

# REQUEST FOR BOARD ACTION

## HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** October 4, 2021

**SUBJECT:** Design Services for the VFW Building - Proposal

**PRESENTER:** John Mitchell, Interim County Manager

**ATTACHMENTS:** Yes

1. Proposal from McMillan, Pazdan, Smith – September 29, 2021

### **SUMMARY OF REQUEST:**

On July 20, 2021, a Request for Qualifications for architectural services for the VFW was posted. The overall project scope includes designs that address all necessary repairs and replacements of all building systems components including but not limited to HVAC, plumbing, electrical, structural, interior and exterior finishes, and parking, associated with a yet to be finalized design criteria and scope. Also included in the scope of the project is the necessary programming with Henderson County in order to provide a proposed design with cost estimates and schedules for approval, as well as the necessary Construction Administration once the project is bid and awarded, to ensure project success. Proposals were due on August 4, 2021, subsequently received, and reviewed by Staff.

At the September 7, 2021 meeting of the Board of Commissioners, the Board approved the selection of McMillan | Pazdan | Smith as the most qualified firm, and directed to Staff to negotiate an agreement.

McMillan, Pazdan, Smith is proposing a fee of 6%, based on the construction cost. This proposal is within the approved budget and timeline. A letter outlining their proposal is attached for the Board's approval.

### **BOARD ACTION REQUESTED:**

The Board is requested to accept the proposal from McMillan, Pazdan, Smith, and direct Staff to execute the necessary contracts.

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

*I move that the Board accept the proposal from McMillan, Pazdan, Smith, and direct Staff to execute the necessary contracts.*



September 29, 2021 – R2

Mr. John Mitchell  
**Henderson County**  
jmitchell@hendersoncountync.gov

**Re: Design Services for the Existing VFW Building**

Dear Mr. Mitchell,

We are pleased to submit our proposal for the design services for renovation of the existing VFW building in Hendersonville, North Carolina. Below you will find our understanding of the project background and the proposed scope of work.

## **Part 1: Project Scope of Work**

Henderson County intends to renovate the existing VFW Building that sits on .62 acre site. It is our understanding that the parking lot directly in front of the building will also be included in the scope of the project. There are not as-builts or existing drawings available, however, a measurement from GIS shows the building footprint is roughly 6,100 square feet per floor for an approximately 12,200 square foot building. The exact year of construction is unknown but likely in the late 1940s or early 1950s. There was a sizable addition done and several smaller additions over time. While there is a ramp to the upper level, accessibility from the site to the building will need be reviewed and addressed.

The existing building is constructed as slab on grade with load bearing brick masonry exterior walls. The elevated floor, roof, and interior partitions are wood framed for a construction Type III-B. The building is not sprinklered. There is one set of stairs that is not enclosed. There is no elevator; access to each floor is obtained based on existing grade. The building has been unoccupied for the last year. Some existing roof leaks have caused damage to the roof, ceiling, and floor and have been temporarily fixed. The spaces include large community space, non-code complaint restrooms on both floors, a kitchen, a bar area, and several medium and small meeting spaces.

Overall, there is not much detail of the existing systems and evaluation will need to occur. The electrical system appears to partially work and will be evaluated. The mechanical system condition is unknown as is plumbing. There are several floor drains on the ground floor. There is gas piped to the building, however, it was recently shut off. The installation and functionality of the gas system will be assessed for code compliance. This project will include an overall evaluation of the existing conditions with relation to code compliance, system functionality and quality. The team has been asked to consider the following as part of the scope of renovation:

- Bring building into code compliance according to 2018 NC Building Code.
- Bring site into accessibility compliance according to 2018 NC Building Code.
- Update quality of interior and exterior to reflect desired program, likely for community use including assembly spaces, an updated kitchen and restrooms.

MPS and its consultant team will provide the complete design, engineering, permitting, and construction administration services.

Proposed Schedule – to be verified with Owner	
Phase	Duration
Existing Condition Assessment + Programming	3 weeks
Schematic Design	6 weeks
Cost Estimate Pricing	3 weeks
Design Development	8 weeks
Cost Estimate Pricing	3 weeks
Construction Documents + 75% Cost Estimate	12 weeks
Review/Permitting with AHJ	tbd
Bidding and Negotiation	6-8 weeks
Construction Administration	NTE 35 weeks

## Part 2: Scope of Basic Services

The following disciplines are included in the basic scope of service unless stated otherwise.

### CIVIL

- Access existing parking and pedestrian facilities
- Prepare schematic utility plan location of existing utilities and necessary upgrades
- Develop a preliminary site plan.
- Proposal assumes no parking expansion, no impervious expansion (thus no storm water management).

### ARCHITECTURAL

- Conduct facility evaluation focusing on code compliance, accessibility, and quality of conditions.
- Develop as-built plans, building sections, and exterior elevations.
- Meet with stakeholders identified by Henderson County and conduct programming sessions to understand desired use for spaces and building.
- Develop up to two (2) concepts for non-public presentation with opportunity for feedback.
- Upon feedback, prepare schematic design documents including code data appendix B, life safety plan, floor plans, building sections, exterior and interior elevations as necessary, schedules and details as necessary for schematic pricing
- Prepare up to two (2) renderings (interior and/or exterior) for formal presentation.
- Coordinate design process and documentation with consultants and Owner.
- Prepare permit documents to AHJ as required.

### STRUCTURAL (KLOESEL ENGINEERING)

- Conduct site visit for structural evaluation
- Evaluate and possibly reinforce existing upper level floor framing for assembly live loads
- Retrofit lintels
- Repair existing wood structures if exposed
- Framing for new floor/roof openings
- Support of new mechanical equipment

## **MECHANICAL/ELECTRICAL/FIRE PROTECTION (CMTA)**

- Provide field visit and survey of existing systems with functional test of various systems to confirm operation, inclusive of kitchen equipment.
- Camera sanitary below floor and determine condition.
- Assist in surveying building for mold.
- Catalog all existing MEP equipment for record/reference.
- Create preliminary narrative of building needs and recommendation.
- Preliminary mechanical and electrical load analysis.
- Analysis of MEP FP spaces in design concept.
- Preliminary lighting design including layouts, calculations.
- Prepare Design Development drawings and Construction Documents for permitting and bidding.
- Construction Administration to include review of shop drawings, RFIs.
- Biweekly field visits for a maximum of eight months.
- Closeout documents and record drawings.

## **Part 3: Scope of Services by Phase**

### **Schematic Design**

- MPS and consultants will work with existing non-as-built drawings provided by the Owner and verify existing conditions. This includes dimensions, systems evaluation, accessibility, site conditions, and overall quality of conditions.
- Conduct programming session with Owner and Owner provided stakeholders.
- Coordinate civil, structural, mechanical, electrical, and plumbing drawings to schematic level plans or narratives as necessary.
- Upon completion of owner contracted hazmat testing, MPS will complete the Schematic Design documents, including drawings and outline specifications.
- Prepare a Schematic Design Cost Estimate
- Submit 30% complete design documents and cost estimate to Owner for review
- MPS and the Owner will conduct a project page turn to review design documents and cost estimate. The goal is to align scope and budget. MPS will identify the following scopes of work: required demolition, required code compliance + site improvements, and proposed new work.
- Formal Presentation
  - MPS is available to present the existing conditions, proposed program + improvements, and anticipated construction cost to the Board of Commissioners.
  - If agreement on the above is achieved, our team is prepared to continue into the Design Development phase.

### **Design Development**

- Upon approval of the Schematic Design drawings by the Owner, MPS will initiate the Design Development Phase. During this Phase, MPS will further develop the design of the Project.
- MPS will develop and begin coordination with consultants for floor plans, ceiling plans, roof plans, exterior elevations and coordination of systems with consulting team including complimentary drawings by sub-consultants under contract to MPS and Owner.
- MPS will hold coordination meetings with the consultants to coordinate the work during this phase.
- A set of drawings and outline specifications will be provided to the owner and Construction Manager digitally for cost estimating purposes.
- A Design Development Cost Estimate will be provided including detailed MEP estimates.
- MPS will meet with the Owner and CMAR once a comprehensive DD cost estimate is provided to review any necessary scope or program revisions based on budget vs anticipated cost. Any value-engineering work at the Design Development phase is considered additional services.

### **Construction Documents**

- Upon approval of the Design Development drawings by Owner, MPS will complete the Project drawings and specifications for permit review and construction.
- Drawings to include but are not limited to: cover sheet and general information sheets, code data and life safety plans, floor & ceiling plans, exterior elevations, building sections, details, and schedules as well as complimentary plans, sections, details, schedules, and diagrams from all consultants under this scope of work.
- A specific list of deliverables can be made available upon request.
- Provide a 75% Construction Document cost estimate including detailed MEP estimates.
- A completed Project Manual including all relevant material specifications will be provided as part of the completed Construction Documents.

### **Reviews by Authority Having Jurisdiction (AHJ)**

- The City of Hendersonville, NC is the primary AHJ for zoning. There is not a specific review time, however, the size of this project will likely result in a quick turnaround.
- Once a zoning permit is obtained, we will submit the application and drawings to Henderson County, the primary AHJ for building permit. There is no specific review period provided by this AHJ.
- Please note also that MPS does not guarantee that the proposed development will be granted any variances, rezoning, or certificates of appropriateness from the AHJ.

### **Bidding and Negotiation**

- It is assumed this is a Construction Manager at Risk (CMaR) project delivery and conducted as a single prime contract.
- MPS will distribute plans and specification in electronic format for contractor.
- MPS will respond to RFIs submitted in a timely manner and provide addenda as needed.
- MPS will support the Construction Manager and attend the pre-bid meeting and bid opening.

### Construction Administration

- Weekly Site Visits. The base scope of work shall include up to thirty-five (35) visits by one architect, as well as a preconstruction meeting and final observation/punch list.
- Review and respond to requests for information (RFI) from General Contractor.
- Review and approve submittals and shop drawings. Basic scope of services is no more than 2 reviews per submitted item.
- Monthly OAC site meetings. The base scope of work shall include up to eight (8) meetings.
- Record Drawings
- Closeout
- Conduct a 1-year post occupancy walk through

### Summary of Anticipated Owner Meetings

Meeting	Attendees	Location	Quantity
Programming, back to back meetings	Architect	Hendersonville	1
Schematic Design Page Turn + Cost Review	Architect (engineers virtual)	Hendersonville	1
Formal Presentation to Commissioners	Architect	Hendersonville	1
50% Design Development Owner Review	Architect (engineers virtual)	Hendersonville	1
100% Design Development Page Turn + Cost Review	Architect (engineers by video)	Hendersonville	1
75% Construction Document Page Turn + Cost Review	Architect (engineers by video)	Hendersonville	1
Construction Documents Owner Review	Email	Virtual	1
Weekly Coordination Meetings	Architect, engineers	Virtual	weekly
<b>Design Phase Meeting Total</b>			<b>7</b>

PreBid Meeting	Architect	Hendersonville	1
Bid Opening	Architect	Hendersonville	1
<b>Bidding Meeting Total</b>			<b>2</b>

PreConstruction Meeting	Architect	Hendersonville	1
Weekly CA Site Visit	Architect, Engineers*	Hendersonville	35
Monthly OAC Meeting	Architect, Engineers	Virtual	8
Punch List	Architect, Engineers	Hendersonville	1
1 Year Post Occupancy Walkthrough	Architect	Hendersonville	1
<b>Construction Administration Meeting Total</b>			<b>46</b>

\*Refer to scope of work for number of engineer site visits

## Part 4: Additional Services

Additional Services will be provided on a time and expense basis per our 2021 rate schedule. We will not proceed with any additional services without approval.

### Exclusions

The items listed below are not included in our Scope of Services. Some may be provided for an additional pre-negotiated lump sum fee. Items not included in our Scope of Services:

- Survey
- Geotechnical
- Hazardous Materials Testing
- Food Service Consultant
- Application and Representation for items that include variance re-zonings and/or certificates of appropriateness from the AHJ.
- Commissioning
- Acoustic Consulting
- Landscape Architecture
- Community Outreach Consulting Services
- Parking Consulting
- Traffic Study
- Special Inspections
- Flow Test Data
- Retaining Wall Design beyond retaining walls as part of the building(s)
- Retaining Wall greater than 4'
- Lighting Consultant
- Sustainability Consultant
- Construction Materials Testing
- Marketing Materials
- Energy Modeling
- LEED or other Green Building Certification(s)
- Low Voltage Design or Coordination
- Furniture Design or procurement
- Permit Fees for all local authorities having jurisdiction
- Any other design phases or items not specifically mentioned in the Scope of Services

## Part 5: Owner Responsibilities

The following services are to be contracted directly by the Owner with each contractor. For the convenience of the Owner, and for coordination of project schedule, MPS procured proposals will present to the Owner.

Limited Asbestos Survey. Limited Lead Based Paint Survey. A third party under contract directly with the Owner will provide asbestos, lead testing, and/or other hazardous materials or that require abatement for project. It shall be the responsibility of the Owner to hire a professional and licensed (if required) contractor to abate and/or remove the offending material.

## Part 6: Cost of the Work

There is not an established construction budget at the time.

## Part 7: Compensation

We propose a lump sum fee for the schematic design phase of \$40,000.00.

Upon approval of the schematic design scope and cost estimate, we propose an 8% fee based on the construction cost for the remainder of the project. The following is a percentage breakdown of our work by phase:

Basic Scope of Services	% of Fee
Schematic Design	20%
Design Development	22%
Construction Documents + Permitting	28%
Bidding & Negotiation	5%
Construction Administration	24%
Closeout	1%
<b>Total</b>	<b>100%</b>

### Reimbursable Expenses

Reimbursable expenses will be provided on an expense basis and are not included in our proposed compensation. These include travel, printing, etc; and will be billed at 1.15 multiplier.

### Payment Terms

Invoices will be sent monthly for the percentage amount of the work completed. Terms: net 15 days. A service charge of 1.5% per month will be added to all unpaid invoices, 45 days past date of invoice.



## Part 8: Acceptance

If this proposal is acceptable to you, please sign the enclosed copy and return it to us for our files. We will then begin working on an AIA Contract for review. Thank you again for the opportunity to work with you.

Sincerely,



Lindsey Rhoden, AIA  
Senior Associate

cc: File  
Thad Rhoden, AIA

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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Mr. John Mitchell