

## 10. COURTHOUSE SECURITY IMPROVEMENTS

At your April 22 meeting, the Board authorized PMA Architecture to proceed in preparing plans and bid documents in a format that would allow the Courthouse Security project to be bid as follows:

- a. Base Bid: lobby expansion under the colonnade and all related building construction including the basic security system and related wiring and systems;
- b. Alternate #1: Construction of an air-lock vestibule;
- c. Alternate #2: Parking lot enclosure wall, fence, gate and alterations to parking lot;
- d. Alternate #3: Installation of an electrical generator for stand-by power.

Jeff Stodghill, the project architect, has indicated that he is nearing completion of the plans related to the Courthouse security improvements and anticipates that they will be ready for a bid advertisement in mid-October.

However, based on his continued discussions with affected stakeholders, a clear consensus on the merits of the proposed parking lot fencing/alterations has not been achieved, and accordingly, Mr. Stodghill suggests that you defer seeking bids on Alternate #2 above, pending additional discussion, study and evaluation.

He is now recommending that the Board proceed in obtaining bids as follows:

- e. Base bid: Electronic security system, expanded lobby and controlled entrance;
- f. Alternate #1 - Add transfer switch and generator wiring for generator backup system;
- g. Alternate#2 - Add to provide a 100 KW generator; and
- h. Alternate#3 - Add X-Ray scanner and Metal Detector.

You may recall that a question was raised regarding the City of Franklin's financial participation in the project. I've confirmed that the City included their share (approximately 23% of associated debt service, based on the formula) in their FY 2014 annual budget. Your FY 2014 budget includes up to \$220,000 for the purchase of security equipment from the General Fund (Courthouse Security Fees) and \$65,000 was included in your building fund for debt service associated with building improvements. Based on the architect's prior estimate, it now appears that the building improvements are estimated at \$374,275, not including the emergency generator.

**MOTION REQUIRED:** A motion is required to authorize the architect to proceed with bidding the project.



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## M E M O R A N D U M

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Date: September 18, 2013

Project # 1225

To: Mr. Michael Johnson, County Administrator  
Southampton County, Virginia

From: Jeff Stodghill, PMA Architecture

Re: Courthouse Security – Project Update

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Mr. Johnson:

We are completing the bid documents related to the Courthouse Security Improvements and anticipate that they will be ready for a bid advertisement in mid-October.

You will recall that I recommended enclosing part of the parking lot in order to provide the Judges a more secure parking area. There is not a consensus on this idea at this point. There is concern about reducing the publicly available parking and that this idea does not fully provide a dedicated way for the Judges to get to their respective offices without traversing public corridors.

Based on this, I am recommending that the County proceed with bidding for the following scope of work so that these improvements can be priced and installed without further delay. I also recommend that we continue the discussions with the judges and court staff to identify a conceptual plan for parking and access that can reach a consensus, even though it will not be implemented in this phase of work.

Base bid – Electronic security system, expanded lobby and controlled entrance  
Add Alternate#1 – Add transfer switch and generator wiring for generator backup system.  
Add Alternate#2 - Add to provide a 100 KW generator  
Add Alternate#3 – Add X-Ray scanner and Metal Detector.

I will present this to the Board at their 9/23 meeting and request their approval to proceed with the Bid.



## MEMORANDUM

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Date: March 25, 2013

Project # 1225

To: Mr. Michael Johnson, County Administrator  
Southampton County, Virginia

From: Jeff Stodghill, PMA Architecture

Re: Courthouse Security – Plan recommendations and budget

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Mr. Johnson:

The County engaged our firm last fall to finalize designs for the Courthouse Security improvements requested. We met with the Judges, Commonwealth Attorney, Clerk of Court, District Court Clerk and the Sheriff and finalized a scope of work that reflects their expressed needs which I will present to the Board at their meeting this evening. The general budget recommended for these improvements is listed in Table 1.

There are two items that differ from the original request by the County which need Board consideration and approval.

First, based on our meetings with the Judges and staff it is clear that they have a great concern about physical safety in the parking lot. After looking at this in more detail, we propose that the County enclose approximately half of the existing parking lot to create a secure parking area for the staff. This will provide a much more secure way for the Judges and staff to park and enter the building. This appears in Table 1 under the item labeled Parking Lot fence enclosure.

Second, we received a letter from Judge Delk of the Circuit Court indicating that the emergency power was inadequate at the Courthouse to ensure that the building could operate safely during a power-outage. (see attached) The existing emergency power will have to be upgraded to serve the new needs of the courthouse and security system. We have provided a budget figure for this in Table 1. In addition to this need, the existing electrical power to the building is located in the Basement which is subject to flooding. We recommend that the existing panels in the Basement be relocated to the rear of the building in a weather proof enclosure. At the Board's direction, we can add that scope of work to the design as well.

**Table 1 - Budget Worksheet**

## Southampton County Courthouse Security Upgrades

25-Mar-13

General Conditions	\$90,000	
Colonnade Infill-front entry	\$157,500	
Front steps	\$4,800	
Front ramp	\$6,975	
New door to Clerk's/Comm Attny	\$2,500	
bullet resistant glass - Comm Attny	\$62,500	
New door to Original Courthouse	\$10,000	
Parking lot lighting	\$15,000	
New door hardware - electrified	\$20,000	
New door hardware - non electrified	\$5,000	
<del>New brick wall/fence</del>	<del>\$150,000</del>	
		\$ 288,191.75 County
		<u>86,083.25</u> City
Subtotal for Construction	<del>\$524,275</del>	\$ 374,275.00
Security Systems Equipment	\$175,000	
x ray machine	\$45,000	
<del>metal detector</del>	<del>\$4,500</del>	
		<b>\$220,000</b>
		<b>Courthouse Security Fees</b>
Emergency Power including design costs	\$240,000	

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FIFTH JUDICIAL CIRCUIT  
OF VIRGINIA

JUDGES  
RODHAM T. DELK, JR.  
CARL EDWARD EASON, JR.  
W. RICHARD SAVAGE, III  
POST OFFICE BOX 1814  
SUFFOLK, VIRGINIA 23439-1814  
CIVIL (757) 514-4800  
CRIMINAL (757) 514-4803



CITY OF SUFFOLK  
CITY OF FRANKLIN  
COUNTY OF ISLE OF WIGHT  
COUNTY OF SOUTHAMPTON

RETIRED JUDGES  
E. EVERETT BAGNELL  
JAMES C. GODWIN  
WESTBROOK J. PARKER

February 1, 2013

Mr. Mike Johnson, County Administrator  
County of Southampton  
26022 Administration Center Drive  
Courtland, VA 23837

Re: Circuit Court for Southampton County  
January 31, 2013, Power Outage

Dear Mr. Johnson:

As you undoubtedly know, the power outage which occurred during the night and day of January 31, from about 2:00 AM until 10:00 PM, has laid bare a significant problem with the courts, as well, I assume, with other county agencies and offices.

On Thursday, January 31, the Combined General District and Juvenile & Domestic Relations District Court, as well as the Circuit Court, and their respective Clerk's Offices, were forced to close and suspend their operations due to the unavailability of adequate emergency power.

While I do not have a detailed evaluation of the problem, it appears that, additionally, the Sheriff's Office and Jail were affected by the outage insofar as their ability to adequately and safely move inmates to the courts and provide security to the court building.

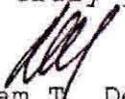
To be sure, there may be some emergency power available, but it appears to be insufficient in its capacity to assure continuation of the services that the courts provide to the public. If such an outage occurred while the courts were in session, it could pose the risk of serious breaches in the security of the courthouse and jail operations.

In connection with the ongoing current security and facility evaluation of the court building by PMA Architects, I would request that the evaluation include the means of providing secure and adequate emergency electric power to the court building, which also includes the two Clerk's Offices, as well as to the Sheriff's Office and jail.

I would be happy to discuss this with you and PMA Architects at a convenient time.

Judge Eason and I thank you and the Board of Supervisors for your support of the courts and our service to the public.

Very truly yours,

  
Rodham T. Delk, Jr.  
Chief Judge

Cc: Hon. Carl Edward Eason, Judge  
Hon. James A. Moore, Chief Judge  
Hon. Alfreda Talton-Harris, Chief Judge  
Hon. Richard L. Francis, Clerk