

**Authorization to Execute Contract with Henderson, Inc.
Phase 2 Design Services**

Purpose:

The purpose of this memorandum is to request Board authorization for the Executive Director to execute a contract with Henderson, Inc. in an amount not to exceed \$1,248,000 for Phase 2 design services Colonial Behavioral Health new campus project.

The contract and all attachments are currently under legal review and will be approved by legal counsel prior to execution by the Executive Director.

Authorization to proceed now ensures a campus master plan and project renderings are available to unveil when the Center for Support and Wellness opens this fall.

This action also includes a request to amend the FY budget to allocate funding for Stage 1 of this contract.

Background and Scope of Work

Henderson, Inc. has been selected through the PPEA process to provide design and pre-construction services for Phase 2 of the project. The scope of work includes development of key design deliverables necessary to advance the project toward construction readiness.

Major deliverables include:

- Development of project cost estimates and scheduling (Stages 1 & 2)
- Site design, including topographic and boundary surveys; subsurface utility designation; geotechnical engineering and soil analysis; site layout; and civil design documents for submission to James City County (Stages 1 & 2)
- Building design, including space programming and validation; architectural plans, elevations, and system concepts; mechanical, electrical, plumbing, and fire protection design narratives; security, access control, and audiovisual system planning; and 3D renderings and visualizations (Stages 1 & 2)
- Ongoing stakeholder coordination, design meetings, and presentations (Stage 1)

Importantly, this contract does not include work associated with obtaining a Special Use Permit (SUP). Depending on the disposition of the D.R. Horton rezoning request currently under consideration by James City County, CBH may need to pursue an SUP.

While this is not anticipated to present significant challenges, it would require

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additional scope and cost. Because the County's legislative decision is not expected until later this spring, this potential work is intentionally excluded from the current contract.

Contract Structure (Two Stages)

To manage financial risk and uncertainty, the contract is structured in two stages:

Stage 1: \$729,000

Stage 2: \$518,000

This staged approach reflects the current uncertainty regarding \$2 million in federal funding secured with the assistance of Congressman Wittman. While recent communication with the Congressman's staff suggests resolution is forthcoming, CBH is proceeding cautiously until funding is secured.

Funding Plan

Stage 1 (\$729,000) will be funded through:

- \$600,000 grant from the Williamsburg Health Foundation
- \$129,000 from CBH's unassigned fund balance

Stage 2 (\$518,000) will be addressed later once there is greater clarity regarding:

- Federal funding availability
- Available fund balance
- Additional funds raised

The assumption is that we will soon receive authorization to use the federal grant, but additional board authorization will be necessary once the funding source is clarified to advance to Stage 2.

Requested Board Action

Staff recommends that the Board of Directors authorizes the Executive Director to execute this Agreement on behalf of CBH with Colonial Community Services, Inc.