



1.0. SCOPE OF SERVICES - GENERAL

Chatham County, North Carolina has requested professional services be provided by Hobbs Architects, PA and The Wooten Company (furthermore identified as The Design Team) to develop a Space Needs and Programming Study, which shall include:

Overview & Assumptions:

- Space Needs Study: The Design Team shall inventory existing space (owned and leased) and then work with department heads to project staffing for the next 5 to 10 to 20 years. Based on this, the Design Team shall recommend options for addressing the county's space needs over the next 5, 10 and 20 years. Part of this effort will be consideration of flexible workspace alternatives given the County's remote work policy.
- Space Programming and Phasing Recommendations: Upon completion of the Space Needs Study, the Design Team shall develop space programming and phasing recommendations. A primary goal of this study is to develop a strategy for most county departments to be relocated to the County-owned Renaissance Drive property. This will include short term renovations for departments to remain in their existing facilities while planning for the long term, phased relocation(s). It is understood that the departments with court-related functions may remain in Pittsboro and that the Courthouse Annex and Old Agriculture Building are slated for future demolition. The Dunlap building and/or site may be an option to house some of these departments.
- Site Master Planning: As requested by the County, site master planning services for the Renaissance Drive property are detailed in Section 4 of this document.
- The Space Needs Study and Space Programming efforts will include consideration of flexible workspace alternatives that reflect the County's remote work policy. This may include office hoteling, shared office spaces, or other possible configurations.
- All existing drawings and associated documentation for County Buildings will be made available to the Design Team. Drawings exist for most County-owned buildings. Chatham County obtained a Facilities Study in 2009, which provided detailed information on all County departments. This study will be used as a basis of formatting where applicable to provide consistency and a continuance of information and thought process. As such, similar projection categories may be employed.

1.01 Buildings: (Please see Exhibit B provided by Chatham County)

1.02 Departments: (Please see Exhibit B provided by Chatham County)

2.0. SPACE NEEDS STUDY SCOPE: The design team shall perform the following tasks:

- 2.1. Interview key elected or administrative personnel and other sources for the above listed departments to:
 - Identify each department's organizational relationships
 - Identify the functions contained in each department
 - Identify each entity/employee required to perform each identified function
 - Identify increases or additions of future functions and their required entities for the next 5 to 10 to 20 years.



- Identify each department's functional relationship to the community
- Identify each department present and future square footage needs
- Develop and provide room data work sheets to each department to provide information on staffing, adjacency, and square footage for present, and the next 5 to 10 to 20 years.
- Site visits with each department to review work sheets and existing conditions.

2.2. Owner is to provide:

- Access to key personnel for information collection
- Complete room data work sheets for existing and future 5 to 10 to 20 years.
- List of personnel and operations by departments to be accommodated along with organizational charts and locations
- Floor plans for all existing facilities to be included in the study

2.3. Product: The above information will be compiled into a written report which will list all departments with their functions and the square footage required for each entity, for the present and future 5, 10, and 20 years. This report is to be divided into each department with a spreadsheet listing the space needs developed and individual room data sheets for each entity included in the department. An overview spreadsheet will be provided for all County Departments and Buildings listing space needs.

3.0 SPACE PROGRAMMING AND PHASING RECOMMENDATIONS SCOPE

3.1 Develop space programming with recommendations for implementation based upon the areas developed in the Space Needs Study to include the following:

- Listing of all Departments with square footages required for 5, 10, and 20 years.
- Recommendation to renovate, relocate, or add an addition to accommodate space requirements.
- Conceptual floor plans of select existing County buildings to confirm space recommendations. Where appropriate, these plans will include phased improvements to represent County's changing space needs.
- Provide a priority listing of the recommendations.

3.2 The Owner is to provide:

- Assistance in developing priorities for addition, renovation or relocation.
- Timely review of draft reports and review comments.
- Assistance in setting dates and locations for department meetings and public presentation.

3.3 Product:

The following deliverables will be provided:

- Space Programming and Phasing Recommendations Report and an electronic copy in PDF format.
- Digital files for space programming in Word and /or Excel format.

4.0 REQUESTED ADDITIONAL SERVICE - SITE MASTER PLANNING SCOPE

4.1 Conceptual Master Plan

Based on the building areas and functional relationships developed, prepare up to two (2) conceptual master plans within the current 270-acre County owned site located off



Renaissance Drive in the County. Conceptual plan will incorporate the following available GIS or other public data features:

- Topography/Contours
- Property boundary
- Building plans of existing facilities already located on the property.
- Streams and buffers
- Wetlands (from national inventory maps)
- Existing roadways
- Existing utilities (water, sewer, storm, power, gas)

4.2 Owner is to provide:

- Existing plans of the buildings constructed (digital copy preferred)
- Property Boundary Map (digital copy preferred)
- Utility Plans of existing infrastructure(septic/well permit/plans)
- County Site Development Guidelines
- Copy of the Phase I report, zoning ordinances and any other GIS data for the site available to share

4.3 Product:

- (2) Conceptual Master Plan options with building footprints showing square footage requirements; proposed lot layouts, internal roadway networks, setbacks, streams/buffers, wetlands, stormwater management, etc. Plan will identify buildable area available within the site due to any know environmental restriction resulting from wetlands and streams/buffers or other factors such as steep slopes (>20%).

4.4 NCDOT Coordination

- Upon County's approval of the preferred Conceptual Master Plan, preliminary discussions will occur with NCDOT Division Traffic to determine the necessary offsite roadway improvements based on projected traffic impacts. (No design of offsite roadway improvements will occur).

4.5 Preliminary Master Plan

- Product: Based on the approval of a preferred Conceptual Master Plan, TWC will develop a preliminary master plan for the 270-ac site that will consist of the following:
 - Final Building footprint and parking layout for each proposed lot.
 - Internal Roadway and circulation layout
 - Open space and environmental constraints based on available data shown as non-buildable areas.
 - Site Stormwater Management
 - Recommended Phasing Plan based on input from the County.
 - Hard copy and digital format file of the approved master plan
- Note: Design Team will attend 1 in person meeting and 2 virtual progress meetings with County staff during masterplan development.

5.0 Design Fees & Schedule:

<u>Basic Services:</u>		
○ Space Needs Study	:	\$ 80,000
○ Space Programming & Recommendations:		<u>\$ 67,000</u>
	Total	\$147,000



Additional Services:

- o Renaissance Dr. Site Master Planning: \$ 75,000
- o Presentation(s) to County Commissioners upon request: \$ hourly
(Please see Exhibit A for hourly rates)
- o Schedule:
 - o Space needs development: +/-3-4 months
 - o Space programming: +/-3-4 months
 - o Site master planning: +/-3-4 months

6.0 Exclusions

The following services may be provided upon request as an amendment and prior written authorization of the Owner:

- o Cost Estimating (may be provided as additional service)
- o Hazardous Materials Survey or Remediation
- o Geotechnical Investigation and Report
- o Land Surveying Services
- o Grading as part of the Master Plan
- o Engineering Design and Permitting of the Master Plan
- o Traffic Impact Analysis (TIA)
- o Additional Redesigns ordered by the Owner after Master Plan has been accepted by the Owner
- o On-site/Off-site utilities capacity evaluation
- o Offsite roadway improvements , including US 64.
- o Mechanical, Electrical, Plumbing Engineering Services.
- o Structural Engineering Services
- o Landscape Architecture Design Services
- o Environmental Services, including Delineation and Permitting of Impacts (Wetlands, Streams, Buffers, etc.)
- o Phase I/II Environmental Site Assessment studies/reports including testing for asbestos, lead paint and radon.
- o Archeological or Historical Survey.
- o All review/permitting/recording fees required per agency associated with obtaining approvals



EXHIBIT A

HOBBS ARCHITECTS HOURLY RATES

Architect	\$200.00 per hour
Senior Designer	\$125.00 per hour
CAD Technician	\$ 75.00 per hour
Office Manager	\$ 50.00 per hour

EXHIBIT B - LIST OF CHATHAM COUNTY FACILITIES, PROVIDED BY CHATHAM COUNTY

FY2024

Department	Division	Location	Own/Lease	Square Foot Occupied	Building Maintenance Performed by Building Maintenance (Y or N)	Janitorial Services Performed by Facilities Maintenance (Y or N)	Utilities Charged to Facilities Maintenance (Y or N)	Notes	blank	blank 2
Courts	Safe Havens	45 West Salisbury St, Pittsboro	Lease	1,000	n*	y	n	*Assist with maintenance		
Courts	Child Victim Services	45 West Salisbury St, Pittsboro	Lease	500	n*	y	n	*Assist with maintenance		
Courts	Child Planning	45 West Salisbury St, Pittsboro	Lease	500	n*	y	n	*Assist with maintenance		
Sheriff	Satellite	50101 Governors Drive, Ste 108	Lease	886	n	n	y			
Elections	Storage	6285 US HWY 64 W, Pittsboro	Lease	150	n	n	y			
Sheriff	Narcotics	89 W Chatham St, Pittsboro	Lease	2,232	y	y	y			
Social Services	File Storage	959 East St Ste C-2, Pittsboro	Lease	820	n	n	n			
Elections		959 East St/984 Thompson St Ste D & E-1, Pittsboro	Lease	2,834	y	y	y	Will move to Performance Building - Kit Stanley to occupy this space after (45 Salisbury St)		
Courts	Probation	SC Business Park-134 Village Lake Rd	Lease	3,000	y	y	y			
Sheriff	Storage	Unit D1 128 McGhee Rd, Chapel Hill	Lease	130	n	n	y			
Non-Profits	CORA	40 Camp Drive, Pittsboro	Own	7,748	y	y	y	Added new 2800 sq ft building		
Waste Management	Cole Park Collection Center	11632 US 15501 N, Chapel Hill	Own	168	n	n	n			
Waste Management	Siler City Collection Center	135 Silk Hope Rd, Siler City	Own	168	n	n	n			
Waste Management	Bonlee Collection Center	1528 Elmer Moore Rd, Bonlee	Own	168	n	n	n			
Waste Management	Pittsboro Collection Center	180 Martin Luther King Jr Dr, Pittsboro	Own	168	n	n	n			
Waste Management	Harpers Xroads Collection Center	19921 NC Hwy 902, Bear Creek	Own	168	n	n	n			
Waste Management	Marthas Chapel Collection Center	24 Gardner Rd, Apex	Own	168	n	n	n			
Waste Management	Moncure Collection Center	2855 Old US 1, Moncure	Own	168	n	n	n			
Public Works	Water Treatment Plant	290 Beaver Creek Rd, Apex	Own	6,109	y	y	n			
Waste Management	Bennett Collection Center	3142 Bennett Siler City Rd, Bennett	Own	168	n	n	n			
Waste Management	Asbury Collection Center	34 Mt View Church Rd, Moncure	Own	168	n	n	n			
Waste Management	Crutchfield Xroads Collection Ctr	4030 Silk Hope Liberty Rd, Snow Camp	Own	168	n	n	n			
Waste Management	Hadley Collection Center	65 East Perry Rd, Pittsboro	Own	168	n	n	n			
Public Works	Water Shop	724 Landfill Rd, Pittsboro	Own	1,527	y	n	n			
Public Works	Storage Shed	724 Landfill Rd, Pittsboro	Own	1,440	n	n	n			
Waste Management	Administration	20 County Services Rd.	Own	5,100	y	y	n			
Waste Management	HHW Facility	726 Landfill Rd, Pittsboro	Own	771	y	n	n			
Waste Management	Special Waste Shed	728 Landfill Rd, Pittsboro	Own	2,419	n	n	n			
Waste Management	Goldston Collection Center	7285 Pittsboro Goldston Rd, Goldston	Own	168	n	n	n			
Waste Management	Storage Shed/Maintenance	811 Landfill Rd, Pittsboro	Own	240	y	n	n			
Vacant		Old Agriculture Building	Own	5,113	y	y	y	Vacant-Moved to New Agriculture & Conference Center in FY17		
Vacant		Old Agriculture Building	Own	1,717	y	y	y	Vacant-Moved to New Agriculture & Conference Center in FY17		
General	Auditorium	Old Agriculture Building	Own	2,724	y	y	y			
Vacant		Old Agriculture Building	Own	4,105	y	y	y	Vacant-Moved to New Agriculture & Conference Center in FY17		
Sheriff	Animal Control	725 Renaissance Drive	Own	15,634	y	y	n	Added new building		
County Manager	Manager/Comm Rel Dir/ Safety&Risk Coord	Annex	Own	3,111	y	y	y			
County Manager	Attorney	Annex	Own	250	y	y	y			
Finance		Annex	Own	3,359	y	y	y			
Register of Deeds		Annex	Own	1,666	y	y	y			
Tax	Administration	Annex	Own	1,836	y	y	y			
Tax	GIS	Annex	Own	528	y	y	y			
Tax	Revaluation	Annex	Own	1,215	y	y	y			
Finance	Finance	Annex	Own	2,660	y	y	y			
Central Permitting	Building Inspections	Dunlap Building	Own	900	y	y	y			
Central Permitting	Fire Inspections	Dunlap Building	Own	480	y	y	y			
Central Permitting	Central Permitting	Dunlap Building	Own	2,750	y	y	y			
General	Classrooms/Open Area	Dunlap Building	Own	4,065	y	y	y			
Health	Environmental	Dunlap Building	Own	2,300	y	y	n			
Health	Preparedness & Surveillance	Dunlap Building	Own	1,692	y	y	n			
Health	Family Outreach Services	Dunlap Building	Own	2,255	y	y	n			
Health	Administration	Dunlap Building	Own	563	y	y	n			
Health	Clinic	Dunlap Building	Own	2,255	y	y	n			
Planning	Planning	Dunlap Building	Own	1,840	y	y	y			
Chatham County Arts Council		118 West St	Own	1,495	y	y	y	Leased by Chatham Arts Council		
		295 West Street	Own	915	y	y	y			
		295 West Street	Own	4,573	y	y	y			
Manager	Vacant	Historic Courthouse	Own	11,928	y	y	y			
Sheriff	Magistrate	New Detention Center	Own	1,220	y	y	y	**In Law Enforcement Center Until May, 2015 when moved to New Detention; Then this square footage was absorbed by the		
Sheriff	Detention		Own	8,905	y	y	y	**Detention used this space in the law enforcement center until March, 2015 when they moved to New Detention; Then this s		
Sheriff	Detention	New Detention Center	Own	62,127	N (assist CCSO staff)	Y-ONLY 6000 SQ FT	y	**Moved to New Detention Center - March, 2015		
Sheriff	Sheriff	Law Enforcement Center - 297 West Street	Own	8,765	y	y	y			
Sheriff	Sheriff	Law Enforcement Center	Own	800	y	y	y	**Moved to New Detention Center - May, 2015		
Sheriff Annex	Sheriff	369 West Street						*Old School Central Services		
MIS	MIS	158 West Street	Own	4,901	y	y	y			
Emergency Operations	FirstHealth	Siler City FirstHealth Building	Own	616	n	n	n			
Health	General	Siler City Office Bldg #1 - 1000 South 10th Ave	Own	8,118	y	y	n			
Health	Family Outreach Services	Siler City Office Bldg #2 - 1105 E Cardinal St	Own	588	y	y	n			
Mental Health	Mental Health	Siler City Office Bldg #2 - 1105 E Cardinal St	Own	2,431	y	y	y	Leased by Daymark		
Mental Health	Mental Health	Siler City Office Bldg #2 - 1105 E Cardinal St	Own	518	y	y	y			
Social Services	Satellite	Siler City Office Bldg #2 - 1105 E Cardinal St	Own	769	y	y	n			
Social Services		Social Services Building - 102 Camp Drive	Own	30,400	y	y	n			
Library	Goldston Branch	Goldston Library	Town Owns	1,200	y	y*	y			
Library	Siler City Branch	Wrenn Library	Town Owns	6,700	n (assist Siler City)	n (1910 pays for contract)	n			
Library	Pittsboro Branch	New CCCC Library	Own	21,000	n (assist CCCC staff)	n	n			

Department	Division	Location	Own/Lease	Square Foot Occupied	Building Maintenance Performed by Building Maintenance (Y or N)	Janitorial Services Performed by Facilities Maintenance (Y or N)	Utilities Charged to Facilities Maintenance (Y or N)	Notes	blank	blank 2
Public Works	Water	Performance Building	Own	2,034	y	y	y	**Absorbed Governing Board office in FY15		
CVB		Performance Building	Own	196	y	y	y			
Facilities & Construction		Performance Building	Own	8,204	y	y	y			
Solid Waste & Recycling	Garage	811 Landfill Rd, Pittsboro	Own	2,400	y	n	y			
Facilities & Construction	General Areas/Meeting Space/Storage	Performance Building	Own	3,075	y	y	y			
EDC		Performance Building	Own	891	y	y	y			
Parks & Recreation		Performance Building	Own	3,500	y	y	y	Moved from 90 East Street		
Elections		Performance Building	Own	~ 3,000	y	y	y	Moving from Thompson St after Reno		
Lease Contracts		Performance Building	Own	12,100	y	y	y			
Courts	Court Facilities	Justice Center	Own	70,463	y	y	n			
Courts	Juvenile Justice	Justice Center	Own	1,125	y	y	n			
Courts	Public Defender	Justice Center	Own	2,790	y	y	n			
Courts	Probation	Justice Center	Own	740	y	y	n			
Courts	Project Turnaround	Justice Center	Own	2,620	y	y	n			
Courts	District Attorney	Justice Center	Own	3,580	y	y	n			
Sheriff	Sheriff	Justice Center	Own	4,260	y	y	n			
Jail	Jail	Justice Center	Own	4,030	y	y	n			
Manager	Archival Storage	Justice Center	Own	1,970	y	y	n			
Manager	Storage	Justice Center	Own	2,790	y	y	n			
Cooperative Extension		Agriculture & Conference Center	Own	5,315	y	y	y	*New Building in FY17		
Soil & Water Conservation District/Farm		Agriculture & Conference Center	Own	3,851	y	y	y	*New Building in FY17		
Service Agency/Natural Resources										
Conservation Services										
Ag Conference Center		Agriculture & Conference Center	Own	19,234	y	y	y	*New Building in FY17		
NC Forestry Service		Agriculture & Conference Center	Own	2,889	y	y	y	*New Building in FY17		
Emergency Operations	EM & Comm	112 Innovation Way	Own	25,435	y	y	y	*New Building in FY24		
EOC Backup Center	EM & Comm	Alston Bridge Road, SC	Qwn		y	y	y			
Aging Services - Pittsboro		365 Hwy 87 N			y	y	y			
Aging Services - Siler City		112 Village Lake Rd, SC			y	y	y			
Utility/Tax Payment Center		162 West Street	Own		y	y	y	*Old bank building		