

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: March 21, 2018

SUBJECT: Proposal for Design Services – The Tamara Peacock Company

PRESENTER: John Mitchell

ATTACHMENTS: Yes
1. Proposal for Design Services

SUMMARY OF REQUEST:

At the direction of the Board of Commissioners, staff solicited a Request for Qualifications (RFQ) for architectural services to address renovations at the Main Library. Staff conducted the RFQ and the Tamara Peacock Company was selected as the most qualified architecture firm to conduct the work.

In September 2015, Solutions for Local Government conducted a space utilization study for the Main Library, to determine how to best utilize the available space to provide increasing levels of service. That study identified a number of recommended renovations, which were identified by priority. The Tamara Peacock Company has reviewed the study and recommendations, and developed the attached Proposal for Design Services for consideration. The funding required for the renovations has been provided by Foundation grants, and no additional County funding is required.

BOARD ACTION REQUESTED:

The Board is requested to approve the Proposal for Design Services, and authorize staff to execute the Proposal.

Suggested Motion:

I move the Board approve the Proposal for Design Services as presented, and authorize the staff to execute the Proposal.

THE TAMARA PEACOCK COMPANY
Architects



March 14, 2015

Thad Ninnemann – Capital Projects Project Manager
Henderson County Project Management
100 North King St Suite 206
Hendersonville, NC 28792
(828) 577-1501
tninnemann@hendersoncountync.org

RE: Henderson County Public Library Renovations

Dear Thad,

The Tamara Peacock Company Architects is pleased to submit this Letter of Agreement for professional architectural and engineering services on the above referenced project as described under Basic Services below.

Project Scope:

The Henderson County Public Library will renovate and expand their circulation area, add a classroom and (2) study rooms, partially enclose the Young Adult section, and install (6) new windows on the North Elevation. The proposed construction budget, including design and owner contingencies, is approximately \$149,800.

BASIC SERVICES:

Disciplines include: Professional services in this proposal include Architectural. Structural, mechanical and electrical work will be shown on the Architectural drawings.

The phases of the project will include:

- Pre-Design (as built drawings) and Programming
- Design Development
- Construction Documents
- Permitting
- Contractor Bidding
- Construction Administration.

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TASKS:

- **As-built Drawings**
 - TTPC will take the owner provided documents of the existing building to enter into our computer aided design software. The owner or owner's agent shall approve the as-built drawings before proceeding to the next deliverable.

- **Schematic Design Drawings**
 - Based on approved written program, the architect will prepare schematic drawings; floor plans, interior elevations and North exterior elevation. Project delivery method will be in Revit format. From that data, floor plans will be produced to show the Scope of Work of the project. These drawings will also take into account the governmental code restrictions on the property and occupancy as well as life safety requirements. The owner or owner's agent shall approve the schematic design before proceeding to the next deliverable.

- **Design Development Phase**
 - The architect will prepare design development drawings; in addition to the schematic design drawings, typical details, the required wall assemblies, reflected ceiling plans and power plans, will be become part of the deliverables. Outline specifications – if part of the Scope of Work - will be produced during this phase.

- **Construction Document Phase**
 - Based on the schematic drawings and further adjustments in the scope of quality of the Project or in the construction budget authorized by the Owner, the Architect shall prepare Construction Documents package for permitting purposes. Said Construction Documents will consist of drawings setting forth in the architectural requirements for construction for the scope of work listed under basic services listed above.

- **Permitting Phase**
 - Provide appropriate responses to building department (or other governing agency) comments delivered to our office during the permitting process or construction phase.

- **Contractor Bidding Phase**
 - Prepare drawings detailed enough to get bidding contractors on the same page for pricing. Help review bids and assist in contractor selection.

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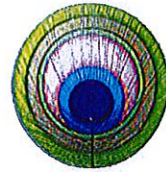
- Construction Administration Phase
(based upon 4 months' construction cycle)
 - We will attend one (2) site meeting per month conducted and administered by our office during the construction phase to provide interpretation of the construction documents drawings, generated by our office as stated as part of the scope of work listed under basic services referenced above, where justifiable clarification is necessary.
 - Review of shop drawings for design intent provided by the owner once approved by the general contractor.

MEETINGS:

- Meeting with Library Representatives
We will attend meetings with Library representatives to discuss approval of design throughout the various phases
- Pre-Permitting:
A pre-permitting application meeting is recommended prior to submitting for a building permit.

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FEES:

Our fee for services above shall be Stipulated Sums and broken down as follows:

Service	Fee
Pre-Design Services	
Programming and As-built drawings; floor plans, North exterior elevation	\$3,200
Schematic Design	\$2,640
Drawings	
Design Development / Meetings	\$7,600
Drawings	
Specifications	
Construction documents	\$5,600
Drawings	
Specifications	
Permitting	\$1,140
Contractor Bidding & Responses to RFI's	\$2,290
Total Fee *	\$22,470

Standard Terms and Conditions

Additional Services

Some of the services not included as Basic Services (some may be provided as Additional Services):

1. Any Services, Disciplines (such as Interior Designer) or phases not specifically listed.
2. Changes to approved drawings.
3. Model or 3D Renderings.
4. Acquisition of existing facility or site information other than 'as built' drawings, such as surveys and geotechnical reports, environmental analysis, private development or improvement standards, deed or lease restrictions, etc.
5. Improvement or modifications to the land, buildings or other physical components outside the specified project.
6. Fire alarm and/or sprinkler system alterations or modifications.
7. Specialty contractor shop drawings preparation (i.e. tilt-wall panels, fire sprinklers, alarm systems, security monitoring systems, phone systems, cabinetry, special storage systems, glass/glazing systems, etc.)
8. Shop drawing type detailing.
9. Shopping for or specifying interior finishes, appliances, owner's equipment, etc.

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10. Value engineering.
11. Building Permit processing or expediting.
12. Acquisition of product approvals or similar information that governing agencies might require from material manufacturers.
13. Permitting or application fees at all local governmental agencies at the County and City levels.
14. Construction Administration phase to be billed hourly as needed at \$110 per hour.

Additional Service Rates

Additional Services shall be billed in accordance with the attached Professional Fee Schedule. Additional services shall be performed only with the request and authorization of the client for these services.

Reimbursable Expenses

Reimbursable expenses shall be paid in accordance with the attached Reimbursable Fee Schedule, January 1st of 2016. The consultant shall be reimbursed for all printing, plotting, duplicating, courier and travel expenses pertaining to the production of these documents. Testing required will be submitted as a direct pass through expense billed at cost plus 10%. It should be anticipated that roof pull out tests will be required due to recent increased wind load requirements. Moisture contact, and asbestos testing will be required by the building department.

Payments

Invoices from the architect, based on the services rendered, will be prepared in accordance with the Architect's billing cycle. Payment from the client is due upon presentation of the invoice. Payments not received within 15 days may constitute a pause in services. Payments not received with 30 days will be subject to a charge of 1.5% per month and may constitute a 'hold' on service along with the reservation of lien rights on the subject property.

Ownership of Drawings

Drawings are instruments of the Architect's services and shall bear the Architect's copyright notice. The client shall always be entitled to these documents without restriction in whatever format it requires as "service for hire" as it relates to use on this project. The Architect, whether the project is executed or not, may keep, store or retain these same documents without restriction as the Architect's intellectual property, forever. The Architect shall never unreasonably withhold these documents from the client. The Client may also retain hardcopies of all drawings for its information and records (in any format), as well and agrees not to release AutoCAD/Revit information to other parties outside of this project. The Architect agrees not to

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unreasonably withhold release right to the client. Any drawings provided by the Client to the architect remain the client's property and shall never be withheld from the client.

Separation Fee

Should the client decide to pursue other architectural interest, there is a separation fee of \$500 to release architectural contract documents. Written timely notice of seven (7) days shall be made to the architect by the owner if the owner shall determine to terminate the relationship. The Tamara Peacock Company Architects shall release architectural documents, once the appropriate separation fee, in addition to all previously billed amounts for services from the Architect and the Architect's consultants, is paid by the owner.

It is recognized that the drawings and all instruments of the Architect's services will also be considered work for hire.

Other Provisions

The Client and the Architect bind themselves, their partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Client nor the Architect shall assign, sublet, or transfer his interest in the Agreement without the written consent of the other.

An Initial Payment (Retainer) in the amount of \$ 7,500.00 shall be required to initiate the process. The remaining balance will be billed monthly based on percentage of completion.

Again, we appreciate this opportunity. If you have any comments or concerns, please do not hesitate to contact us.

Sincerely,

Tamara Peacock, President
Tamara Peacock Company, Architect

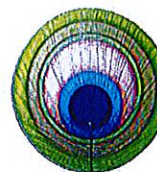
ACCEPTANCE of PROPOSAL

By: Thad Ninnemann

Date:

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Professional Fee Schedule Effective January 1, 2016

<u>SERVICE PROVIDED</u>	<u>HOURLY RATE</u>
Principal	\$150.00
Principal Associate	\$130.00
Project Manager	\$110.00
Intern Architect	\$90.00
CAD Operator	\$65.00
Financial Analyst / Grant Writer	\$125.00
Business Development Specialist	\$75.00
Bookkeeper	\$65.00
Administrative Assistant	\$65.00
Marketing Coordinator	\$65.00

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Reimbursable Fee Schedule

Effective January 1, 2016

DESCRIPTION	AMOUNT
8 ½" x 11" Facsimiles	\$ 2.00 ea.
8 ½" x 11" Copies	\$.10 ea.
8 ½" x 11" Color Copies	\$ 2.00 ea.
8 ½" x 14" Copies	\$.15 ea.

Reproductions

11" x 17" Blackline Print	\$ 2.00 ea.
24" x 36" Sepia	\$ 8.00 ea.
24" x 36" Mylar	\$ 15.00 ea.
24" x 36" Blackline Print	\$ 3.00 ea.

Color Prints Unmounted

	Color	Glossy Color
8 ½" x 11"	\$ 2.00 ea.	\$ 5.00 ea.
8 ½" x 14"	\$ 4.00 ea.	\$ 10.00 ea.
11" x 17"	\$ 4.00 ea.	\$ 10.00 ea.
18" x 24"	\$ 5.00 ea.	\$ 15.00 ea.
24" X 36"	\$ 5.00 ea.	\$ 15.00 ea.

Mounted Boards

	Color	Black & White
11" x 17" Color Boards	\$ 20.00 ea.	\$ 15.00 ea.
11" x 17" Glossy Color Boards	\$ 25.00 ea.	\$ 20.00 ea.
24" x 36" Color Boards	\$ 40.00 ea.	\$ 30.00 ea.
24" x 36" Glossy Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
30" x 40" Color Boards	\$ 40.00 ea.	\$ 30.00 ea.
30" x 40" Glossy Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
40" x 60" Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
40" x 60" Glossy Color Boards	\$ 60.00 ea.	\$ 45.00 ea.

* it is customary to add an administrative fee of 10% for all outside reimbursables

