



Barnstable County

Regional Government of Cape Cod

August 5, 2015

Building Needs Assessment Committee Report- Amended

This report summarizes the work of the committee by restating the purpose, outlining the process and reporting major points of committee consensus, findings and recommended action regarding current and future building needs of programs operated by the County and existing tenants in the County complex.

Purpose

The Barnstable County Commissioners unanimously approved the following motion:

January 21, 2015 – “I move that the County create a building needs assessment committee to evaluate the buildings, land, used and unused space within the county complex. After said evaluation, the committee shall submit its recommendations to the County Commissioners as to its immediate needs for maintenance, improvements to existing structures, and major construction of new buildings or remodeling of existing to meet the current needs and future needs. The committee shall consist of 5 members, consisting of but not limited to the following: 1 County Commissioner, 2 members of the Assembly of Delegates and 1 representative from the County court system. Term to expire on completion of report. Representation from the County Facilities Dept. shall be available for consulting as well as staff from the Cape Cod Commission for planning and zoning aide. The Committee shall complete its recommendations and submit to the County Commissioners on or before the first Wednesday in May 2015 (extended to no later than September 2, 2015) their report. If anticipated design funds are recommended for creation of bid documents or conceptual drawings, the amount estimated shall be recommended to the County Commissioners prior to adoption of the FY16 budget.”



Committee Members

A list of the Building Needs Assessment Committee members follows:

Joseph Berlandi, *Barnstable Village Association*
Leo Cakounes, *Barnstable County Commissioner*
Ann Canedy, *Barnstable Town Councilor, Precinct 1 **
Michael O'Keefe, *Cape and Islands District Attorney*
John Ohman, *Barnstable County Assembly of Delegates*
Janice O'Connell, *Barnstable County Assembly of Delegates Clerk*
Scott Nickerson, *Barnstable County Clerk of Courts*
Steve Tebo, *Barnstable County Director of Facilities*
Paul Niedzwiecki, *Cape Cod Commission*

Process

The Committee convened on January 29, 2015 to discuss the purpose and process. A committee chair was selected and county counsel's opinion regarding the applicability of the M.G.L. c. 30A, §§ 18-25 to the Committee's meetings was requested.

The committee met on the following dates:

February 25, 2015
March 11, 2015
March 25, 2015
May 28, 2015
July 16, 2015
July 30, 2015

The above-referenced opinion of counsel and meeting minutes are included.

* amended from "Anne Cannedy, Barnstable Village Association"



Committee Consensus:

- The operations of the Trial Court, the Cape and Islands District Attorney and supporting law enforcement programs should be located at the county complex.
- County programs and departments should be collocated at the county complex to the greatest extent feasible.

Findings

- The information collected and presented in this report provides a foundation for current space planning opportunities.
- The current condition of Barnstable County facilities leased to the Massachusetts Trial Court are insufficient and in some circumstances significantly substandard.
- There is a need for further structural and code-compliance evaluation of existing Barnstable County facilities by an independent consultant before an expanded current and future space plan is developed.
- The Barnstable County Trial Court is likely to be included in a state capital expenditure program authorized by a bond bill currently in process.
- The Barnstable County Trial Court's rent is a significant source of county revenue.
- Barnstable County departments, except for the Cape Cod Commission, do not allocate resources for the operation and maintenance of the space they occupy.



- The resolution by state action of the space needs of the Barnstable County Trial Court will have a decisive impact on the future viability of Barnstable County and its Regional Government.

Suggested Action

- Barnstable County Board of County Commissioners (the Commissioners) should procure the services of a consultant or organization to evaluate the structural status and code-compliance of county buildings for the purpose of determining the most efficient space plan for current operations and in anticipation of discussions with the Massachusetts Trial Court and other state agencies regarding future space needs.
- The Commissioners should direct staff to use the information included in this report to develop a short-term plan to reallocate space to existing programs, including leasing additional space to the Trial Court and re-evaluating all existing lease agreements.
- The Commissioners should develop a budget policy in the next fiscal year that includes departmental accounting for used space.
- The Commissioners should use FY16 resources to procure services outlined in the attached Scope of Services for the purpose of developing a long-term plan for projected space needs. This plan should include:
 - An inventory of all Barnstable County buildings and structures.
 - Existing buildings and structures should be structurally evaluated for potential expansion and rehabilitation opportunities including information necessary to determine and prioritize existing and future improvements.
 - Consideration of options to maximize the value of real and physical assets identified.



- Estimate cost of rehabilitation, renovation, and code-compliance of existing buildings and structures necessary to accommodate identified long-term space needs.
- Preparation of conceptual site plans
- The Commissioners should appoint one individual with experience in intergovernmental negotiations, public finance, public management and with institutional knowledge of Barnstable County and the Complex to negotiate with appropriate state agencies and officials the current and future space needs of the Trial Court, including the associated space needs of the Cape and Islands District Attorney and other court-related law enforcement activities.

Materials Included

Building Needs Assessment Committee Minutes- February 25,2015
 Building Needs Assessment Committee Minutes- March 25, 2015
 Building Needs Assessment Committee Minutes- May 28, 2015
 Building Needs Assessment Committee Minutes- July 16, 2015
 Building Needs Assessment Committee Minutes- July 30, 2015
 Barnstable County Counsel Memo
 Barnstable County Complex Maps
 Barnstable County Site Plans
 Barnstable County Deeds
 Barnstable County Courthouse Floor Plan
 Barnstable County Campus Existing Buildings
 Barnstable County Building Needs Assessment 2001
 Barnstable County Building Needs Assessment 2001
 Space Requested by Barnstable Trial Court
 Barnstable County Complex Parking Study
 Barnstable County Complex Existing Conditions/Draft Concepts
 Barnstable Town Councilor Ann Canedy's letter to the Barnstable County Commissioners
 DRAFT Barnstable Village Streetscape
 Historic Preservation and Community Character Map
 MEPA Regulations Section 11.03



Mass. Cultural Resource Information System: Barnstable County Complex
Building Information
Barnstable Village Zoning Map
DRAFT Barnstable County Complex Map with Building Square Footage
Old Jail Square Footage
DRAFT Space Planning Worksheet
Ordinance 97-5
Conservation Restriction
Lawyers Weekly Article

|



DRAFT SCOPE OF SERVICES

(Recommendation of the Building Needs Assessment Committee)

Background

Barnstable County is procuring services necessary to evaluate buildings and properties it owns and will use that information to develop short and long range space plans for its current operations and those of its current tenants and other organizations and neighborhoods.

Objective

The services rendered will be used to inform county officials about the current status of existing buildings and property under its control and will serve as a comprehensive basis for short and long term space plans for the effective and efficient operation of its operations and the operations of its tenants with a focus on the future needs of the Massachusetts Trial Court and related activities.

Scope of Services Outline

The services will provide information regarding the buildings and land and a consideration of potential options for accommodating current and future space needs of the county and its tenants. The services will include research, meetings, analysis and drafting of plans visually representative of the recommended options.

Tasks

Site Evaluation

- Task 1.01 Utilizing GIS level site and information provided by County Officials, prepare a base architectural site plan showing the county complex.
- Task 1.02 Field measure and prepare “As-Built” drawings of existing buildings.
- Task 1.03 Visit the site to photograph and review topography, possible building orientations, access, natural and man-made features, utilities and other existing conditions which could affect development.
- Task 1.04 Review local Zoning By-Law for applicable section) i.e. uses, lot coverage, building setbacks, parking requirements, overlay

districts, historic building demolition etc.), prepare site analysis drawing.

Task 1.05 Prepare site analysis drawing identifying site opportunities and constraints.

Task 1.06 Prepare general zoning summary development table with all applicable dimensional requirements outlined.

Structural Evaluation

Task 2.01 Report on the physical condition of existing structures considering and potential schedule of maintenance and suitability of existing buildings for renovation and/or modification including expansion or demolition.

Code Compliance

Task 3.01 Report on the compliance of all existing facilities with applicable building codes and accessibility requirements.

Conceptual Design

Task 4.01 Prepare a comparison of cost estimates of renovations of existing buildings and/or new construction costs associated with current and identified future space needs.

Task 4.02 Prepare several alternative conceptual site plans considering lot alterations, building configurations and locations, pedestrian “connections”, green spaces etc.

Task 4.03 Review conceptual site plans with county officials and other interested parties and discuss pros and cons.

Task 4.04 Identify the permitting path necessary for project/building approvals.

Task 4.05 Prepare meeting memoranda.

Task 4.06 Based on preferred site concept plan, prepare conceptual design drawings.

Task 4.07 Present updated conceptual drawings to county officials.

Task 4.08 Based on Owner input, prepare final conceptual design drawings consisting of:

1. Architectural Site Plan with office building location, pedestrian pathways, general planning and hardscape areas indicated
2. Color –rendered Street perspective Drawing of proposed building
3. Show building areas where existing structures are retained.

Period of Performance

All services will be completed by December 1, 2015.