

HENDERSON COUNTY
Emergency Medical Services



Request For Qualifications:

Architectural Services for EMS Base #6

INTRODUCTION

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TEAM ORGANIZATION

PROJECT APPROACH

PROJECT SCHEDULE

INSURANCE REQUIREMENT

JULY 15, 2022

SUBMITTED BY:

FEE SCHEDULE



**PINNACLE ARCHITECTURE
PROFESSIONAL ASSOCIATION**

P.O. BOX 187, 630 TEAM ROAD, SUITE 200
MATTHEWS, NORTH CAROLINA 28106
PH: (704) 847-9851 FAX: (704) 847-9853

701 EAST BAY STREET, SUITE 302
CHARLESTON, SOUTH CAROLINA 29403
PH: (843) 872-5345 FAX: (843) 872-5374

July 13, 2022

Henderson County Historic Courthouse
Attn: Marcus A. Jones, PE
1 Historic Courthouse Square
Hendersonville, NC 28792

Re: Request for Qualifications – Architectural Services for EMS Base #6

Dear Mr. Jones,

We would like to thank you for the opportunity to present our firm for your consideration to provide Architectural services for the proposed Emergency Medical Services Base #6 (EMS,) located in Henderson County, North Carolina.

Pinnacle Architecture, P.A. has over seventy-six (76) years' experiences in architectural design, facility studies, planning designs, site selections/master planning, surveying, cost estimating, space planning, real estate development, Construction Documents, Bidding, Project Management, and Project Closeout. Our consultants have one hundred seventy-one (171) years' combined experience in design, administration, observation, Contract Document preparation, shop drawing approvals, and consulting.

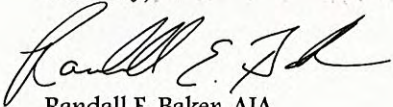
Pinnacle Architecture, P.A. always strives to design projects that meet our clients' needs, scope of work, and budget.

Pinnacle Architecture, P.A. has designed several fire stations and EMS that have saved our clients' money to allow them to add to their projects for additional needs and wants.

Thank you again for your consideration of our firm and if you have any questions, or need additional information, please contact us.

I remain,

Sincerely,



Randall E. Baker, AIA
Vice President

REB/mhd

P I N N A C L E A R C H I T E C T U R E , P . A .

P.O. Box 187, Matthews, NC 28106, 704-847-9851 Fax 704-847-9853 www.pinnaclearchitecture.net



TEAM EXPERIENCE AND AVAILABILITY

PINNACLE ARCHITECTURE, P.A. consists of:

Frank Williams	Architect-President
Randy Baker	Architect -Vice-President
Cameron Baker	Architect-SC
Greg Conary	BIM Manager-SC
Melissa Dixon	Office Manager
Brian Heape	Architect Intern-SC
Jeff Elmore	Architectural Designer
Jennifer Harward	Architectural Designer
Joshua Reid	Architectural Designer
Payton Rawson	Architectural Designer
Shannon Alva	Receptionist

PINNACLE ARCHITECTURE, P.A. experience with North Carolina municipalities or other authorities on similar types of projects is shown in our current and past fire stations list.

CURRENTLY UNDER CONSTRUCTION

Cypress Pointe Fire and Rescue - New Facility, D.R. Reynolds, Inc. (Design Build)

New approximately 7,885 sf partial sprinkled fire/EMS facility consisting of:

- ❖ Fire Office
- ❖ EMS Office
- ❖ Three (3) Drive-thru Bay apparatus floor
- ❖ Kitchen/Dayroom
- ❖ Laundry/Storage Room
- ❖ HVAC/Electrical Room
- ❖ Two (2) Bunk Rooms with toilets/showers

Estimated Construction Cost: \$1,419,300.00

Estimated Construction Completion: 2023

East Lincoln Fire Department-New Facility-D. R. Reynolds, Inc. (CM@R)

Contact: Tim Tench 704.400.4868, ttench@eastlincolnfd.org

Approximately 17,084 sf housing Fire Personnel, EMS and Local Sheriff Patrol, consisting of:

<u>Fire Side</u>	<u>EMS Side</u>
❖ Captain's Office	Two (2) Back in apparatus bay floor
❖ Watch Room	Two (2) Offices
❖ Men/Women's Toilet w/Showers	Two (2) Storage Rooms
❖ Day Room/Kitchen	Three (3) Toilets
❖ Eight (8) Bunk Rooms	EMS Dayroom
❖ Locker Room	IT/Electrical Room
❖ Laundry Room	Clean Room
❖ IT Room	Kitchen
❖ Training Room	Breathalyzer Room
❖ Electrical/Mechanical/HVAC Room	Compressor Tool Room
❖ Gymnasium	Gear Storage Room
❖ Watch Room	Boiler Room

Three (3) Folded door drive-thru Bay apparatus floor

Estimated Construction Cost: \$5,904,900.00

Estimated Construction Completion: 2022



Team Experience and Availability~ CONTINUED

Highlands Fire Department- New Facility, D.R. Reynolds, Inc. (CM@R)

Contact: Josh Ward 828.526.2118, Josh.ward@highlandinc.org

New approximately 19,645 sf two-story sprinkled fire station consisting of:

1st Floor

- ❖ Seven (7) Drive-thru Bay apparatus floor
- ❖ Reception Area
- ❖ Two (2) Offices
- ❖ Men/Women Toilet
- ❖ Elevator to 2nd Floor
- ❖ Fire Pole #1
- ❖ Training Room
- ❖ Commercial Kitchen
- ❖ Outside Storage
- ❖ Locker Room
- ❖ Two (2) Gear Storage Rooms
- ❖ Laundry Room
- ❖ Compressor Room

2nd Floor

- Weight Room
- Office
- Men/Women's Toilets w/showers
- Day Room
- IT Room
- Laundry Room
- Five (5) Bunk Rooms
- Fire Pole #2
- Security Center
- Mechanical Room
- Electrical Room
- Kitchenette

Estimated Construction Cost: \$6,897,000.00

Estimated Construction Completion: 2022



COMPLETED FIRE STATIONS

Aquadale Rural Volunteer Fire Department-New Facility-D.R. Reynolds, Inc. (CM@R)

Chief Terry Smith, 704.474.9442

New approximately 8,143 sf one story fire station consisting of:

- ❖ Three (3) Drive-thru Bay apparatus floor
- ❖ Three (3) Offices
- ❖ Training/Dining Room
- ❖ Kitchen w/pass-through window and pantry
- ❖ Men/Women toilets
- ❖ Day Room
- ❖ Mechanical/Storage Room

Total Construction Cost: \$947,856.00

Construction Completed: 2013



Team Experience and Availability~ CONTINUED

Bethlehem Volunteer Fire Department - New Facility - D.R. Reynolds , Inc. (Design Build)

Contact: Lee Echols-704.739.6206

Echols636@gmail.com

New approximately 14,200 sf one story pre-engineered sprinkled fire facility consisting of:

- ❖ Five (5) Drive through bay apparatus floor
- ❖ Two (2) Offices
- ❖ Ten (10) Bunk Rooms
- ❖ Residential Kitchen w/pantry
- ❖ Day room with full view glass doors
- ❖ Data room
- ❖ Mechanical Room
- ❖ Mail Room/Radio Room
- ❖ Conference Room
- ❖ Men/Women's Bathrooms w/Showers
- ❖ Fifty (50) person Training Room

Total amount of Construction: \$1,951,047.00

Completed: 2016



Chester County EMS/Coroner's Office - New Facility - Simon & Watson

Contact: Britt Lineberger, 803.377.1132, blineburger@chestercounty.org

Approximately 13,450 sf new EMS/Coroner's Building consisting of:

EMS

- ❖ Common areas
- ❖ Meeting Rooms
- ❖ Offices
- ❖ Sleeping Quarters
- ❖ Training Room
- ❖ Men's/Women's Toilets
- ❖ Data/Electrical/HVAC Rooms

Coroner's Side

- Offices
- Autopsy Room
- Administrative Area
- Conference Room
- Garage/Storage/Vehicle Area
- Toilets

Four (4) Drive-thru Bay apparatus floor

Total Construction Cost: \$1,861,017.00

Completed: 2014



Team Experience and Availability~ CONTINUED

Cleveland Volunteer Fire Department - New Facility - D.R. Reynolds, Inc. (Design Build)

Contact: Ryan Haglan 704.798.9277, ryanhaglan@hotmail.com

New approximately 22,966 sf sprinkled fire facility consisting of:

- ❖ Six (6) Drive-thru bay apparatus floor
- ❖ Ten (10) Bunk Rooms
- ❖ Day Room
- ❖ Five (5) Offices
- ❖ Full residential Kitchen
- ❖ Conference Room
- ❖ Training Room
- ❖ Exercise Room
- ❖ Laundry Room
- ❖ Locker Room
- ❖ IT Room
- ❖ Men/Women's Toilets
- ❖ Mechanical Room
- ❖ Storage Room



Total Construction Cost: \$4,098,700.00

Construction completed: 2020

Concord Fire Station #12 – New Facility, D.R. Reynolds, Inc. (Design Build)

Contact: Steve McLendon, 704.320.8962, mclendon@concordnc.gov

New approximately 17,994 sf one-story sprinkled fire station consisting of:

Right Side

- ❖ Kitchen/Dining Area w/Three (3) Pantries
- ❖ Day Room
- ❖ Watch Room
- ❖ Twelve (12) Bunk Rooms
- ❖ Men/Women's Locker Rooms w/Toilets and Showers
- ❖ Battalion Chief Bunk Room w/Toilet and Shower
- ❖ IT Room
- ❖ Sprinkler Room
- ❖ Laundry Room
- ❖ HVAC/Electrical Room
- ❖ Exercise Room

Left Side

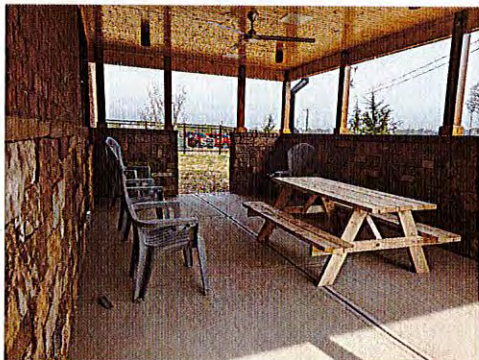
- Three (3) Offices
- Conference Room
- Gear Storage Room
- Kitchen
- Toilets
- Lobby
- Clean Room
- Community Room
- HVAC/Storage Room

One (1) Backup Bay apparatus floor

Three (3) Drive-Thru Bay apparatus floor

Total Construction Cost: \$5,699,854.00

Construction Completion: 2022



Team Experience and Availability~ CONTINUED

Cool Springs Volunteer Fire Department-New Facility-D.R. Reynolds, Inc. (Design Build)

Contact: Andy Webster 704.874.3221, awebster@coolspringsvfd.org

New approximately 22,428 sf housing Volunteer Firemen, EMS personnel and Police Headquarters consisting, of:

- ❖ Six (6) Drive-thru Bay apparatus floor
- ❖ Two (2) EMS Drive-thru Bay apparatus floor
- ❖ Full Commercial size Kitchen
- ❖ Conference Room
- ❖ Living Quarters for ten (10) personnel
- ❖ Exercise Room
- ❖ Dayroom with riser seating
- ❖ Ten (10) Offices for all ranking personnel
- ❖ Locker Rooms
- ❖ Storage Rooms
- ❖ Oversize Training Room which is used to host public events
- ❖ Police Department
- ❖ Records Room
- ❖ Library Room
- ❖ Men/Women Toilets

Total Construction Cost: \$3,679,855.00
Construction Completed: 2017



Eastside Volunteer Fire Department-New Facility-D.R. Reynolds, Inc. (Design Building)

Contact: Chief Robert Whilhoit, 704.982.5255, stanlycorescue@gmail.com

New approximately 10,973 sf single story sprinkled fire station consisting of:

- ❖ Four (4) Drive-Through apparatus bay floor
- ❖ Two (2) Offices
- ❖ Radio Room
- ❖ Conference Room
- ❖ Kitchen
- ❖ Training Room
- ❖ Men/Women Toilets w/Showers
- ❖ Dayroom
- ❖ Mechanical Room/Washer and Dryer

Total Construction Cost: 1,954,953.00
Construction Completed: 2020



Team Experience and Availability~ CONTINUED

Northside Volunteer Fire Department-New Facility-Carpenter Construction (Bid-Build)

Contact: David Arner, Jr-President, 910.417.0645, amradio@carolinarr.com

New approximately 7,897 sf one-story sprinkled fire station consisting of:

- ❖ Three (3) Drive-through bay apparatus floor
- ❖ Three (3) Offices
- ❖ Kitchen
- ❖ Day Room
- ❖ Dining/Training Room
- ❖ Men/Women's Toilets w/ Shower
- ❖ One (1) Bunk Room
- ❖ Mechanical/Storage room w/Washer & Dryer
- ❖ Storage Room

Total Construction Cost: \$1,100,037.00

Construction Completed: 2017



South Iredell EMS/Volunteer Fire Department-New Facility-D.R. Reynolds, Inc. (Design Build)

Contact: Chief Brian Weatherman, 704.664.3043, Bweatherman@SouthIredellVFD.com

New approximately 15,488 sf sprinkled one-story fire station consisting of:

Business Office Side

- ❖ Five (5) Office
- ❖ Men/Women's Toilets
- ❖ File Room
- ❖ Study
- ❖ Electrical Room
- ❖ Storage Room
- ❖ Meeting Room w/Kitchen for public
- ❖ Three (3) End Rooms

Fire/EMS Side

- Five (5) drive-thru Bay apparatus floor
- Dayroom w/lockable pantry
- Day Kitchen
- Men/Women's Toilets w/showers
- Five (5) Bunk Rooms
- Workout Room
- Pump Room
- Electrical Room

Total Construction Cost: \$1,958,660.00

Construction Completion: 2015



Team Experience and Availability~ CONTINUED

Stanly County EMS – New Facility-D.R. Reynolds, Inc. (Design Build)

Contact: Brian Simpson 704.986.3650, bsimpson@stanlycountync.gov

New approximately 11,201 sf one and half (1 ½) story emergency medical facility consisting of:

- ❖ Seven (7) bunk rooms
- ❖ Four (4) offices
- ❖ Computer Room
- ❖ Two (2) Storage Room
- ❖ Day Room
- ❖ Commercial Kitchen
- ❖ Training Room
- ❖ Men/Women’s Toilets
- ❖ Computer Room
- ❖ Laundry Room
- ❖ Mechanical Room
- ❖ Two Bathrooms with Showers
- ❖ Training Room

Total Construction Cost: \$2,716,910.00
Construction Completed: 2020



Trinity Fire and Rescue -New Facility - D.R. Reynolds, Inc. (Design Build) Company, Inc.

Contact: Shannon Goodman 704.876.3646, Sgoodman800@gmail.com

New approximately 26,461 sf sprinkled Fire Station and Emergency Service facility features office for the Iredell County Sheriff Department as well. The structure includes:

Fire Department

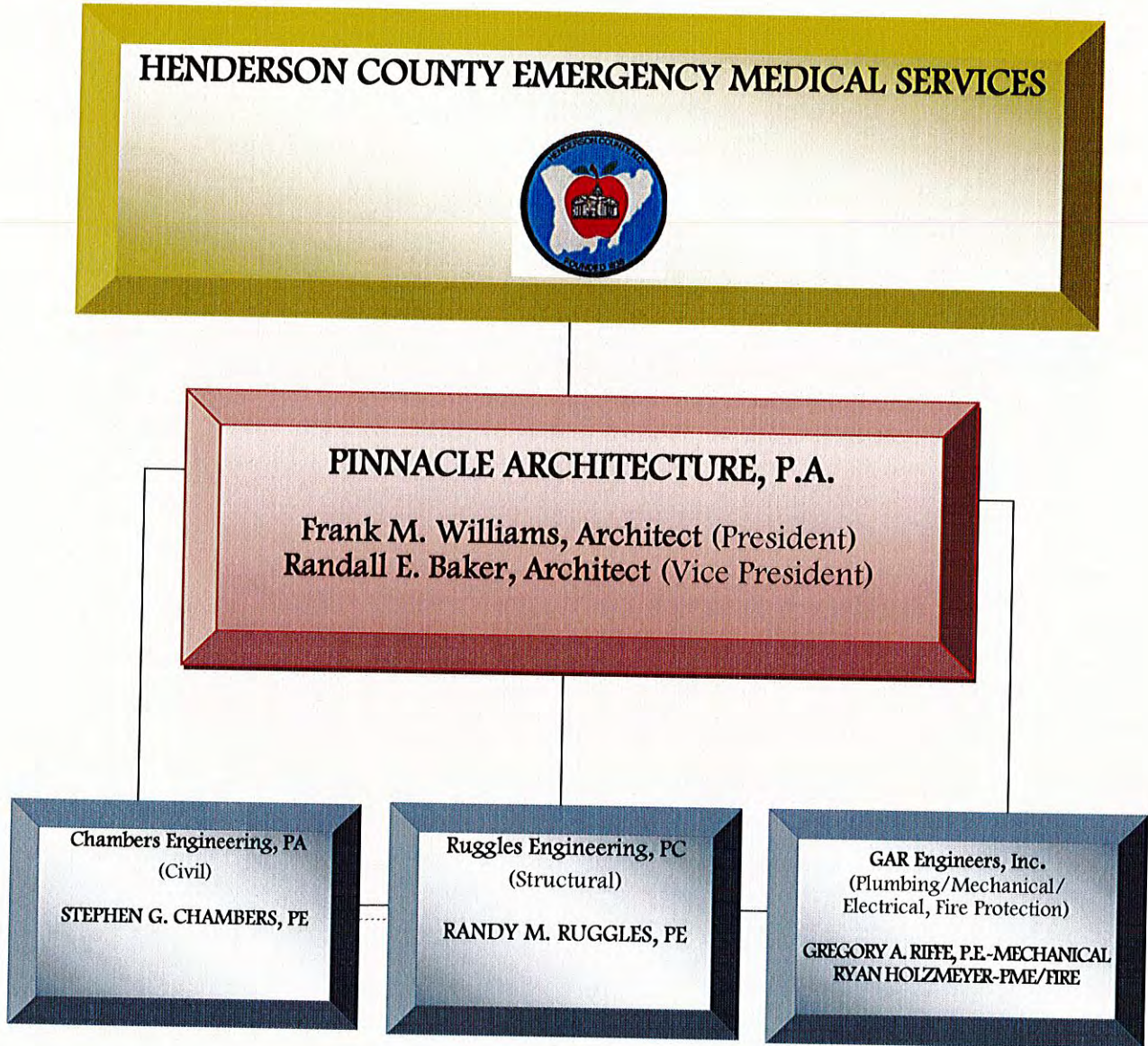
- Six (6) drive-thru bay apparatus floor
- Conference Room
- Day Room
- Exercise Room
- Five (5) Bunkrooms
- Five Offices
- Kitchen w/Pantry
- Laundry Room
- Men/Women’s toilets with showers
- Storage Rooms
- Training Room
- Records Rooms
- Watch Room

Total Cost: \$4,248,300
Completed: 2019

EMS

- Two (2) back-in bay apparatus floor
- EMS Day Room
- Laundry Room
- Kitchen
- Storage Room





Frank M. Williams and Randall E. Baker both are Principal in charge and Project Managers as they work together on all of our projects to ensure that our clients are well taken care of.

Team Organization ~ CONTINUED

FRANK M. WILLIAMS – President

- ❖ Architectural designer, code review, construction documents/administration/observation, consulting, facilities studies/planning, interior design, master planning, site selection, site master planning, and space needs analysis

- ❖ PROFESSIONAL AFFILIATIONS:

American Institute of Architects, 1967
North Carolina Chapter AIA, 1967
Charlotte Section, AIA, 1967

- ❖ REGISTRATIONS:

North Carolina	1966	#1611	South Carolina	1968	#1110
Virginia	1968	#2368	Tennessee	1969	#6908
Georgia	1987	#6690	Alabama	2007	#6362
Oklahoma	2008	#5405	Louisiana	2011	#7467
Nevada	2013	#6959	Florida	2014	#97054
Oregon	2019	#11296	New Mexico	2020	#006067



- ❖ *Frank* received his Bachelor of Architectural Degree from N.C. State University (1964 with honors), where he climaxed his academic career by being presented the A.I.A. Book Award and the A.I.A. School Medal for excellence in architecture. He moved back to Matthews in 1964 and joined J.L. Williams Architects-Engineers (later Williams and Associates, an Architectural-Engineering firm located in Matthews since 1959) as a full partner immediately upon graduation and served as Director of Design until 2001. In 2001 he established PINNACLE ARCHITECTURE, P.A. in partnership with his longtime chief draftsman *Randall E. Baker, A.I.A.*

During his architectural career, *Frank* has been involved with over 600 various projects at all levels. Through his 57 years as an architect, he has experienced every aspect of the building/design/construction management process. *Frank* has been a member of the American Institute of Architects (AIA), North Carolina Chapter AIA, and the Charlotte Section AIA since 1967 and certified by the NCARB in 1970.

RANDALL E. BAKER – VICE PRESIDENT

- ❖ Architectural designer, code review, construction documents/administration/observation, construction budgets, consulting, facilities studies/planning, cost analysis, master planning, site selection, site master planning, and space needs analysis.

- ❖ PROFESSIONAL AFFILIATIONS:

American Institute of Architects, 2002
North Carolina Chapter AIA, 2002
Charlotte Section, AIA 2002

- ❖ REGISTRATIONS:

Vermont	2004	#2731	Colorado	2006	#400857
Texas	2008	#208983	Arizona	2013	#55034
Washington	2017	#12046	California	Pending	



- ❖ *Randy* attended Rowan Technical College and N.C. State University, receiving an Associate Degree in Architectural Drafting in 1982. *Randy* has been involved in the architectural/construction industry since 1984. In this period of time, he has worked on AIA award winning design projects such as the NCNB National Headquarters, Tampa, Florida.

In 1982, after graduating from college, *Randy* became a professional golfer and played on tour for two years. In 1984, Odell Associates hired *Randy* primarily to work on the NCNB project, which was

Team Organization ~ CONTINUED

approximately a 13-month project. Also, he worked on Ewell Hall at William and Mary University in Williamsburg, Virginia, which was a two-story expansion in the music department.

Randy joined Williams and Associates in 1987 as chief draftsman on multi financial institutions, schools, and commercial buildings. During that time, he received his Architectural registration and his membership to the American Institute of Architects (AIA), North Carolina Chapter AIA, and the Charlotte Section AIA.

CONSULTANTS:

CHAMBERS ENGINEERING, PA (Civil Engineer) (704) 984-6427, schambers@ce-pa.com

Chambers Engineering, PA was organized in early 1998 with offices in Albemarle, NC by *Stephen G. Chambers, PE* and since has developed into a full-service Civil Engineering practice offering a wide range of services related to infrastructure development, water and wastewater resources, commercial/ institutional site development, land planning, transportation, financial planning, capital funding and other related activities. Clients include municipal and county agencies, business and private institutions and architectural firms.

Mr. Chambers, after graduation from the United States Air Force Academy, served in the 82nd Civil Engineering Squadron from 1986 - 1991 at Williams Air Force Base, Arizona. Following his relocation back to North Carolina he then served as the Public Utilities Director for the County of Stanly prior to the formation of **Chambers Engineering, PA**. All together *Mr. Chambers* brings over 24 years of diversified and comprehensive experience to projects and is well capable of delivering consistent, cost-effective project results.

EDUCATION:

United States Air Force Academy, Colorado Springs, Co.
Bachelor of Science, Civil Engineering

REGISTRATIONS:

NC 1991 CO 1986
AZ 1990 VA 2010

RUGGLES ENGINEERING, PC (Structural) (704) 778-5192, Fax (828) 478-9119

Ruggles Engineering PC is owned and operated by *Randy Ruggles*, a licensed Professional Engineer. Before starting his own firm, *Mr. Ruggles* was employed for 23 years as a structural engineer with King-Guinn Associates of Charlotte, a large company operating throughout the eastern United States. While employed with this firm, *Mr. Ruggles* specialized in all aspects of design, building and construction of a variety of institutional, residential and educational projects. Projects included hospitals and medical facilities, high-rise structures, low-rise office buildings, retail facilities, public and private schools, university facilities, hotels, parking decks, recreational facilities, and variety of other structures. He received a Master of Architecture-Structures Option, as well as a Bachelor of Architecture from the University of Illinois in Urbana, IL. He is a licensed professional contractor and is a member of the American Council of Engineering Companies. *Mr. Ruggles* is licensed to practice structural engineering in the states of North Carolina, South Carolina, and Virginia.

Founded in 2006, **Ruggles Engineering** also complements its engineering services by conducting building investigations and providing design for special structures, renovations, retrofits, and upfits. Services range from the conceptual phase through construction, providing a structurally sound building within the client's budget and time schedule.

EDUCATION:

Master of Architecture, University of Illinois
Bachelor of Architecture, University of Illinois
Associate of Architecture, Springfield College,

REGISTRATIONS:

Professional Engineer-NC #026513
Professional Engineer-SC #21415
Professional Engineer-VA #0402 036143
General Contractor-NC #27764
Member American Council of Engineering

PROFESSIONAL EXPERIENCE:

Ruggles Engineering, PC	2006-Present
King/Guinn Associates	1983-2006
GCE International	1980-1983
Midwest Prestressed Concrete	1973

Team Organization ~ CONTINUED

GAR ENGINEERING (704) 721.6449, FAX: (704) 721.6459

GAR Engineering, Inc. was started by its owner and founder *Mr. Gregory A. Riffe, PE* as a Sole Proprietorship in 1990. In 1995 *Mr. Riffe* incorporated GAR Engineering and began to expand while maintaining his focus on providing good sound engineering. *Mr. Riffe* 47 years' experience in his field includes evaluating, estimating, designing, specifying, bidding and performing contract administration for fire protection, HVAC, and plumbing systems.

EDUCATION:

Bachelor of Mechanical-NC State University

REGISTRATIONS:

NC #16396 SC #13475 VA #024693
TN #108620

PROFESSIONAL EXPERIENCE:

Duke Energy 15 Years
GAR Engineering 32 Years

GAR Engineering provides Plumbing, Mechanical, Electrical, and Fire Protection design and consulting with a major emphasis on Life Safety. Their goal is to help their clients from their first contact with them until completion of the project with assuring the project is safe and meets any Life Safety criteria applicable to the project while providing guidance to the client for timely in budget completion.

Ryan Holzmeyer-Senior Designer, Vice President - *Mr. Holzmeyer* has over 21 years of experience in Plumbing, Mechanical, Electrical and Fire Protection design. He has worked on numerous Fire/EMS facilities with PINNACLE ARCHITECTURE, PA throughout his twenty-one years with GAR Engineering. These projects include new construction, renovations, and upfits.

EDUCATION:

Bachelor of Science-Appalachian State

REGISTRATIONS:

PROFESSIONAL EXPERIENCE:

GAR Engineering- 2001 to Present



PHASE I: PRE-DESIGN/PROGRAMMING

1. Work with Owners to establish:
 - Project goals
 - Project scope
 - Project schedule
 - Project budget
2. Investigate and analyze site and existing building
3. Make a space use survey
4. Confirm architectural program
 - Programming work sessions
 - User group interviews



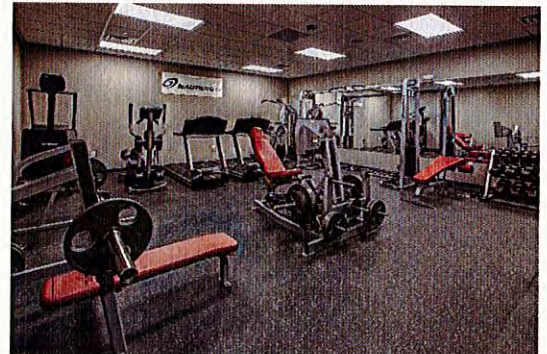
PHASE II: SCHEMATIC DESIGN

1. Explore schematic design options
2. Investigate building systems
3. Strategize for sustainable design practices
4. Select design option with Owner
5. Estimate construction costs and schedule



PHASE III: DESIGN DEVELOPMENT

1. Develop selected design options
2. Refine project requirements
3. Recommend building systems
4. Review design with local code officials
5. Verify construction budget and schedule



PHASE IV: CONSTRUCTION DOCUMENTS

1. Prepare construction drawings
2. Design interior
3. Write construction specifications
4. Perform in-house quality control checks
5. Submit project for code compliance approval
6. Verify construction needs

PHASE V: BIDDING PHASE

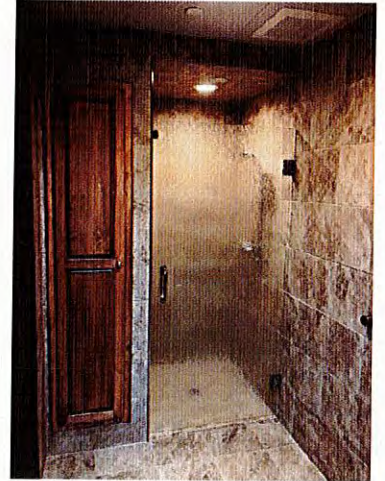
1. Advertise for bids
2. Distribute bid packages including drawings and specification
3. Answer Contractor's questions during bidding
4. Open and evaluate bids
5. Make recommendation for award of construction contract
6. Prepare construction contracts



Project Approach ~ CONTINUED

PHASE VI: CONSTRUCTION PHASE

1. Evaluate building components and systems with Contractor for possible cost savings
2. Conduct pre-construction conference
3. Review/approve materials and submittals
4. Visit the job site regularly to observe the construction
5. Prepare monthly reports to Owner on project progress
6. Qualify Contractor's application for payments, change orders, etc.
7. Prepare punch list
8. Verify correction of all punch list items
9. Conduct final inspection with Owner
10. Transfer all keys, warranties and operations and maintenance manuals to Owner
11. Perform warranty walk-through after 12 months
12. We can provide additional ideas during the interview phase to assist on the budget.



PINNACLE ARCHITECTURE, P.A. provides cost estimating for the Schematic phase, Design Development phase and Construction Document phase. These estimates are derived from past experience cost and present construction cost. PINNACLE ARCHITECTURE, P.A. will provide a detailed cost estimate for the entire project by a Construction Estimating Company if requested by the Owner.





PINNACLE ARCHITECTURE, PA has implemented a project schedule approach that will ensure that all projects are within the timeframe and budget that is allotted per project.

- A. **Conception:** Our architects will meet with the client to collect what the project entails. Depending if the project is a new facility or a renovation, addition, or restoration, the information provided by the Owner will establish the direction needed. Once all information has been obtained, the architect and staff will proceed with their due diligence to help decide if the project is feasible for the Owner's budget, desires and timeframe. *Estimated timeframe: Approximately three (3) weeks*
- B. **Planning:** Once testing and research of the property has been completed and the project is approved to proceed, then the architects will collect all wants vs. needs of the project with the budget presented. *Estimated timeframe: One (1) month depending on approval from Owner*
- C. **Execution:** The architect will establish a project team (structure, civil, plumbing, mechanical, and electrical engineers if required). They will provide the layout for the team along with a list of items that should be incorporated in the project and items that the clients would like to be incorporated with a timeframe in which preliminary construction drawings are to be completed. Once the client has reviewed the preliminary construction drawings along with the projected construction cost, then the project will either be approved for the completion of final construction drawings or revisited to eliminate items per budget. After all has been approved and final construction drawings completed, the project will be available to bid. *Estimated timeframe: Approximately three (3) months*
- D. **Monitoring:** PINNACLE ARCHITECTURE, PA will submit the drawings to the appropriate government/local entities for approval. When approvals have been received from each entity, the plans will be sent to plans rooms for advertisement to bid. We will receive bids, process all Contract Documents and oversee construction to ensure the contractor is on schedule and under budget. *Estimated timeframe: Approximately One (1) month*
- E. **Closure:** After project has been completed, the Owner and Architect will make inspections to ensure all items have been completed in accordance to the Construction Documents. PINNACLE ARCHITECTURE, PA will collect all closeout documents and present to the Owner. *Estimated timeframe: Approximately one (1) month after all documents have been received, reviewed and approved from the contractor*





CERTIFICATE OF INSURANCE

PINNACLE ARCHITECTURE, P.A. Certificate of Insurance:



PINNA-1

OP ID: ST

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Barbee Insurance & Associates P.O. Box 700 719 West Main Street Locust, NC 28097 The Bee Hive Ins Services, LLC		704-888-4422	CONTACT NAME: The Bee Hive Ins Services, LLC
		PHONE (A/C, No, Ext): 704-888-4422	FAX (A/C, No): 704-888-0026
		E-MAIL ADDRESS: bobbybarbee@barbeeinsurance.com	
INSURED Pinnacle Architecture PA P.O. Box 187 Matthews, NC 28106		INSURER(S) AFFORDING COVERAGE INSURER A: Auto Owners Insurance Company NAIC # 18988 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	35383504	06/01/2022	06/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	53-383504-00	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			6338350402	06/01/2022	06/01/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/RETIRED EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	35452480	06/01/2022	06/01/2023	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
FOR PROPOSAL PURPOSES ONLY

CERTIFICATE HOLDER Pinnacle Architecture, PA PO Box 187 Matthews, NC 28106	PINNAC2	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE The Bee Hive Ins Services, LLC
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ACORD 25 (2016/03)

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Certificate of Insurance ~ CONTINUED

Client#: 292273

35PINNAARC

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/08/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services 2200 Old Brick Rd. Ste. A8-101 Glen Allen, VA 23060		CONTACT NAME: Jenny Fisher PHONE (A/C, No, Ext): 804 678-5000 FAX (A/C, No): 8887513010 E-MAIL ADDRESS: CertificatesVAWV@mcgriff.com	
INSURED Pinnacle Architecture PA PO Box 187 630 Team Road, Suite 200 Matthews, NC 28105		INSURER(S) AFFORDING COVERAGE INSURER A : XL Specialty Insurance Company NAIC # 37885 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

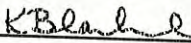
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR YWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			DPR9989328	02/13/2022	02/13/2023	\$1,000,000 Per Claim \$2,000,000 Aggregate \$10,000 Per Claim Ded.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 If this contract is awarded, please contact the insured above for a Certificate of Insurance.

CERTIFICATE HOLDER

CANCELLATION

FOR PROPOSAL ONLY Pinnacle Architecture PA 630 Team Road, Suite 200 Matthews, NC 28106	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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