implemented and integrated with the City Hall project to maximize use of City resources, increase energy efficiency, reduce future electric bills, and reduce operational impacts of future construction and maintenance.
- City Hall Campus parking demands, such as the Courts, Library and Community Center programs/special events and Farmer’s Market, exist and continue to grow, putting pressure on adjacent private properties, facilities, and street parking. A second story addition, **Option 2**, to the approved parking garage would maximize the use of the building footprint and be a cost effective way to alleviate these issues and develop part of a future parking solution for the Campus.
- City Hall’s needs have changed over the years and many of these needs have been addressed one by one, resulting in a building that lacks a cohesive “flow”. An integrated design is needed which includes public safety needs but incorporates other building aspects and functions including public spaces, office spaces, building mechanicals, and core spaces. Adding **Options 3 and 4** would provide more opportunities to address public, City staff, and additional security by allowing design flexibilities in elements such as the entryway, the building footprint, wayfinding, circulation, accessibility, and office layouts.
- As the population of the City of Falls Church ages, and people with disabilities are increasingly integrated in our community, **Options 3 and 4** will not only enhance our ability to meet minimum ADA, ANSI, ADAAG and Virginia Statewide Building Code physical accessibility requirements, but will also ensure that the renovated city hall is welcoming of people of all ages and abilities.

- **Option 4** will provide design opportunities to integrate the rear parking garage, rear add-on, and the existing building for enhanced security, weather protection, space functionality, and staff accessibility.
- The additional square footage gained from **Option 4** will give much more flexibility in the project's final design and space planning for future and existing staff needs. In addition, this extra square footage may allow flexibility during construction and allow more swing space to move staff into during renovations. This would reduce impacts to operations, public services, and construction costs as the contractor can complete larger portions of the project without incurring efficiency losses from re-mobilization of crews and constructing temporary installations.
- Construction costs and interest rates will continue to rise. It will be in the City's best interest to expand the project scope to take advantage of the current economic climate. There will be economies of scale gained using a larger construction contract versus piecemeal projects and reduced construction impacts on City services and operations.
- The final design of the project, including the central front entryway, parking garage integration, building architecture, and exterior building security elements will require close coordination between the Taskforce, City staff, and the community. The central front entrance design needs to be welcoming, accessible, and functional to the public while also honoring the historical and cultural significance of the building.

Taskforce Recommendation

The taskforce unanimously recommends all four add-on options to be included in the final City Hall Public Safety Expansion and Renovations project scope.

The taskforce noted that final design of the project should integrate the existing building and new additions as a cohesive unit to ensure the expansion is a clear improvement to the design and flow of City Hall. The approved design does not meet this expectation.

City Hall Public Safety Expansion and Renovations Project Next Steps

- The four add-on options to the City Hall Public Safety Expansion and Renovations project will be included in the Fiscal Year 2016 Capital Improvements Projects Program for Council's consideration.
- Once the final scope and budget is adopted in April 2016, the taskforce will work with City staff on further design input as needed. This will include working with the community on the exterior architectural design.

Attachments:

- 1) Council Taskforce Resolution.
- 2) Summary of Taskforce goals, members, and timeline.

cc: Wyatt Shields, City Manager
Cindy Mester, Assistant City Manager
James Mak, CIP Engineer Project Manager

RESOLUTION 2014-24

RESOLUTION CREATING A TASK FORCE TO REFINE THE PLAN FOR CITY HALL AND PUBLIC SAFETY FACILITY IMPROVEMENTS

WHEREAS, City Council has approved funding in the CIP to carry out renovations and public safety improvements at the Harry Wells Municipal Building.

WHEREAS, City Council seeks a task force of citizens, stakeholders, and staff to work with professional engineering and architectural consultants, to develop and refine the current concept plans into final plans, review and make recommendations on the four add-on options, gather public input on the plans, and present its recommendations to Council; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Falls Church, Virginia as follows:

1. That a that a City Hall Public Safety Improvements Task Force is hereby established for the purpose of providing recommendations to the City Council on the designs for the City Hall/Public Safety Facility Improvements;
2. That the task force shall be comprised of members representing the following:
 - City Council Liaison and Alternate (2)
 - School Board Liaison and Alternate (2)
 - Planning Commission Liaison and Alternate (2)
 - Disability Services Board Representative (1)
 - Chief of Police or command staff designee (1)
 - Sheriff or Deputy Sheriff (1)
 - Judge or designee (1)
 - Employee Advisory Committee Representative (1)
 - Recreation and Parks Advisory Board (1)
 - Library Board of Trustees (1)
 - CATCH (1)
 - Falls Church Chamber of Commerce Representative (1)
 - Falls Church Commissioner of Revenue or Designee (1)
3. That the Task Force shall sunset on June 30, 2015, unless further extended by the City Council.

Reading: 08-11-14
Adoption: 08-11-14
(TR14-30)

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on August 11, 2014 as Resolution 2014- 24.



Celeste Heath
City Clerk

**City Hall/Public Safety Facility Taskforce
Res. 2014-24 adopted on 8-11-14**

Goal: To ensure a safe, secure, accessible and code compliant facility for operations and public safety functions in the Harry Wells Municipal Building for a 20-year planning horizon.

Purpose: To provide input on City Hall/Public Safety facility needs and recommendations to City Council, including:

- To ensure project goals are being achieved through the design process;
- To facilitate community engagement regarding this CIP project; and
- Develop recommendations regarding the four add-on components for design and funding.

Membership (14 persons including 3 alternates)

Organizations were selected to provide for comprehensive internal and external stakeholder input for the core service functions as well as the community gathering campus:

Category	Prime Member	Alternate Member
Council Liaison and Alternate	Phil Duncan Phil Duncan pduncan@civicatalyst.com pduncan@fallschurchva.gov	None named
School Board Liaison and Alternate	Toni Jones tjones@fccps.org	Hunter Kimble hkimble@fccps.org
Planning Commission Liaison and Alternate	Melissa Teates melanite@verizon.net	Lindy Hockenberry lindyfallsch@aol.com
Disability Services Board Representative	Matt Barkley, Matthew.Barkley@fairfaxcounty.gov	NA
Chief of Police or command staff designee	Mary Gavin mgavin@fallschurchva.gov	TBD
Sheriff or Deputy Sheriff	Marilyn Keaton mkeaton@fallschurchva.gov	TBD
Judge or designee	Lekha Varghese LVarghese@fallschurchva.gov	NA
Employee Advisory Committee Representative	Charles Prince cprince@fallschurchva.gov	NA
Recreation and Parks Advisory Board (pending board appointment/staff to cover)	Danny Schlitt dschlitt@fallschurchva.gov	TBD
Library Board of Trustees	Jeff Peterson 205 Tyson Drive Falls Church, VA 22046 703-532-7635 (home) pjppjpp@hotmail.com	Edward Rose III 303 N. Cherry Street Falls Church, VA 22046 703-533-3716 Edward.rose111@verizon.net
CATCH (to be confirmed)	Keith Thurston (keith.thurston@gmail.com)	Rachel Crichton rcrichton@fallschurchva.gov
Commissioner of Revenue	Tom Clinton tclinton@fallschurchva.gov	NA
Chamber of Commerce (pending confirmation but likely)	Gary La Porta glaporta@fallschurchva.gov	Sally Cole sally@fallschurchchamber.org

Staff Leads:

- Assistant City Manager- Cindy Mester
- Public Works Director- Mike Collins
- Public Works CIP Manager- James Mak

Technical Resources:

- Fire Marshal- Tom Polera
- Building Official- Doug Fraser
- City Attorney- Carol McCoskrie

Adopted FY 12, 13, and 14 CIP Funding:

- \$1M – Critical Renovations
- \$10.7 M – City Hall Public Safety Expansion, Renovations and Parking

Timeline:

August 2014-	Obtain taskforce membership assignment, taskforce preparations
October 2014-	Conduct first meeting, establish meeting schedule and agendas, provide input on City website project page and community engagement plan
November 2014-	Refine 20% schematic concept designs
November 2014 –	Prepare taskforce recommendation to Council on final add-ons (30% design)
December 2014-	Develop and conduct community “town hall” meeting for input on final add-ons and initial exterior design
Ongoing 2015 –	Schedule meetings as needed to further architectural and engineering designs to 60% and 100% plans and conduct a 2 nd “town hall” meeting in Spring 2015.

Duration: Ad Hoc task force to serve through development 100% schematic design (floor plans and elevations) with a sunset date of June 30, 2015.