

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: January 17, 2007

SUBJECT: CAUSE Unit Relocation

ATTACHMENTS: Yes

1. Proposal for Human Services Building Upfit to Accommodate the CAUSE Unit

SUMMARY OF REQUEST:

Staff has had preliminary conversations with Sheriff Rick Davis and Social Services Director Liston Smith regarding the relocation of the CAUSE Unit. The CAUSE Unit is a division of Social Services that works collaboratively with detectives from the Sheriff's Department. Currently, the CAUSE Unit and these detectives are co-located in the Toms/Nuckolls Building on Main Street. In order to facilitate the effective operation of the Unit and efficient use of space, staff recommends that the Human Services Building be upfitted to accommodate the CAUSE Unit (12 employees) and two associated detectives.

In preparation for this upfit of future space at the Human Services Building, staff has requested a proposal from Calloway, Johnson, Moore, and West for architectural and engineering services. This is the same firm that provided these services for the larger Human Services Building project and will provide plans consistent with the original design of the building.

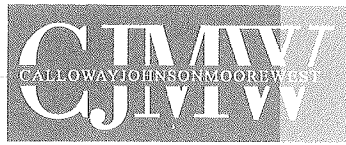
Sheriff Rick Davis and Social Services Director Liston Smith will be present to discuss the necessity for this upfit project.

BOARD ACTION REQUESTED:

Staff recommends approval of this project and authorization for the Assistant County Manager to accept this proposal on behalf of Henderson County.

Suggested Motion:

I move that the Board approve this project and authorize the Assistant County Manager to accept the attached Calloway Johnson Moore & West proposal for architectural and engineering services for the project.



architecture | engineering | interior design

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December 20, 2006

Ms. Selena Coffey, Assistant County Manager
Henderson County
100 North King Street
Hendersonville, NC, 28792

RE: Henderson County Proposed Human Services Building CAUSE Unit upfit

Dear Selena:

Calloway Johnson Moore & West, PA is pleased to submit this proposal to provide architectural and engineer services in conjunction with further upfit of the new Human Services Building.

Scope of Project

Our understanding of the scope of the Proposed Department of Social Services CAUSE Unit upfit is based on previous conversations with Peggy Gray and the latest proposed plan layout submitted to the department on December 5, 2006 for pricing and tentative approval (Attachment A). The CAUSE Unit expansion is to be located within the Department of Social Services on the second floor of the Henderson County Human Services Building located at 1220 Spartanburg Highway, in Hendersonville, NC. The project will include an office upfit of approximately 4,560 SF within the unfinished building shell reserved for such future expansion. The design goal is to provide office accommodations consistent with the programmatic space, fixtures and finishes of the current DSS offices.

Scope of Services

Based on identified project scope, Calloway Johnson Moore & West, P.A. (CJMW) proposes to provide professional architectural and engineering services for this project as follows:

Architectural design & Documentation

- Field verification of existing conditions
- Minor demolition of any existing walls, finishes, fixtures or equipment that do not conform to current design requirements.
- Interior upfit including; partition walls, soffits, ceilings, casework and finishes required to complete the existing unfinished space within the project limits.

- Handicapped accessible planning based on Volume IC of the North Carolina Building Code
- Coordination with furniture and casework that will be provided by the tenant
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Electrical Design & Documentation

- Minor demolition of any existing electrical equipment and lighting that does not conform to new design requirements.
- Modifications and additions to power distribution systems within the project limits.
- Modifications and additions to lighting systems within the project limits.
- Raceways for alarms, data and communication wiring. (System vendors will provide designs and installation of alarm, data and communications wiring and equipment.)
- Required additional exit signage, fire alarms or door alarms consistent with existent systems.

HVAC Design & Documentation (Heating, ventilation and Air conditioning)

- Minor demolition, of any existing ductwork or equipment and controls that do not conform to the new design requirements.
- Modifications and additions of equipment and ductwork as required to adequately condition the space. Designs will utilize existing HVAC equipment and ductwork to the extent possible.

Plumbing Design & Documentation

- Plumbing required to connected the break room sink to existing supply and waste piping.

Bidding

It is our understanding that construction will be negotiated with a local construction company, so a formal bidding phase will not be necessary. In an effort to control cost and expedite the project, CJMW will coordinate our design efforts with the selected contractor. We recommend that the contractor obtain at least three competitive bids from major sub-contractors.

Construction Phase

CJMW will provide architectural construction administration services such as; review of Applications for Payment, regular construction meetings, submittal review, approval of colors and

finishes, approval of change orders and preparing project close-out, etc, in accordance with industry standards. The construction duration is anticipated to require four (4) months. Specific deliverable items or services for this phase are as follows:

- Assist in preparing standard AIA construction contracts if considered applicable.
- Review of shop drawings and submittals related to architectural components and engineered systems.
- Issuing clarifications in response to request for information (RFI).
- 12 jobsite visits collectively will be provided by individual Architectural or Engineering staff participating in the project at appropriate phases of construction. A field report and digital photographs will document each visit. The proposal is based on each visit requiring approximately six hours for travel, field time and a subsequent report documenting the visit. Additional visits will be provided at a negotiated rate per visit upon request.
- Punch-list review and close out by Architectural and Engineering staff participating in the project.

Fee Proposal

CJMW proposes to provide the above stated professional services for a lump sum fee of *Twenty Three Thousand (\$23,000) Dollars*. These fees also include our typical anticipated miscellaneous material cost and local travel expense to the jobsite for each phase of the work. Printing cost for final construction documents are considered a reimbursable expense, and are typically billed at 1.2 times our actual cost.

Additional Services Fee

If there are any changes to the scope of our services and/or alterations to the project, 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 authorization.

General Conditions

Client Responsibilities

We request that the Henderson County work expeditiously with the CJMW design team and assist with the timely completion of this project by providing pertinent information already completed, as follows:

- Programmatic information, schedule, and budget.

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.

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. We will be pleased to share the details of this coverage at your request.

Termination, Suspension or Abandonment

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

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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 excited about the prospect of continuing to work with you and other county staff on this project, and look forward to this opportunity to serve Henderson County.

Sincerely,



R. Marshall Fields



Alan D. McGuinn, AIA

Accepted for Henderson County, NC by:

Signature

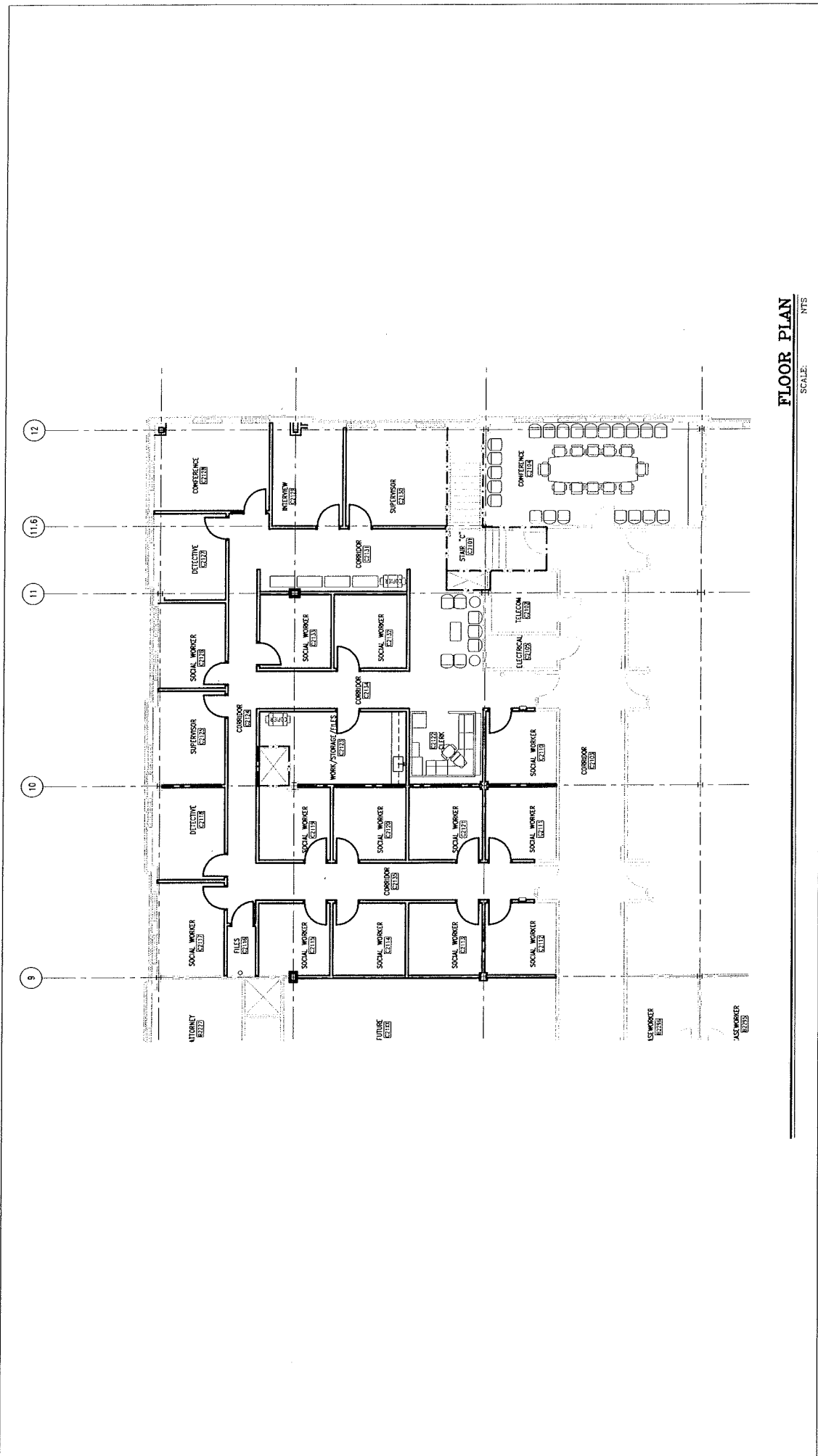
Ms. Selena Coffey, Assistant County Manager

Date

Signature

J. Carey McClelland, Director of Finance

Date



FLOOR PLAN
SCALE: NTS

ATTACHMENT "A"

Project:
 HENDERSON COUNTY HUMAN SERVICES BUILDING
 CAUSE UNIT

NTS
 December 2006
 AJS

