

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: February 2, 2015

SUBJECT: Habitat for Humanity Dodd Meadows Project Architect Selection

PRESENTER: Autumn Radcliff, Senior Planner

ATTACHMENTS: 1. Letter from NC Department of Commerce
2. Letter from Clark Nexsen

SUMMARY OF REQUEST:

Henderson County was recently awarded the 2012 N.C. Catalyst grant in the amount of \$454,960 on behalf of Henderson County Habitat for Humanity's Dodd Meadows neighborhood located off Crest Road. The Community Development Block Grant (CDBG) funds will be used to support Henderson County Habitat for Humanity's Dodd Meadows residential development for moderate and low income persons in the County.

The project requires architectural services to design a 2,000 sq ft neighborhood community center facility that will serve the residents of Dodd Meadows and the greater East Flat area. As part of the procurement requirements associated with the grant and state law, the County received approval from the N.C. Department of Commerce to use the County's Architect of Record, Clark Nexsen (see attached letter from the N.C. Department of Commerce).

Clark Nexsen's fee proposal meets the project requirements and the firm is well qualified for the proposed work. The Board previously reviewed this project and approved the grant application. No County matching funds are associated with the grant.

BOARD ACTION REQUESTED:

Staff requests that the Board authorize Clark Nexsen to conduct architectural services for the Habitat for Humanity Dodd Meadows project. Staff requests the Board authorize staff to begin contract negotiations with the firm and to execute the necessary documents to proceed with the project.

Suggested Motion:

I move that the Board select Clark Nexsen for the architectural services for the Habitat for Humanity Dodd Meadows neighborhood community center facility and authorize staff to execute the necessary documents.



**North Carolina
Department of Commerce
Community Assistance
Community Development & Planning Division**

**Pat McCrory, Governor
Dr. Pat Mitchell, CEcD, Assistant Secretary**

**Sharon Allred Decker, Secretary
Melody Adams, Acting Director**

December 4, 2014

The Honorable Charlie Messer, Chair
Henderson County Board of Commissioners
1 Historic Courthouse Square, Suite 1
Hendersonville, North Carolina 28792

Subject: Procurement for Architect
CDBG Number: **12-C-2469 (NCCAT)**

Dear Chair Messer:

Community Assistance (CA) has reviewed the County of Henderson's information pertaining to the procurement of an architect for the NC Catalyst (NCCAT) Community Development Block Grant (CDBG) project.

From the submitted documentation, the County's procedure for procuring the contract with Clark Nexsen for architectural services is satisfactory. Please retain all documentation associated with the procurement in the County's CDBG files for future monitoring.

Thank you for your cooperation. Please contact Ms. Valerie D. Moore, Grants Management Representative at (919) 715-0512 or e-mail her at vmoores@nccommerce.com for questions.

Sincerely,



Charlie E. Thompson, Jr., CPM
Chief, Grants Management Section

CETJ/VDM

cc: Mr. Steve Wyatt, County Manager
Ms. Autumn Radcliff, Senior Planner
Ms. Alicia Broadway, CMR Benchmark, Grant Administrator

Thrive NC

100 East Six Forks Road, Suite 200•4313 Mail Service Center•Raleigh, North Carolina 27699-4313
Tel: (919) 571-4900•Fax: (919) 571-4951
www.nccommerce.com



January 16, 2015

Henderson County Planning Department
100 North King Street
Hendersonville, NC 28792

Attn: Ms. Autumn Radcliff
Senior Planner

Re: CDBG Project: Dodd Meadows Community Center

Dear Autumn:

Clark Nexsen, Inc. is pleased to present you with this proposal to provide design services associated with the Dodd Meadows Community Center. We understand the scope of your project to be a 2,000 square foot neighborhood community center within the Dodd Meadows Habitat for Humanity Housing Development in the East Flat Rock Community. The total project budget is not to exceed \$203,000.

A. SCOPE OF WORK

Our scope of work includes the following:

1. Design of a 2,000 square foot community center building to include a bathroom, small kitchen, and space to accommodate approximately 100 people seated at tables. The project is to include sustainable design features and community accessibility.
2. Clark Nexsen will meet with the user group and develop a programming document that describes the spatial relationships of the service areas and the square footage requirements, as well as the equipment, furniture, and storage needs to be served in each area.
3. One project team meeting to review the schematic design.
4. Clark Nexsen will provide one computer generated rendering of the project based on the approved schematic design.
5. Submission of construction documents to the County planning department. Plan review fees are excluded from our design fee proposal and are the responsibility of the owner.
6. Clark Nexsen will assist County staff with the construction bid packages and supervise the bid advertising and award process. We will also assist in conducting the preconstruction conference.
7. Construction administration services, shop drawing review, and site visits/progress meetings at appropriate intervals but shall not exceed 6 site visits. Visits beyond this will be billed at our standard hourly rates.
8. Our proposal includes architectural, structural, mechanical, electrical, and plumbing for the items noted above. Civil is being provided by WGLA.
9. Excluded from our responsibilities are special inspections, hazardous material testing or design, materials testing, site surveying, LEED certification, and geotechnical investigations.

B. FEE PROPOSAL

For the above noted scope of work, we propose a lump sum fee of \$15,000. Payment for services rendered will be monthly in accordance with the percentage complete on a monthly basis.

January 17, 2015

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C. DESIGN SCHEDULE:

Upon receiving the awarded and signed contract, we will begin the work and be complete in two-months with the construction documents needed for bidding.

For the above noted tasks, we will utilize AIA document G802-2007 Amendment to the Professional services agreement.

If you have any questions or wish to discuss this in more detail, please do not hesitate to contact me.

Sincerely,

CLARK NEXSEN, Inc.

A handwritten signature in black ink, appearing to read 'CSR', with a long horizontal line extending to the right.

Chadwick S. Roberson, AIA LEED AP
Managing Principal