

# HENNEPIN COUNTY

## MINNESOTA

### FINAL COMMITTEE AGENDA

#### BOARD OF HENNEPIN COUNTY COMMISSIONERS OPERATIONS AND LIBRARIES COMMITTEE

TUESDAY, MAY 1, 2018  
1:30 PM

Chair: Linda Higgins, District 2

Vice-Chair: Jeff Johnson, District 7

Members: Mike Opat, District 1

Marion Greene, District 3

Peter McLaughlin, District 4

Debbie Goettel, District 5

Jan Callison, District 6

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#### 1. Minutes From Previous Meeting

- A. 04/03/2018 Operations & Libraries Meeting Minutes

#### 2. New Business

##### Items for Discussion and Action

- A. **18-0159**  
Agmt A188741 with Affinitech, Inc. for a video management system, 5/31/18-5/31/24, NTE \$2,000,000
- B. **18-0160**  
Schematic Design approval for the New Regional Medical Examiner's Facility (CP 1002306); Contract A188710 with Leo A. Daly for continuation of architectural and engineering services, 5/8/18-12/31/20, NTE \$3,926,057
- C. **18-0161**  
Schematic Design approval for the District Court Self Help Center Relocation (CP 0031838); approval to complete design and authorize construction contracts.
- D. **18-0162**  
Schematic Design approval for the Eden Prairie Library Refurbishment project (CP 1001787); Contract A188766 with MSR Architects, for architectural and engineering services, 5/1/18-12/31/20, NTE \$895,034

# HENNEPIN COUNTY

## MINNESOTA

### COMMITTEE MINUTES

#### BOARD OF HENNEPIN COUNTY COMMISSIONERS OPERATIONS AND LIBRARIES COMMITTEE

TUESDAY, APRIL 3, 2018  
12:30 PM

Chair: Linda Higgins, District 2  
Vice-Chair: Jeff Johnson, District 7

Members: Mike Opat, District 1  
Marion Greene, District 3  
Peter McLaughlin, District 4  
Debbie Goettel, District 5  
Jan Callison, District 6

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Commissioner Linda Higgins, Chair, called the meeting of the Operations and Libraries Committee for Tuesday, April 3, 2018 at 12:51 PM. All Commissioners were present except Commissioner Debbie Goettel who was absent.

#### 1. Minutes From Previous Meeting

- A. 02/27/2017 Operations & Libraries Meeting Minutes

#### APPROVED

**Commissioner Peter McLaughlin moved to approve the Minutes from the Previous Meeting, seconded by Commissioner Marion Greene and approved - 6 Yeas 1 Absent: Goettel**

#### 2. New Business

##### Routine Items

- A. **18-0123**

Schematic Design approval for the Penn and Plymouth 4th Floor Buildout for Department of Community Corrections and Rehabilitation (CP 1005577)

#### CONSENT

**Commissioner Marion Greene moved to approve, seconded by Commissioner Peter McLaughlin and approved - 6 Yeas 1 Absent: Goettel**

#### 3. Adjourn

There being no further business, the meeting of the Operations and Libraries Committee for Tuesday, April 3, 2018 was declared adjourned at 12:56 PM.

Yolanda C Clark  
Deputy Clerk to the Board

# HENNEPIN COUNTY

## MINNESOTA

### Board Action Request 18-0159

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#### Item Description:

Agmt A188741 with Affinitech, Inc. for a video management system, 5/31/18-5/31/24, NTE \$2,000,000

#### Resolution:

BE IT RESOLVED, that Agreement A188741 with Affinitech, Inc. for a video management system, during the period May 31, 2018 through May 31, 2024, with the not to exceed amount of \$2,000,000 be approved; the Chair of the Board be authorized to sign the agreement on behalf of the county; and that the Controller be authorized to disburse funds as directed.

#### Background:

A multi-year, multi-project Capital Improvement Project (CIP) request has been approved by the County Board for Countywide Security Equipment Upgrades. A major project in that CIP is to replace existing analog closed-circuit television cameras throughout county facilities with high definition Internet Protocol (IP) cameras. To accommodate the use of digital network based cameras, existing analog video distribution systems used by HC Facility Services, Sheriff's Office and DOCCR must be replaced by a software based video management system (VMS). Additionally, the existing analog video distribution systems are obsolete; keeping them operational would be difficult as parts fail and cannot be replaced.

The county currently operates over 4,000 cameras which record onto more than 120 digital video recorders (DVR). The DVRs are outdated and becoming more costly to maintain. User management across all the DVRs for viewing live- and recorded-video is cumbersome and administratively intensive. A unified VMS will provide enterprise-level administrative capabilities.

The Countywide Security Equipment Upgrade CIP identified the need to upgrade our existing video distribution and management system by procuring a new VMS. The solution provided by Affinitech, Inc. will ensure the continued effective monitoring, storage and distribution of our video surveillance cameras for department operations.

A request for proposal (RFP) was issued and included evaluation of seven vendor offerings, running on four manufacturing platforms. Affinitech, Inc. was selected based on cost and ability to meet Hennepin County's needs. The county has successfully negotiated a 6-year agreement with Affinitech, Inc.

#### ATTACHMENTS:

Description	Upload Date	Type
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# HENNEPIN COUNTY

## MINNESOTA

### Board Action Request 18-0160

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#### Item Description:

Schematic Design approval for the New Regional Medical Examiner's Facility (CP 1002306); Contract A188710 with Leo A. Daly for continuation of architectural and engineering services, 5/8/18-12/31/20, NTE \$3,926,057

#### Resolution:

BE IT RESOLVED, that the following actions be approved for the New Regional Medical Examiner's Facility Project (CP 1002306):

- Approval of the schematic design for the New Regional Medical Examiner's Facility project;
- Authorization to proceed with project design development and construction documents;
- Authorization to advertise and receive proposals;
- Authorized to proceed with a single contract to include general, mechanical and electrical construction;
- Authorization to use contracted service vendors and commodity contracts as necessary for portions of the work, furnishings and equipment; and

BE IT FURTHER RESOLVED, that the County Administrator be authorized to award contracts to the contractors offering the best value if the proposals are within the approved project budget; that the Chair of the Board be authorized to sign the contracts on behalf of the county after the performance and payment bonds have been properly executed; and that the Controller be authorized to disburse funds as directed; and

BE IT FURTHER RESOLVED, that Contract A188710 with Leo A Daly for architectural and engineering services for the design development through construction administration phases of the New Regional Medical Examiner's Facility (CP 1002306); for the period of May 8, 2018 through December 31, 2020, in an amount not to exceed \$3,926,057 be approved; that the Chair of the Board be authorized to sign the contract on behalf of the county; and that the Controller be authorized to disburse funds as directed.

#### Background:

##### History:

The existing Hennepin County Medical Examiner (HCME) operations are currently located in the county's Forensic Sciences Building, 530 Chicago Avenue in downtown Minneapolis. The existing facility and site do not provide sufficient space for the needs of the growing service areas and the mission critical function of Medical Examiner services. Population growth estimates exceed the operational capacity, according to National Association of Medical Examiner (NAME) industry guidelines for facilities. A facility that meets and exceeds industry standards is essential for ongoing accreditation and recruitment and retention of qualified staff to provide for the needs of the communities we serve.

The New Regional Medical Examiner's Facility (CP 1002306) proposes a 69,000 square foot facility based on population growth projections for Hennepin, Dakota, and Scott Counties through 2047. HCME currently occupies 29,500 usable square feet on two floors and approximately 40,000 gross square feet (GSF) of the 62,000 GSF Forensic Sciences Building. HCME has occupied this portion of the building since 1999 when renovation converted it from the Hennepin County Medical Center's food service facility. As such, the new facility will be planned for future expansion capability to support access needs for partnering counties and reasonable scene response times for a growing geographic service area. The current proposed location is an 8 acre site on

Hennepin County property in Minnetonka that includes the Hennepin County Home School. The building pad is proposed to be located east of the current County Home School with access from the existing entry now serving the Three Rivers Golf Course and the County Home School. An access road will be located along the southern portion of the property to serve this new location.

On January 1, 2017, Hennepin, Dakota, and Scott Counties enacted a 30 year Cooperative Services Agreement for Medical Examiner services (RESOLUTION NO. 16-0504) which includes capital budget provisions and taxpayer support toward the new facility. Taxpayer contribution for Dakota and Scott counties is through a joint powers agreement and includes a financial formula utilizing case and autopsy volumes that determine the amount of taxpayer contribution. The agreement is written so additional counties can easily be integrated and the financial formula recalculated to reflect the percent of volume performed. Therefore, additional cooperative counties will promote efficient and cost-effective operations through equitable distribution of expense across the service area, while allowing the cooperative to maintain accreditation and quality standards for service that our residents expect and deserve.

Hennepin County, with the support of Dakota and Scott Counties, are seeking state bonding dollars through the 2017 Capital Improvement Appropriations bill (HF 892). The bill is currently in the approval process at the Minnesota legislature. The total request from the state is for \$28.92 million dollars, or half of the total cost of the project. A State funding predesign document was completed by Smith Group JJR and RSP architects on August 8, 2016 in preparation of receiving state bonding dollars. The information in this predesign document is still applicable to receive state funding and will be used as we move forward with the project if and when state bonding money is received.

In winter of 2016/2017, the Hennepin County Designer Selection Committee recommended Leo A Daly, and their subject matter expert McClaren, Wilson & Lawrie Inc. (MWL) located in Ashland, Virginia, as the design team for the New Regional Medical Examiner's Facility. The Board was notified of this recommendation by way of memo dated January 10, 2017 from Director of Facility Services, Michael Sable.

The 2018-2022 Capital Improvement Program (CIP) includes a total project budget of \$57,840,000 for the New Regional Medical Examiner's Facility project. The Schematic Design estimated project cost for the New Regional Medical Examiner's Facility project is \$57,840,000.

#### **Current Request:**

Approval of the Schematic Design is requested. The Schematic Design report's Executive Summary has been distributed to the County Board, and a copy is on file with the Clerk to the County Board. Approval is requested to authorize the County Administrator to award a contract to the contractor offering the best value if the proposals are within the proposed budgets. In addition, approval is requested for Contract A188710 with Leo A Daly for continuation of architectural and engineering services for the design development through construction administration phases, for the period of May 8, 2018 through December 31, 2020, in an amount not to exceed \$3,926,057. Leo A Daly was selected by the County's Designer Selection Committee in the Fall of 2016.

#### **Impact/Outcomes:**

The Hennepin County Medical Examiner (HCME) New Regional Facility project is essential in assuring that we can sustain growing case volumes, be thoughtfully designed for the practice of medicolegal death investigation, and in turn recruit and retain the most qualified forensic science professionals while providing an environment that supports education in the Forensic Sciences.

Key elements of the facility project strategic plan are:

- Create an inviting and modern facility in a location that our employees, customers, and collaborative partners feel comfortable.
- Maximize design through use of natural light, energy efficient construction, and use of space in a manner that is flexible and assure the facility will meet the needs of our service area for decades while assuring facility operational costs are minimized.
- Recruit and retain the best talent in the forensic death investigation.
- Support the educational mission to select, train, and provide highly qualified talent to the industry through an accredited training program and educational curriculum.
- Serve as a resource for coroner counties requiring forensic pathology and death investigation services through an accredited Medical Examiner facility.
- Continue to meet and set the standards and accreditation requirements for Medical Examiner services in

Minnesota. Hennepin County has secured a 30-year Cooperative Services agreement Dakota and Scott Counties that supports a financial model based on volume of services performed and includes capital expense contribution. This agreement supports community partnerships and assures that we have the regional and operational support to meet our strategic vision.

**ATTACHMENTS:**

Description	Upload Date	Type
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# HENNEPIN COUNTY

## MINNESOTA

### Board Action Request 18-0161

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#### Item Description:

Schematic Design approval for the District Court Self Help Center Relocation (CP 0031838); approval to complete design and authorize construction contracts.

#### Resolution:

BE IT RESOLVED, that the following actions be approved for the Self Help Center Relocation Project (CP 0031838)

- Approval of schematic design for the Self Help Center Relocation project;
- Authorization to proceed with project design development and construction documents;
- Authorization to advertise and receive proposals;
- Authorization to proceed with a single contract to include general, mechanical and electrical construction;
- Authorization to use contracted service vendors and commodity contracts as necessary for portions of the work, furnishings and equipment; and

BE IT FURTHER RESOLVED that the County Administrator be authorized to award contract to the contractor offering the best value if the proposals are within the approved project budget; that the Chair of the Board be authorized to sign the contracts on behalf of the county after the performance and payment bonds have been properly executed; and that the Controller be authorized to disburse funds as directed.

#### Background:

##### History:

In 2001, the District Court Self Help Center was moved to space previously occupied by Health and Human Services and Taxpayer Services staff in the northeast corner of the Skyway Level of the Government Center. In 2012, a District Court study reviewed court operations as directed by the Hennepin County Board. This study, the "Facilities Alternative Study-Safeguarding Court Operations", was conducted during 2012 and the findings were presented to the County Board at the end of 2012. The current location of the Self Help Center is outside of the secure envelope (i.e. outside of weapons screening), and does not meet the functional or security needs for provision of these services.

The intent of this project is to move public-facing interactive functions inside the existing secure envelope within the Government Center, as recommended in this study. This project provides a secure space for the District Court Self Help Center, with a new layout to improve functional efficiency and service provision. In addition, this space will provide a new location for the District Court State Call Center (which is part of the Self Help Center) and a new public access point for the District Court Records Center which is currently located on the B Level of the Hennepin County Government Center.

The Schematic Design estimated project cost for the Self Help Center Relocation project is \$1,425,000. This project was originally included in the 2015 Capital Budget, in the amount of \$1,544,000. The construction price is \$217.44 per square foot. The Schematic Design report's Executive Summary has been distributed to the County Board, and a copy is on file with the Clerk to the County Board.

#### Current Request:

Approval of the Schematic Design is requested. The County Administrator will approve the agreement with

the DLR Group, Inc. to continue with the architectural and engineering services for the design development through construction administration phases of the project, at a cost of \$57,750 under their current Consulting Services Authorization. In addition, approval is requested to authorize the County Administrator to award a contract to the contractor offering the best value if the proposals are within the proposed budgets.

**Impact/Outcomes:**

The project will provide improved public access to the District Court Self Help and Records Center a more efficient and functional workspace and meet the goals of moving court functions to within the secure envelope.



# HENNEPIN COUNTY

## MINNESOTA

### Board Action Request 18-0162

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#### Item Description:

Schematic Design approval for the Eden Prairie Library Refurbishment project (CP 1001787); Contract A188766 with MSR Architects, for architectural and engineering services, 5/1/18-12/31/20, NTE \$895,034

#### Resolution:

BE IT RESOLVED, that the following actions be approved for the Eden Prairie Library Refurbishment project (CP 1001787):

- Approval of schematic design for the Eden Prairie Library Refurbishment project;
- Authorization to proceed with project design development and construction documents;
- Authorization to advertise and receive proposals;
- Authorization to proceed with a single contract to include general, mechanical and electrical construction;
- Authorization to use contracted service vendors and commodity contracts as necessary for portions of the work, furnishings and equipment; and

BE IT FURTHER RESOLVED, that the County Administrator be authorized to award contracts to the contractors offering the best value if the proposals are within the approved project budget; that the Chair of the Board be authorized to sign the contracts on behalf of the county after the performance and payment bonds have been properly executed; and that the Controller be authorized to disburse funds as directed; and

BE IT FURTHER RESOLVED, that Contract A188766 with MSR Architects for architectural and engineering services for the design development through construction administration phases of the Eden Prairie Library Refurbishment project (CP 1001787) for the period of May 1, 2018 through December 31, 2020 in an amount not to exceed \$895,034 be approved; that the Chair of the Board be authorized to sign the contract on behalf of the county; and that the Controller be authorized to disburse funds as directed.

#### Background:

##### History:

The Eden Prairie Library is located at 565 Prairie Center Drive in Eden Prairie, MN. Built in 1987, the building was originally designed as a grocery store and was converted to a Hennepin County Library in 2004. The facility is a 53,900 gross square foot building, situated on a 4.4 acre site with surface parking for 185 vehicles.

The Eden Prairie Library Refurbishment project (CP 1001787) will improve asset infrastructure, renovate, and modernize approximately 41,000 useable square feet of the library, including public and staff functions, to improve efficiencies and better serve current and future library patrons. In 2017, Hennepin County Library conducted community and staff engagement, providing opportunities for input and participation to understand the needs for the library renovation.

A facility condition assessment was completed in 2017 to identify the infrastructure deficiencies as well as technology, energy and accessibility requirements of the library facility. This project will repair and preserve infrastructure, improve systems, and address building code and accessibility requirements.

The 2018-2022 Capital Improvement Program (CIP) approved a total project budget of \$12,114,000 for the Eden

Prairie Library Refurbishment. The budget reflects a 3% reduction based on the Board amendment to the CIP in December 2017. The project's estimated construction cost averages \$141/SF with a total estimated project cost averaging \$226/SF.

**Current Request:**

Approval is requested for the Schematic Design and to authorize the County Administrator to award a contract to the contractor offering the best value if the proposals are within the proposed budgets. In addition, approval is requested for Contract A188766 with MSR Architects for architectural and engineering services for the design development through construction administration phases for the period of May 1, 2018 through December 31, 2020 in an amount not to exceed \$895,034. MSR Architects were selected by the County's Designer Selection Committee in the Fall of 2016.

**Impact/Outcomes:**

This project will improve the asset infrastructure, improve customer access to library services and staff, and improve overall staff efficiencies.

Asset infrastructure improvements will:

- Ensure long term integrity of the building systems and envelope
- Provide a code compliant facility
- New interior finishes, ergonomic furnishings and shelving to improve sightlines
- Improve security and access to technology

The renovation will support Hennepin County Library's Strategic Plan which includes the following goals for building projects:

- Provide flexible spaces to respond to changing communities and demographics
- Configure spaces to reflect new and broader purposes
- Create library environment that are welcoming, safe and secure

The library will be closed during construction (Winter 2018 – Fall 2019)

**ATTACHMENTS:**

Description	Upload Date	Type
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