GO COMMITTEE #6
April 22, 2015

MEMORANDUM

April 20, 2015

TO: Government Operations & Fiscal Policy Committee

FROM: Glenn Orlin, Deputy Council Administrator

SUBJECT: Special appropriations and amendments to the FY15-20 Capital Improvements Program, Montgomery County Government: Council Office Building Renovations, $296,000 (G.O. bonds) and Grey Courthouse & Red Brick Courthouse Renovations, $750,000 (G.O. bonds)

On February 3 the Council introduced these two special appropriations and CIP amendments so it could consider selecting one of these courses of action (©1-6). The Council's final action is scheduled for April 28. The testimony at the February 24 hearing was from Mayor Newton of the City of Rockville, who encouraged the Council to look at the issue holistically (©7-9).

Background

The Council Office Building (COB) opened in 1952. Currently it houses five Legislative Branch offices comprising 112 employees and four Executive Branch departments and offices totaling 154 employees. Its 1st Floor auditorium and 5th and 6th Floor conference rooms are used regularly both by Executive and Legislative Branch departments and by community organizations. The Government Core Facilities Optimization Master Plan (February 2008) identified the COB as needing "major renovation if it is to continue in service or be replaced" (©10). A contemporary conceptual planning study said:

> with advancing age [the COB] has become increasingly inadequate for the spatial and functional needs of its occupants. The existing facility has been determined to be in need of a major renovation and replacement of the major systems. Additionally, growth in departmental staffing has resulted in overcrowded conditions in some areas of the building and footprint limitations preclude contiguous expansion raising the prospect of departmental fragmentation.

In 2008 the Council approved funding for the Department of General Services (DGS) to plan a new 11- or 12-story COB directly south of the Executive Office Building (EOB) that would accommodate the existing COB occupants, projected occupant growth to year 2025, plus 77,000sf more for the consolidation of County departments in leased facilities. The project included the new building, three additional floors on the COB garage, and a pedestrian bridge connecting the current third-story of the garage to the lobby level of the new COB.

By early 2009 DGS had completed a Program of Requirements (POR) for the project, identifying the type, number, and size of spaces required in the new building by 2015, 2020, and 2025. In March 2009 DGS's contract architect produced three conceptual schemes for the new COB. The cost to

construct the new COB was estimated to be about $82 million (in 2009 dollars), but this included neither the cost of its design, the design and construction of the three additional garage levels, the pedestrian bridge, nor acquisition of the bank property on the northwest corner of Jefferson and Monroe Streets where the COB would be sited. The total cost was approximately $125 million in 2009 dollars. Soon afterwards the Council decided not to proceed with the project, given the downturn in revenue brought on by the recession.

At its January 2014 retreat, Councilmembers came to a consensus that although the County's resources had rebounded, they should abandon the idea of a new building as unrealistic, given its cost (by then inflation would have raised the cost to about $150 million) and the competing needs for capital resources. Instead, they directed staff to work with DGS to develop improvements to the existing COB to: (1) address the entire building's poor heating, ventilation, and air conditioning (HVAC), as well as its ADA-noncompliant public restrooms; and (2) create more space for the Council Office and Office of Legislative Oversight (OLO), which have far outgrown their space since it was last reconfigured more than 25 years ago. When the last reconfiguration was completed in 1988-89, most Councilmember office complements consisted of 4 persons, including the Councilmember; now there are 5 or 6 persons in the same space in each office. OLO has grown from 5 full-time equivalents to 11 over that time.

On April 30, 2014 the GO Committee reviewed and approved staff's proposal to pursue an Energy Savings Performance Contract (ESPC) approach for the HVAC and energy improvements, as well as the public restrooms, and to explore with DGS the opportunity to expand space within the building, specifically on the 4th Floor (see the packet on ©11-15), where the Department of Housing and Community Affairs (DHCA) is currently located. Over the summer DGS engaged NORESCO, an energy services company, to conduct an ESPC preliminary survey and develop solutions for the HVAC and energy needs (including water conservation) for the COB. NORESCO found that improving these building systems would cost $19 million, of which $6 million could be financed from energy savings over the next twenty years.

In parallel, DGS engaged NOA Architects to develop a POR and test fits (draft space plans) for the expanded Council/OLO offices on the 4th-6th Floors. To draft this POR, Council staff asked DGS to use the type, number, and size of spaces used in 2009 POR, with a few minor updates. By late fall NOA had completed the test fit, and its cost estimate for the 4th-6th Floor renovations was $11.5 million. Therefore, the work directed by the GO Committee in April was estimated to cost $30.5 million, with $6 million of this financed from energy savings. In addition there would be annual lease cost of about $500,000 incurred for DHCA.

When staff reviewed this information with Councilmembers and their aides, there was a consensus that the 1st Floor Auditorium should also be renovated. This room is used regularly by the County Government for training, and frequently by civic organizations and other groups as meeting space (©9A). The auditorium is in extremely poor shape. DGS estimates the cost of this renovation to be $700,000. Thus the cost of the <u>COB Renovations</u> project, with this scope, is $31.2 million, partially offset by the $6 million ESPC financing. Furthermore, nearly $3 million of the appropriation would be provided by a transfer from the <u>Montgomery County Government Complex</u> project, which has that much remaining appropriation that is unencumbered, as well as a small amount remaining from Phase 1 of this project (the renovation of the COB's 3rd Floor Hearing and Conference Rooms, which were completed in 2009). Therefore, this option would use about $22 million of G.O. bond capacity under

the spending affordability guidelines. Subsequently, individual Councilmembers have inquired about some further add-ons to the scope; these are discussed later in this memorandum.

During the fall DGS urged Councilmembers and Council staff to explore an alternative option as well: relocating the Council Office and OLO to the vacant Grey Courthouse and underutilized Red Brick Courthouse. The Grey Courthouse has been vacant since the State District Court moved to its new building on the former site of the Rockville Library, and it is in an advancing state of disrepair. Therefore, DGS developed estimates to upgrade the HVAC, lighting, windows and restrooms in these buildings, and it engaged NOA to use the information from the POR to develop test fits for the Council and OLO. Part of the challenge was also to accommodate as many of the core facilities in the Grey/Red Brick complex as currently exist in the COB: that is, the full complement of Council hearing and meeting rooms, sufficient parking, and a cafeteria. DGS has prepared three sub-options for this complex (and a variation on one of them), and they, too, are described below.

Council staff wishes to thank DGS staff and its consultants for all of their work over the past year, much of which was done under tight time pressures. We especially want to extend our appreciation to Charlie Edwards, who is the lead on the COB Renovations option, and Randy Hawkins, who is the lead on the Grey/Red Brick Courthouse options.

COB Renovations

Scope. The current scope of COB Renovations includes replacing the current HVAC system (chillers and duct work) and windows, upgrading the lighting, and making the restrooms ADA-compliant, as well as renovating the 1st Floor Auditorium. The reconfiguration of the 4th-6th Floors would be as follows:

- 6th Floor (©16): Central staff analysts and attorneys and Clerk's office (all offices with windows; currently one analyst has a windowless office); the reception desk; 2 large conference rooms; 3 small conference rooms; 2 restrooms; a small kitchen/break room; a copy/mail room; and an internal staircase to the 5th Floor.
- 5th Floor (©17): Enclosed Councilmember suites about 830-850sf each, roughly 30% larger than exists today, including the portions of the current suites that are not enclosed. Also: 3 restrooms; a small kitchen/break room; a copy/mail room; a storage room; an internal staircase to 6th Floor conference rooms and reception area; and key card elevator access for better security.
- 4th Floor (©18): Legislative Information Office, including studio; Legislative Information Services; OLO; Legislative Branch I/T unit (including servers); a large all-purpose room; a small conference room; a climate-controlled document archives; 2 restrooms; a small kitchen/break room; and a copy/mail room. There is also about 1,600sf that will be designated for use during final design, should this option be selected.

DGS has re-evaluated the cost of this scope and has raised it by $100,000, to $31.3 million.

Furthermore, individual Councilmembers and aides have recommended considering some further improvements. ***For each item below, the Committee should recommend whether it be: (1) added to the project's scope; (2) pursued as part of DGS's operating budget work program; or (3) not done:***

- Creating a furnished lobby at the 3rd Floor entrance, including removal of the former reception counter. Estimated cost: $40,000.
- Repainting 2nd and 3rd floor public area hallways. Estimated added cost to prep and paint these areas is about $35,000.
- Removing wallpaper and painting cafeteria. Estimated cost: $35,000.
- Replacing signs on the first, second and third floors with 4 digital signboards, located at the 3rd Floor front entrance, the 2nd Floor cafeteria entrance, the 2nd floor entrance by the guard desk, and the 1st floor entrance by the auditorium. The signs would require power and data connections, as well as computers to control the information presented. Estimated cost at $20,000 per signboard: $80,000.
- Improving directional signage from the parking garage to the 1st and 2nd Floor back entrances. Estimated cost: $25,000.
- Refurbishing the first floor lobby and hallway. The first floor lobby coming from the building entrance, past the auditorium to the building elevators, has a number of exposed pipes, conduits and cables (see photo, below). A desire was expressed to conceal these with a drop ceiling. The lowest point found on the piping is 81 ¾ inches. The minimum height required for a corridor by IBC 1208.2 is 90 inches. The IBC height restriction makes a drop ceiling impossible unless a major relocation of the piping is done. Determining what can be removed versus relocated and how to approach it would require substantial research and cost could easily exceed $1 million. A reasonable alternative to a drop ceiling would be to paint everything above flat black (industrial chic). This solution would still require the loose cabling to be properly attached and some labeling to be added after the painting. The estimated cost, including painting walls, is $250,000.

Two options not recommended as part of the project for consideration relate to the COB garage. One request was for improved garage lighting. However, lighting in the COB garage was completely replaced in 2011. Any significant improvement in the lighting would require replacing all of the fixtures, along with adding additional fixtures. The cost of this work is estimated at $300,000 to $500,000. The other concern is the inability of the garage to drain expeditiously during and after heavy downpours, causing large and deep ponding of water by many of the parking spaces. Council staff is exploring whether this problem can be resolved by more frequently clearing out the drains and sweeping out the debris.

There were also requests regarding green roofs, solar panels, and a small gym/exercise area for County employee use in the Rockville Core. DGS has provided the following information:

Green Roofs. As a rule, when considering how best to provide what is referenced as a "Green Roof," it should be understood that there are two types of "Green Roofs":

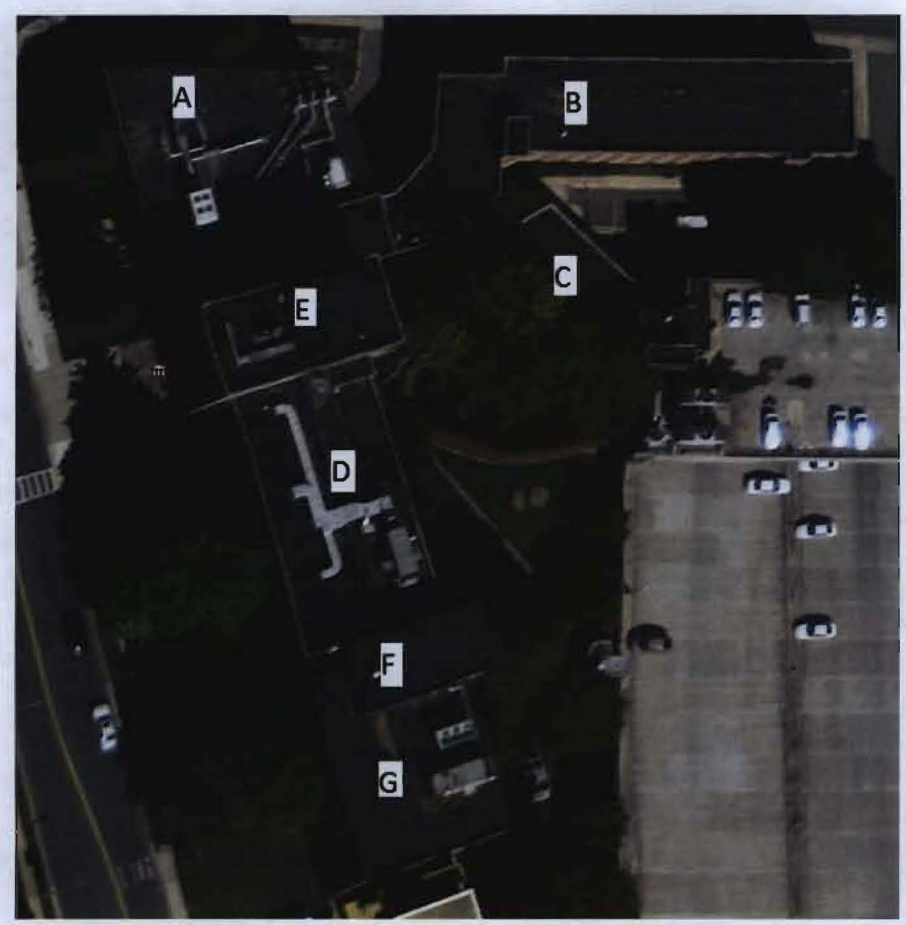
- The first type is a roof that reflects the sun allowing for a reduction of solar loads on the facility and reducing the heat island impact created by the thermal mass storage of heat by the facility. This is commonly a white-colored roof. With the advancement of technology, there are alternate reflective coating systems for use on membranes and sheet metal which have made it possible to have both color and to be "Green." This system is a very good method available for retrofits/replacements.
- The second means of "Green Roof" is a vegetative roof being placed over an otherwise normal roofing system consisting of insulation, waterproof membrane, and flashings. This construction consists of various soil media placed with varying thicknesses and planted with drought resistant native species placed on the roof with a root barrier to prevent the plants from growing into the roof system and causing leaks. When using this type of construction, the structural load capacity has to be increased, the flashing heights (the roof turn-up to prevent leakage) need to be taller, and the access and sun and shading need to be well understood. While there are limited opportunities in retrofit/replacement for the installation of this type of roof system, it is best suited for use on buildings that were specifically designed to meet the demands of this system.

The COB is a poor candidate for the use of a vegetative roof for a number of reasons, including:

- Roof Areas A, B, C, E, F, and G (see photo, below) were designed for normal roof loading and would require modification to the structural system to carry the additional weight.
- Roof Areas A, D, E, and G have significant mechanical equipment on the roof requiring regular and routine maintenance which would also be a barrier to full and robust plant growth.
- Roof area C is fully shaded most of the growing season by a significant tree with poor maintenance access.
- Roof Area F is a small penthouse room with limited access for maintenance.
- Roof Area B will be used by the Office of Energy and Sustainability (OES) for the installation of solar panels for power production (see below), which would preclude the installation of a vegetative roof.

The COB is a great candidate for a reflective roof on all roof areas (including Roof Area B which is being considered for photovoltaic panels), which is what is/has been specified and installed as part of the

roofing system replacement. The COB's roof will be replaced this spring; this has already been funded under the Roof Replacement: MCG project.



Photovoltaic Solar Panels. The Office of Energy and Sustainability (OES) is exploring and planning for the installation of solar panels on multiple County buildings, including the COB. Panels would be installed as part of a lease arrangement with a solar power vendor at no cost to the County, with a reduction in the cost of power. Roof Area B referenced in Green Roof discussion is the sole candidate being considered for solar panels on the COB as it has area, geometry, and proper sun axis for the installation of the PV panels. Viability will be studied by the vendor.

Gym/Exercise Area. Construction of a gym/exercise area becomes complicated very quickly. There are additional HVAC and power requirements for the gym area. Locker rooms with showers must be created and all of areas and uses need to meet ADA requirements. Areas of the building where the gym and locker rooms might be constructed have restrictions of limited ceiling heights and ventilation that contribute to construction difficulty and increased cost. A usable gym area of 800sf would need to be accompanied by men's and women's locker rooms of 200 square feet each. The cost of these spaces, including additional HVAC, plumbing and electrical infrastructure, would be at least $2.5 million.

As it happens, a small exercise area of about 550sf, with adjacent by men's and women's locker rooms, has opened on the ground floor of the Judicial Center on the hallway that connects directly to the cafeteria on the Terrace Level of the EOB. It is also next to the new Judicial Center entrance that opens

off the plaza between the Judicial Center and the EOB. It is central to the location of the majority of employees working in the Core. It is large enough to accommodate up to 10 pieces of exercise equipment.

Schedule. If the Council were to proceed with the COB Renovations project, its start would depend on when DHCA would be relocated to leased space. DGS latest estimate is that DHCA would relocate in late November/early December this year. That given, below is the likely schedule for the renovations:

Schedule Milestones	
Start construction on 4th Floor	Beginning December, 2015
OLO, LIO, LIS, and I/T office move to final location; analysts, attorneys, aides, and Clerk's Office move to temporary space on the 4th Floor	during post-budget recess, late May/early June, 2016
Start construction on 5th Floor	early June, 2016
Councilmember Offices move to final location on the 5th Floor	during winter recess, mid-December, 2016
Start construction on 6th Floor	mid-December, 2016
Analysts, attorneys, aides, and Clerk's Office move to final location on the 6th Floor	during post-budget recess, late May/early June, 2017
Final punch list, project complete	late June/early July, 2017

In either scenario the moves would take place during Council recesses. DGS notes that each move would take only a day or two, but a few days on either end would be needed for folks to pack and unpack. A majority of the current complement would only have to move once; of the 102 persons in the Council Office and OLO, 28 would relocate to temporary space and move twice.

Grey Courthouse and Red Brick Courthouse Renovations

The other alternative is to renovate the Grey and Red Brick Courthouses and to relocate the Council Office and OLO there. The project would replace the HVAC, lighting, and windows, and upgrade restrooms to current ADA standards. The scope of the project that was introduced on February 3, as well as two other options (and a variation of one of them) are described below.

Option 1A (©19-23). Under this scenario most of the 1960s addition to the Grey Courthouse (the wing fronting on North Washington Street) would be demolished, replaced by a 53-space surface parking lot. An annex south of the initial 1930s wing of the Grey Courthouse would be built to replicate the current 3rd Floor Hearing Room. When introduced, this option did not include space replicating either the current 3rd Floor Conference Room or a (smaller) cafeteria, so these elements have been added. The larger annex reduces the number of parking spaces to 49. DGS's updated cost estimate for Option 1A is $37.5 million; with the $3 million transfer, and assuming $6 million in ESPC financing, the net G.O. bond cost would be about $28.5 million.

The test fit for Option 1A is described on ©20-23 and includes the following spaces:

- 1st (Ground) Floor, Grey CH: Central staff analysts and attorneys and Clerk's office (5 offices would be windowless); 2 large conference rooms; 3 small conference rooms; 2 restrooms; climate-controlled document archives; and a copy/mail room.
- 1st Floor, Red Brick CH: Legislative Information Services; Legislative Branch I/T unit (including servers); and 2 restrooms.
- 1st Floor Annex: Replica of current 3rd Floor Hearing Room and 3rd Floor Conference Room; 2 restrooms; and a cafeteria, with entrance to the annex from Jefferson Street.
- 2nd Floor, Grey CH: 6 enclosed Councilmember suites about 1,100-1,150sf each, about 70-75% larger than exists today; a reception desk facing main entrance; 2 small conference rooms; a copy/ mail room; and 2 restrooms.
- 2nd Floor, Red Brick CH: OLO; 2 restrooms; and 430sf of as yet undesignated space.
- 3rd Floor, Grey CH: 3 enclosed Councilmember suites (same size as the others); a replica of current 7th Floor Hearing Room; 2 small conference rooms; a copy/mail room; and 4 restrooms.
- 3rd Floor, Red Brick CH: Multi-purpose room (the historic courtroom); 3 restrooms; and 4 as yet undesignated spaces totaling 1,200sf.
- 4th Floor, Grey CH: Legislative Information Office, including studio; a 1,300sf break area; a copy/mail room; and 2 restrooms with showers.

There are a few caveats about the cost estimate. The largest caveat is that none of the Grey/Red Brick sub-options have yet been evaluated for potential ESPC savings, which could reduce the G.O. bond-related cost further. DGS is understandably reluctant to offer an estimate as to the order of magnitude of these savings. A white "green" roof is already installed; DGS is nearly certain that the structure will not be able to support a vegetative roof. The roof can also accommodate solar panels.

On the other hand, should the Council wish to add funding for signboards and directional signs from the parking garage, then these costs should be added; more so for the garage-related signs, since parking will be more than a block away. Furthermore, if the existing windows in the historic courtroom need to be refurbished rather than replaced, that would add another $300,000.

DGS describes the schedule for Option 1A as follows:

Begin Historic Review/Regulatory Process	April 2015
Begin Design	October 2015
Begin Construction	November 2016
Project Complete	May 2018

Option 2A. This is identical to Option 1A, except that it would have a 160-space garage instead of a 49-space parking lot (©24-27). A 160-space garage would be sufficient during the day for all staff and for the public attending most daytime hearings, and for all but the very largest of hearings at night. Its schedule would be the same as for Option 1A, and its cost would be $8.6 million more: $46.1 million ($37.1 million in G.O. bond costs), without taking into account the same caveats.

Option 3. This scenario differs in that it would retain, rather than demolish, the 1960s addition, and that no functions would be placed in the Red Brick Courthouse. The test fit for Option 3 is on ©28-31 and includes the following spaces:

- 1st (Ground) Floor, Grey CH: Central staff analysts and attorneys and Clerk's office (5 offices would be windowless); Legislative Information Office, with studio; 2 large conference rooms; 2 restrooms; climate-controlled document archives; a copy/mail room; a cafeteria; and a 1,270sf wellness center with 2 restrooms with showers.
- 2nd Floor, Grey CH: 9 enclosed Councilmember suites, same size as Sub-options 1 and 2; a reception desk facing main entrance; Legislative Information Services; a medium-sized conference room; 4 small conference rooms; 2 small conference rooms; a copy/mail room; a second copy room; a storage room; and 4 restrooms.
- 2nd Floor Annex: a replica of current 3rd Floor Hearing Room with an entrance from Jefferson Street.
- 3rd Floor, Grey CH: replicas of the 7th Floor Hearing Room and 3rd Floor Conference Room; OLO; I/T unit, with servers; 2 small conference rooms; a copy/mail room; 4 restrooms; and 6,500sf for lease consolidation.
- 4th Floor, Grey CH: 7,300sf for lease consolidation; a copy/mail room; and 2 restrooms with showers.

Under this scenario there would be 27 parking spaces on site only for officials and persons with disabilities. The general public and the rest of Council and OLO staff would park in the COB Garage. DGS estimates construction would take two months longer than the other sub-options, so the project would be complete in July 2018. Its cost would be $7.5 million more than Sub-option 2: $53.6 million ($44.6 million in G.O. bond costs) without taking into account the same caveats noted above.

Option 3 variation. A variation would be not to build the 2nd Floor Annex replicating the 3rd Floor Hearing Room, and to continue to use the existing 3rd Floor Hearing Room instead when needed. Most (but not all) of the large public hearings necessitating that space are held at night, so this would have the further advantage of the public not having to walk the extra block for such hearings. Eliminating the annex would allow for a 37-space parking lot. Its cost would save about $2.7 million from Option 3: $50.9 million ($41.9 million in G.O. bond costs) without taking into account the same caveats noted above.

Other information

Councilmember staffs posed several questions to DGS, for which Director Dise has provided responses (©32-36).

Affordable housing and child care. County law requires that any County Government project that is in facility planning be assessed as to whether affordable housing or child care facilities should be included in the scope. Executive Branch staff has determined that neither affordable housing nor a child care facility is compatible with the COB Renovations project (©37-39). The staff notes that it cannot make a determination as to whether the Grey Courthouse and Red Brick Courthouse Renovations project is compatible until a final configuration and set of uses is determined (©40-42).

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Resolution: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: Council President

SUBJECT: Amendment to the FY15-20 Capital Improvements Program and Special Appropriation to the FY15 Capital Budget
Montgomery County Government
Department of General Services
Council Office Building Renovations (No. 010100), $296,000

Background

1. Section 308 of the Montgomery County Charter provides for a special appropriation which states that it is necessary to meet an unforeseen disaster or other emergency, or to act without delay in the public interest. Each special appropriation shall be approved by not less than six Councilmembers. The Council may approve a special appropriation at any time after public notice by news release. Each special appropriation shall specify the source of funds to finance it.

2. Section 302 of the Montgomery County Charter provides that the Council may amend an approved capital improvements program at any time by an affirmative vote of no fewer than six members of the Council.

   The County Council recommends the following capital project appropriation increase:

Project Name	Project Number	Cost Element	Amount	Source of Funds
Council Office Building Renovations	010100	PDS	$296,000	GO Bonds
	TOTAL		$296,000	

3. This special appropriation is required to begin design of needed renovations to the Council Office Building during the winter and spring of 2015.

4. Notice of public hearing was given and a public hearing was held.

Amendment to the FY15-20 Capital Improvements Program and Special Appropriation
Council Office Building Renovations (No. 010100)

Action

The County Council for Montgomery County, Maryland, approves the following action:

The FY15-20 Capital Improvements Program of the Montgomery County Government is amended as reflected on the attached project description form and a special appropriation is approved as follows:

Project Name	Project Number	Cost Element	Amount	Source of Funds
Council Office Building Renovations	010100	PDS	$296,000	GO Bonds
	TOTAL		$296,000	

This is a correct copy of Council action.

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Linda M. Lauer, Clerk of the Council

Council Office Building Renovations (P010100)

Category	General Government	Date Last Modified	February 3, 2015
Subcategory	County Offices and Other Improvements	Required Adequate Public Facility	No
Administering Agency	General Services	Relocation Impact	None
Planning Area	Rockville	Status	Preliminary Design Stage

Expenditure Schedule ($000)

Cost Element	Total	Thru FY13	Est. FY14	Total 6 Years	FY15	FY16	FY17	FY18	FY19	FY20	Beyond 6 Years
Planning, Design, and Supervision	6,509	669	0	5,840	1,473	2,420	1,947	0	0	0	0
Land	4	4	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	2	2	0	0	0	0	0	0	0	0	0
Construction	26,630	3,270	0	23,360	0	12,978	10,382	0	0	0	0
Other	2,003	3	0	2,000	0	0	2,000	0	0	0	0
Total	**35,148**	**3,948**	**0**	**31,200**	**1,473**	**15,398**	**14,329**	**0**	**0**	**0**	**0**

Funding Schedule ($000)

GO Bonds	28,196	3,048	0	25,148	1,473	15,398	8,277	0	0	0	0
Long Term Financing	6,000	0	0	6,000	0	0	6,000	0	0	0	0
Cable TV	952	900	0	52	0	0	52	0	0	0	0
Total	**35,148**	**3,948**	**0**	**31,200**	**1,473**	**15,398**	**14,329**	**0**	**0**	**0**	**0**

DESCRIPTION

The project is in two phases. The first phase renovated the hearing room, conference room, and anterroom on the third floor of the Council Office Building (COB), which had not been renovated in more than 30 years. The first phase was completed in 2009. The second phase replaces the HVAC, lighting, and windows in the rest of the COB, upgrades restrooms to ADA standards, renovates the auditorium on the first floor, and reconfigures space on the fourth, fifth, and sixth floors for the Council Office and the Office of Legislative Oversight (OLO).

ESTIMATED SCHEDULE

Preliminary Design is complete. Design will begin in March 2015, construction will begin in September 2015, and the project is scheduled for completion in February 2017.

COST CHANGE: New second phase.

JUSTIFICATION

Heating, ventilation, and air conditioning in the COB function poorly, and most of the restrooms are not compliant with updated ADA standards or high performance building standards. The Council Office and OLO have far outgrown their space since it was last reconfigured more than 25 years ago. The 1st Floor Auditorium, which is used regularly for County Governemnt staff training and as a meeting place by civic organizations, is extremely substandard.

FISCAL NOTE: The second phase of the project is partially funded with a $184,000 unencumbered balance from the first phase and a transfer of $2,993,000 from the Montgomery County Government Complex project. An audit by an Energy Service Company (ESCO) has been conducted, and it has determined that $6,000,000 in savings can be anticipated from this project. An Energy Savings Performance Contract (ESPC) will allow for third-party funding to cover this portion of the contract, so that no General Obligation bonds are required for it. A financing mechanism is initiated to cover the cost of the contract and the repayment of debt is guaranteed through the energy savings.

Appropriation and Expenditure Data			Coordination	Map
Date First Appropriation	FY15	($000)	Legislative Branch Offices	
First Cost Estimate Current Scope (FY15)		35,148	Department of Technology Services	
Last FY's Cost Estimate			Office of Consumer Protection	
			Department of Housing and Community	
Appropriation Request	FY15	0	Affairs	
Appropriation Request Est.	FY16	24,780	Ethics Commission	
Supplemental Approp. Request	FY15	296		
Transfer		2,993		
Cumulative Appropriation		4,132		
Expenditures/Encumbrances		3,948		
Unencumbered Balance		184		
Partial	FY13	0		
New Partial Closeout	FY14	0		
Total Partial Closeout		0		

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Resolution: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: Councilmembers Hucker and Riemer

SUBJECT: Amendment to the FY15-20 Capital Improvements Program and Special Appropriation to the FY15 Capital Budget
Montgomery County Government
Department of General Services
Grey Courthouse and Red Brick Courthouse Renovations (No. XX15XX), $750,000

Background

1. Section 308 of the Montgomery County Charter provides for a special appropriation which states that it is necessary to meet an unforeseen disaster or other emergency, or to act without delay in the public interest. Each special appropriation shall be approved by not less than six Councilmembers. The Council may approve a special appropriation at any time after public notice by news release. Each special appropriation shall specify the source of funds to finance it.

2. Section 302 of the Montgomery County Charter provides that the Council may amend an approved capital improvements program at any time by an affirmative vote of no fewer than six members of the Council.

The County Council recommends the following capital project appropriation increase:

Project Name	Project Number	Cost Element	Amount	Source of Funds
Grey Courthouse and Red Brick Courthouse Renovations	XX15XX	PDS	$750,000	GO Bonds
	TOTAL		$750,000	

3. This special appropriation is required to begin design of needed renovations to Grey Courthouse and the Red Brick Courthouse during the winter and spring of 2015.

4. Notice of public hearing was given and a public hearing was held.

Action

The County Council for Montgomery County, Maryland, approves the following action:

The FY15-20 Capital Improvements Program of the Montgomery County Government is amended as reflected on the attached project description form and a special appropriation is approved as follows:

Project Name	Project Number	Cost Element	Amount	Source of Funds
Grey Courthouse and Red Brick Courthouse Renovations	XX15XX	PDS	$750,000	GO Bonds
	TOTAL		$750,000	

This is a correct copy of Council action.

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Linda M. Lauer, Clerk of the Council

Grey Courthouse and Red Brick Courthouse Renovations (PXX15XX)

Category	General Government	Date Last Modified	February 3, 2015
Subcategory	County Offices and Other Improvements	Required Adequate Public Facility	No
Administering Agency	General Services	Relocation Impact	None
Planning Area	Rockville	Status	Conceptual planning

Expenditure Schedule ($000)

Cost Element	Total	Thru FY13	Est. FY14	Total 6 Years	FY15	FY16	FY17	FY18	FY19	FY20	Beyond 6 Years
Planning, Design, and Supervision	5,376	0	0	5,376	807	2,011	1,395	1,163	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	494	0	0	494	0	0	206	288	0	0	0
Construction	23,409	0	0	23,409	0	0	10,103	13,306	0	0	0
Other	6,680	0	0	6,680	0	0	2,969	3,711	0	0	0
Total	**35,959**	**0**	**0**	**35,959**	**807**	**2,011**	**14,673**	**18,468**	**0**	**0**	**0**

Funding Schedule ($000)

GO Bonds	35,959	0	0	35,959	807	2,011	14,673	18,468	0	0	0
Total	**35,959**	**0**	**0**	**35,959**	**807**	**2,011**	**14,673**	**18,468**	**0**	**0**	**0**

DESCRIPTION

The project provides for the renovation of the Grey Courthouse and the Red Brick Courthouse for use by the County Council, the Council Office, and the Office of Legislative Oversight. The project also includes construction of parking, and replacement of the Council Office Building's 3rd Floor Hearing Room.

ESTIMATED SCHEDULE

Concept plans have been developed. Historic review will begin in April 2015. Final design is expected to start in October 2015, construction is scheduled to begin in November 2016, and the project is anticipated for completion in May 2018.

COST CHANGE: New project.

JUSTIFICATION

Heating, ventilation, and air conditioning in the COB function poorly, and most of the restrooms are not compliant with updated ADA standards or high performance building standards. The Council Office and OLO have far outgrown their space since it was last reconfigured more than 25 years ago.

FISCAL NOTE: The project will be partly funded with a transfer of $2,993,000 from the Montgomery County Government Complex project.

Appropriation and Expenditure Data			Coordination	Map
Date First Appropriation	FY15	($000)	Office of the County Council	
First Cost Estimate Current Scope (FY15)		35,959	Office of Legislative Oversight	
Last FY's Cost Estimate			City of Rockville	
			Peerless Rockville	
Appropriation Request	FY15	0		
Appropriation Request Est.	FY16	0		
Supplemental Approp. Request	FY15	750		
Transfer		2,993		
Cumulative Appropriation		0		
Expenditures/Encumbrances		0		
Unencumbered Balance		0		
Partial	FY13	0		
New Partial Closeout	FY14	0		
Total Partial Closeout		0		

City of Rockville Testimony
Special appropriation to the County Government's FY15 Capital Budget and amendment to the FY15-20 capital Improvements Program, Department of General Services - $296,000 for Council Office Building Renovations project/$750,000 for Grey Courthouse and Red Brick Courthouse Renovations project.

Good afternoon, President Leventhal and members of the Montgomery County Council. On behalf of the Rockville City Council, I would like to thank President Leventhal and CouncilMayor Katz for the opportunity to testify before you today.

We are very appreciative of the outreach by the County Council on this important matter. The building renovation options being contemplated for the Council Office Building, the Grey Courthouse, and the Red Brick Courthouse have the potential to significantly impact the future of Rockville's downtown. These buildings are central elements of our Town Center landscape and are some of the last remaining historic structures that exemplify our City and County's rich history.

Rockville embraces its role as the County seat and that makes it especially important that the City and County leadership communicate and coordinate on matters like the renovations of the Council Office Building and any re-use or changes to the Grey Courthouse and Red Brick Courthouse.

The City is delighted to learn that the County is open to reconvening the Multi-Government Rockville Core Implementation Committee. This group was formed by the County Executive in 2010 in cooperation with the Mayor and Council for the purpose of reviewing and discussing the multi-government facilities in the Rockville core, coordinating plans for future development or redevelopment, and expansion of government facilities and land. Unfortunately, the group met only once and did not have any measurable accomplishments. We enthusiastically accept the invitation to restart these critical discussions and respectfully request that they begin in the near future.

Since the County owns and uses a significant amount of property in Rockville's Town Center, County decisions about facilities can impact the future of our entire downtown. We believe this is an ideal opportunity for the City and the County to have a holistic conversation about a comprehensive vision for the Rockville core that could open up the potential for other land use possibilities and further coordination between the two jurisdictions.

The Grey Courthouse built in 1931 and the Red Brick Courthouse built in 1891 are designated as historic buildings. They contribute not only to the history but to the look and feel a community that we cherish. We appreciate the plan to begin a historic review of these properties this spring and remind the County Council that the City requires an Evaluation of Historic Significance, Historic

District Commission approval of demolition of any portion of the Courthouse, and Historic District Commission Certificate of Approval for any additions or changes to the exterior of the buildings.

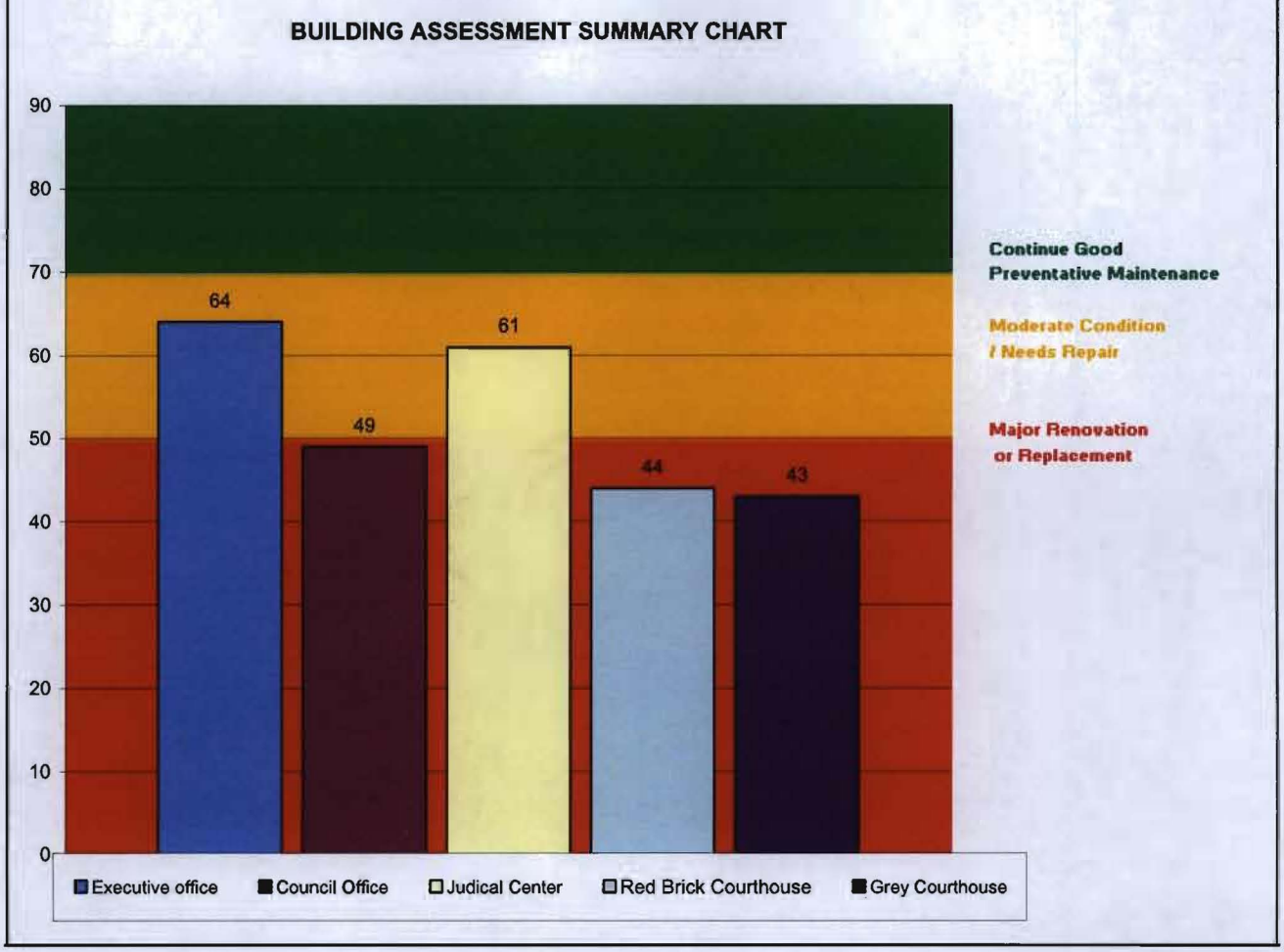
Rockville also wants to ensure that we are part of any conversation with the County Council concerning parking needs in our downtown, particularly in the location where the Grey and Red Brick Courthouses are located. Careful consideration and planning needs to occur to ensure that any new parking facilities meet the needs of all who live, work, and visit our Town Center. It is critical that the historical character of this area be preserved and not be overtaken by parking facilities.

The City of Rockville and the County share a common goal in our investment in Rockville's downtown. Before the County proceeds with either of the CIP programs that have been proposed, we invite you to stop, take a step back, and examine all of the parcels in partnership with the City of Rockville to see what best serves our mutual needs. By working together, and with some creative thinking, we can continue to preserve the rich heritage of one of Maryland's oldest cities. I thank you again for this opportunity and on behalf of the City Council I look forward to continuing these discussions.

Users of COB First Floor Auditorium in FY 2014

User Group	Hours
DC Radio Club	27.5
Hope Chinese School/Kyle Liang	3.0
Leadership Montgomery	2.0
Light of Faith Church	7.0
MCG-Board of Investment Trustees	16.8
MCG-County Council	95.3
MCG-County Executive/Chief Admin Officer	3.5
MCG-County Executive/Comm Partnerships	4.0
MCG-DTS/ADT	14.0
MCG-Emergency Management & Homeland Sec	10.0
MCG-Facilities Management	1.3
MCG-Finance Management & Budget	1.5
MCG-Finance/Risk Management	14.0
MCG-Fire & Rescue Services	29.5
MCG-General Services/Business Relations	1.5
MCG-HHS/Public Health Services	65.5
MCG-Housing & Community Affairs/Com Dev	2.0
MCG-Housing & Community Affairs/CVB	1.5
MCG-Housing/MPDU	114.0
MCG-Liquor Control	110.0
MCG-Liquor Control DLRE	112.8
MCG-OHR/Benefits	136.5
MCG-OHR/Director's Office	9.5
MCG-OHR/ERP-Transform MCG	5.0
MCG-OHR/Recruitment & Selection	12.5
MCG-OHR/Training & Organizational Dev	191.0
MCG-Permitting Services	59.5
MCG-Public Information (PIO)	5.0
MCG-Solid Waste Services	1.5
MCG-Transp & Engineering	4.0
MCG-Transportation/Transit Services	10.0
MCG-Zoning & Admin Hearings	105.5
Montgomery County Civic Federation	30.0
Washington Gas Light Company	4.5
WeeStar Corporation	3.0

MONTGOMERY COUNTY ROCKVILLE CITY CORE BUILDING ASSESSMENT SUMMARY



Summary

The chart shows that both the Executive Office Building and Judicial Center score above 60. This means both facilities are in moderate condition and need repairs. The need for repairs is to be expected given the age of the buildings and the repairs have been identified in the assessment charts and planned for in the near future.

The Council Office Building, with a score of 49, needs major renovation if it is to continue in service or be replaced. The mechanical system serving the computer center is of particular concern.

The Redbrick Courthouse due to its historic nature will remain but requires major renovation.

The Grey Courthouse has historic elements, such as the façade and ceremonial courtroom that will remain, but the balance of the building and annex need major renovation or should be replaced.

GO COMMITTEE #8
April 30, 2014
Worksession

MEMORANDUM

April 29, 2014

TO: Government Operations and Fiscal Policy Committee

FROM: Essie McGuire, Senior Legislative Analyst
Glenn Orlin, Deputy Council Administrator

SUBJECT: **Council Office Building Facility Issues**

Today the Government Operations and Fiscal Policy Committee will discuss issues and capital budget options related to the Council Office Building (COB). Earlier this year, Councilmembers had requested that Council staff work with the Department of General Services (DGS) to outline options for addressing facility needs at the COB that affect employee and public use of the building. The Council is revisiting this issue in part because a project to replace the building is no longer in the CIP; as a result, the facility issues may require resolution differently than previously planned.

This packet presents options for the Committee's consideration to address the COB roof replacement, HVAC system issues, restroom repair and Americans with Disabilities Act (ADA) improvements, and additional space needs.

1. Roof Replacement

The COB roof is 21 years old and in need of replacement, and the upper floors have experienced leaking. The COB roof has already been programmed into the County Government level of effort project for Roof Replacement in FY15.

DGS staff report that the design is already underway, at a cost of approximately $46,300. The full construction cost will be known once design is done, but DGS estimates a total construction cost of $1.5 million. This project will be funded through the already recommended FY15 appropriation for the Roof Replacement CIP project.

DGS estimates that the design and procurement phases may take 3-4 months. DGS anticipates beginning construction later this fall, with the construction and installation taking 5-6 months. Work would be complete late spring, weather permitting.

The Council has already tentatively approved the Roof Replacement CIP project with this funding included, so no additional action is necessary to address the COB roof. DGS will keep the Council informed on the schedule and progress through the upcoming months.

2. HVAC and related building environment issues

The HVAC system in the COB is very old and presents ongoing functional issues. The HVAC level of effort project in County Government has approximately $600,000 in FY16 identified to replace certain elements of the system, such as chillers and cooling towers. However, there are no funds to replace the system as a whole.

ESCO project approach: In its CIP review, the Committee discussed the Energy Systems Modernization project. This project provides for the replacement or upgrade of building systems that affect energy usage, primarily HVAC related systems and components. The project uses Energy Services Companies (ESCOs) to perform comprehensive audits of candidate facilities, propose energy conservation measures, and guarantee energy savings.

In discussions with Council staff, DGS stated that the COB would be a good candidate for an ESCO approach to not only replace the HVAC system but address whole-building issues, windows, and other energy measures. DGS would prioritize the COB in the ESCO projects for the upcoming year, which would result in an audit of the building and assessment of the energy savings measures that would be taken through the ESCO contract.

There are two significant benefits to this approach. First, the ESCO approach allows for financing, alleviating the pressure on bond capacity in the CIP and taking full advantage of the energy savings gained from the improvements. Second, rather than replacing individual systems piecemeal, it offers the opportunity for a comprehensive assessment of the facility and coordinated improvements of multiple systems and features at once. For example, the ESCO analysis will include not only HVAC but windows, lighting, water use, and energy controls.

It is possible that the ultimate ESCO contract will not fully cover all the aspects of the COB that need to be addressed. The Committee discussed this partial ESCO approach for the EOB HVAC Replacement project, where ESCO financing is supporting a significant portion of the cost but County funding is used to make up the difference in the project. Even in this scenario, the building assessment and partial financing are benefits to the County.

One important consideration is that the ESCO contract has a 20-year assumption of savings return to make the financing work. This approach requires the Council to commit to using this building in some form for the next 20 years. The approach would also, combined with other efforts, introduce improvements in the facility to extend its useful life to that degree.

Timeframe: Approximately 20 months would be necessary to conduct the assessment, finalize the contract, design the project, and then implement the system and construction work. DGS staff provided the following estimated schedule for completion of the ESCO project:

Task	Completion
Kick-off Meeting (already held)	4/23/2014
Preliminary Survey (30 days):	5/23/2014
Investment-Grade Assessment (IGA) Proposal (10 days):	6/4/2014
Negotiation/Notice to Proceed (5 days):	6/13/2014
Draft IGA (90 days):	9/12/2014
Review/Edit/Final IGA:	10/10/2014
Energy Services Agreement Negotiation (60 days):	12/12/2014
Final Design (60 days):	2/13/2015
Implementation (12 months):	2/12/2016

HVAC-only approach: Council staff requested that DGS provide estimates of the cost to replace the HVAC system and the windows as individual projects. DGS estimates between $4.2-5.0 million for the HVAC system based on similar projects and a $30-35 per square foot cost. DGS estimates $1.2 million would be needed to replace the windows. DGS also states that due to design and procurement requirements the timeframe for doing HVAC and windows would not be shorter as individual projects than through an ESCO approach.

Council staff recommends that the Committee pursue the ESCO approach for the HVAC and energy improvements needed and for restroom renovation as well (see below). If the Committee agrees, no additional funds are needed at this time. The Committee will receive the results of the assessment including the proposed scope of work, schedule, and possible funding needs, in late summer or early fall.

3. Public Restrooms

Councilmembers have raised two primary goals for the public restrooms on the first, second, and third floors: first, to provide some repair and cosmetic attention, and second, to increase ADA accessibility if possible.

As Councilmembers are aware, the County is under a settlement agreement with the Department of Justice regarding Project Access and ADA accessibility compliance. Some ADA work at the COB is currently programmed in the ADA compliance project. ADA requires that when repairs or renovations are made to an existing facility, work must then be done to make the facility fully meet the ADA requirements. Structurally, the COB presents challenges to ADA compliance in many aspects, including restrooms.

DGS provided two sets of options regarding the restrooms on the first, second, and third floors of the COB. The first option makes all restrooms on all three floors ADA accessible, and also includes the cosmetic refreshment that the facilities need. This option would cost a total of $577,000 and take two months to design. Construction would need to be staged over a period of 6-8 months to maintain sufficient availability of facilities. DGS provided the following scope of work for this option:

- Design and renovate six separate restrooms adjacent to public elevators - three men's and three female located on 1st, 2nd and 3rd floors. Includes accessibility and modernization of fixtures and finishes.
- Current estimate: $577,120 based on industry commercial construction cost and in-house estimates.
- Project will follow DGS Construction Protocol:
    - Development of a POR that addresses fixtures, finishes, environmental sustainability, and accessibility.
    - Life safety requirements may need to be addressed.
    - Mechanical, Electrical and Plumbing (MEP) must meet current code requirements, as well as insure maintainability under the DGS building maintenance requirements.
    - Permit(s) will be determined during the design and plan review phase.
    - Inspections will be required throughout the process including architectural and engineering project management, site inspections and close-out on all project requirements.
    - Administration consists of consulting architects, engineers and project managers.
    - Demolition consists of masonry/structural systems, mechanical, electrical and restroom fixtures.
    - Construction will impact daily usage of restrooms under construction. Alternate restroom facilities will be determined throughout the construction process.

A second option would provide increased ADA accessibility on the second floor only, and provide more minimal cosmetic improvements to the first and third floors. This option would cost a total of $230,750 and take a total of four months to complete, including project design and construction. DGS provided the following scope of work for this option:

- Estimated funding would provide for the following in the 2nd floor restrooms:
    - New toilet partitions;
    - Widening access to Men's Restroom and replacing door and door frame;
    - Modifying the janitor closet and relocating electrical panel;
    - Replacing and relocating plumbing fixtures as necessary;
    - Modifying the plumbing lavatory chase to make more room for lavatories in the Men's Restroom;
    - Removing and relocating the heating radiators from under the window;
    - Removing wall tiles in the access area to widen the access to the main restroom;
    - Relocating the partition in the Women's Restroom associated door;
    - Providing new wall finishes in areas where tiles had to be removed;
    - Adjusting plumbing hook-ups as necessary and replacing some cast iron piping with PVC piping;
    - Removing and relocating restroom accessories;
    - Replacing wall tiles on relocated partitions in the Women's Restroom;
    - Any associate electrical, plumbing and finish work; and
    - Any demolition and debris disposal of work necessary to accomplish the work and/or gain access to MEP building systems.

- Estimated funding would provide for the following cosmetic improvements in the 1st and 3rd floor restrooms:
    - Painting of all non-tiled walls and hard ceilings surfaces;
    - Re-grouting and re-pointing ceramic tile on walls and floors as needed;
    - Refurbishing existing toilet partitions in-place;
    - Replacing acoustical ceiling tiles;
    - Power-washing and/or deep cleaning floor and wall tiles;
    - Replacing light fixtures in each restroom; and
    - Contingency and supervision.

Both of these options assume the restroom project goes forward as a stand alone project. As noted earlier, the ESCO assessment will also take water use from restroom and other facilities into account, and may recommend and include changes to plumbing fixtures. **As noted above, the Council may want to consider deferring action on a restroom project until the scope of the ESCO analysis is finished and available.** Some portion of the work may fall within the ESCO financing and some may need to be funded with supplemental County funding. Deferring this decision pending the outcome of the ESCO analysis would take more time than as a stand-alone project, but would give the Council the ability to coordinate the project and possibly realize savings.

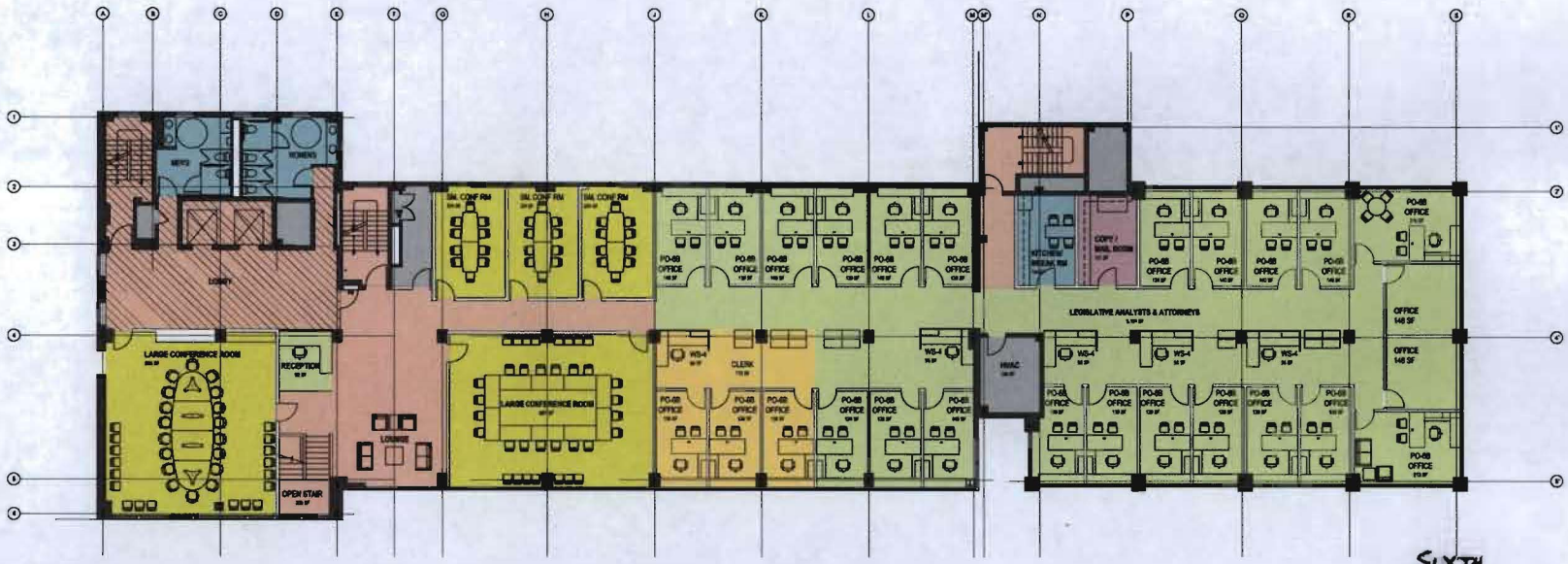
4. Space needs

Councilmembers have also requested information on possibilities for expanding the space available to the Council offices. One approach would be to use the fourth floor of the COB for the Council if other space can be found for the Department of Housing and Community Affairs (DHCA). The Council requested that DGS explore options that would make additional space available in the COB for the Council.

There are several sequential steps to utilizing additional space in the COB. First, DGS will identify whether leased or owned space is the best option for DHCA. That space must then be prepared for DHCA, and the fourth floor renovated for use by the Council.

DGS anticipates that 3-6 months will be necessary to plan the next steps for DHCA as well as specify space plans for the Council. Once these steps are determined, it would likely be 12-18 months to move DHCA, during which time the planning and design of the new Council space—and any modifications to the 5th and 6th Floors needed to properly integrate with the 4th Floor—would be undertaken.

DGS will use existing resources in the coming months to plan the next steps for this process, and will then return with an update to the Council and a request for the funding that would be needed to lease and/or prepare space for DHCA, and to design the Council's reconfigured space.



PLAN LEGEND

- COUNCIL SUITES
- CONFERENCE
- CIRCULATION
- WET AREAS BREAK ROOM, RESTROOMS
- LEGISLATIVE ANALYSTS & ATTORNEYS
- UNDESIGNATED AREA
- IT
- LEGISLATIVE INFO OFFICE (LIO)
- RECEPTION
- AREA OPEN TO THE PUBLIC
- SERVICE AREAS COPY, STORAGE
- UTILITY AREA HVAC, ELECTRICAL, PLUMBING
- EXISTING WALL
- NEW WALL

1 SIXTH ~~FIFTH~~ FLOOR PLAN
1/8" = 1'-0"

0' 2' 4' 8' 16'
GRAPHIC SCALE

CLIENT
MONTGOMERY COUNTY MARYLAND
DEPARTMENT OF GENERAL SERVICES
OFFICE OF PLANNING & DEVELOPMENT
101 MONROE STREET, ROCKVILLE, MARYLAND 20850

PROJECT
Renovation of
Council Office Building
100 Maryland Ave
Rockville, MD 20850

ARCHITECT:
7925 GLENBROOK RD.,
SUITE 9-C,
BETHESDA,
MARYLAND 20814
(301) 951-7933
NOA ARCHITECTURE PLANNING INTERIORS
WWW.NOAARCHITECTS.COM

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CONSULTANTS:

REGISTRATION:

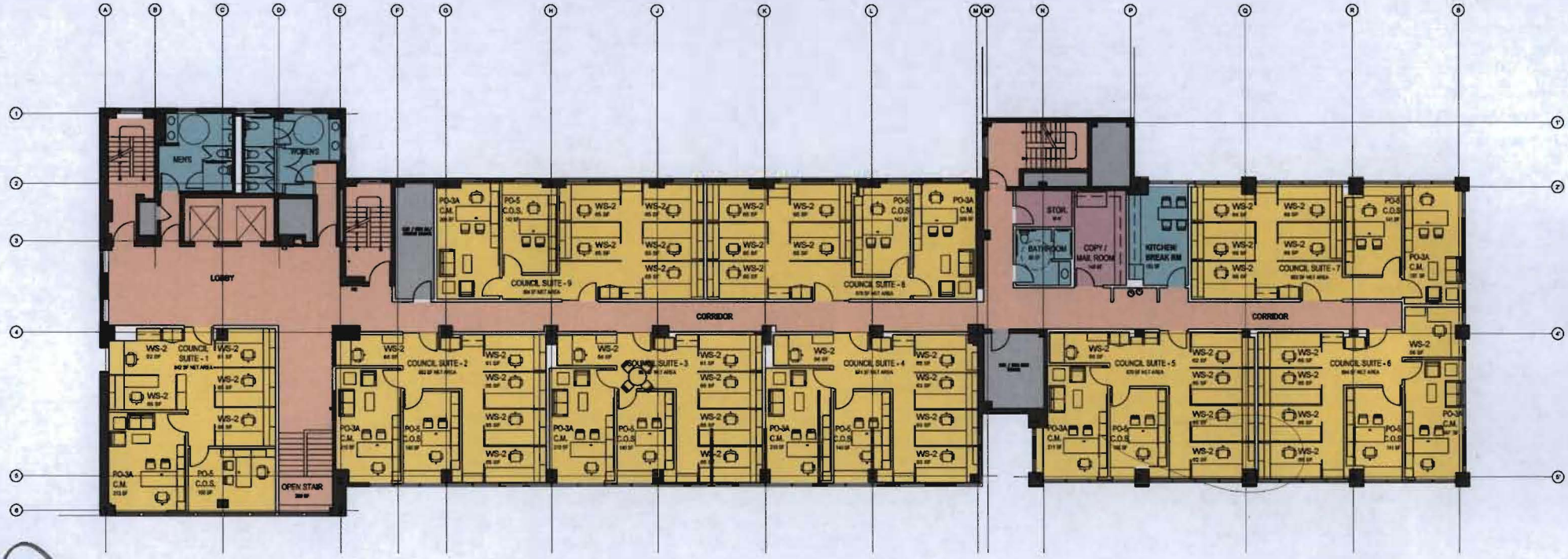
NO.	DATE	ISSUE DESCRIPTION
	11.20.14	

PROJECT NO:
DRAWN BY:
CHECKED BY:

KEY PLAN:

SHEET TITLE:
5TH FLOOR TEST-FIT PLAN (DRAFT)

SHEET NUMBER:
A2



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GRAPHIC SCALE

FIFTH ALTERNATE
~~SIXTH~~ FLOOR PLAN

1/16" = 1'-0"

PLAN LEGEND

- COUNCIL SUITES
- CONFERENCE
- CIRCULATION
- WET AREAS BREAK ROOM, RESTROOMS
- LEGISLATIVE ANALYSTS & ATTORNEYS
- UNDESIGNATED AREA
- SERVICE AREAS COPY, STORAGE
- UTILITY AREA HVAC, ELECTRICAL, PLUMBING
- RECEPTION
- AREA OPEN TO THE PUBLIC
- EXISTING CONSTRUCTION TO REMAIN

NOA Architecture Planning Interiors, LLC
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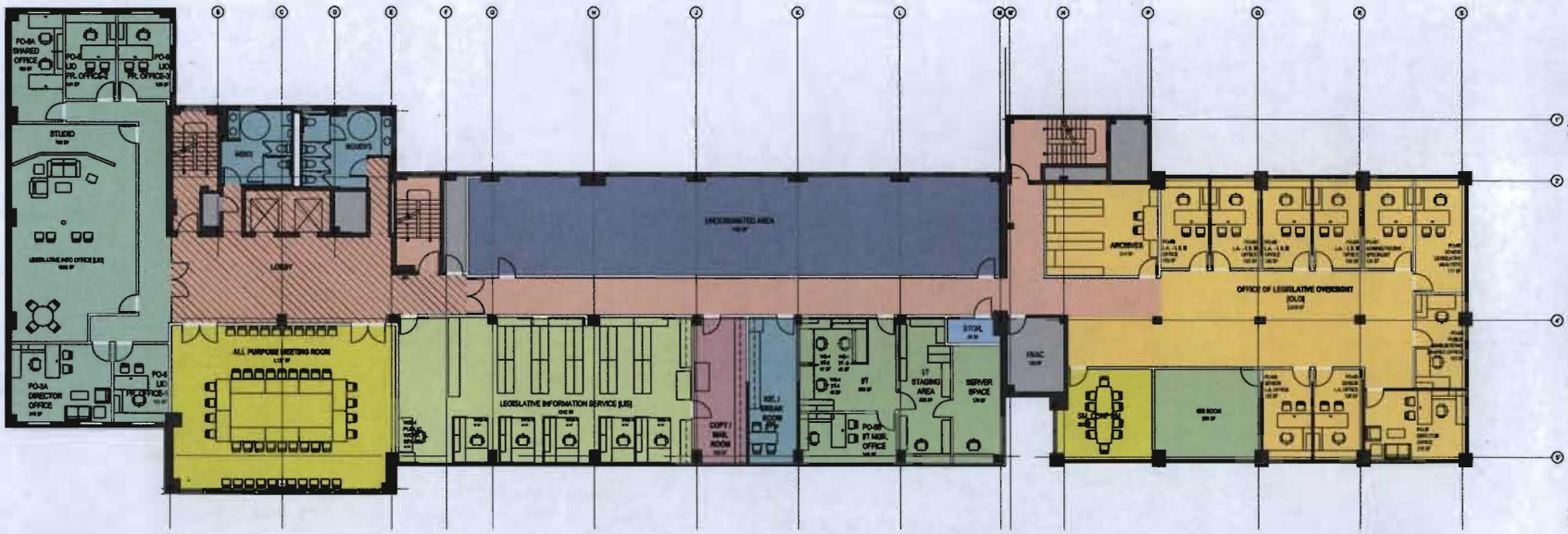
TEST-FIT (PRELIMINARY) NOV. 04, 2014

COUNCIL OFFICE BUILDING

100 MARYLAND AVE., ROCKVILLE, MD 20850

A-3



PLAN LEGEND

- COUNCIL SUITES
- CONFERENCE
- CIRCULATION
- WET AREAS (BREAK ROOM, RESTROOMS)
- LEGISLATIVE ANALYSTS & ATTORNEYS
- UNDESIGNATED AREA
- IT
- LEGISLATIVE INFO OFFICE (LIO)
- RECEPTION
- AREA OPEN TO THE PUBLIC
- SERVICE AREAS (COPY, STORAGE)
- UTILITY AREA (HVAC, ELECTRICAL, PLUMBING)
- EXISTING WALL
- NEW WALL

1 FOURTH FLOOR PLAN

1/8" = 1'-0"

0 2' 4' 8' 16'
GRAPHIC SCALE

CLIENT

MONTGOMERY COUNTY MARYLAND

DEPARTMENT OF GENERAL SERVICES
OFFICE OF PLANNING & DEVELOPMENT

101 MONROE STREET, ROCKVILLE, MARYLAND 20850

PROJECT:

Renovation of
Council Office Building
100 Maryland Ave
Rockville, MD 20850

ARCHITECT:

7925 GLENBROOK RD.,
SUITE 9-C,
BETHESDA,
MARYLAND 20814

(301) 951-7933

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CONSULTANTS:

REGISTRATION:

NO.	DATE	ISSUE DESCRIPTION
	11.20.14	

PROJECT NO:
DRAWN BY:
CHECKED BY:

KEY PLAN:

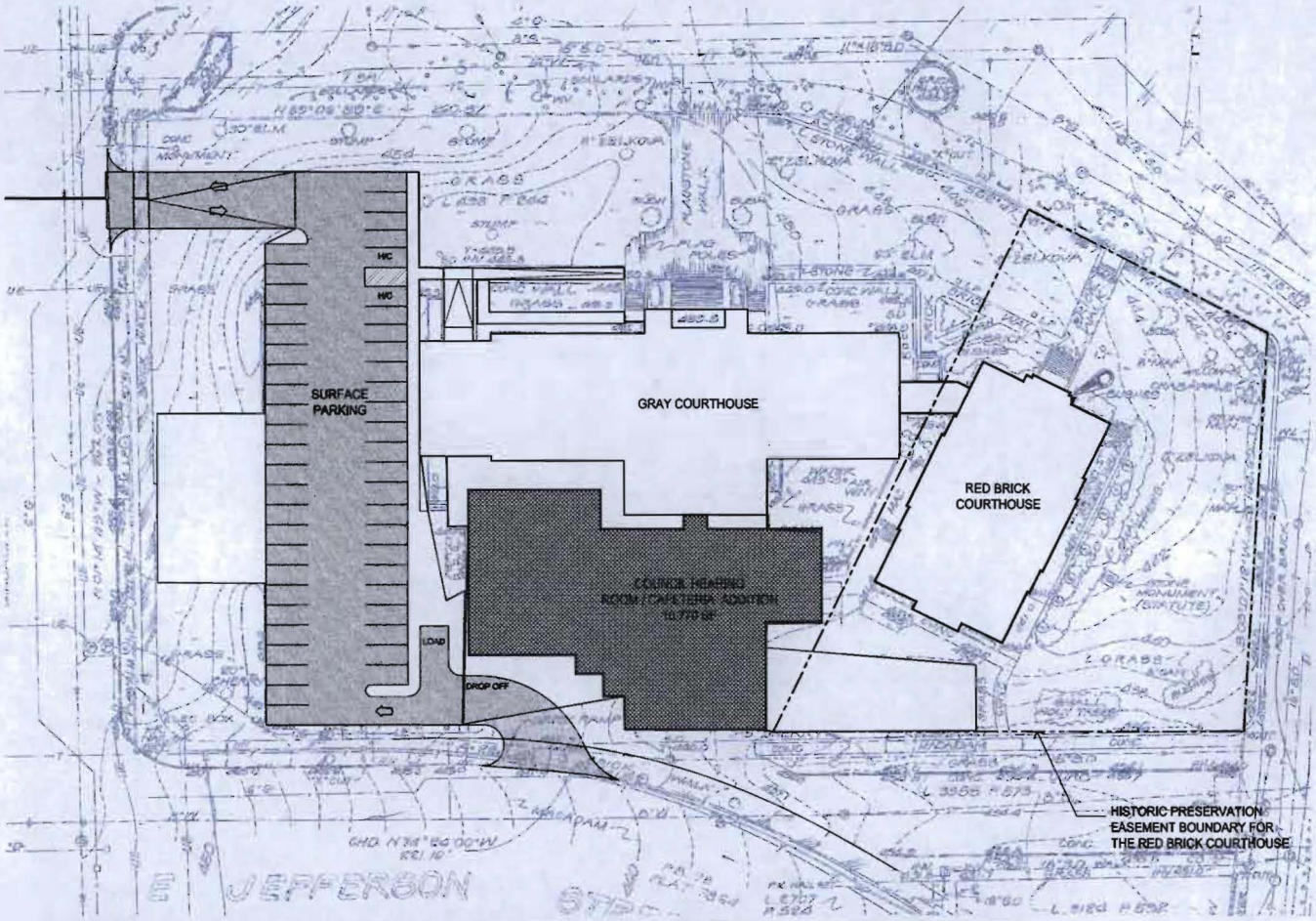
SHEET TITLE:

4TH FLOOR TEST-FIT PLAN (DRAFT)

SHEET NUMBER:

A1

19



PARKING SUMMARY

STANDARD SPACES	42
HANDICAPPED SPACES	3
COMPACT SPACES	4
TOTAL	49

PLAN LEGEND

NEW PARKING AREAS

0' 10' 20' 50'
GRAPHIC SCALE

1"=50'-0'

SITE PLAN

OPTION 1A

NOA Architecture Planning Interiors
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Bethesda, MD 20814
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www.noaarchitects.com

TEST-FIT STUDY FEBRUARY 18, 2015

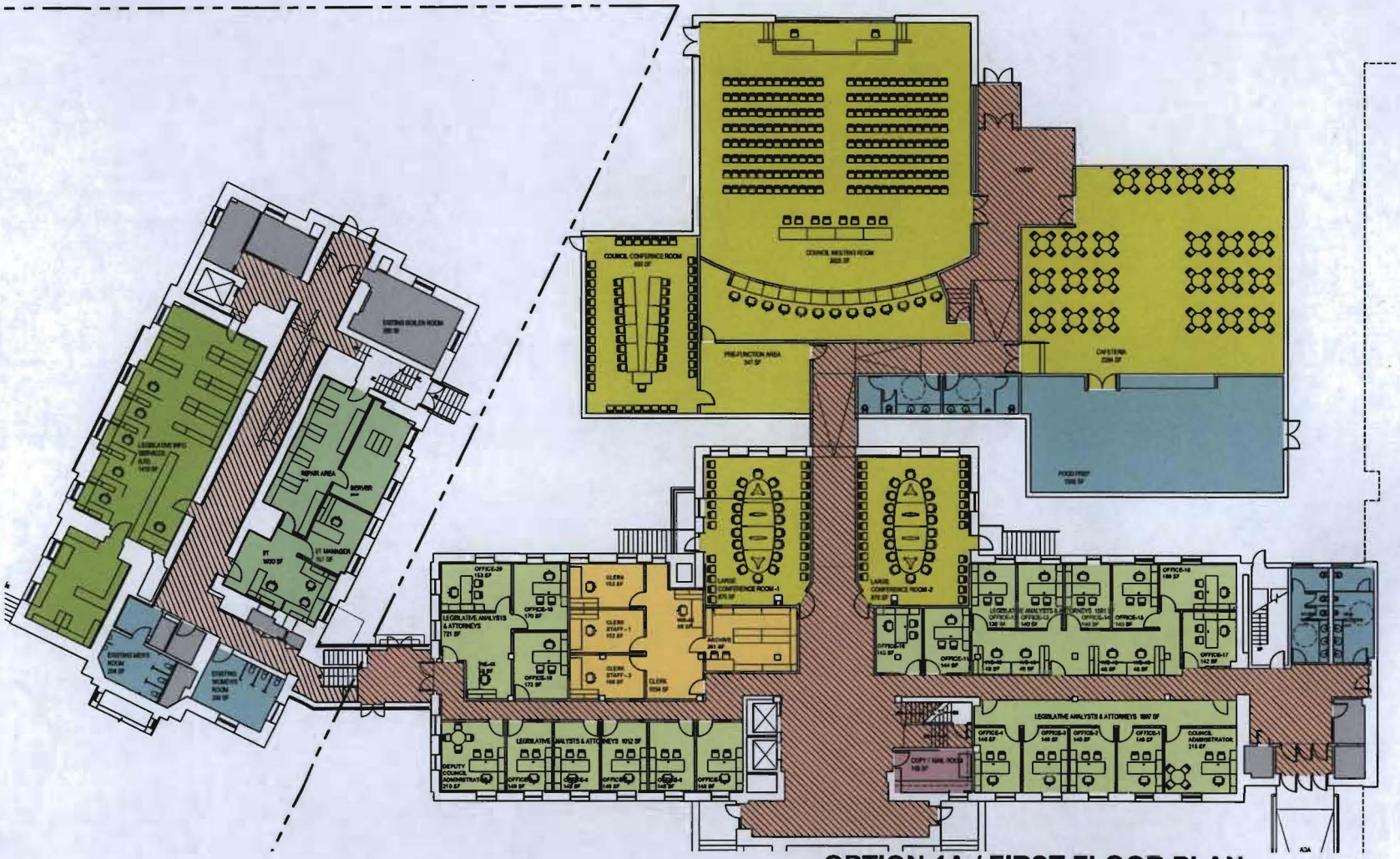
COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-0

PLAN LEGEND

- COUNCIL SUITES
- CONFERENCE
- RECEPTION
- LIS
- LIO
- OLO
- I/T
- CLERK
- LEG. ANAL. & ATTN'S
- CIRCULATION
- AREA OPEN TO THE PUBLIC
- WET AREAS BREAK, RESTROOMS
- UTILITY AREA
- SERVICE AREAS COPY, STORAGE
- UNDESIGNATED AREA



OPTION 1A / FIRST FLOOR PLAN

3/64" = 1'-0"

& 2A

TEST-FIT STUDY FEBRUARY 18, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-1

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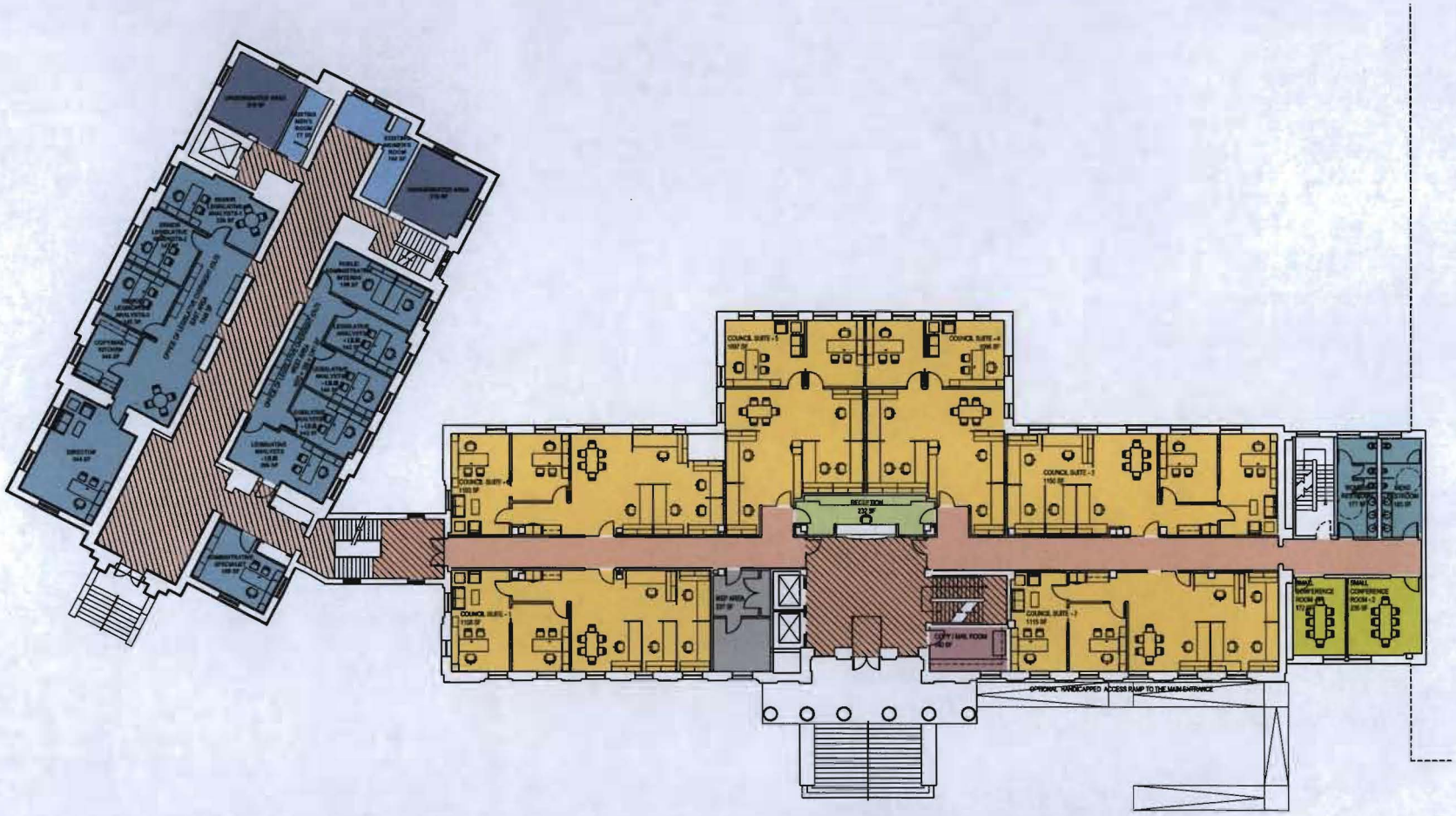
PLAN LEGEND

- COUNCIL SUITES
- CONFERENCE
- RECEPTION
- LIS
- LIO
- OLO
- I/T
- CLERK
- LEG. ANAL. & ATTN'S
- CIRCULATION
- AREA OPEN TO THE PUBLIC
- WET AREAS BREAK, RESTROOMS
- UTILITY AREA
- SERVICE AREAS COPY, STORAGE
- UNDESIGNATED AREA

21



OPTIONS 1A & 2A
SECOND FLOOR PLAN

3/64" = 1'-0"

NOA Architecture Planning Interiors
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Bethesda, MD 20814
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TEST-FIT STUDY FEBRUARY 18, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-2

PLAN LEGEND

- COUNCIL SUITES
- CONFERENCE
- RECEPTION
- LIS
- LIO
- OLO
- I/T
- CLERK
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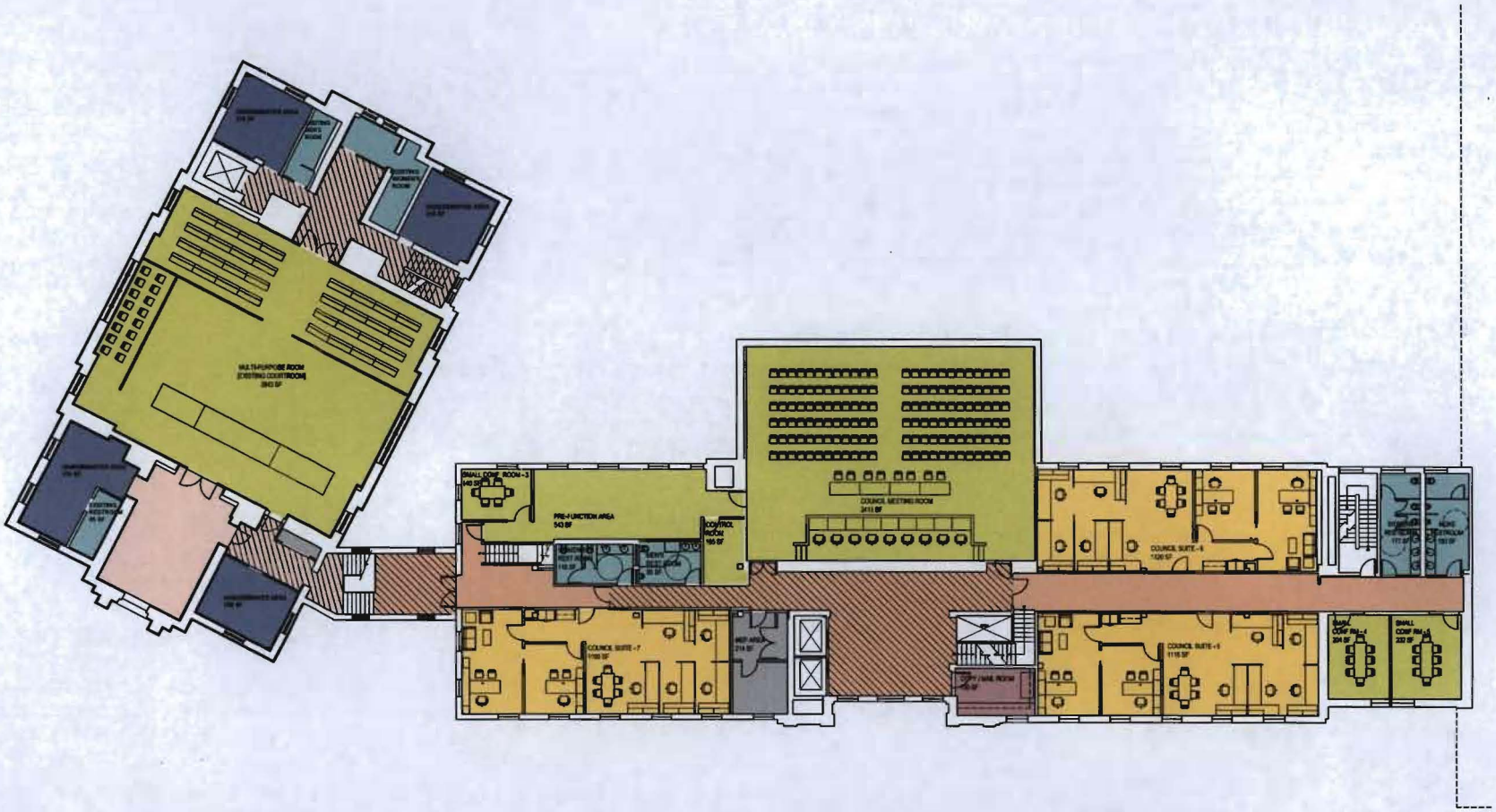
- CIRCULATION
- AREA OPEN TO THE PUBLIC
- WET AREAS BREAK, RESTROOMS
- UTILITY AREA
- SERVICE AREAS COPY, STORAGE
- UNDESIGNATED AREA

22



OPTIONS 1A & 2A
THIRD FLOOR PLAN

3/64" = 1'-0"

NOA Architecture Planning Interiors
7925 Glenbrook Road, Suite 9-C
Bethesda, MD 20814
(301) 951 7933
www.noaarchitects.com

TEST-FIT STUDY FEBRUARY 18, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-3

PLAN LEGEND

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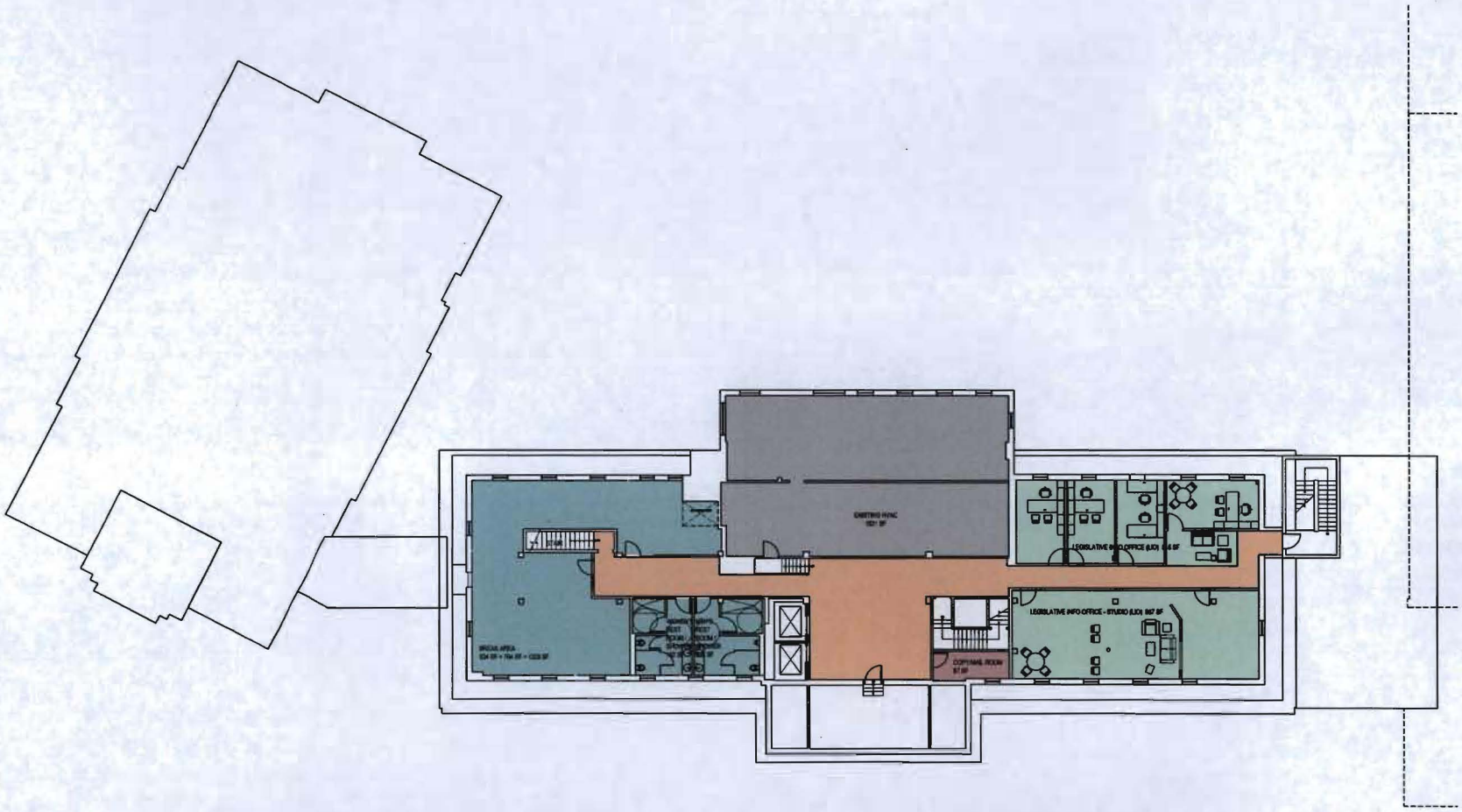
23



OPTIONS 1A & 2A
FOURTH FLOOR PLAN

3/64" = 1'-0"

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TEST-FIT STUDY FEBRUARY 18, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

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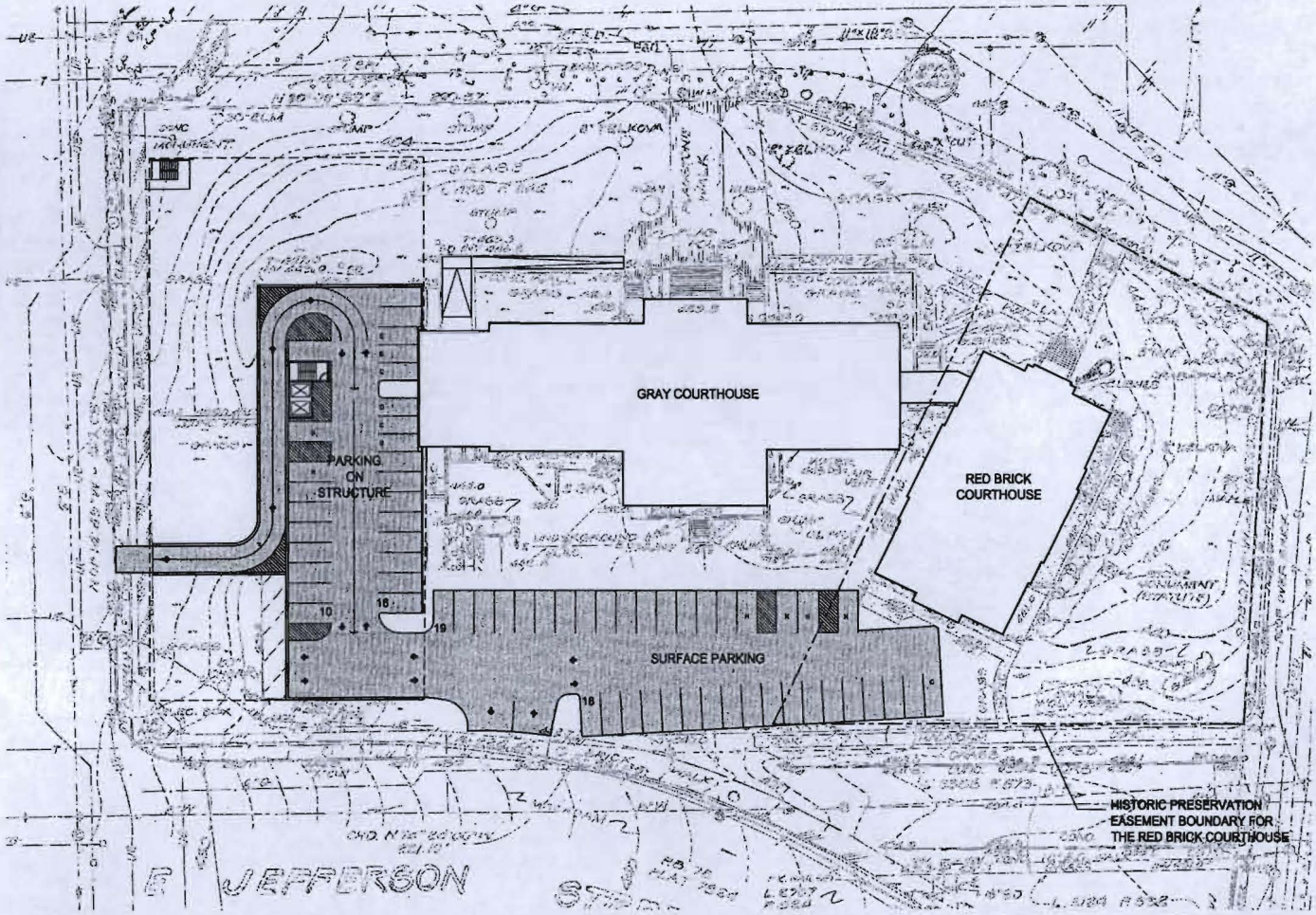
OPTION 2
PARKING SUMMARY

LEVEL	P3	P2	P1	TOTAL
STANDARD SPACES	48	75	50	173
HANDICAPPED SPACES	-	-	6	6
COMPACT SPACES	-	7	7	14
TOTAL	48	82	63	193



PLAN LEGEND

NEW PARKING AREAS

0' 10' 20' 50'
GRAPHIC SCALE

1" = 50'-0"

SITE PLAN

P1 LEVEL - OPTION 2

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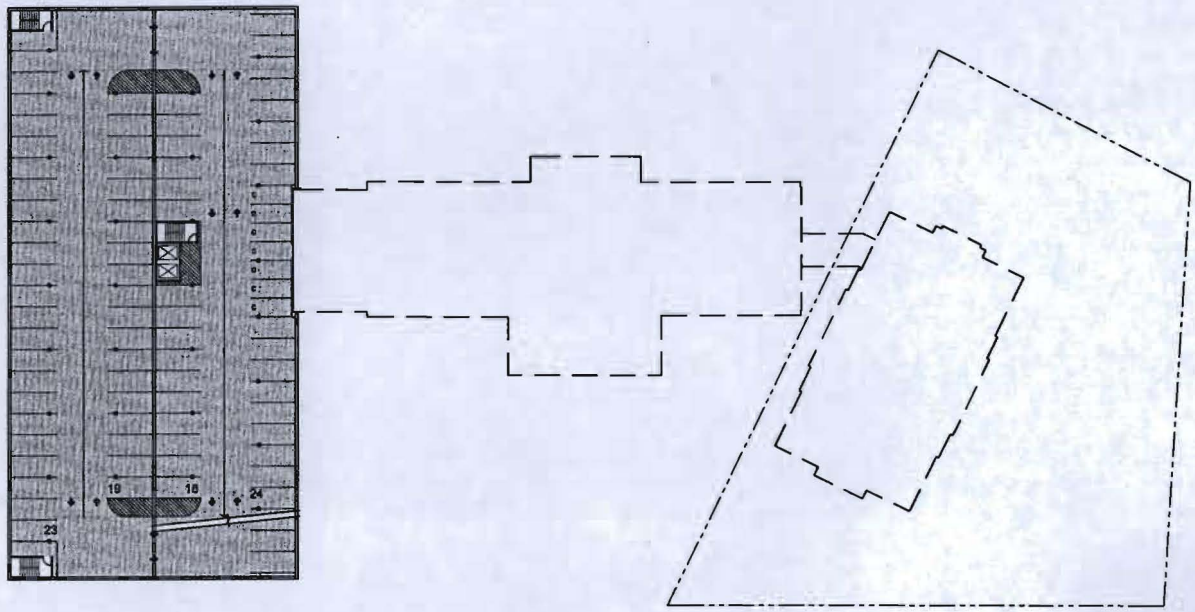
TEST-FIT STUDY JANUARY 14, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-P1



25

OPTION 2
PARKING SUMMARY

LEVEL	P3	P2	P1	TOTAL
STANDARD SPACES	48	75	50	173
HANDICAPPED SPACES	-	-	6	6
COMPACT SPACES	-	7	7	14
TOTAL	48	82	63	193

PLAN LEGEND

NEW PARKING AREAS

1" = 50'-0"

P2 LEVEL - OPTION 2

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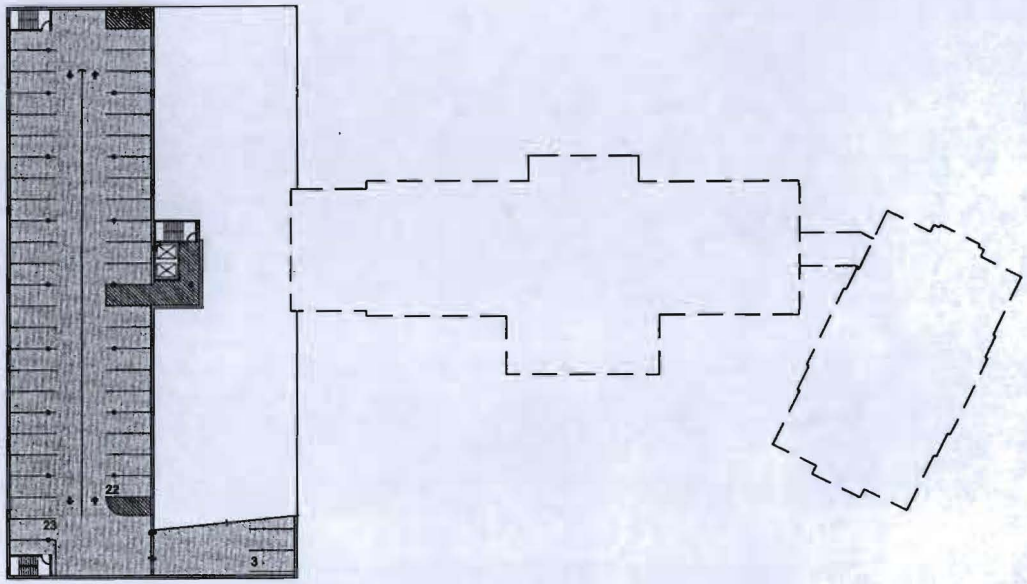
TEST-FIT STUDY JANUARY 14, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-P2



26

OPTION 2
PARKING SUMMARY

LEVEL	P3	P2	P1	TOTAL
STANDARD SPACES	48	75	50	173
HANDICAPPED SPACES	-	-	6	6
COMPACT SPACES	-	7	7	14
TOTAL	48	82	63	193

PLAN LEGEND

NEW PARKING AREAS

1" = 50'-0"

P3 LEVEL - OPTION 2

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TEST-FIT STUDY JANUARY 14, 2015

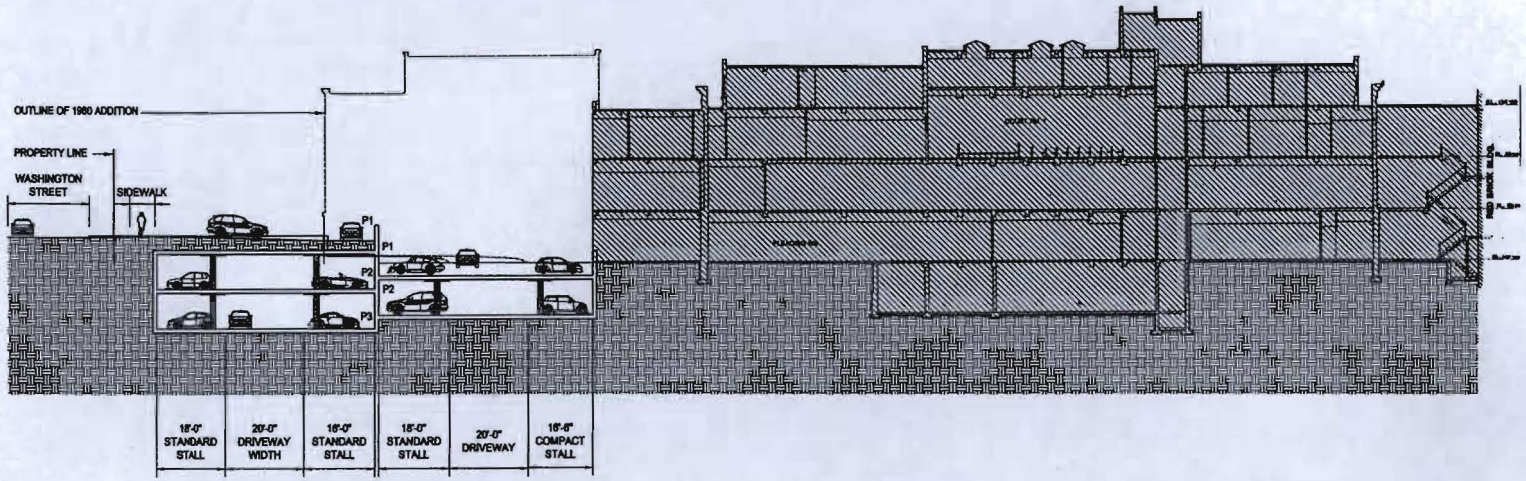
COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-P3

OPTION 2
PARKING SUMMARY

LEVEL	P3	P2	P1	TOTAL
STANDARD SPACES	48	75	50	173
HANDICAPPED SPACES	-	-	6	6
COMPACT SPACES	-	7	7	14
TOTAL	48	82	63	193



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PLAN LEGEND

NEW PARKING AREAS

1/32"=1'-0"

BUILDING SECTION - OPTION 2

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COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-S

PLAN LEGEND

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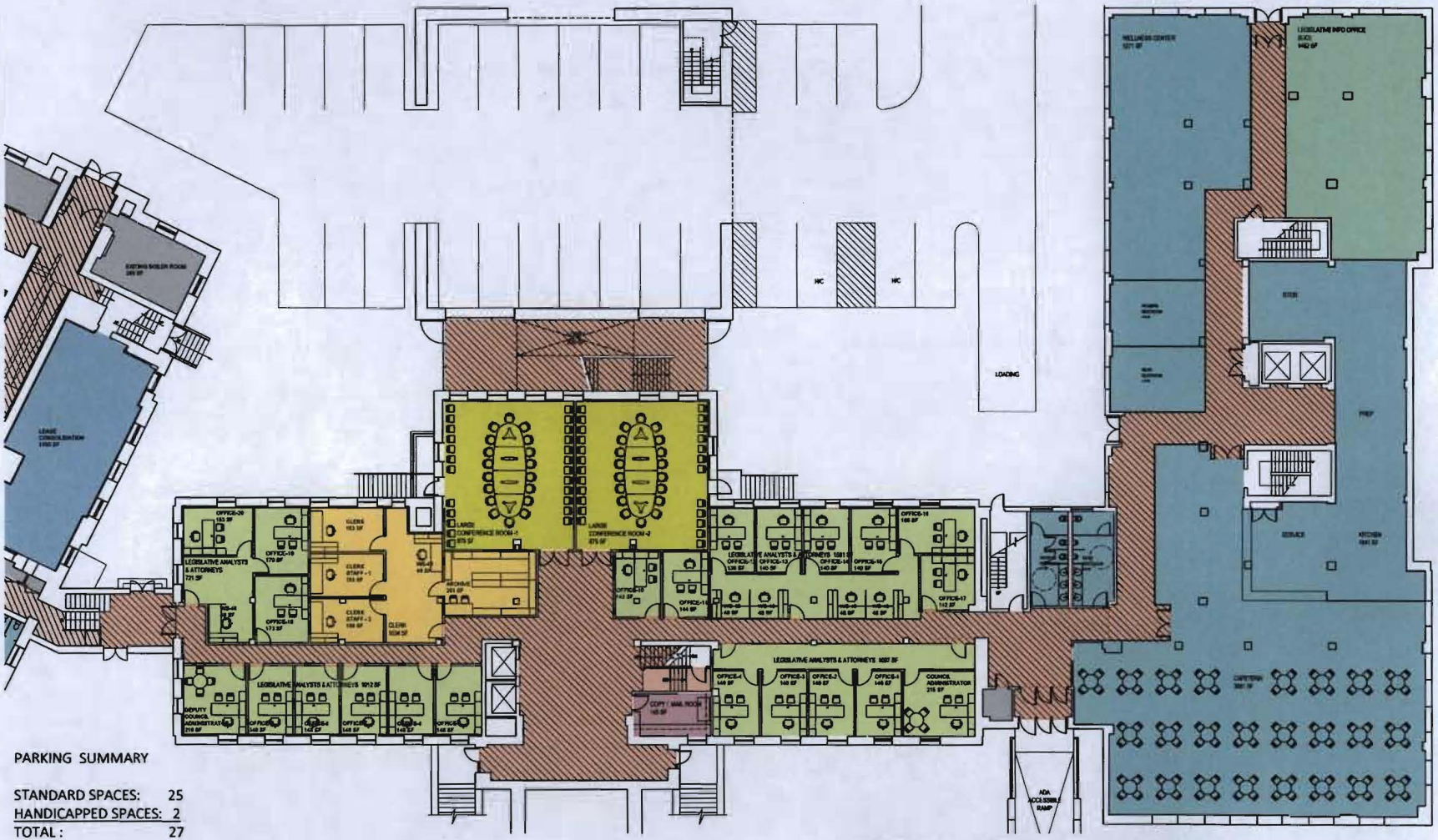

PARKING SUMMARY

STANDARD SPACES:	25
HANDICAPPED SPACES:	2
TOTAL :	27

OPTION 3 / FIRST FLOOR PLAN

3/64" = 1'-0"

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TEST-FIT STUDY FEBRUARY 18, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

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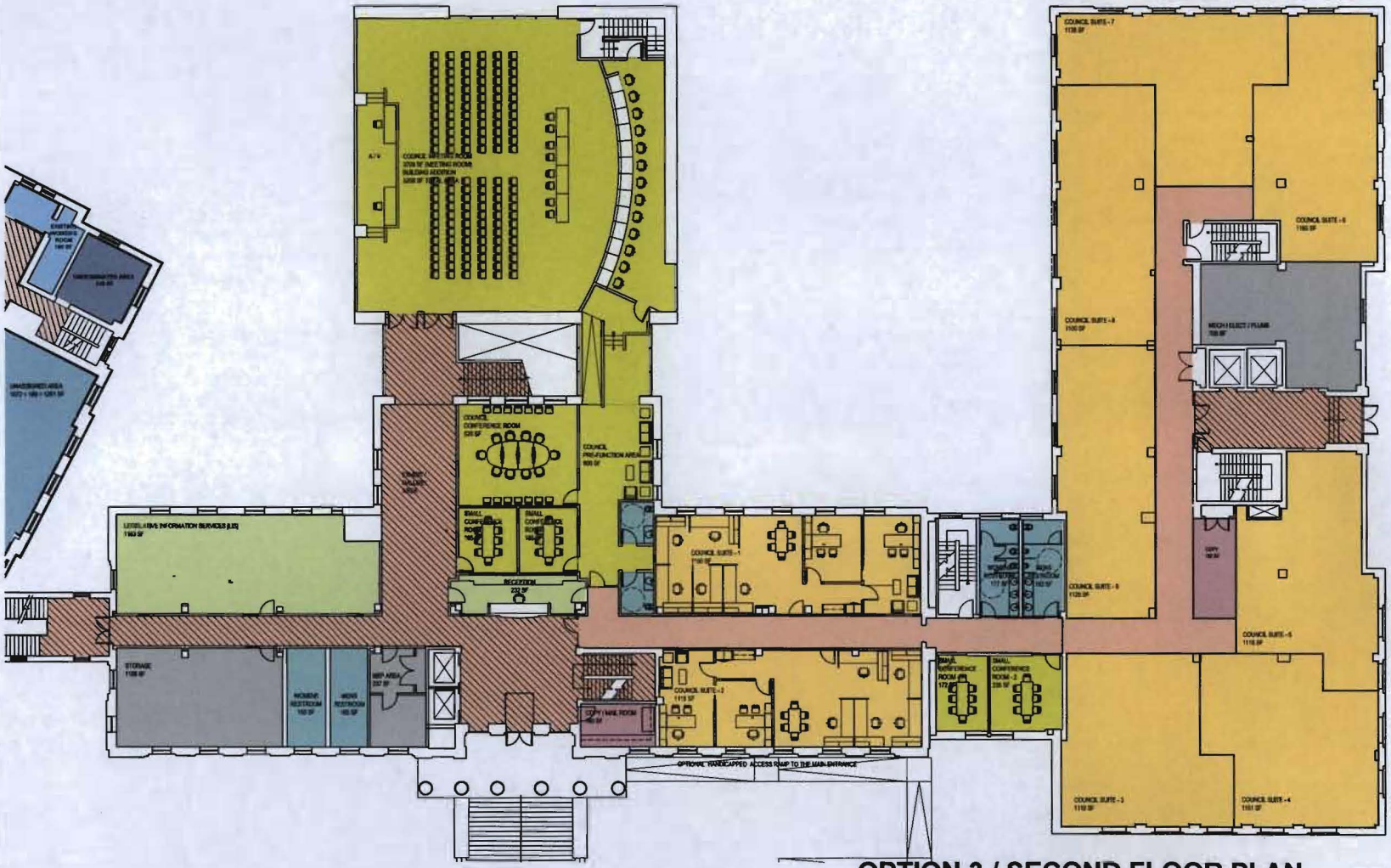

OPTION 3 / SECOND FLOOR PLAN

3/64" = 1'-0"

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TEST-FIT STUDY FEBRUARY 18, 2015

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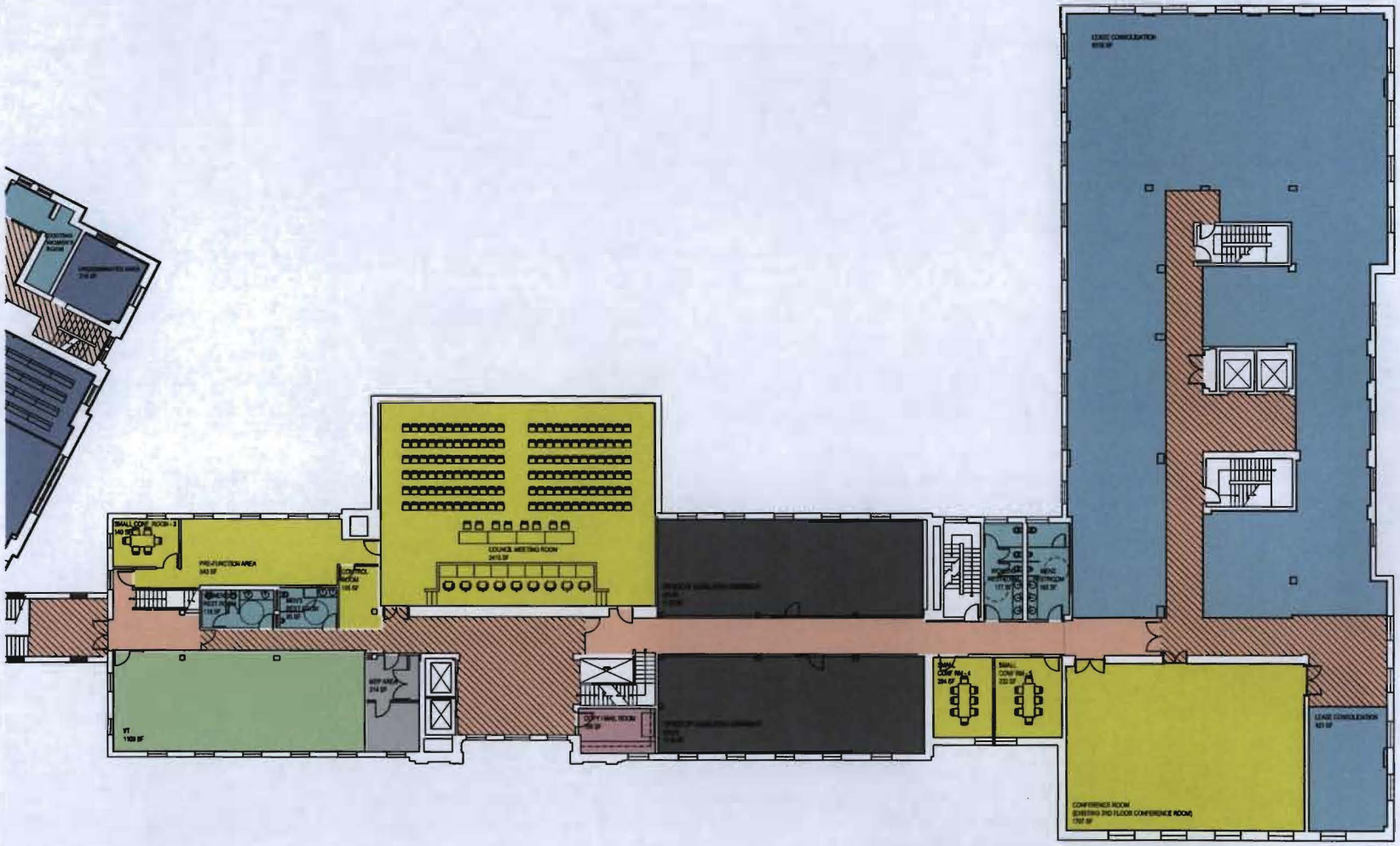

OPTION 3 / THIRD FLOOR PLAN

3/64" = 1'-0"

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TEST-FIT STUDY FEBRUARY 18, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-3

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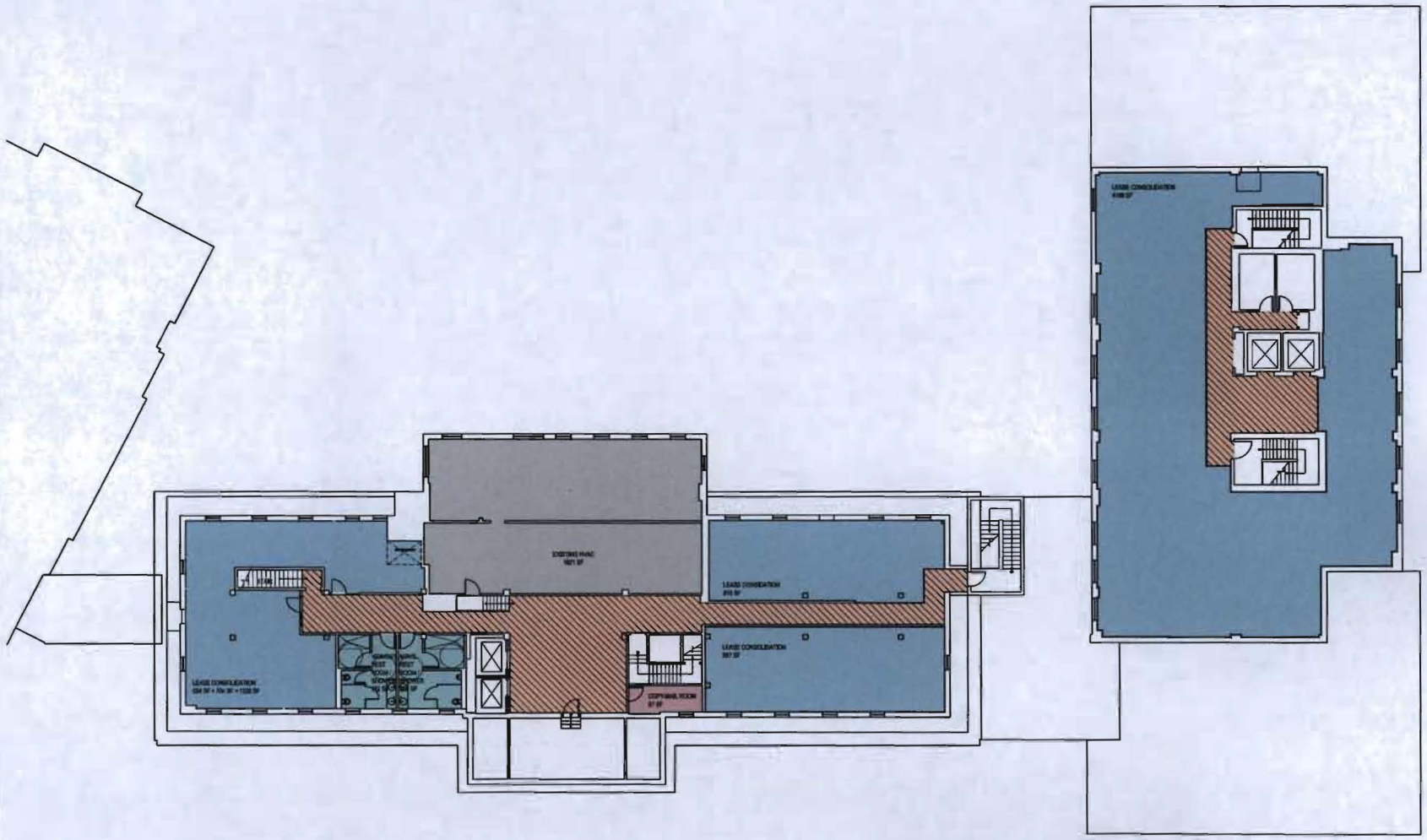
31



OPTION 3 / FOURTH FLOOR PLAN

3/64" = 1'-0"

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TEST-FIT STUDY FEBRUARY 18, 2015

COUNCIL OFFICE STUDY

GRAY COURTHOUSE & RED BRICK COURTHOUSE
ROCKVILLE, MD 20850

A-4

DGS Process

- **What is the typical DGS process for renovation and relocation of County agencies or properties?**
  - Such a project would begin as a Facilities Planning request in the CIP for the subject Department.

- **How are requirements gathered from stakeholders and then prioritized before a project is finalized?**
  - The Facilities Planning process typically involves the preparation of a Program of Requirements (POR). The project requirements would be detailed in such a document.

- **What risk factors or concerns are there for pursuing renovation outside of the DGS process?**
  - No defined project scope, increased cost. Projects typically need an approved PDF to proceed.

- **What are the alternative plans by DGS for renovation and use of each building if not in use by the County Council?**
  - This is yet to be determined and will be significantly affected by which building is selected for the Council's use.

- **What are DGS estimates of the quality, capacity for renovation, and lifecycle of the current Council Office Building and the Grey Courthouse facilities?**
  - Both buildings are old, have aging systems and likely require extensive renovation. Once renovated, their useful lives would be significant.

- **Is there a measurable increase in wear and tear for buildings with sizeable public traffic such as the Council's, as opposed to general office space?**
  - That would be isolated to certain areas, but would be difficult to quantify.

DHCA Timeline & Costs

- **Is DGS currently planning to find a new place to relocate the Department of Housing and Community Affairs?**
  - Preliminary plans are for DGS to look for leased space, perhaps in coordination with other existing needs, if approved.

- **What would you expect the timeline to be to relocate these offices in order to begin renovation?**

- At this time the earliest leased space for DHCA will be available is late 2015 or by March 2016. This schedule factors in DGS' experience in the process involving lease negotiation, space planning, permitting and build-out.

- **Are there currently vacant facilities that would be good candidates for this temporary re-location?**
  - There are no County controlled facilities presently available into which DHCA could be speedily relocated.

Renovation of Occupied Building

- **What conditions can County employees expect to work under in a building under renovation?**
  - Employees can expect disruption and inconvenience at various times and for varying periods during renovation. Some will be intermittent while other may be extended. Each will vary in degree of inconvenience. While every effort is made to minimize inconveniences and interruptions through the limiting work to unoccupied floors, using vapor barriers and dust control measures, limiting certain work to off hours, a certain amount of disruption is unavoidable. Not all noise related work can be performed during the evening or on weekends due to the close proximity of the COB to residences. This was our experience during construction of the JC Annex.

  - Conditions, disruptions and inconveniences vary, and not all will be experienced at the same time or for the same length of time. Listed below are the types of issues that typically occur during a building renovation. Project managers are responsible for notifying building occupants in advance of work that is known to be disruptive. However, some disruptions are sudden and/or unexpected.

    - Noise and vibration including:
      - Demolition
      - Drilling
      - Power-actuated fasteners
      - Inadvertently activated alarms (smoke alarm)
    - Fumes and smells:
      - Paint
      - Glue
      - Solvents
    - Building vibration will disturb dust long settled in plenum spaces, in air ducts and ceiling tiles over the past years.
    - Hallways and elevators temporarily blocked by construction activity.
    - Certain restrooms closed during renovation.
    - HVAC systems disabled during renovation.
    - Electrical interruptions, both planned and inadvertent.

- Potential sprinkler/pipe leaks in non-renovated areas due to disturbing existing systems.
- Work on evening and weekends is affected due to noise, testing of fire alarm systems, mechanical systems being shut down, and water being shut off.
- During construction existing HVAC and mechanical systems may need to be shut off at night. Work spaces in the building will be colder/hotter than normal in the morning and possibly throughout the work day.
- Access to occupied space above and below the construction area will be needed for core drills, MEP work, and shoring. This may require temporary relocation of individual occupied offices for brief periods.
- At least one elevator will need to be used for construction, possibly for extended periods. It would be locked out and not useable at night/weekend by the occupants.
- There is the potential for miscellaneous power, data, and security wires to be accidently cut/damaged/removed affecting morning operations. This has already been encountered in the COB when performing renovations to the Data Center.
- Accidental breaking of aged copper water or cast iron sewer pipes is an unfortunate but likely event when working in old buildings. This could result in some localized flooding.
- Restrooms a floor above and below the construction area will be under construction at the same time.

- **Are there additional costs related to renovating an occupied building?**
  - Assuming the floor is unoccupied, additional construction would be minimal unless unanticipated issues arise when walls are demolished. Non-construction costs will include moving of furniture and files, connection and reconnection of IT equipment and telephones, and productivity loss due to distractions and interruptions of work.

- **Are there any concerns about pest management when renovating an occupied building?**
  - It is likely, though not guaranteed, that pests such as mice, which have been a problem in the COB will vacate from the noise and vibration. The contractor will be responsible for safety, security and cleanliness of the work areas so as to minimize its attraction to pests. DGS will increase pest management activities if problems occur.

- **Would renovation of the COB likely impact public access or project completion due to evening hearings and other public uses?**
  - Building access shouldn't be impacted. However, noise and vibration from some work may impact public meetings. Otherwise, the areas of work would be kept isolated from routine activities.

- **Is there asbestos tiling in the COB, and are there dangers of removing it while the building is in public use?**
    - The building has been fully abated of hazardous materials. However, there may be previously undetected materials in areas currently concealed that would be exposed during construction. If encountered, the instances are likely to be few and minor.

County Leased Space

- **Are either of these projects a good opportunity to move County agencies out of leased space and into County-owned space?**
    - Retaining the 1960's wing of the Grey Brick Courthouse will result in ±15,000 sf of aggregated, undesignated space. Final space planning has not occurred so a precise number is undetermined, and the total number will probably not be in one space, but will be in two or three areas on different floors. This will depend on the final floor plan, and that planning has not been accomplished. If Council relocates to the Grey Brick Courthouse, the vacated floors in the COB will also be filled with Executive Branch functions. This issue requires further study before any option is selected. Key issues that would need to be considered include the appropriateness of the facility to the program needs and the costs of terminating leases, new build out and moving costs.
    - Any consideration of backfilling the COB will require a parking needs analysis. Previous plans for the Rockville core had proposed building additional parking. If additional parking is not added, likely additional costs to lease parking spaces would be required.
    - The COB renovation moves DHCA into leased space, increasing the leased property portfolio by approximately $450,000/yr.

- **If so, how much could it be expected that such a move save the County?**
    - The savings would have to be weighed against the capital expenditure. Once a plan is developed these factors would be quantified.

Amenities

- **Have costs for amenities, such as a gym or cafeteria, been included in current plans?**
    - DGS has included a cost if a decision is made to include these amenities.

Childcare

- **When should the Council expect a childcare impact statement for a project like this?**
    - That analysis would typically be included in the preparation of a Facility Plan for such a project. OMB is working with DGS and HHS to prepare the analysis. It will be provided to Council once it is finalized.

- **What is the need for County employee child care facilities within the Rockville core?**
    - Unknown at this time. HHS is evaluating the local availability of child care in the area as part of the child care impact statement mentioned above. The need for employee child care would need to be assessed separately.
    - As noted in discussions with Council staff, the lack of outdoor play space could be a limiting factor for both buildings.

- **What do you estimate is the capacity for either of the proposed renovation projects to help fulfill this need?**
    - To be determined by a feasibility study.

CUPF

- **What is the need for additional public facilities for public usage within the Rockville core?**
    - No study has been performed to determine what, if any, need exists for public use space. Depending on what project is selected and what space may be available, a study can be performed.

- **What do you estimate is the capacity for either of the proposed renovation projects to help fulfill this need if it exists?**
    - Planning for this requirement would need to be identified as part of the project.

High-performance construction

- **Is the County under a requirement to meet a high performance building standard for significant renovation of either or both buildings? If so, what is the impact?**
    - As with any County CIP project, the Green Building Law requires either project to be certified as LEED Silver.

- **Is the County currently under a contract with a solar installer to place solar arrays on County buildings? If so, how is that work proceeding and how quickly would you expect the COB to be outfitted with a solar array? Will that happen regardless of the disposition of the Council offices?**
    - The County has executed a contract with Solar City to place photovoltaic (PV) panels on County buildings and other sites. Installation of PV arrays will begin this spring. The COB has been identified as a candidate for the installation of PV panels. The Grey Brick Courthouse is on the list of buildings to investigate but has not yet been determined to be a candidate project.

FY15-20 CIP Biennial Facility Planning Projects Affordable Housing and Child Care Assessment	
Owning Department	Owning Department Contact Email
County Council	John.A.Damskey@montgomerycountymd.gov
Project Name	Project Number
Council Office Building Renovation	P010100
Location	
Montgomery County Council, 100 Maryland Ave, Rockville MD 20850	
Description	
This project is for the renovation of various portions of the Council Office Building, including the 4th, 5th, and 6th floors.	
Affordable Housing Assessment	
Is the underlying project compatible with affordable housing?	
No.	
Housing Exclusion Explanation	
This is a renovation project of existing interior space including the 1st, 4th, 5th, and 6th floors. The project provides for the rearrangement and modification of existing facility uses and layouts without additional space being added to the facility. The current plans calls for the permanent displacement and relocation of a current facility occupant to allow for the rearrangement and modification of existing facility for the remaining building users. As such, the project is judged to be not a suitable project for consideration for the addition of Affordable Housing Facilities.	
The proximity to other community services	
Project is within walking distance of many County services, the Rockville town center area (including a grocery store), and both bus and Metro transportation options.	
The effect of the project on the supply of affordable housing in the immediate area	
The area already has a considerable amount of affordable housing.	
Needed Capital/Operating Modifications	
Not applicable.	
The feasibility of including a significant amount of affordable housing within the project	
The facility will not have additional space added as part of the renovation. The current plan calls for requires permanent displacement and relocation of a current facility occupant to allow for the final implementation of the renovation plans. The lack of existing space makes including affordable housing within the project infeasible.	

The proximity to public transit, and availability of other transportation options
It will be proximate to both RideOn bus lines and the Rockville Metro Station.

Describe the conformity of affordable housing to zoning/land uses
The site does not conform to zoning/land use for affordable housing.

The physical feasibility of including a significant amount of affordable housing within the project
The facility will not have additional space added as part of the renovation and requires permanent displacement and relocation of a current facility occupant to allow for the final implementation of the renovation plans. The lack of existing space makes including affordable housing within the project infeasible. In addition the site is fully constrained by the building footprint and the parking structure such that there is no room for an addition of space that would be required.

The following contributed to and concurred with this analysis
Don Scheuerman, Assistant Chief, Division of Building Design and Construction, DGS Jaral Green, Chief, Division of Housing, DHCA

Child Care Assessment

Is the underlying project compatible with child care?
No

Child Care Exclusion Explanation
This is a renovation project of existing interior space including the 1st, 4th, 5th, and 6th floors of the Council Office Building. The project provides for the rearrangement and modification of existing facility uses and layouts without additional space being added to the facility. The current plans calls for the permanent displacement and relocation of a current facility occupant to allow for the rearrangement and modification of existing facility for the remaining building users. As such, the project is judged to be not a suitable project for consideration for the addition of a child care facility.

Describe local availability/demand for childcare
Criteria Assessment for 20850 • FARMS : MaryVale - 44.1%; Beall-25.4%; College Gardens-15.1%; Lakewood-5.7%; Falls Mead-8.5% • Ever FARMS : MaryVale -48.8%; Beall-32.1%; College Gardens-18.8%; Lakewood-7.8%; Falls Mead-11.4%. • ESOL : MaryVale-26.9%; Beall-15.6%; College Gardens-12.4%; Lakewood-10.7%; Falls Mead-10.2%. • Determination if school is a Title I school

MaryVale-Yes; Beall-No; College Gardens-No; Lakewood-No; Falls Mead-No.

• Number of licensed child care programs in the zip code: 20850 (family child care and center care)
Family-29; Center-17; Nursery Schools-10

• Number of Child Care in Public Space Programs in the zip code: 20850
3: MCCA Lone Oak; Nanda; and RDCA-WinterGreen.

• Number of public Pre-K and Head Start Programs including any Early Head Start Programs:
4:MaryVale- Pre-K and Head Start; Beall-Pre-K and Head Start; College Gardens-Head Start; Lakewood- N/A; Falls Mead- N/A

Describe the physical feasibility including childcare facilities within the project

The facility will not have additional space added as part of the renovation and requires permanent displacement and relocation of a current facility occupant to allow for the final implementation of the renovation plans. The lack of existing space makes adding the childcare facilities within the project infeasible.

Needed Capital/Operating Modifications

Not applicable.

Describe the conformity of child care facility to zoning/land use

Not applicable.

Discuss any other Child Care impacts or comments

As stated by DGS, since the current plans calls for no additional space, lack of existing space and the permanent displacement and relocation of a current facility occupant to allow for the rearrangement and modification of existing facility for the remaining building users, HHS agrees that it would not be a suitable project for consideration for the addition of a child care facility.

The following contributed to and concurred with this analysis

Don Scheuerman, Assistant Chief, Division of Building Design and Construction, DGS
Barbara J. Andrews, Ph.D., Administrator for Early Childhood Services, CYF, DHHS
Tamieka Thomasson, Program Manager, Early Childhood Services, DHHS

FY15-20 CIP Biennial Facility Planning Projects Affordable Housing and Child Care Assessment	
Owning Department	Owning Department Contact Email
General Services	Greg.Ossont@montgomerycountymd.gov
Project Name	Project Number
Grey Courthouse	P508768
Location	
Courthouse Square, Rockville	
Description	
This project is for the potential use for the existing Montgomery County Grey Courthouse located next to the Red Brick Courthouse which is currently vacant. The County is currently evaluating potential short-term and long-term County uses for the facility. If it is determined that the facility is not needed for County uses, the property will be disposed of as called for under County Code §11B-45. In either case, both Affordable Housing and a Childcare Facility can be considered as part of the process.	
Affordable Housing Assessment	
Is the underlying project compatible with affordable housing?	
To be determined once the alternative potential use is identified.	
Housing Exclusion Explanation	
See above.	
The proximity to other community services	
Yes, the project is located adjacent to CBD which includes shopping, transit, and parking.	
The effect of the project on the supply of affordable housing in the immediate area	
To be determined. See above.	
Needed Capital/Operating Modifications	
To be determined. See above.	
The feasibility of including a significant amount of affordable housing within the project	
To be determined. See above.	
The proximity to public transit, and availability of other transportation options	
It will be proximate to Ride-On bus lines and the Rockville Metro Station	
Describe the conformity of affordable housing to zoning/land uses	
The site does not conform to zoning/land use for affordable housing.	
The physical feasibility of including a significant amount of affordable housing within the project	
To be determined. See above.	

The following contributed to and concurred with this analysis
Greg Ossont, Deputy Director, DGS Jaral Green, Chief, Division of Housing, DHCA
Child Care Assessment
Is the underlying project compatible with child care?
To be determined once the alternative potential use is identified.
Child Care Exclusion Explanation
See above
Describe local availability/demand for childcare
Criteria Assessment for 20850 • FARMS : MaryVale - 44.1%; Beall-25.4%; College Gardens-15.1%; Lakewood-5.7%; Falls Mead-8.5% • Ever FARMS : MaryVale -48.8%; Beall-32.1%; College Gardens-18.8%; Lakewood-7.8%; Falls Mead-11.4%. • ESOL : MaryVale-26.9%; Beall-15.6%; College Gardens-12.4%; Lakewood-10.7%; Falls Mead-10.2%. • Determination if school is a Title I school MaryVale-Yes; Beall-No; College Gardens-No; Lakewood-No; Falls Mead-No. • Number of licensed child care programs in the zip code: 20850 (family child care and center care) Family-29; Center-17; Nursery Schools-10 • Number of Child Care in Public Space Programs in the zip code: 20850 3: MCCA Lone Oak; Nanda; and RDCA-WinterGreen. • Number of public Pre-K and Head Start Programs including any Early Head Start Programs: 4:MaryVale- Pre-K and Head Start; Beall-Pre-K and Head Start; College Gardens-Head Start; Lakewood- N/A; Falls Mead- N/A
Describe the physical feasibility including childcare facilities within the project
To be determined. See above.
Needed Capital/Operating Modifications
To be determined. See above.
Describe the conformity of child care facility to zoning/land use
Not applicable.

Discuss any other Child Care impacts or comments
To be determined. See above.
The following contributed to and concurred with this analysis
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