

## **REQUEST FOR BOARD ACTION**

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

**MEETING DATE:** October 7, 2024

**SUBJECT:** Architect Contract Approval – Health and Human Services Building Shell Space Upfit

**PRESENTER:** Bryan Rhodes, Capital Projects Construction Manager

**ATTACHMENTS:** Yes  
1. Clark Nexsen Proposal Letter

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

The Board is requested to approve the proposal from Clark Nexsen, for the Advanced Planning and Architectural Services and authorize staff to proceed into the programming phase of the HC Health and Human Services Building Shell Space Upfit.

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

The Board is requested to approve the proposal from Clark Nexsen and authorize Henderson County staff to proceed into the programming phase of the HC Health and Human Services Building Shell Space Upfit.

#### **Suggested Motion:**

*I move the Henderson County Board of Commissioners approve the proposal from Clark Nexsen, for the Henderson County Health and Human Services Building Shell Space Upfit, for Advanced Planning and Architectural Services and direct Staff to proceed.*



September 18, 2024

Henderson County  
100 N. King Street  
Hendersonville, NC 28792

Attn: Bryan Rhodes

**RE: Renovation to Henderson County HHS building**

Dear Bryan,

Our team is pleased to present the proposal for the partial renovation to the HHS building. This proposal is based upon our recent discussions and tour of the facility. The scope of the work is renovation to an existing 9000 square foot portion of the building to house a multipurpose room to serve approximately 200 staff members, small breakroom, offices for community health nurses, and toilets. Your budget is approximately \$4.0 million.

**Programming and concept verification**

The programming phase of the project will consist of the following items:

- a. Initial kick off meeting and information gathering with HHS staff- Meeting time 1.5 hours.
- b. Follow up meeting and review of preliminary sketches for concept validation- Meeting time 1.5 hours.
- c. Diagrammatic options for space allocations.
- d. Preliminary code study to determine impacts of adding an Assembly occupancy to the building.
- e. Preliminary estimate of probable cost for the work.

During the initial kick off meeting we will interview appropriate staff to support the information needed to create a program for the spaces. Once we have collected this data, we will create the program. During the follow up meeting, this program will be confirmed with





the staff. Upon approval of the programming phase, we will move into the next stages of design.

### **Schematic/Design Development phase**

Schematic/Design Development phase will refine the concept design and will include floor plans, schedules, typical details, major engineering systems, outline specifications and other required documentation as further defined below. During this phase, Clark Nexsen will further refine and develop engineering services to include the design development of MEP systems. This design will be presented through drawings and outline specifications.

The Clark Nexsen team will organize, participate in, and complete the following activities and deliverables during the SD/DD phase to help facilitate and advance the overall design of the project:

- Attend monthly issue-oriented meetings with the Owner to coordinate the design documents.
- Clark Nexsen will prepare further developed floor plans, life safety plans, scaled architectural plans, proposed reflected ceiling plans, enlarged details, room finish schedule and door schedule as appropriate to reflect the overall project development.
- The mechanical drawings will include the following: layout of mechanical rooms with equipment clearances, major HVAC equipment rooms and the basic layout of the heating, ventilating and air conditioning distribution system. The drawings will show source of water supply and waste disposal termination; water distribution and waste collection plan diagrams, including fixtures.
- The electrical drawings will include the following: basic electrical service equipment and its location to include the electrical power distribution components, primary service switches, transformers, main switchgear, motor control centers, and the locations of the electrical and telecommunication rooms.
- Prepare an outline specification with brief descriptions of building systems and materials in CSI Master Format division and numbering.
- Provide a written response to the review comments prepared by the Owner.
- Estimate of the Cost of the Work

### **CONSTRUCTION DOCUMENTS**

Upon approval of the above submittal by the Owner, the Team will prepare the Final Design drawings and Master Spec formatted specifications, in accordance with the requirements set forth in the building codes, for use in construction of the project. This set of documents will also be used to obtain necessary approvals and permits from appropriate regulatory agencies



having jurisdiction. We will submit a complete Final Design package to the Owner and all local jurisdictions for their review and approval. We do not anticipate this project has to be submitted to the Department of Insurance and all approvals will be handled at the local level.

The Clark Nexsen team will organize, participate in, and complete the following activities and deliverables during the Final Design phase to help facilitate and advance the overall design of the project:

- Participate in two (2) review meetings.
- The Final Design package will set forth, in detail, the requirements for the Project, including drawings and specifications. Clark Nexsen will work with Henderson County in generating these documents and the implementation of systems. The specifications will be developed in Master Spec Format and will meet the specific documentation requirements for the project.
- Prepare the Final Design submittal in accordance with the current editions of the adopted Building Code.
- Provide a written response to the review comments prepared by the Owner.

#### **CONSTRUCTION CONTRACT PROCUREMENT**

We will assist Henderson County's Construction Manager at Risk during the bidding process by preparing responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents for distribution to all prospective bidders in the form of addenda.

#### **CONSTRUCTION CONTRACT ADMINISTRATION**

Clark Nexsen will monitor and review the quality and acceptability of construction in accordance with the requirements set forth in the contract documents. Our scope of services for this task includes:

- We will assist the contractor in arranging, attend, and participate in a pre-construction conference to include the contractor, subcontractors, the Owner, and consultants to review the requirements of the project and to coordinate activities for all construction.
- We will attend and participate in a regularly scheduled monthly Construction meetings, to be held at the job site and conducted by the contractor to affect coordination, cooperation, and assistance. If needed, we will be available to attend a virtual meeting on a bi-weekly basis.
- We will visit the site at intervals appropriate to the stage of the contractor's operations, or as otherwise agreed by the Owner and the Architect. In general, we have based our



fee on field observation by a representative from the team and no more than one visit per month. Included as part of our basic services is the preparation of a written report documenting field observations, field issues and conditions, items needing correction, and other similar issues normally associated with construction observation. This site visit shall be concurrent with the monthly meeting.

- Upon notification from the contractor that the project is complete, we will make a preliminary final inspection of the project to verify substantial completion and prepare a list of discrepancies (punch list) for the contractor. Upon notification by the contractor that the discrepancies have been completed, we shall perform a formal final inspection.
- We will review and certify the amounts due the contractor and approve Certificates for Payment in such amounts.
- We will review and approve or take other appropriate action regarding the submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Any proposed deviations by the contractor of materials, equipment, and systems within the submittals shall be annotated in a cover letter and shall be highlighted within the submittal. Clark Nexsen shall not be responsible for any deviations and substitutions not made apparent within the submittal or additional work that may be required to provide or install.
- We will respond to the contractor's requests within the following timeframes:
  - RFIs: Seven (7) calendar days.
  - Proposed Change Order Review: Fourteen (14) calendar days.
  - Product Submittals and Shop Drawings: Twenty-eight (28) calendar days. For certain submittals, such as Building Automation Controls, Load Bearing Steel and Coordination Drawings, additional review time may be required; these time frames will be listed specifically in the specifications for bid.
  - Payment Applications: Five (5) calendar days.
- Based on the current project schedule, we will provide contract administrative services for a maximum of 9 months. Time beyond this duration will be billed at our standard hourly rates.
- Design and Contract Administration Services beyond the following limits shall be provided as special services:
  - Up to two reviews of each Shop Drawing, Product Data item, sample, and similar submittal of the Contractor- additional reviews of shop drawings will be billed at our standard hourly rates.



- o Up to two inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents.
- o Up to two observations for any portion of the Work to determine Substantial Completion.

**CLOSE OUT SERVICES**

- We will transmit one (1) set of approved Operations and Maintenance manuals to the owner as provided by the contractor.

**GENERAL PROJECT ADMINISTRATION SERVICES**

In general, project administration services include consultation with Henderson County, research of applicable design criteria, attendance at Project meetings, and communication with members of the Project team and issuing progress documentation. Also included is:

- Coordinating the services provided by Clark Nexsen and our consultants with those services provided by the Owner and the Owner's consultants. Clark Nexsen shall not be responsible for any information provided by the Owner's consultants.
- Preparing and periodically updating the design Project schedule that identifies milestone dates for decisions required of the Owner, design services furnished by Clark Nexsen, completion of documentation, and commencement of construction.
- Assisting the Owner in connection with their responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

**SCHEDULE**

Clark Nexsen agrees to provide the above-listed services according to the mutually agreed upon project schedule. This schedule is dependent on the approval of each submission by the Client and that such approvals are made in a timely manner so as not to delay the agreed upon schedule. Changes to such information and direction may cause delays in the completion of our services and require additional compensation and time. We agree to provide services in the most expeditious manner as is practical. The project services will begin upon receipt of written authorization from the Owner to proceed and follow the schedule included as an appendix to the Owner's agreement. Generally speaking, we anticipate the following duration for each phase:

Schematic/Design Development	60 Days
Construction documents	90 Days



Regulatory review		45 Days
Bidding and contract preparations		30 Days
Construction		9 months

### COMPENSATION

Clark Nexsen agrees to provide basic professional services as outlined above in the Scope of Services. Our fee for these efforts will be as indicated below:

a. Programming and concept evaluation	\$15,000
b. SD/DD	\$84,000
c. Construction documents	\$84,000
d. Bidding Support	\$12,000
e. <u>Construction administration</u>	<u>\$60,000</u>

Total for the above noted services	\$255,000
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### ADDITIONAL SERVICES

Clark Nexsen reserves the right to request Additional Services for those services and expenses not identified above and elsewhere in this proposal including services that extend beyond the period of time listed in the schedule. Additional services will not be performed until authorized by a contract amendment.

### ASSUMPTIONS

Our fee proposal is based on the following assumptions:

- As noted above, the services needed to support the scope of work as defined and are reflective of our current understanding of the project. Should Owner elect to re-establish the program requirements for the project, Clark Nexsen may seek Additional Services and additional schedule time to re-investigate and re-establish the program.
- No liability is assumed for the work of consultants not under contract to Clark Nexsen or information provided by others used in the production of final documents or calculations.



- The owner shall provide all equipment cut sheets and requirements necessary for the design team to include adequate utilities. Existing equipment without cut sheets shall be documented with photographs, electrical plate information and be catalogued by the owner.
- Project is interior renovation only. No exterior work is included in this proposal.

## EXCLUSIONS

The following items are excluded from the Scope of Services:

- Any design services for the Owner not related to the development of the project design as noted above.
- Design services related to any part of the project not located within the limits of the immediate project site, including extension of site utilities beyond the boundary. Civil engineering is not included in this proposal.
- Full-time, on-site project representation during construction phase activities.
- Multiple bid packages.
- Phased turnover of the building
- Geotechnical Engineering services
- Survey services.
- Modifications to the existing building beyond the location identified including modifications to MDP, main HVAC system, Fire Protection system, etc. We have assumed this is an extension of existing utilities located within the building.
- Environmental engineering
- Transportation engineering services or parking studies related to areas beyond the immediate project site.
- Set-up and maintenance of a project web site.
- The solicitation and retention of consultants and sub-consultants as requested by Owner, except as outlined herein.
- Commissioning services.
- Modifications to Clark Nexsen formatted documents such as drawing file name, specification format, etc.
- Plan review fees or permitting costs.
- Subsurface Utility Exploration.
- Solar Hot Water design, including panel sizing, optimization, placement, and verification of utilization.
- Photo-voltaic design.





- Provision of fire hydrant flow testing is excluded from this proposal and will be provided by the Owner.
- Development of project animations, videos, or renderings.
- As built documentation.
- “Hard bidding”, we have assumed this project will be delivered by CM at Risk.
- Solicitation of CM at risk
- Design services needed to support a phased move-in.
- Move management consulting services.
- Rezoning or any special use permitting required.
- Furniture design or furniture selections. Owner shall provide all FFE.
- IT/AV/security/access control design. We will provide back box and conduits at locations indicated by the owner. All hardware, systems, etc. shall be by the owner.
- Air Barrier and building envelope testing.
- Evaluation of substitutions proposed by owner’s consultants or contractors after the project has been awarded.
- Modifications to the existing building structure. Structural engineering is not included in this proposal.

We appreciate the opportunity to collaborate with Henderson County and we look forward to a successful project. Please review this proposal and contact us if you have any questions. We welcome your recommendations and will be happy to discuss any items in more detail.

Sincerely,

**CLARK NEXSEN**



Chadwick S Roberson, AIA, LEED AP BD+C  
Managing Principal

