

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** January 17, 2018

**SUBJECT:** Proposal for Design Services – Clark Nexsen

**PRESENTER:** Trina Rushing, Library Director

**ATTACHMENTS:** Yes

1. Proposal for Design Services
2. Budget Amendment

#### **SUMMARY OF REQUEST:**

In September 2015, Solutions for Local Government conducted a space utilization study for the Main Library, to determine how to best utilize the available space to provide increasing levels of service. That study identified a number of recommended renovations, which were identified by priority. Clark Nexsen has reviewed the study and recommendations, and developed the attached Proposal for Design Services for consideration. The funding required for the renovations has been provided by Foundation grants, and no additional County funding is required. The budget amendment presented moves foundation grant funding into the Capital Project Fund for this project.

#### **BOARD ACTION REQUESTED:**

The Board is requested to approve the Proposal for Design Services as presented, authorize the Construction Project Manager to execute the Proposal, and approve the Budget Amendment as presented.

#### **Suggested Motion:**

*I move the Board approve the Proposal for Design Services as presented, authorize the Construction Project Manager to execute the Proposal, and approve the Budget Amendment as presented.*



October 2, 2017

Henderson County Public Library  
301 N. Washington Street  
Hendersonville, NC 28739

Attn: Trina Rushing, MLS

**RE: PROPOSAL FOR DESIGN SERVICES**

Dear Trina,

Thank you for the opportunity to work with Henderson County Libraries. Included in this letter is our understanding of the project, preliminary costs based on our limited knowledge of the project needs, and a preliminary schedule. After your review, if you have any questions, don't hesitate to contact me and we can work through these items to best facilitate your needs.

#### **PROJECT UNDERSTANDING**

The project consists of a partial renovation to the main library building located at 301 N. Washington Street, Hendersonville, NC. The preliminary budget is included as part of Exhibit A.

Our understanding of the desired space configuration is captured in the documents provided by you (Exhibit B) and generally includes the following:

- a. Minor renovations to Office spaces
- b. Interior classroom construction
- c. Possible exterior window additions.

#### **SCOPE OF WORK**

Based on our understanding, the Clark Nexsen design team will lead the planning efforts to assess the existing building, provide a preliminary drawing set and construction documents. We will assist with bidding the project and observe the construction efforts.

The deliverables associated with this phase include the following items:

1. Existing building drawings of the areas being renovated
2. Schematic floor plan
3. Schematic elevations of the existing window additions
4. Construction documents reflected the approved schematic design
5. Public bidding the project to invited group of local contractors



6. No more than 3 site visits during construction

We are excluding the following items:

- a. Geotechnical investigations
- b. Site surveying
- c. Hazardous material investigations.
- d. Equipment planning-Owner shall provide us with cut sheets or equipment information for all departments.
- e. AV/Technology/security- We have included infrastructure design (conduit, cable tray, back box only) in our fee proposal. We have not included hardware or equipment design. This is a requirement of the project and will need to be provided independently.
- f. Furniture, Fixture, and Equipment- We have not included the design requirements for the FFE package in this proposal.
- g. Commissioning services

**Proposed Fee:**

For the above noted items, we will prepare an amendment to our existing Architect of Record Contract with Henderson County. We would propose the following:

a. Existing Building Documentation	\$	6,500
b. <u>Schematic floor plans, construction documents, bidding and field observation.</u>	\$	<u>17,900</u>
<b>TOTAL DESIGN FEE</b>	<b>\$</b>	<b>24,400</b>

**Project Schedule:**

Task Name	Duration	Start	Finish
Existing building documentation	30 days	10/16/17	11/15/17
Schematic design	30 days	11/16/17	12/16/17
Construction documents	30 days	12/18/17	1/17/18
Bidding	21 days	1/18/18	2/8/18
Award of contract	14 days	2/8/18	2/22/18
Notice to proceed	1 day	2/26/18	2/26/18
Construction	90 days	2/26/18	5/26/18



Our invoicing will be in accordance with progress of the documents based on percentage complete and shall be invoiced on a monthly basis.

**CONCLUSION**

Clark Nexsen appreciates the opportunity to collaborate with you and we look forward to further developing our relationship. Please review this proposal and contact us if you have any questions. We welcome your recommendations and will be happy to discuss any items in more detail.

Sincerely,

**CLARK NEXSEN**



Chadwick S Roberson, AIA, LEED AP BD+C  
Principal  
828.232.0608  
[croberson@clarknexsen.com](mailto:croberson@clarknexsen.com)





## Exhibit B-Hourly rates

Administrative Support	\$ 85.00
CADD/BIM Technician	\$ 90.00
Architectural Intern	\$ 90.00
Architect	\$ 125.00
Senior Architect	\$ 190.00
Bridge Engineer EIT/Graduate	\$ 110.00
Bridge Engineer	\$ 150.00
Senior Bridge Engineer	\$ 205.00
Civil Engineer EIT/Graduate	\$ 95.00
Civil Engineer	\$ 130.00
Senior Civil Engineer	\$ 180.00
Electrical Engineer EIT/Graduate	\$ 105.00
Electrical Engineer	\$ 135.00
Senior Electrical Engineer	\$ 185.00
Fire Protection Engineer EIT/Graduate	\$ 110.00
Fire Protection Engineer	\$ 130.00
Senior Fire Protection Engineer	\$ 235.00
Landscape Architect	\$ 110.00
Senior Landscape Architect	\$ 165.00
Interior Design Intern/Graduate	\$ 80.00
Certified Interior Designer	\$ 90.00
Senior Certified Interior Designer	\$ 160.00
Mechanical Engineer EIT/Graduate	\$ 100.00
Mechanical Engineer	\$ 130.00
Senior Mechanical Engineer	\$ 200.00
Planner	\$ 115.00
Senior Planner	\$ 210.00



Plumbing Engineer	\$ 100.00
Senior Plumbing Engineer	\$ 160.00
Project Manager	\$ 175.00
Senior Project Manager	\$ 190.00
GIS Analyst	\$ 115.00
Senior GIS Analyst	\$ 160.00
Principal	\$ 255.00
Structural Engineer EIT/Graduate	\$ 95.00
Structural Engineer	\$ 130.00
Senior Structural Engineer	\$ 200.00
Transportation Engineer EIT/Graduate	\$ 115.00
Transportation Engineer	\$ 135.00
Senior Transportation Engineer	\$ 210.00
Automation Controls Integrator	\$ 105.00
Senior Automation Controls Integrator	\$ 140.00
Industrial Mechanical Engineer	\$ 95.00
Lab Planner	\$ 170.00



**Priority 1**

		Construction costs	
new circulation office	1 @	\$ 4,900.00	\$ 4,900.00
separation wall	1 @	\$ 7,500.00	\$ 7,500.00
walls at check in and sorting	1 @	\$ 6,800.00	\$ 6,800.00
Add door in receiving	1 @	\$ 1,500.00	\$ 1,500.00
remove wall between check in and sorting	1 @	\$ 800.00	\$ 800.00
Add windows to plan north exterior	6 @	\$ 4,000.00	\$ 24,000.00
HVAC modifications	1 @	\$ 8,500.00	\$ 8,500.00
Electrical modifications	1 @	\$ 6,500.00	\$ 6,500.00

subtotal		\$	60,500.00
----------	--	----	-----------

**Priority 2**

Add glass wall in rooms with projection screens	1 @	\$ 18,000.00	\$ 18,000.00
Add sheet rock walls and glass at presentation room	1 @	\$ 8,400.00	\$ 8,400.00
HVAC modifications	1 @	\$ 8,500.00	\$ 8,500.00
Electrical modifications	1 @	\$ 8,500.00	\$ 8,500.00

Subtotal		\$	43,400.00
----------	--	----	-----------

**Priority 3**

Add wall along young adult area	1 @	\$ 10,000.00	\$ 10,000.00
Demolition for new opening	1 @	\$ 5,000.00	\$ 5,000.00

Subtotal		\$	15,000.00
----------	--	----	-----------

Subtotal priority 1, 2, & 3		\$	118,900.00
Design contingency	20%	\$	23,780.00
Total construction costs		\$	142,680.00
Owner contingency	5%	\$	7,134.00
Design fees		\$	17,977.68

## Notes

240 sf of metal stud wall with GWB, new door, hardware

30 feet of wall, two doors, above ceiling bracing

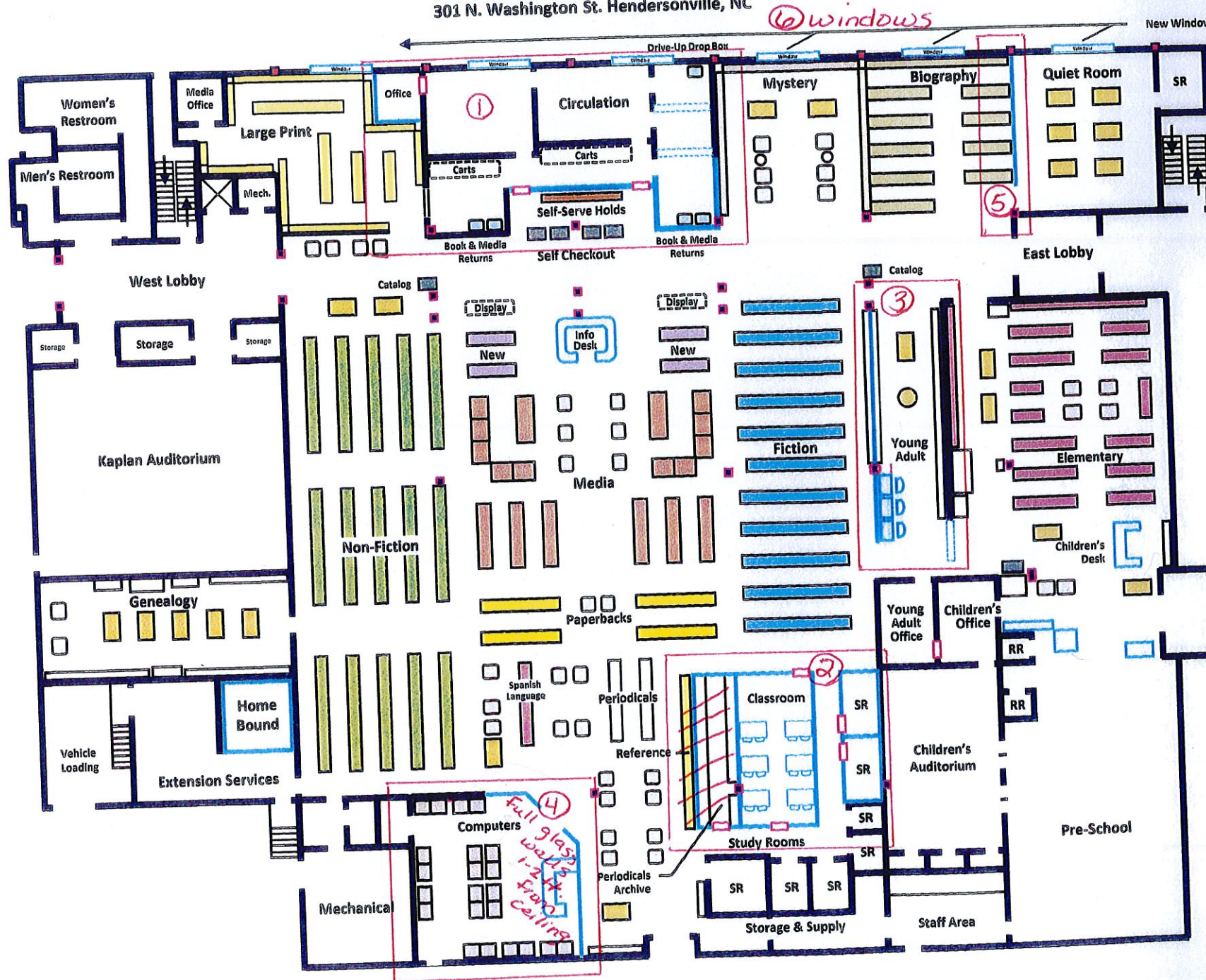
patch walls and flooring

450 sf of storefront with GWB soffit and bulk head, storefront doors.

450 sf of metal stud with GWB, casework for 3 stations

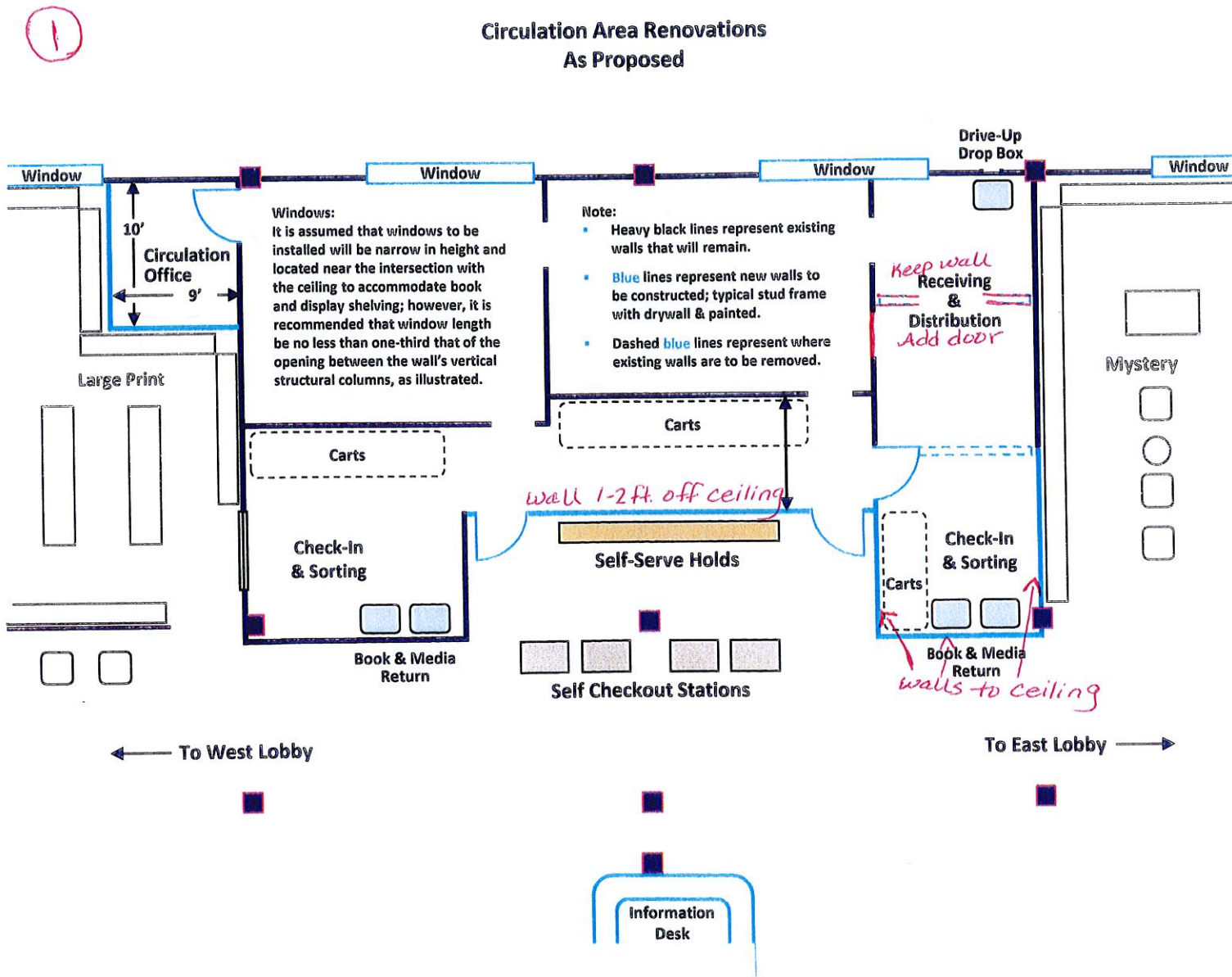
demo of window to expand doorway + repairs

# Henderson County Main Library 301 N. Washington St. Hendersonville, NC



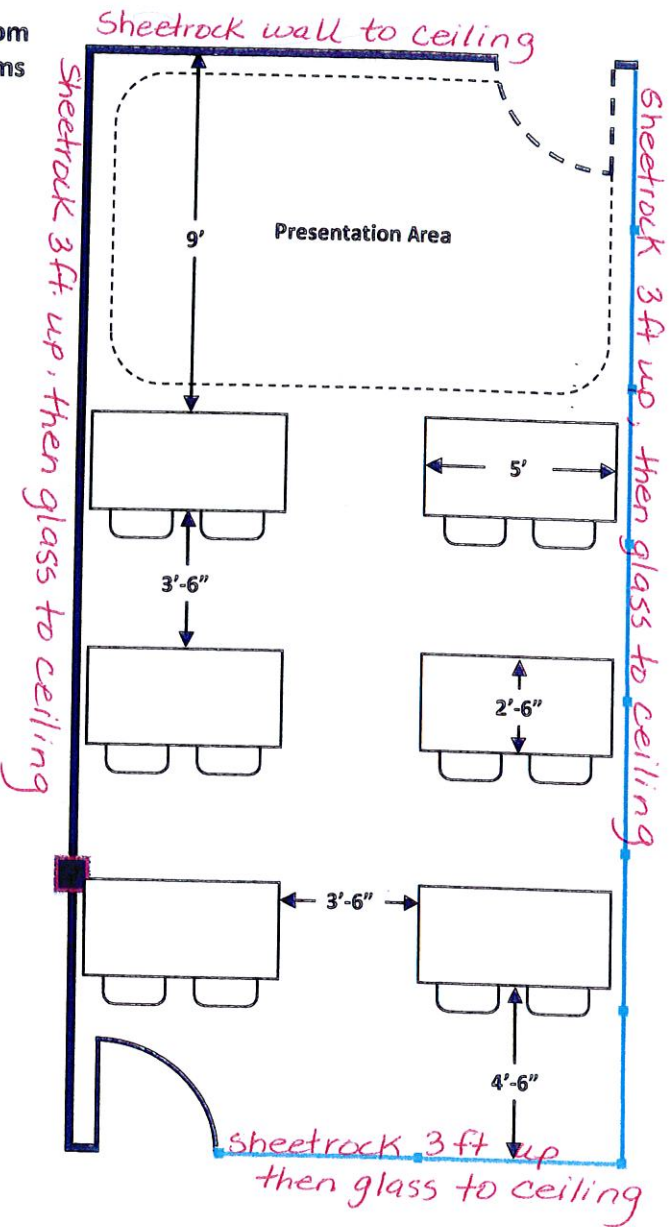
## Areas

- 1 - Circulation
- 2 - Classroom
- 3 - Young Adult
- 4 - Computer Lab
- 5 - Quiet Reading Room
- 6 - Exterior windows

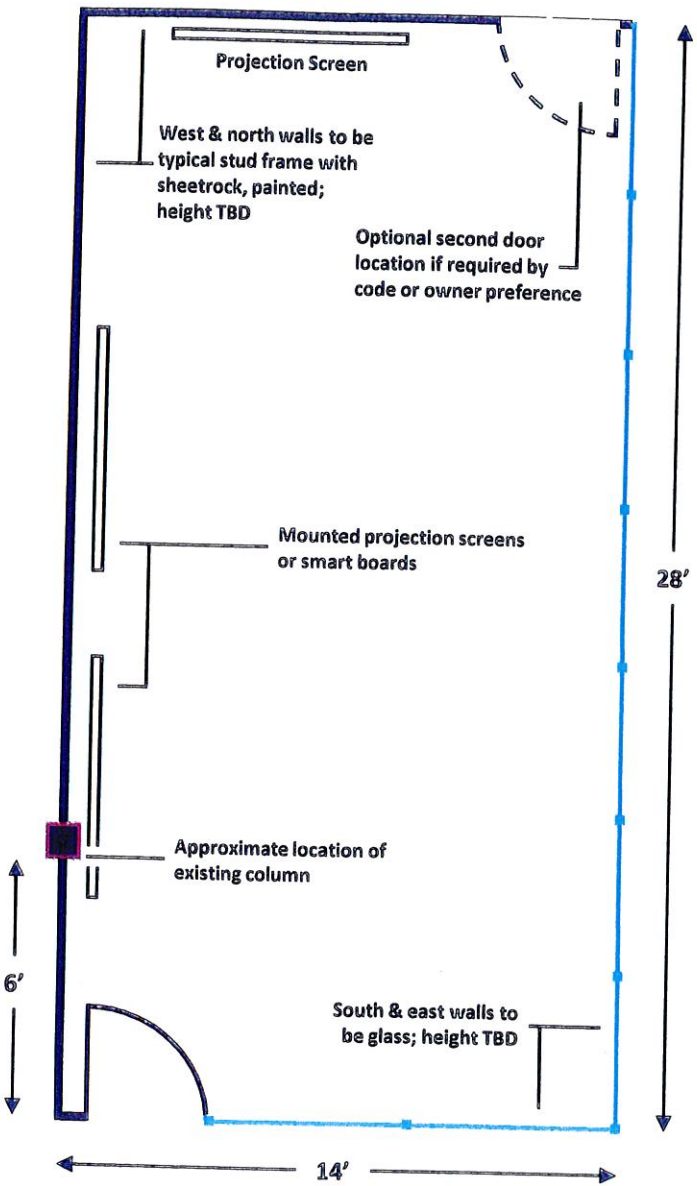


### 1.4.3 Supplemental Diagrams

The pages that follow include enlarged diagrams offering additional details regarding two (2) of the Recommendations cited; the Small Classroom (Study Room) and the Circulation Section offices.



Small Classroom  
Detail Diagrams



**LINE-ITEM TRANSFER REQUEST  
HENDERSON COUNTY**



**Department:** Capital Project Fund

*Please make the following line-item transfers:*

**What expense line-item is to be increased?**

Account	Line-Item Description	Amount
<u>115980-598040</u>	<u>Transfer to Capital Projects Fund</u>	<u>\$100,000</u>
<u>405400-555000-1801</u>	<u>Capital Outlay - Bldgs &amp; Improv.</u>	<u>\$100,000</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**What expense line-item is to be decreased? Or what additional revenue is now expected?**

Account	Line-Item Description	Amount
<u>114990-401000</u>	<u>Fund Balance Appropriated</u>	<u>\$100,000</u>
<u>404400-403500-1801</u>	<u>Transfer from General Fund</u>	<u>\$100,000</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Justification:** *Please provide a brief justification for this line-item transfer request.*

Allocation of Foundation Grant funds for the Main Library Renovation Project. Approved by the BOC 1.17.2018.

Budget 1.17.2018

Authorized by Department Head \_\_\_\_\_ Date \_\_\_\_\_

Authorized by Budget Office \_\_\_\_\_ Date \_\_\_\_\_

Authorized by County Manager \_\_\_\_\_ Date \_\_\_\_\_

*For Budget Use Only*

Batch # \_\_\_\_\_

BA # \_\_\_\_\_

Batch Date \_\_\_\_\_