

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: October 3, 2022

SUBJECT: **Agreement with ARCA Design
EMS Base #6**

PRESENTER: Marcus Jones, P. E.

ATTACHMENTS: Yes
1. ARCA Design Proposal (9/21/22)

SUMMARY OF REQUEST:

With the selection of ARCA Design as the most qualified responding Architectural firm for the subject project during the Board's August 1, 2022 meeting, staff has negotiated a proposed agreement with ARCA for \$91,000. The scope of the agreement is to perform the design services for the development of EMS Base #6.

The proposed agreement with project schedule is attached. Staff recommends a budget of \$110,000 to cover the survey and geotechnical report in addition to ARCA's fee. Due to the ARP funds allocated to the project, staff have worked closely with ARCA to develop an American Rescue Plan Act compliant agreement and other required documents.

BOARD ACTION REQUESTED: Authorize the County Engineer to execute the proposed agreement with ARCA Design for \$91,000.

Suggested Motion:

I move that the Board authorize the County Engineer to execute the proposed agreement with ARCA Design for \$91,000.



September 21, 2022

Marcus A. Jones, PE
Director of Engineering
Engineering and Facility Services Department, Henderson County
1 Historic Courthouse Square
Hendersonville, NC 28792

RE: Architectural Fee for EMS Base 6

Dear Mr. Jones,

Thank you for contacting our office regarding your need for design services in relation to the proposed EMS Base Number 6 adjacent to Fletcher Elementary in Fletcher, NC. I hope you find this letter of proposal sufficient to describe our understanding of your expectations.

Scope of Project

My understanding of the scope of this project is based on the information contained in the Request for Proposals dated June 16, 2022 and our subsequent conversations. The stated objectives include but are not limited to:

1. A 5,100 square foot pre-engineered metal building, including four (4) apparatus bays, two sleeping rooms, a shared restroom, a common lounge area, a communications room, an exercise room, a utility or laundry room, and storage in the apparatus bay area. The building will be single story and incorporate masonry veneer on the exterior with metal panels. The building will be sprinkled and will also require vehicular ventilation in the apparatus bay.
2. Include a site survey for boundary, plat and topography for the subject site, including filing for a subdivision of the subject property from the existing Fletcher Elementary parcel.
3. Include geotechnical exploration for the subject property and geotechnical report with site and foundation recommendations.
4. Site and civil design for the project, including zoning compliance, driveway and vehicular access and circulation, stormwater, grading, erosion control, and site utilities as required.
 - a. Modifications to the existing creek are not included in this scope of work.

Scope of Services

ARCA Design will provide professional architectural and engineering services for design, construction documentation and contract administration for the work identified in the scope of the project. The design services will include structural foundations and masonry walls

(building frame by pre-engineered building manufacturer), civil, mechanical, electrical, plumbing, and architectural design consistent with industry standards. These design services will include deliverables of construction documentation suitable for bidding, construction, and as required to receive permit and approval from the Henderson County. Specific deliverable items or services are as follows:

Schematic Design

Working from the previously developed building examples along with ongoing additional information provided by you and your staff, the design team will develop schematic building plans, required sections, details and system narratives that establish the basic size and scope for the project. Specific deliverable items or services for this phase include:

- Schematic building plan required to describe the essential space requirements, adjacency, circulation, and alterations to the existing building.
- A schematic narrative or diagrammatic description of the HVAC, plumbing and electrical systems for the proposed alterations and renovations;
- Initial code plan outlining the basic code parameters stipulated by the North Carolina State Building Code.

Working from the approved schematic design drawings and feedback from you and your staff, ARCA Design will continue refining the construction, systems, and layout with any modifications to the scope as you direct.

Design Development

ARCA Design will proceed with the project after your team reviews the schematic design and approves the schematic plan. Design development is intended to describe the size and scope of the project in greater detail identifying basic dimensions, material, systems and any required structure for final approval. Specific deliverable items or services of this phase of work include:

- Developed plans showing the location of specific equipment, proposed owner-supplied furnishings, etc. for each individual space.
- ARCA Design and our consultants will review any comments generated and revise the drawings as directed.

Construction Documents

Construction documents will include sealed civil, structural, architectural, HVAC, plumbing, and electrical engineering drawings, along with supporting specifications necessary to describe the construction in accordance with industry standards. Specific deliverable items or services for this phase are as follows:

- Site civil engineering drawings for site compliance, paving, landscaping, stormwater, erosion control and site utilities;
- Code and life safety plans outlining the code parameters required for permit;
- Dimensioned floor plans, ceiling plans, and enlarged plans showing the location and extent of the building elements;
- Exterior elevations showing the materials, window locations, etc;
- Building sections showing the relation of building systems;
- Interior elevations along with details, notes and schedules as required to describe

- design intent;
- Interior design to include selection of finishes and colors of architectural materials;
- Wall and detail sections providing the location and extent of systems and components;
- Plans, details and schedules for the structural systems of the building (building frame to be designed and sealed by engineer working for building manufacturer);
- Plans, diagrams and schedules for the HVAC, plumbing, and electrical systems as required;
- Applicable architectural and engineering short form specification sections noted on the drawings or in a separate specification manual.

Contractor Negotiation and Subcontractor Bidding

It is our understanding that the construction delivered method is to be determined. It will either be a negotiated not to exceed contract managed by a pre-selected contractor who will competitively bid all subcontracts; or it will be a pre-qualified competitive bid project.

ARCA Design will provide reproducible-ready documents in digital format for producing sets of construction documents required for bidding, permitting, and subsequent construction. Hard copy printing beyond typical coordination and review sets used during the design and construction phases will be provided upon request as a reimbursable expense at 1.1 times the actual printing cost. ARCA Design and our consultants will manage the bid or negotiated pricing process that is selected by you and your staff. Bidding services will include:

- Preparing bid documents and issuing such to pre-qualified contractors for bidding or selection as a Construction Manager at Risk;
- Responding to Requests for Information or Interpretations (RFI's);
- Issuing addenda as required;
- Verify or reject requested substitutions during the bidding process;
- Lead the Pre-Bid meeting and provide minutes;
- Preparing a bid form tallying relevant bid information.

Construction Contract Administration

ARCA Design will provide Construction Contract Administration in accordance with the industry standard of care. The construction duration is currently assumed to be approximately eight (8) months. Specific deliverables are as follows:

- Assist in preparing standard AIA construction contracts, if considered applicable;
- Review of shop drawings and submittals related to architectural and engineering components, products, materials, color, finish, HVAC, plumbing and electrical systems as shown in the Construction Documents;
- Issuing clarifications in response to a request for information (RFI) from the contractor;
- Review and approve applications for payment by the Contractor;
- Attend and provide minutes for OAC meetings;
- We anticipate twelve (12) job site visits provided collectively by individuals representing ARCA Design or our consultants during construction. A field report will typically document each visit.
- One (1) punch list inspections and required close out documentation.
- Final closeout documentation as required by Henderson County.

Fee Proposal

ARCA Design proposes to provide the above stated professional services for a lump sum fee of **ninety-one thousand dollars (\$91,000.00)** delineated as follows:

1.	Schematic Design	\$7,400
2.	Design Development	\$11,100
3.	Construction Documents	\$37,000
4.	Negotiation and Bidding	\$3,700
5.	Contract Administration	\$14,800
6.	*Survey	\$13,000
7.	*Geotechnical Report	\$4,000

* Items to be invoiced upon completion, outside the normal flow of design services.

Our fee includes the civil, structural, plumbing, mechanical, and electrical engineering fee for the scope of work proposed as well as geotechnical exploration and site survey.

- 5100 SF @ \$200/SF = \$510,000 (building only)
- 1.6 acres developed area = \$720,000 (assumed)
- Design Fee: \$1,230,000 @ 6% = \$74,000 fee (civil, structural, architectural, plumbing, mechanical, electrical, fire protection)
- Additional Fees above Basic Design: Survey (\$13,000) + Geotechnical Report (\$4,000)

Project Schedule

ARCA Design will proceed immediately upon notification of the acceptance of this proposal. I understand that time is of the essence and that the client wishes to occupy the building in 2023. We will work to accomplish that goal in executing our responsibilities based on the following proposed schedule:

1.	Schematic Design	3 weeks
2.	Design Development	4 weeks
3.	Construction Documents	12 weeks
4.	Bidding/Permitting	6 weeks
5.	Contract Administration	8 months

Additional Services Fee

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

A significant change is defined as any cost increase due to a request of the client in the amount of greater than ten percent (10%) of the original estimated scope of service. Design services for significant changes will be provided at our hourly rate of \$150/hour.

Client Responsibilities

We request that you and your staff work expeditiously with ARCA Design and assist with the timely completion of this project by providing the following:

- Any existing site information or drawings.
- Specific programmatic information (equipment and furnishings for the specific users)

Project Limitations

Services that are not considered part of the scope of this project include:

- Applicable permit fees and charges or other costs by jurisdictional authorities.
- Furniture, furnishing and equipment selection. Placement and coordination of equipment as selected by the client is included in the scope of design services.
- Security, audio-visual or communication systems design beyond raceways or conduits is not included in the scope of services. We recommend coordinating installation through a system vendor that provides design and installation.
- Radio system design (we will coordinate placement of radio equipment with your vendor)

Form of Agreement

This document serves to define the scope of the project as attachment "A" to the proposed Form of Agreement AIA B-101-2017 as amended by Henderson County. This document further defines, but does not supersede language in the Form of Agreement.

Payments

Invoices for our services are submitted with the associated deliverable for the portion of services completed to that date. Payment in full is expected within thirty (30) days of receipt of the invoice.

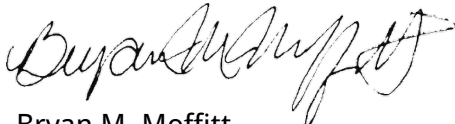
*

*

*

If you have any questions regarding this proposal or if you wish to discuss any aspect of the project, do not hesitate to give me a call. We look forward to the opportunity to serve you with any projects you might have.

Sincerely,



Bryan M. Moffitt
bryan.moffitt@arca-design.com

Accepted by: _____

Date: _____

Upon acceptance, please return a signed copy for our records.