

## **REQUEST FOR BOARD ACTION**

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

**MEETING DATE:** September 18, 2019

**SUBJECT:** Upward Elementary Work

**PRESENTER:** John Mitchell, Business and Community Development Director

**ATTACHMENTS:** Yes  
1) Proposal Letter Novus Architects

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

During the Fiscal Year 2019/2020 budget process the Board approved a list of projects to be completed throughout Henderson County's public schools. One of the approved projects on the list for this fiscal year is an addition and safety improvements to Upward Elementary. After the selection process according to General Statute and inclusive of Henderson County Public Schools staff, Novus Architecture was selected and has produced a proposal to complete the work. The proposal is within the approved budget.

The proposal is for a new addition which will include additional square footage to expand the cafeteria and provide for additional corridor circulation for the school. The main visitor entrance of the school will be relocated by reconfiguring the parking lots on each side of the school to route bus traffic and car traffic on opposite sides. Site work for this change includes restriping existing parking lots and expansion of drives as required to accommodate maneuverability of buses. Interior modifications at the main entrance include the creation of a new secure, vestibule adjacent to the existing administration suite for the school.

The total cost is proposed at \$698,392 with a construction budget of \$599,392.00. Novus's proposed fee for the project is 6.5% of the construction budget: \$39,000.

Substantial Completion is projected for August 1<sup>st</sup>, 2020.

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

Direct staff concerning the future of the project.

#### **Suggested Motion(s):**

*I move to accept the contract with Novus Architects for Upward Elementary School.*

PROPOSAL TO PROVIDE  
ARCHITECTURAL SERVICES

For

Henderson County Government  
213 1<sup>st</sup> Ave. E  
Hendersonville, NC 28792

Addition & Renovations to  
Upward Elementary School

*September 5, 2019*

By:



NOVUS BEW ASHEVILLE, LLC  
14 SOUTH PACK SQUARE  
SUITE 400  
ASHEVILLE, NC  
828-236-9992  
[www.novusarchitects.com](http://www.novusarchitects.com)

## **PROJECT DESCRIPTION**

Novus BEW Asheville, PLLC. will provide design services for the construction of new work and renovations at Upward Elementary School. A new addition will include additional square footage to expand the cafeteria and provide for additional corridor circulation for the school. The main visitor entrance of the school will be relocated by reconfiguring the parking lots on each side of the school to route bus traffic and car traffic on opposite sides. Site work for this change includes restriping existing parking lots and expansion of drives as required to accommodate maneuverability of buses. Interior modifications at the main entrance include the creation of a new secure, vestibule adjacent to the existing administration suite for the school. Novus will provide basic architectural services as described below and will include architectural, site design, structural, mechanical and electrical as part of our contract. Novus will coordinate the design and documents with Henderson County Government (Owner) and Henderson County Public School representatives and all regulatory agencies as required. Drawings will be provided in PDF format and hard copy if required. It is understood that the schedule and the budget for the project are critical.

## **SCOPE OF BASIC SERVICES**

### **WORK STEP A – SCHEMATIC DESIGN (SD)/DESIGN DEVELOPMENT (DD)**

1. Novus will develop drawing information based on the 2019 10 Year Strategic Conditions Assessment recommendations.
2. Novus will attend a meeting on site with the Owner and consultants to review the program, existing site conditions and develop design.
3. Novus will coordinate all consultant design efforts.
4. Novus will meet and coordinate with the Owner and Consultants as required for the further development of the project.
5. Novus will develop a design in accordance with all applicable building code and life safety requirements.
6. Novus will provide a 100% DD review set to the Owner and to confirm the scope of the project.
7. Novus will comply with all NC DPI review requirements.

### **WORK STEP B –CONSTRUCTION DOCUMENTS (CD)**

1. Novus will meet with the Owner at 50% completion of construction documents for final approval of the project scope and details.
2. Novus will develop architectural and engineering construction drawings suitable for project bidding, permitting and construction.
3. Novus will coordinate construction documents with engineering consultants.
4. Novus will provide the Owner with a copy of the construction documents for final review prior to bidding and permitting.
5. Novus will comply with all NC DPI review requirements.

### **WORK STEP C – BIDDING AND PERMITTING**

Novus will facilitate the bid process, attend a pre-bid meeting on site, and prepare meeting minutes.

1. Novus will respond to requests for information during bidding from contractors and Owner.
2. Novus will submit plans to permitting authorities for approval and will answer questions and respond as necessary to review comments.
3. Novus will assist in facilitating the collection and reading of bids, provide a certified Bid Tabulation.
4. Novus will assist as necessary in the preparation of the contract for construction between the successful contractor and Owner.

**WORK STEP D –CONSTRUCTION ADMINISTRATION (CA)**

1. Novus will attend construction progress meetings with Owner and Contractor once monthly.
2. Novus will visit the construction site bi-weekly for observation of the construction process. A written field report with photos will be submitted to the owner after each site visit.
3. Novus will attend a pre-construction conference as required.
4. Novus will coordinate with the General Contractor.
5. Novus will review contractor shop drawings and submittals as required by the Construction Documents.
6. Novus will respond to contractor’s requests for information (RFI).
7. Novus will review and approve the general contractor’s applications for payment as required.
8. Novus will compile a punch list at substantial completion of the project.
9. Novus will review GC closeout documents.

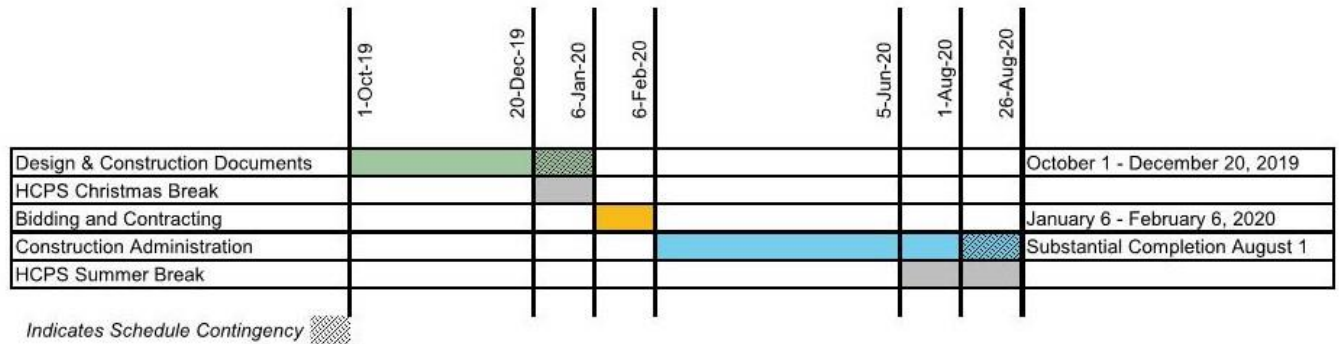
**BASIC SERVICES FEES**

**TOTAL FEES: Lump Sum \$39,000 (based on 6.5% of a construction budget of \$599,392)**

Design Development = 35%	\$13,650
Construction Documents = 70%	\$13,650
Bidding & Permitting = 75%	\$1,950
Construction Administration = 100%	\$9,750

Fees are billed monthly for the percentage of work complete in the prior month, according to the project phase and project schedule.

**SCHEDULE:**



Novus will create a detailed schedule for approval upon commencement within the overall guidelines provided. Failure by others outside of Novus contracted responsibility to achieve schedule dates will be cause for delay in the overall schedule.

**Excluded From Fees**

- Work at other schools/sites
- Acoustical consulting
- Transportation engineering
- Daylighting specialist/studies
- AV design specialist
- School safety specialist
- Extensive redesign and changes in scope
- Building programming
- Energy dashboard design

**REIMBURSABLE EXPENSES**

Reimbursable Expenses are in addition to the fees noted above and will be included at Novus’s cost plus an additional 10% of the cost. Such costs include – reproduction of documents, mail and express delivery. Travel expense reimbursement is reserved only for travel requested by the Owner above and beyond routine travel by the design team for project meetings and to the job site between Buncombe and Henderson counties. Prior authorization from the Owner is required for any expenditures for reimbursable expenses.

**ADDITIONAL SERVICES**

Additional time spent on architectural services excluded or not included above shall be performed at our standard hourly rates noted below or as otherwise agreed upon. Additional Services include drastic changes in the scope after approval of design. Prior authorization by the Owner is required for any additional services expenditures.

**ARCHITECT’S STAFF HOURLY RATES FOR ADDITIONAL SERVICES**

Managing Principal	\$180/hour
Principal	\$ 160/hour
Project Manager	\$ 140/hour
Project Architect	\$ 120/hour
Staff Architect	\$ 100/hour
Interior Designer	\$ 110/hour
Intern/Drafting	\$ 90/hour
Construction Administrator	\$ 90/hour
Clerical	\$ 65/hour

**PROBABLE PROJECT BUDGET**

Construction Costs	
Site Improvements, Main Entrance	<b>\$20,580.00</b>
Secure Entry Vestibule	<b>\$27,562.00</b>
Cafeteria Addition (\$350/SF)	<b>\$551,250.00</b>
Sitework	\$92,000.00
Building Shell	\$188,307.00
Building Interior	\$135,000.00
Plumbing/HVAC	\$91,342.00
Electrical	\$45,478.00
Construction Sub-Total	<b>\$599,392.00</b>
Project Contingency (10%)	<b>\$60,000.00</b>
Design Fees (6.5%)	<b>\$39,000.00</b>
Total	<b>\$698,392.00</b>

We thank you for the opportunity to work with you on this project.

Sincerely,



Emily J. Kite, AIA  
Principal  
NOVUSARCHITECTS

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Henderson County