

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: February 3, 2025

SUBJECT: Architect Contract Approval – Agricultural Services Building

PRESENTER: Bryan Rhodes, Capital Projects Construction Manager

ATTACHMENTS: Yes

1. McMillan, Pazdan, Smith Architecture Proposal Letter

SUMMARY OF REQUEST:

The Board is requested to approve the proposal of \$161,890.00 from McMillan, Pazdan, Smith Architecture, for the Advanced Planning through the Schematic Design Phase and authorize staff to proceed into the programming phase of the HC Agricultural Services Building.

BOARD ACTION REQUESTED:

The Board is requested to approve the proposal from McMillan, Pazdan, Smith Architecture and authorize Henderson County staff to proceed into the programming phase of the HC Agricultural Services Building.

Suggested Motion:

I move the Henderson County Board of Commissioners approve the proposal of \$161,890.00 from McMillan, Pazdan, Smith Architecture, for the Henderson County Agricultural Services Building Advanced Planning through Schematic Design, and direct Staff to proceed.



mcmillan | pazdan | smith
ARCHITECTURE

September 24, 2024

Chris Todd
Assistant County Manager
Henderson County
Ph.828.697.4819
e. ctodd@hendersoncountync.gov

Re: Design Services for Henderson County Agricultural Services Building

Dear Chris:

We are pleased to submit our proposal for the design services for the Henderson County Agricultural Services 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 construct an approximately 20,000 Square foot building to serve the county's Agricultural Services. The building is anticipated to house the following departments:

- Henderson County Cooperative Extension Office
- Hendersonville Soil and Water
- Henderson County USDA Offices
- NC Forest Services
- AgHC Offices

The building is also anticipated to include a large multi-purpose room for FFA and 4H gatherings, with a commercial teaching kitchen. Henderson County has identified two potential locations for the building in Jackson Park. We understand one location is behind the existing Cooperative Extension Building and one is near the existing Park Offices. MPS and its consultant team will provide programming, conceptual design, and schematic design services to facilitate the Owner selected Construction Manager's development of a schematic design cost estimate. Complete design, engineering, permitting, and construction contract administration services is contingent on the approval of a construction budget following the CM's schematic design cost estimate deliverable.

Proposed Schedule

Below is a draft schedule for design services. We will not proceed into the next phase without written approval from the Owner. The Architect and Owner may choose to revisit the schedule and revise for a more accurate timeline.

| Phase | Duration |
|--------------------------------------|---------------|
| Programming and Conceptual Design | 4 weeks |
| Conceptual Design Pricing | 3 weeks |
| Schematic Design | 6 weeks |
| Schematic Design Pricing | 4 weeks |
| Design Development | 8 weeks |
| Design Development Pricing | 4 weeks |
| Construction Documents | 12 weeks |
| *Review/Permitting with AHJ's Review | 6 weeks |
| *Bidding and Negotiation | 6-8 weeks |
| Construction Contract Administration | est. 78 weeks |

*Phases may take place concurrently.

Part 2: Scope of Basic Services

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

Architectural

- Provide design for the building in accordance with local zoning and North Carolina building code requirements. This will produce a code data sheet and life safety plan.
- Provide full architectural design resulting including floor plans, building sections, exterior elevations, reflected ceiling plans, schedules, and details and enlarged sections as needed.
- Provide specifications/project manual.
- Meet with stakeholders identified by Henderson County and conduct design review sessions to understand desired use for spaces and building.
- Prepare up to four (4) renderings (interior and/or exterior) for formal presentation.
- Provide Interior design finish and selections. An interior materials board will be presented to the Owner for approval during the Design Development phase.
- This proposal assumes no more than four (4) bid alternates in scopes of work.
- Provide basic dimensional drawings for room signage. Provide schedule for room and building signage.
- Investigate sustainable design opportunities with the consideration of payback periods compared to conventional systems.
- Coordinate design process and documentation with consultants and owner.
- Prepare permit documents for AHJ review.

Civil Engineering (WGLA Engineering)

- Provide design for site plan layout, utility plans, and grading plans.
- Prepare phased erosion control plans, details and calculations.
- Coordinate utility connections and site features with Architect's plans.
- Provide detailed drawings for site as required.
- Coordinate site related permit drawings.
- Prepare the required stormwater plans.
- Prepare landscape plans, including zoning required planting plan with plant list.

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Structural (Kloesel Engineering)

- Provide design for structural foundations, slab on grade, structural floor framing, roof framing and lateral force resistance system.

M/E/P (Optima Engineering)**HVAC**

- Provide design for all Heating, Ventilating, and Air-Conditioning systems inside the building.
- Coordinate mechanical room size, louver requirements, above ceiling space requirements, control zones, system type, and operating strategy with the owner and architect.
- Provide HVAC equipment data sheets to the architect during the design development phase.
- Investigate sustainable design opportunities with the consideration of payback periods compared to conventional systems.

Plumbing

- Provide design for all domestic water, storm, natural gas, waste, and vent piping systems within the building to five feet outside of the building foundation wall.
- Water and sewer services from this location to the respective distribution mains, as well as the design of gutters and downspouts on the exterior of the building are not included in this scope.
- Coordinate all plumbing fixture selections with the owner and architect.
- Fire Protection: Provide design for fire protection/sprinkler design. Drawings will include design criteria, performance specifications, and details for permit only. Sprinkler head layouts and hydraulic calculations are not provided.

Electrical

- Power: Provide design for the secondary service from the building transformer to the building. This scope assumes the transformer will be located within 100-ft of the service entrance point to the building and the conductors do not require crossing of any public and/or private causeway, roadway, waterway or thoroughfare.
- Lighting: Provide design for interior lighting systems and lighting attached to the exterior portion of the building/structure. Collaborate with the architect for fixture selection and placement.
- Site Lighting: Provide design for site lighting including parking lot(s), sidewalks and automatic controls.
- Fire Alarm: Provide design services for a complete addressable fire alarm system. This includes coordination with the Owner to provide an automatic notification of alarms to the Owner's NFPA compliant monitoring service. The fire alarm system shall be coordinated with the Owner's Mass Notification System.
- Security: Coordinate with the security provider and/or the Owner for the locations of the various required raceways, boxes and 120-volt power. Drawings will include cabling, boxes, and locate security camera locations and card readers.
- Audio-Visual: Coordinate with HC's IT staff for the location of Audio-visual equipment in conference rooms. Coordinate with the owner during the Design Development and Construction Drawing Phases of the project. Drawings will include cabling, boxes, data, and power to equipment locations.

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Part 3: Scope of Supplemental Services

Cost Estimating (OCMI)

- A third-party cost estimator will provide a cost estimate based on the Conceptual Design drawings and anticipated program square footage.
- A third-party cost estimator will provide a cost estimate based on the Schematic Design drawings and specifications.
- The cost estimator will reconcile the Schematic Design cost estimate with the Construction Manager's cost estimate.
- A third-party cost estimator will provide a cost estimate based on the Design Development drawings and specifications.
- The cost estimator will reconcile the Design Development cost estimate with the Construction Manager's cost estimate.

Programming and Conceptual Design

- MPS will Conduct programming sessions with Owner and Owner provided stakeholders to understand program spaces, sizes, and adjacencies.
- MPS will develop a conceptual floor plans to define program spaces, sizes, and adjacencies.
- MPS will prepare conceptual site plans for each of the two potential sites, to understand feasibility and limitations of each location.
- At the end of Conceptual Design, MPS will present designs and the conceptual cost estimate to the Owner for review and approval.

Part 4: Scope of Services by Phase

Schematic Design

- MPS will complete the Schematic Design documents, including drawings and outline specifications.
- The Schematic drawings will provide the Owner with the opportunity to verify that the Architect has correctly interpreted the Owner's desired vision for the Project and the functional relationships between various components as well as compliance with local planning regulations.
- Conduct an initial FF&E (Furniture, Fixtures and Equipment) meeting to establish basic preferences and needs by Owner. Full furniture design and specifications is not included in basic scope of services. Schematic furniture layouts provided to owner selected furniture provider for design, and procurement.
- Coordinate structural, mechanical, electrical, and plumbing drawings to schematic level plans or narratives as necessary.
- At the end of Schematic Design, MPS will present designs and the schematic cost estimate to the Owner for review and approval.
- MPS will review documents with the Owner selected Construction Manager for their preparation of an independent Schematic Design cost estimate.
- MPS will reconcile third-party cost estimate, with construction manager's cost estimate.

Design Development (tentative)

- Upon approval of the Schematic Design drawings and establishment of the project budget, 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.
- Submit design development documents and cost estimate to Owner for review.
- MPS will review documents with the Owner selected Construction Manager for their preparation of an independent Design Development cost estimate.
- MPS will reconcile third-party cost estimate, with construction manager's cost estimate.
- MPS will meet with the Owner 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 (tentative)

- 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. (Civil, Landscape, Architectural, Interiors, Structural, Mechanical, Electrical, Plumbing, Fire Protection)
- A specific list of deliverables can be made available upon request.
- A completed Project Manual including all relevant material specifications will be provided as part of the completed Construction Documents.

Reviews by Authority Having Jurisdiction (tentative)

- The City of Hendersonville, NC is the primary AHJ for zoning. Please note also that MPS does not guarantee that the proposed development will be granted any variances, rezonings, or certificates of appropriateness from the AHJ.
- 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 the AHJ.
- MPS will provide a written response to each review comment provided by the AHJ and reviewing agency.

Bidding and Negotiation (tentative)

- It is assumed this is a Construction Manager at Risk project delivery.
- MPS will distribute plans and specification in electronic format for contractors.
- MPS will respond to RFIs submitted in a timely manner and provide addenda as needed.

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Construction Contract Administration (tentative)

- Monthly Site Visits. The base scope of work shall include up to eighteen (18) site visits by one architect, including project kick off and punch list.
- Review and respond to requests for information (RFI) from Construction Manager.
- 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 eighteen (18) monthly meetings by one architect, PME engineer, and structural engineer. It is our intent that monthly OAC meetings and monthly site visits will be scheduled on alternating two-week intervals to ensure we are visiting the site twice each month.
- As-Constructed Record Drawings
- Closeout
- Conduct a 1-year post occupancy walk through

Summary of Anticipated Owner Meetings

| Meeting | Attendees | Location | Quantity |
|---|----------------------|--------------------|-----------|
| HC Program Confirmation Meetings | Architect | Hendersonville, NC | 2 |
| Conceptual Plan Review | Architect | Hendersonville, NC | 1 |
| Schematic Design Progress Review | Architect | Virtual | 1 |
| Schematic Design and Cost Estimate- Board Presentation | Architect | Hendersonville, NC | 1 |
| FFE Design Review | Architect | Hendersonville, NC | 1 |
| Design Development Progress Review | Architect, Engineers | Virtual | 3 |
| Design Development and Cost Estimate – Board Presentation | Architect | Hendersonville, NC | 1 |
| Construction Documents Progress Review | Architect, Engineers | Virtual | 4 |
| Design Phase Meeting Total | | | 14 |

| | | | |
|------------------------------|-----------|--------------------|----------|
| PreBid Meeting | Architect | Hendersonville, NC | 1 |
| Bidding Meeting Total | | | 1 |

| | | | |
|---|-----------------------|--------------------|-----------|
| PreConstruction Meeting | Architect | Hendersonville, NC | 1 |
| Monthly CCA Site Visit | Architect, Engineers* | Hendersonville, NC | 18 |
| Monthly OAC Site Visit | Architect, Engineers* | Hendersonville, NC | 18 |
| Punch List | Architect | Hendersonville, NC | 2 |
| 1 Year Post Occupancy Walkthrough | Architect | Hendersonville, NC | 1 |
| Construction Contract Administration Meeting Total | | | 40 |

Civil Engineer to conduct 4 site visits during CCA. Structural Engineer to conduct 4 site visits during CCA. PME FP Engineer to conduct 6 site visits during CCA.

Part 5: Additional Services

Additional Services will be provided on a time and expense basis per our 2024 rate schedule. We will not proceed with any additional services without approval. The following are items not included in our scope of services:

- Multiple bid packages, or early release packages
- Value Engineering beyond the Design Development Phase
- Furniture Design, selection, and procurement.
- Fast-track design services
- LEED or other Green Building Certification(s)
- Audio-visual equipment selection
- Telecommunications/data design
- Security design
- Fire sprinkler systems criteria design.
- Modifications to the drawings and specifications as a result of Contractors' request for substitutions.
- Energy Modeling
- Building Envelope Consulting
- Acoustical Consulting
- Parking Consulting
- Traffic Study
- Commissioning
- Site visits in addition to what is listed above.
- Any other items not specifically mentioned in the Scope of Services

Part 6: Exclusions

The following items are excluded from our scope of services:

- Survey
- Geotechnical
- Hazardous Materials
- Special Inspections
- Construction Materials Testing
- Permit Fees for all local authorities having jurisdiction
- Any other items not specifically mentioned in the Scope of Services

Part 7: Owner Responsibilities

The following services are to be contracted directly by the Owner with each contractor.

Owner Requirements

- A Topographical Survey. A third party will provide site boundary and topographical survey information for this project.
- A Geotechnical Report. A third party will provide site analysis and soil reports for use by MPS and subconsultants in the design of the building and structure.
- Phase 1 Environmental Site Assessment. If deemed necessary.
- Special Inspections. If Special Inspections are required for this project, please be aware that code requires that those services are an expense which must be paid for by the Owner. No special inspection services are included in the basic services other than identifying which inspections will be required and any paperwork which must be submitted to the permitting agency.

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Part 8: Cost of the Work

The Schematic Design cost estimate will be used as a basis for establishing the construction budget. If the Construction Cost exceeds the budget amount by more than two and a half percent (2.5%) due solely because of changes requested by the Owner which increase the scope of the project, a request for additional payment will be made to the owner a sum equal to six (6%) of the Excess Amount of Construction Cost.

Part 9: Compensation

We propose the fees to be as follows for Basic Scope of Services.

| Basic Scope of Services | % of Fee | Total |
|--------------------------------------|-------------|----------------------|
| Schematic Design | 20% | \$108,000.00 |
| Design Development | 25% | \$135,000.00* |
| Construction Documents | 29% | \$156,600.00* |
| Bidding and Negotiation | 4% | \$21,600.00* |
| Construction Contract Administration | 22% | \$118,800.00* |
| Total | 100% | \$540,000.00* |

*Tentative fee based on the preliminary project budget. To be finalized following the schematic design phase.

We propose the fees to be as follows for Supplemental Scope of Services.

| Supplemental Scope of Services | Total |
|--|---------------------|
| Programming and Program Confirmation | \$36,250.00 |
| Conceptual Design Cost Estimate | \$5,400.00 |
| Schematic Design Cost Estimate and Reconciliation | \$12,240.00 |
| Design Development Cost Estimate and Reconciliation | \$14,040.00* |
| Total | \$67,930.00* |

*Tentative fee based on the preliminary project budget. To be finalized following the schematic design phase.

The total fee for programming and schematic design phases is **\$161,890.00**

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. We anticipate our delivery method of drawings for each milestone to be PDFs for Owner to determine printing needs. Physical copies can be provided if required as a reimbursable expense. We anticipate the reimbursements not to exceed \$10,000.00

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.

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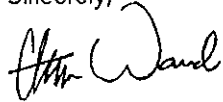
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Part 10: Acceptance

If this proposal is acceptable to you, please sign the enclosed copy and return it to us for our files. Based on the owner preferred schedule, a signed proposal is considered a notice to proceed. We will then provide you with an AIA B133 Contract for review and execution. Thank you again for the opportunity to work with you.

Sincerely,



Ethan Ward, AIA
Associate | Architect

Attachments:

cc: File
Bryan Rhodes
Brian Cook, AIA

Accepted this _____ day of _____, 2024

Chris Todd, Assistant County Manager

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