

## **REQUEST FOR BOARD ACTION**

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

**MEETING DATE:** February 1, 2016

**SUBJECT:** Emergency Services Headquarters Proposal

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

**ATTACHMENTS:** Yes

1. Emergency Services Headquarters Proposal

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

At the January Budget Retreat, the Board of Commissioners instructed staff to solicit a proposal from the County's Architect of Record, Clark Nexsen to build an Emergency Services Headquarters to be located at the Balfour School property.

The attached Emergency Services Headquarters proposal has a construction budget of \$8,375,000. The architect's proposed fee is 7% of the construction budget which is \$615,550.

The total budget for the project is \$10,000,000 with the completion scheduled for August of 2018.

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

Accept the Emergency Services Headquarters proposal and direct staff to begin the project.

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

*I move to accept the Emergency Services Headquarters proposal and direct staff to begin the project.*



January 26, 2016

CN #5199.G

Henderson County  
1 Historic Courthouse Square  
Suite 5  
Hendersonville, NC 28792

Attn: Mr. John Mitchell

**Re: Emergency Services Headquarters**

Dear Mr. Mitchell,

Clark Nexsen is pleased to present you with this proposal as an amendment to our current agreement dated January 6, 2014. This proposed amendment will be formalized utilizing the G802-2007 document. The proposed project is based on our discussions and generally follows the outline program provided by Solutions for local Governments, Inc (SLG) dated February of 2015. It is our understanding that the program provided in the SLG document will be verified at the beginning of the project and the County or its Agencies located in the building, agree to modify the program to accommodate their needs and the total project budget. The building will generally house the following components:

- a. Emergency Management
- b. Emergency Medical Services
- c. Henderson County Rescue

Our scope of work will be in compliance with current agreement. We will also provide the following items:

- a. A maximum of 3 Space Programming meetings finalize the size, quantity, and adjacency of the program elements. During the space programming efforts we will meet with user groups as designated by Henderson County.
- b. We have included 5 total presentations to the Primary User Group, County Commissioners, etc. Additional presentations will be at our standard hourly rates for presentation and preparation time.
- c. Schematic, Design Development, and Construction Documents are per Article 3 in our current agreement.
- d. Civil engineering associated with the building and parking is included as part of this proposal. Utility extension beyond the confines of the building site are excluded from our proposal.
- e. Landscape design is limited to zoning code compliance requirements.
- f. Delivery method for the project shall be a Construction Manager at Risk. Construction manager shall be responsible for project estimating and pre-construction activities. If the project is hard bid, additional costs are associated with managing the bidding process.



- g. Construction administration- On site meetings or site visits are limited to a maximum of 24 visits. We have anticipated a maximum construction effort of 12 months allowing for 2 site visits per month. Shop drawings shall be reviewed a maximum of 2 times per submittal received. One (1) Substantial Completion inspection and One (1) Final Completion inspection are included as part of this proposal.

We are excluding the following items:

- a. Geotechnical investigations
- b. Site surveying
- c. Demolition drawings for the existing buildings located at the site
- d. Hazardous material investigations.
- e. Equipment planning
- f. 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 by the County's vendor.
- g. Furniture, Fixture, and Equipment- We have not included the design requirements for the FFE package in this proposal.
- h. Multiple bid packages, early site packages, early steel packages are not included in this fee proposal.
- i. Conform drawings and specifications are not included in this proposal. The Construction Manager at Risk shall be responsible for incorporation of addenda and distribution of materials to subcontractors.
- j. This project shall be reviewed by Department of Insurance and local authorities having jurisdiction.
- k. We will incorporate smart sustainable design elements throughout the building. LEED Certification or Green Globes Certification is excluded.
- l. "Out of house" printing or publications shall be billed at our cost plus ten percent (10%). All travel expenses are included as part of our proposal.

**Proposed Fee:**

The preliminary budget of the project is based on preliminary discussions. It is our understanding that the total project budget is \$10,000,000. The allocation of the budget is as follows:

Construction budget + Escalation	\$	8,375,000.00
Contingency at 5%	\$	418,750.00
<b>Total construction + Contingency</b>	<b>\$</b>	<b>8,793,750.00</b>
A+E design fees	\$	615,550.00
Special inspections	\$	88,000.00



Surveying + Geotech	\$	30,200.00
Furniture, Fixtures, Equipment, and IT	\$	350,000.00
Pre-Construction fee for CM@R	\$	87,500.00
<u>Soft Cost Contingency</u>	<u>\$</u>	<u>35,000.00</u>
<b>Total project cost</b>	<b>\$</b>	<b>10,000,000.00</b>

For the above noted items and for work described in our current contract, we would propose a contract amendment in the amount of \$615,550. Should the project scope or cost increase, we will need to revisit the design efforts and adjust our costs accordingly.

**Project Schedule:**

Attached to this letter is the proposed schedule based on our understanding of the target dates. It is critical that the owner and design team work together to achieve these dates.

Thank you again for the continued opportunity to work with you and Henderson County. After you have had a chance to review this document, please do not hesitate to contact me to discuss this further.

Sincerely,  
Clark Nexsen, Inc.



Principal

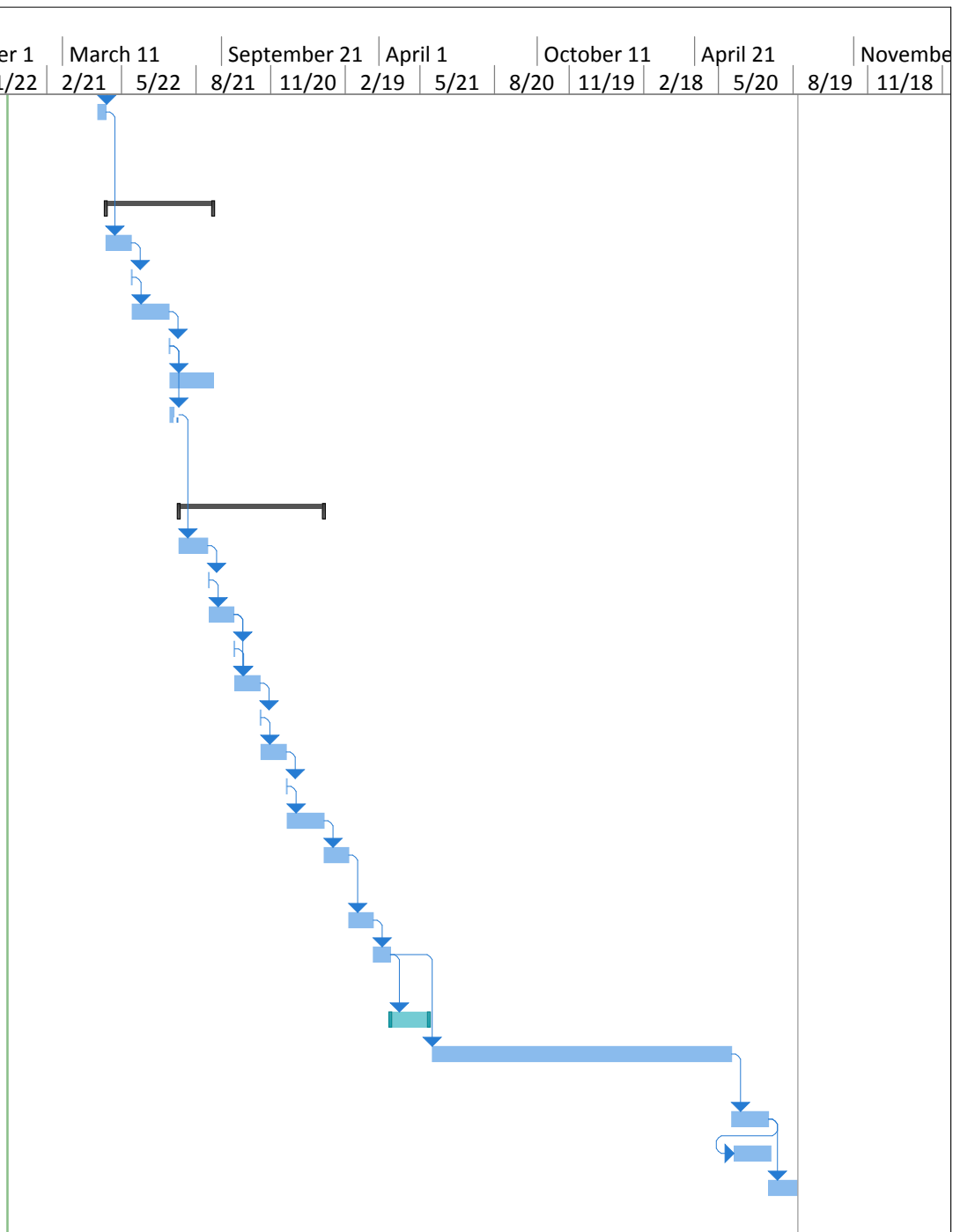
Enclosures



ID	% Compl	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Timeline																							
								February 11/24	February 22/23	February 29/25	August 8/24	August 11/23	February 29/22	February 5/24	September 8/23	September 11/22	March 2/21	March 5/22	September 8/21	September 11/20	April 2/19	April 5/21	October 8/20	October 11/19	April 2/18	April 5/20	November 8/19	November 11/18			
1	0%		<b>Programming</b>	1 day	<b>Wed 1/20/16</b>	<b>Wed 1/20/16</b>																									
2	0%		Kick off meeting with HC	1 eday	Wed 1/20/16	Thu 1/21/16																									
3	0%		<b>Schematic Design</b>	87 days	<b>Thu 1/21/16</b>	<b>Fri 5/20/16</b>																									
4	0%		Formalize Adjacency diagrams/stacking diagrams	15 edays	Thu 1/21/16	Fri 2/5/16																									
5	0%		Advertisement for CM	30 edays	Fri 2/5/16	Sun 3/6/16	4																								
6	0%		Evaluate CMR information	14 edays	Tue 3/1/16	Tue 3/15/16																									
7	0%		Notify CM R of presentation date	1 day	Tue 3/15/16	Tue 3/15/16	6																								
8	0%		Building Occupant meeting	1 day	Fri 2/5/16	Fri 2/5/16	4																								
9	0%		Interview CMR	1 day	Wed 3/16/16	Wed 3/16/16	7																								
10	0%		Owner review	1 day	Thu 3/17/16	Thu 3/17/16	9																								
11	0%		Notify CMR of Selectio	1 day	Fri 3/18/16	Fri 3/18/16	10																								
12	0%		Negotiate CMR (fee and terms)	11.38 edays	Fri 3/18/16	Wed 3/30/16	11																								
13	0%		Present CMR to Commission for approval	14 edays	Wed 3/30/16	Wed 4/13/16	12																								
14	0%		Project Team meeting	1 eday	Wed 4/13/16	Thu 4/14/16	13																								
15	0%		CN respond to meeting and prepare preliminary floor	21 edays	Fri 2/5/16	Fri 2/26/16	8																								
16	0%		Review for preliminary floor	1 day	Mon 2/29/16	Mon 2/29/16	15																								
17	0%		Follow up meeting to review plan modifications	14 edays	Mon 2/29/16	Mon 3/14/16	16																								
18	0%		Clark Nexsen modifications	7 edays	Thu 4/14/16	Thu 4/21/16	14,17																								
19	0%		Present final Schematic Design	1 eday	Thu 4/21/16	Fri 4/22/16	18																								
20	0%		Regulatory review submission	1 day	Fri 4/22/16	Fri 4/22/16	19																								
21	0%		Regulatory review period	28 edays	Fri 4/22/16	Fri 5/20/16	20																								

Project: project schedule EMS 1-4 Date: Mon 1/4/16	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			

ID	% Compl	Task Mode	Task Name	Duration	Start	Finish	Predecessors	February 1		August 11		February 21		September 1		March 11		September 21		April 1		October 11		April 21		November		
								11/24	2/23	5/25	8/24	11/23	2/22	5/24	8/23	11/22	2/21	5/22	8/21	11/20	2/19	5/21	8/20	11/19	2/18	5/20	8/19	11/18
22	0%		Owner review and approval to move forward	10 edays	Fri 4/22/16	Mon 5/2/16	20																					
23	0%		<b>Design Development</b>	<b>94 days</b>	<b>Mon 5/2/16</b>	<b>Sat 9/10/16</b>																						
24	0%		Design	31 edays	Mon 5/2/16	Thu 6/2/16	22																					
25	0%		Owner review meeting	1 day	Fri 6/3/16	Fri 6/3/16	24																					
26	0%		Design	45 edays	Fri 6/3/16	Mon 7/18/16	25																					
27	0%		Regualtory submission	1 day	Tue 7/19/16	Tue 7/19/16	26																					
28	0%		Regualtory review DOI	53 edays	Tue 7/19/16	Sat 9/10/16	27																					
29	0%		Owner review and approval to move forward	11 edays	Tue 7/19/16	Sat 7/30/16	27																					
30	0%		<b>Construction documents</b>	<b>126 days</b>	<b>Sat 7/30/16</b>	<b>Mon 1/23/17</b>																						
31	0%		Design	35 edays	Sat 7/30/16	Sat 9/3/16	29																					
32	0%		Owner Update	1 day	Mon 9/5/16	Mon 9/5/16	31																					
33	0%		Design	30 edays	Mon 9/5/16	Wed 10/5/16	32																					
34	0%		Owner update	1 day	Thu 10/6/16	Thu 10/6/16	33																					
35	0%		Design	31 edays	Thu 10/6/16	Sun 11/6/16	33,34																					
36	0%		Owner Update	1 day	Mon 11/7/16	Mon 11/7/16	35																					
37	0%		Design	31 edays	Mon 11/7/16	Thu 12/8/16	36																					
38	0%		Owner update	1 day	Fri 12/9/16	Fri 12/9/16	37																					
39	0%		Regulatory review	45 edays	Fri 12/9/16	Mon 1/23/17	38																					
40	0%		<b>Bidding vertical construction</b>	30 edays	Mon 1/23/17	Wed 2/22/17	39																					
41	0%		Sub pricing review	30 edays	Wed 2/22/17	Fri 3/24/17	40																					
42	0%		Contract preparations and commissioner	21 edays	Fri 3/24/17	Fri 4/14/17	41																					
43	0%		Schedule contingency	47 edays	Fri 4/14/17	Wed 5/31/17	42																					
44	0%		Notice to proceed and construction	365 edays	Mon 6/5/17	Tue 6/5/18	42																					
45	0%		<b>Weather contingency</b>	45 edays	Tue 6/5/18	Fri 7/20/18	44																					
46	0%		Technology installation	45 edays	Fri 6/8/18	Mon 7/23/18	45FS-30 days																					
47	0%		Final punch out and completion	35 edays	Fri 7/20/18	Fri 8/24/18	45																					



Project: project schedule EMS 1-4 Date: Mon 1/4/16	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			