

AGENDA ITEM FOR ADMINISTRATIVE MEETING (X) Discussion only
() Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: DLR Group Planning Contract

<p>Background:</p> <p>The Umatilla County Courthouse Planning & Needs Assessment Committee has reviewed potential consultants to assist in the planning for the needs of a courthouse. DLR Group has submitted a proposal for a needs and concept analysis for Umatilla County Courts. The committee is recommending that the Board enter into a contract with the consultant for the analysis. Funding for the contract would be from ARPA funds and potential grants.</p>	<p>Requested Action:</p> <p>Authorize a contract with DLR Group for a needs and concept analysis for Umatilla County Courts for up to \$100,000</p>
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ATTACHMENTS: Proposal

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: July 19, 2022

Action taken:

Follow-up:



DLR Group Architecture & Engineering inc.
an Oregon corporation

110 Southwest Yamhill Street, Suite 105
Portland, OR 97204

June 10, 2022

Dan Dorrان
Umatilla County Commissioner
216 SE Fourth St.
Pendleton, OR 97801

Re: Project Name: Needs and Concept Analysis for Umatilla County Courts
DLR Group Project No.: NA

Dear Commissioner Dorrان:

Thank you for the invitation to meet with your courts task force and tour your facilities in Hermiston and Pendleton. Per your request we offer the following proposed process outline. We believe these steps could be taken to get from today through a conceptual analysis of options that could be compared as potential solutions to Umatilla County's needs for courts and related functions. This list of steps and study efforts is based on our understanding of the questions you and your committee are trying to answer and the types of elements that most of our county clients need to assess to determine what the best option is to solve their facility needs.

For the Phase 1 Services listed below we proposed a lump sum fee for labor of \$96,000 and a budget of \$5,000 for reimbursable expenses for a not-to-exceed total of \$100,000.

Phase 1 Services:

- 1A: Goal Setting – Kick off meeting with key stakeholders to determine defining goals for the effort.
 - **DELIVERABLE:** Project Goals and Schedule
 - **MEETING:** 2 hours in-person with key stakeholders

- 1B: Needs Analysis / Programming
 - Space needs – Interview departments/workgroups in courthouse to understand
 - current space use
 - staff/service growth (County staff with DLR Group consultation)
 - future space needs
 - **DELIVERABLE:** Space Needs Report for Planning Horizon (20 years)
 - **MEETINGS: #1** - 1 full day in-person to meet with workgroups. Any group unable to meet that day will be interviewed virtually. **#2** – space list review meeting with County project leadership (virtual). **#3** – space list review meetings with departments (virtual).

 - Develop program needs for Centralized Service and for Distributed Service.
 - duplicated space
 - pros/cons of each service delivery approach
 - **DELIVERABLE:** Space Needs Summary for each approach

- **MEETING:** 1 hour virtual meeting to review space implications for centralized versus distributed approach.
- 1C: Overview of existing facility configurations (for potential re-use / remodel scenarios)
 - tour existing spaces
 - confirm layout based on County provided documentation
 - understand building systems limitations (provided by County)
 - **DELIVERABLE:** Diagrams of existing facilities to be used to develop scenarios
 - **MEETING/TOUR:** Could happen on the kickoff meeting day or interview day but will happen in the first few weeks of the project
- 1D: Develop Facility Options / Strategies (3 Scenarios Anticipated)
 - New Courthouse in Pendleton – repurpose existing facilities to other needs (repurpose planning not included in scope)
 - New Courthouse in Pendleton (partial) and solve needs at Stafford Hansel Government Center / Location for continued service center
 - Solve needs at current Pendleton and Stafford Hansel facilities / Locations (may not be possible but need to study to prove out)
 - Operational analysis for each of the above facility configurations (County staff with DLR Group consultation)
 - **DELIVERABLE:** Up to 3 scenarios with conceptual diagrams
 - **MEETINGS:** #1 – Virtual meeting to walk through considerations #2 – virtual meeting to review scenarios
- 1E: Assess Facility Options
 - First cost and funding strategies (high level budgeting)
 - Operational cost (County staff with DLR Group consultation)
 - Service pros and cons (County-led discussion with DLR Group consultation)
 - Political pros and cons (County-led discussion with DLR Group consultation)
 - **DELIVERABLE:** Draft report outlining ROM costs, funding strategies, operational costs, and pros/cons for each option.
 - **MEETINGS:** #1 – Virtual data collection meeting with County #2 – Virtual 80% draft report review

Phase 2 Services (not included in this proposal):

- 2A: Select Best Option (\$TBD)
 - Meetings with decision makers to assess and select best option.
 - **DELIVERABLE:** Combine prior deliverables into a single document with narrative that describes the process, scenario considerations, and selection of the preferred option.
 - **MEETING:** in person presentation to County stakeholders
- 2B: Develop and Confirm Selected Solution (\$TBD): For the selected best option, develop more detailed design, due diligence and cost estimating and confirm funding strategy and associated schedule and timing

Please give me or Justin a call if you wish to discuss in more detail.

Sincerely,
DLR Group



Kent R. Larson
Principal in the Firm