

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: March 12, 2007

SUBJECT: Edneyville Park – Architectural Services

ATTACHMENTS: Proposal from Calloway, Johnson, Moore and West

SUMMARY OF REQUEST:

Staff has advertised for architectural services, interviewed and is recommending Calloway, Johnson, Moore and West (CJMW) for the architectural services for the Edneyville Park Project. Mr. Fred Pittillo with the Edneyville Park Community Club participated in the interviews and concurs with staff's recommendation. A proposal has been negotiated with CJMW in Asheville for this project. CJMW is partnering with Land Design, also in Asheville, to provide the site master plan and civil engineering/landscape plans for the project. Project budget has been set at \$1,000,000 including architect/engineering fee of \$100,000.

Land Design has had extensive experience in park planning and project design. CJMW has provided architectural services for several park multi-use centers. The combination of these two firms makes up a good team approach for the Edneyville Park Project. A copy of the proposal from CJMW is attached.

The scope of the work by these firms includes the following:

- Development of a Site Master Plan
- Cost Estimates for each Phase of Master Plan
- For Phase I Construction
 - Schematic Designs
 - Construction Bid Documents
 - Bidding
 - Construction Administration

BOARD ACTION REQUESTED:

Staff is recommending that Calloway, Johnson, Moore and West be approved for architectural services for the Edneyville Park Project, and that staff be authorized to prepare and execute contracts for architectural services.

SUGGESTED MOTION:

I move the firm of Calloway, Johnson, Moore and West be approved for architectural services for the Edneyville Park Project, and that staff be authorized to prepare and execute contracts for architectural services.

February 22, 2007

Mr. Gary T. Tweed, P.E.
County Engineer
Henderson County, North Carolina
802 Stoney Mountain Road
Hendersonville, N.C. 28791

RE: Edneyville Park Proposal Henderson County, North Carolina.

Dear Gary

Calloway Johnson Moore & West, PA (CJMW) in conjunction with LandDesign as our Civil/landscape consultant welcomes the opportunity to submit this **revised** proposal to provide architectural and engineering services for the proposed Edneyville Park in Henderson County, North Carolina.

Scope of Project

Our understanding of the scope of the Edneyville Park Project is based on our interview meeting at the County Administrative offices with you, Fred Patella and Carey McLelland on January 30, 2007. As we discussed, the project as proposed is the development of a 13+ acre community park. A community building used for recreation activities and assembly will serve as an anchor to the park. The intent of this project is to first develop a master plan for the entire park and identify phased construction coordinated with available funding. Following the master plan, the first phase will be the construction of a portion of the envisioned community building. The size and program is to be determined in the master plan phase. The initial design will also include consideration for future phase development that would extend the building size possibly to 45,000 SF. Anticipated construction cost for the first phase building and required sitework is currently \$900,000. (This amount will include a \$3,000 allowance for soil borings and a \$7,000 allowance for site surveys if the information is unavailable)

Scope of Services

Master Plan

LandDesign will serve as the landscape/civil engineering consultant for the project. They will be primarily responsible for, but not limited to, conceptual master planning of the park. The scope of their master plan services includes:

- 1) Site analysis and documentation
- 2) Two public meetings to develop an overall park program and initial concept
- 3) Two workshop meetings with County Staff to review concepts, plans and refinements
- 4) Final Master Plan development
- 5) Master Plan presentation to the community

Based on our understanding of the project scope and our role, CJMW will serve as the Architect of Record and project facilitator providing:

- Coordination of project communication.
- Project schedule.
- Building program requirements and conditions.
- Building construction documents
- Primary representation during construction administration

CJMW proposes to provide professional architectural and engineering services for initial programming, schematics, (master plan phase) design development, construction documents and construction administration for the community building. Our services will include civil, landscape architectural, structural, HVAC, plumbing, electrical and fire protection design, consistent with industry standards. We will be responsible for a focused scope of services delineated by phase as follows:

Schematic Design

Working from conceptual plans developed in the master plan phase, the design team will develop schematic plans, elevations, sections and system narratives that establish the basic size and scope for the project. Specific deliverable items or services for this phase are as follows:

- Schematic site plans, building plans, building sections and primary elevations required to describe the essential space requirements, adjacencies, floor height, circulation, structural bays, exterior finish, fenestration and intended character of the proposed building.
- A schematic narrative or diagrammatic description of the structural, HVAC, plumbing, electrical, fire protection and communication systems selected to meet programmatic requirements.
- An opinion of probable cost anticipated for construction. The construction cost will be developed from information documented in the schematic package.
- Required planning review in coordination with land planning consultants. The design team will assist the landscape/ civil design consultants in preparing drawings and documents

required to secure initial approvals related to development requirements of jurisdictional authorities.

- Drawings for community fund raising materials that include a color rendered site plan, color rendered floor plans, a selected exterior view computer rendered as a 3D "Sketchup" perspective retouched in Photoshop.

Design Development

In the design development phase the project team will refine the schematic design. Working from the schematic drawings and descriptions, CJMW will generate CADD documents that will further describe the size and scope of the project in greater detail; identifying basic dimensions, materials, utilities and systems necessary to establish more specific estimates of probable cost that are essential for project phasing. Specific deliverable items or services for this phase are as follows:

- Scaled site plans, utility plans, parking plans, floor plans, roof plan, basic building sections, typical wall sections and elevations required to more thoroughly describe the size, configuration, and materials proposed for the building and associated parking.
- Diagrammatic plans and/or descriptions of the HVAC, plumbing, fire protection and electrical systems.
- Outline specifications identifying applicable Masterspec sections and general requirements.
- An opinion of probable cost anticipated for construction using information documented in the design development package.
- Code plan outlining the basic code parameters stipulated by the North Carolina State Building Code.

Construction Documents

Construction documents will include civil, mechanical and electrical engineering along with architectural designs and specifications necessary to describe the construction required in accordance with industry standards. Specific deliverable items or services for this phase are as follows:

- Dimensioned site plan, utility plan, localized landscape plan, floor plans, roof plan, building sections, typical wall sections and elevations along with details notes and schedules that describe the essential construction requirements for the building and associated parking.
- Plans, diagrams and schedules for the HVAC, plumbing, fire protection, electrical systems and communication systems anticipated for the facility.

- Project specifications including applicable architectural and engineering sections in a short form Masterspec format.
- Final code plan outlining the basic code parameters stipulated by the North Carolina State Building Code.

Bidding

It is our understanding that construction will require a formal bidding phase. CJMW will provide bid services such as; bid forms, pre bid meeting, addendums or clarifications, and bid tabulation etc., consistent with industry standards. Reproducible documents in hard copy and/or digital format will be provided for producing sets of documents required for bidding, permitting and subsequent construction. Printing beyond typical coordination and review sets during design phases will be provided, upon request, at our standard reimbursable cost.

Construction Administration

CJMW will provide architectural and engineering construction administration services that include; review of pay applications, regular construction meetings, review of shop drawings and submittals, respond to request for information and project close-out documents, etc, consistent with industry standards. Specific deliverable items or services for this phase are as follows:

- CJMW will assist in preparing standard AIA construction contracts if considered applicable.
- Review of shop drawings and submittals related to architectural and engineering components, products, finishes, structures, and systems specified in the construction documents.
- Issuing clarifications in response to request for information (RFI).
- We anticipate (22) total jobsite visits provided collectively by each individual representing CJMW or our consultants during appropriate phases of construction. A field report will typically document each visit. The proposal is based on each visit requiring approximately five (5) hours for travel, field time and a subsequent report. Additional visits will be provided at a negotiated rate per visit upon request.
- Two punch-list visits, preliminary and final, documented by appropriate architectural and engineering staff participating in the project.
- Final close-out documentation required by the County or grant provider, if considered applicable.

Fee Proposal

CJMW proposes to provide the above stated professional services for lump sum fees delineated as follows:

Park Master Plan (LandDesign):	\$29,000
Building Design & Construction Administration:	\$66,000
Reimbursable materials not to exceed allowance	\$2,000
Grant application assistance not to exceed allowance	\$3,000

This totals to a lump sum fee of **(\$100,000)** and is based on the anticipated scope required by CJMW and our consultants to complete the master plan and the first phase of building construction. These fees also include our typical anticipated miscellaneous material cost and local travel expense to the jobsite for each phase of the work. Items such as; workshop materials, additional fundraising materials, or printing for construction pricing sets and final construction documents are considered a reimbursable expense at 1.2 times our actual cost. This will be billed against the not to exceed reimbursable allowance listed above.

Fee Disbursement Schedule

Master plan & Schematic Design:	25%
Design Development:	20%
Construction Documents	40%
Construction Administration	15%

Additional Services

Following approval of the Schematic phase, if there are any significant changes to the scope of our services and/or alterations to the project during the design or construction process, CJMW will perform the additional services required for a mutually agreed upon modification to the stated fee. We will not proceed with additional services without your expressed authorization.

Client Responsibilities or Project Limitations

We request that Henderson County work expeditiously with the CJMW design team and assist with the timely completion of this project by providing the following:

- Site survey with accurate topography and utility locations for the area bound by the project limits (received).

- Geotechnical evaluation and report for building foundations. (This information is required early in the design process for foundation design).
- Environmental testing or evaluation (Phase I & II environmental) if applicable.
- Applicable fees and charges or other cost for unusual requirements by jurisdictional authorities.
- The current scope assumes an on-site septic system for the building. The scope of sewage plant design or design of an off-site sewer line extension has not been determined, and is not presently included in the current scope of services. Once determined, CJMW consultants can provide this additional service, if necessary, for an agreed upon amount.
- Security, or communication systems design beyond raceways or conduits is not included in the scope of services. (For single source responsibility, we recommend coordinating installation through a system vendor that provides design and installation).

Project Schedule

CJMW will begin work on the project promptly upon receipt of your authorization to proceed. We anticipate completion of the construction documents for the building approximately **(12)** weeks from completion of an approved master plan and building schematic drawings.

Payments

Invoices for our services are submitted every month for the portion of services completed prior to that date. Payment in full is expected within thirty (30) days of receipt of the invoice.

Termination, Suspension or Abandonment

In the event that this project is terminated, suspended or abandoned we require seven (7) days written notice and payment for services performed and cost incurred up to the effective date for termination.

Insurance

CJMW carries both general business and architect's and engineer's professional liability insurance coverage for the unforeseen protection of both our firm and our clients. For this project we propose

Mr. Gary Tweed
Edneyville Park Proposal
February 22, 2007
Page 7 of 7

contractual limits of liability of up to \$1 million per claim with a \$1 million aggregate limit. We will share further details of this coverage at your request.

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If you have any questions regarding this proposal or if you wish to discuss any aspect of the project, do not hesitate to contact our office. We are pleased to be working with Henderson County on this project, and look forward to this opportunity again to be part of your design team.

Sincerely,



Alan D. McGuinn, AIA
Principal



R. Marshall Fields
Principal

(We recommend using a modified AIA B141 Contract, 1997 Edition, as the Form of Agreement for this project and can assist with preparation of this document.)

Upon acceptance, please return one signed copy for our records and retain one copy for your records.

Signature

Printed name and title

Date