

TO: Jack Hobbs; Jack Hobbs jhobbs@madisonco.virginia.gov
FROM: NSA/NKS
CC: R Zubyk, Roger Berry Roger Berry rberry@madisonco.virginia.gov
RE: 19679- Board of Supervisors meeting agenda
DATE: 06/03/20

Jack,

The drawings we will be reviewing tomorrow will address several issues, some of which the Board of Supervisors (BOS) will likely want to weigh in on and some that are more specific to the various department heads. In order to facilitate the review, I thought it might be helpful to summarize what we are presenting and the issues that we would like to have addressed.

The drawing set contains preliminary MEP drawings that begin to show the HVAC system changes as well as the lighting; these will be developed more as we proceed in the DD phase. The architectural drawings contain the following:

1. The plans which have been slightly revised to account for the inconsistency between built and originally drawn conditions in building 410 structural bearing line
2. Plan enlargements and interior elevations of the bathrooms
3. Elevations of the cabinetry in the break room(s) and in the various offices
4. Elevations of the various office walls
5. Elevations and proposed materials for the public spaces in both buildings 410 and 414
6. Elevations and plans of the BOS auditorium showing the proposed wall paneling behind the dais, the ceiling dropped by 12" to improve acoustic isolation between the space and the HVAC in the attic and the proposed acoustic panels. We have also shown two options for how public speakers can be handled at a lectern and have included several options for the proposed, wall-mounted AV screens that I discussed with Bruce Livingston today. According to Kinectics Noise Control (the panel vendor) we should allow about \$12-13/SF for a standard panel and probably the same amount for installation so we are now at about \$13000-15000 for the acoustic panels depending on the final amount that we use.
7. We are proposing to use several finishes which are listed in the finish schedule summary, subject to budget. Subject to your and the BOS's agreement, we plan on preparing a series of bid Add-Alternates for these various items so that we receive a base bid number and then have a menu of items to choose from to add to that base scope of work (SOW).
8. We are proposing to use paint-grade steel frame windows and doors with sidelights per the drawings. These are similar to those you find in school and other facilities. We propose that the doors be full light to maximize daylight and the appearance of openness to the public but use the adhered film that we have provided a cutsheet for wherever additional privacy may be needed. We would also like all of the doors to be the same profile and style to minimize variety and customization and in order to get the best price on a relatively large number of the same item

Issues for Department Head review include the following and we will contact them by telephone directly about these items if they are not addressed by them at the meeting:

1. The individual cabinet and countertop layouts: We have noted the countertops as part of the base SOW and the cabinets below the countertop as an add-alternate.
2. The Treasurer office cashier stations, security glazing and how transactions are addressed through the glazing
3. The individual wall elevations within the various offices that are specific to the department needs
4. Any additional storage needs that need to be accommodated
5. From Brian at Commissioner of Revenue, we need to confirm if any health or other security precautions need to be accommodated at the public counter, such as glazed dividers
6. At Building and zoning, the same question.
7. From Lauren at Voter Registration, we need to confirm from her that the voting tables do not need to be permanent with sneeze/health/privacy dividers instead of the moveable tables they use now.
8. We are proposing a type of power and data raceway to be used on all exterior CMU walls to provide power and data along those walls without the need for furring the walls and in order to provide future flexibility.
9. We need the Department heads to advise us on any specific power and data needs that they may have such as data ports at the Treasurer's cashier desks, etc. We have and will make assumptions about these and confirm them but it would also be helpful if they have any specific needs that we are not aware of.

Issues for the BOS include:

1. The BOS auditorium design issues and any input on AV that they would like us to coordinate with Bruce Livingston.
2. The degree of modification of the BOS auditorium for accessibility. We have shown two locations for wheelchairs which will also likely require assisted listening devices.
3. The options for public use of the lectern to address the BOS.
4. Comments on the paneling and tile in the public areas of the two buildings. We have tried to be careful of budget by using materials that can be easily added over top of the existing walls and surfaces and that make the public spaces pleasant and dignified spaces to enter. By the same token, we have also tried to restrict this only to certain parts of the public spaces and will, as noted above, treat these as Add-Alternates to the base SOW. We will provide a proposed Add-Alternate list in the CD phase when we begin to assemble the bidding documents.