



Commissioners' Workshop Agenda

To: Titus County Commissioners
From: Glen Calvert
Date: August 12, 2019
RE: Annex Building Decision Making

- I. **Purpose of workshop**
- II. **Overview and discussion of Titus County Annex Observation Report**
- III. **Discussion of options**
 - a. **Option 1 – Relocate services / Study / Fund / Design / Remodel existing building**
 1. Address immediate life safety concerns
 2. Funding
 3. The process
 - i. RFQ for design services
 - ii. Study of building, systems and life safety
 - iii. Design of repairs and remodel
 - iv. Opinion of probable cost / Funding
 - v. RFQ for construction services
 - vi. Implement design
 - b. **Option 2 – Land acquisition / Program / Fund / Design / Rebuild at new site**
 1. Address immediate life safety concerns
 2. The process
 - i. Site selection, funding and purchase
 - ii. RFQ for programming, conceptual plans and budgeting
 - iii. Project funding
 - iii. RFQ for design services
 - iv. Design of repairs and remodel
 - v. RFQ for construction services

- vi. Implement design
- c. Option 3 – Program / Fund / Design / Relocate existing operations / Demo / Rebuild at existing site
 - 1. Address immediate life safety concerns
 - 2. The process
 - i. Site selection, funding and purchase
 - ii. RFQ for programming, conceptual plans and budgeting
 - iii. Project funding
 - iii. RFQ for design services
 - iv. Design of repairs and remodel
 - v. RFQ for construction services
 - vi. Implement design
- d. Option 4 – Do nothing
 - 1. Address immediate life safety concerns
 - 2. ?

IV. Project funding sources for Study, Design, Implementation

- a. Application for grants
 - 1. Small / rural county application
 - 2. Security needs application
 - 3. Energy conservation application
- b. Bonds
- c. Sell of property (if operations are relocated)

V. Typical timelines for activities

- a. RFQ writing - 1 month
- b. RFQ responses - 1 month
- c. RFQ evaluation, interviews, selection - 1.5 months
- d. Project funding
 - 1. Grant writing - 1 year
 - 2. Bond election - 1 year
- e. For remodel
 - 1. RFQ's - 4 months
 - 2. Study of building, systems and life safety – 3 months

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| | 3. Design documents | - 6 months |
| | 4. Implement design (construction) | - 8 months |
| f. | For relocation | |
| | 1. Site selection / purchase | - 6 months |
| | 2. RFQ's | - 4 months |
| | 3. Programming | - 6 months |
| | 4. Design documents | - 7 months |
| | 5. Implement design (construction) | - 14 months |

VI. Definitions

- a. Programming – The research, study and decision-making process that identifies the scope of work to be defined. Programming includes assessing and prioritizing needs, planning for future growth, discussions and potential planning for particular user groups' visions, desires and goals.
- b. RFQ – Request for Qualifications – The documents produced and published on which the selection of design teams and contractors are chosen. Amongst the information requested in typical RFQ's will be resumes, references, experience on similar projects and cost structure.