

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

**Tracking Number:** 8.

**Date of Request:** April 10, 2008

**Date Request Received:** April 10, 2008

**Board Meeting Date Requested:** April 21, 2008

**Board Meeting Date Assigned:** April 21, 2008

**Short Title:** Resolution Authorizing Approval Of Proposal For Architectural & Engineering Design Services Agreement With Warren Wilson, Architect, P.C., For Renovations To The Pender County Department Of Social Services Building And Approval Of Purchase Order In An Amount Not To Exceed \$11,550.

**Request Status:**  
 Request is proceeding to Board of Commissioners  
 More information is needed – see attached  
 Request on hold – no further information needed  
 Other:

**Background:** These renovations are part of the Space Plan Development under the Capital Improvements Program and are budgeted for. The scope of work is to provide plans to renovate the existing kitchen and storage areas which have been vacated into new office and file storage areas for DSS. Also included with the proposal will be plans to secure the front reception area by extending partitions with security glazing and pass windows. If approved, the security measures for the reception area would be "fast tracked".

(Administrative Use Only)

These renovations will also address the problems noted by the North Carolina Department of Health and Human Services during their inspection of the building on January 23, 2008 and bring it into compliance with facility requirements as set forth in the North Carolina Administrative Code Section 10 NCAC 67A.0103 &.0105.

The proposal includes designing, bidding and construction administration services.

Staff recommends approval of this resolution.

**Specific Action Requested:** The Board of Commissioners is requested to approve the Architectural & Engineering Services with and authorize a purchase order to Warren Wilson Architect, P.C.

**Requested by:** Al Greene  
**Department:**  
**Title:** Interim County Manager  
**Contact Phone:** 910.259.1200  
**Contact Fax:**

## CONTRACT TYPE

Renewal  
 For Service(s)  
 Intergovernmental – County as Grantee  
 Federal Grantor  
 State Grantor  
 Grant or  
 County as Grantor  
 County Funds  
 Other Funds:  
 Revision  
 For Equipment

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Date Sent:

Signed:

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent:

Signed:

**FINANCE** Sufficient Funds  Available  
Date Rec'd  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent:

Signed:

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval.

AM  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that**

the Architectural & Engineering Services Agreement with Warren Wilson Architect, P.C., for renovations to the DSS Building is approved and a purchase order in the amount of \$11,550 is authorized. The Chairman/County Manager is authorized to execute any document necessary to implement this resolution.

60-407412-6065      Space Plan Development

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Williams \_\_\_ Tate \_\_\_ Blanchard \_\_\_ Brown \_\_\_ Rivenbark \_\_\_

\_\_\_\_\_  
J. David Williams, Jr., Chairman      04/21/08  
Date

\_\_\_\_\_  
Attest      04/21/08  
Date

**PENDER COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**  
**BURGAW NC 28425**

**PROPOSAL FOR ARCHITECTURAL / ENGINEERING SERVICES**  
**4/3/08**

To: PENDER COUNTY MANAGER  
P.O. BOX 5  
BURGAW NC 28425  
Attn: AL GREENE, INTERIM COUNTY MANAGER  
P 259.1200 F 259.1402  
From: WARREN WILSON . ARCHITECT P.C.  
272 NORTH FRONT STREET #415  
WILMINGTON NC 28401  
P 762.0064 F 762.7033

The office of Warren Wilson . Architect P.C. is pleased to provide you with a proposal for architectural & engineering design services for the above referenced project. The scope of work is to provide the Owner with plans to renovate the existing kitchen and storage areas which have been vacated into new office and file storage areas for DSS. Also included with this proposal will be plans to secure the front reception area by extending partitions with security glazing and pass windows. This work will be bid informally to a minimum of three Contractors.

**ITEMS TO BE FURNISHED BY OWNER:**

- Inspections reports
- Current ed. specs. for field houses

**ARCHITECTURAL SERVICES:**

- Refer to attachment: "Project Cost Accounting"

**ENGINEERING SERVICES:**

- Refer to attachment from MCBH Engineers PLLC.

**ADDITIONAL SERVICES**

Services listed above are for the preparation of Bidding Documents, Bidding, Contract preparation and limited Construction Administration services. If additional services are required above & beyond those listed herein, then the fee for services may be negotiated in accordance with the following schedule:

Principal	\$150.00
CAD Intern	\$ 75.00
Clerical	\$ 45.00

**PROJECT SCHEDULE:**

We can proceed upon written acceptance of this proposal by issuance of a standard Pender County P.O. to begin field work & preparation of base plans. We look forward to working with you towards a successful completion of this project. If you have additional questions or need additional information, please call.

Respectfully submitted,  
  
WARREN WILSON . ARCHITECT P.C.

Warren R. Wilson, Jr., AIA

Accepted by:  
.....  
Owner name  
.....  
Title  
.....2008  
Date

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WARREN WILSON • ARCHITECT PC  
272 N. FRONT ST. STE. 415 WILMINGTON NC 28401 . P 910.762.0064 F 910.762.7033

March 26, 2008

P08094

Mr. Warren Wilson, AIA  
272 North Front Street  
Wilmington, NC 28401

Ref: Proposal for MEP Engineering Services  
Pender County DSS Renovation

Dear Mr. Wilson:

MCBH Engineers appreciates this opportunity to provide a proposal for engineering services for the above reference project in accordance with our recent discussions and your E-mail dated March 11, 2008 with attached partial plan.

#### **PROJECT UNDERSTANDING**

The project it is to renovate part of the DSS property located in Burgaw, NC. The area concerned is attached to larger building. Three inter-connecting rooms are to be renovated and their use changed as follows:

- The existing kitchen is to be demolished and the resulting space (900 sf) is to be used as offices.
- The existing combined electrical and sprinkler riser room is to be divided to allow the construction of a central passage way to connect the new offices to the new file storage.
- The existing washer and dryer room are to be demolished and the resulting space is to be a new file storage area (440 sf).

#### **SCOPE OF SERVICES**

Scope includes site visit to review existing conditions and demolition requirements, also visit for final inspection punchlist and record drawings.

Plumbing scope of services for construction documents includes the following:

- Demolition plans.

HVAC scope of services for construction documents includes the following:

- Demolition plans.
- HVAC equipment plan(s)
- HVAC equipment schedules

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Pender County DSS Renovation  
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- Specifications on drawings
- Submittal review

Electrical scope of services for construction documents includes the following:

- Demolition plans to make existing services safe
- Power plan
- Lighting plan with fixture selection
- Panel schedules, power riser, and load calculations
- Energy Code Compliance summary
- Specifications on drawings
- Submittal review

#### **DELIVERABLES**

1. One (1) hard copy and one (1) disk copy of construction documents.  
Warren Wilson Architect is responsible for reproducing all documents.

#### **CLARIFICATIONS / EXCEPTIONS**

- I. MCBH Engineers' scope of work is detailed above. Any scope item not listed above is not included in this proposal. We would be pleased to provide a proposal for any necessary additional services as requested.
- II. The scope does not include services typically provided by audio-visual, security or lighting consultants.
- III. Construction Administration, other than listed, services are not included in this proposal.
- IV. Voice/Data, security, PA system design is not included in this design.
- V. If, despite the exercise by MCBH Engineers, PLLC of the requisite of standard of care, any required items or component of the Project is in error or omitted from the MCBH Construction Documents, the Engineer shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original Construction Documents. In no event will MCBH Engineers, PLLC be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project. Additional costs to add omitted items, such as demolition costs and cleanup costs, that would not have been required if the item had originally been included shall be negotiated between the Client and MCBH Engineers, PLLC.
- VI. If the Owner does not engage MCBH Engineers, PLLC for all normal Construction Administration of this Project, the Owner agrees to absolve MCBH Engineers, PLLC from any

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claim or suit whatsoever, including but not limited to all payments, expenses or costs involved, arising from or alleged to have risen from the construction of the Project, except for claims or suites by the sole negligence of MCBH Engineers, PLLC. The Owner agrees to limit MCBH Engineers, PLLC liability to the Owner and to all construction contractors and subcontractors on the Project, due to the MCBH Engineers, PLLC negligent acts, errors, and/or omissions such that the total aggregate liability of MCBH Engineers, PLLC to all those named shall not exceed MCBH Engineers, PLLC total professional fees under this Agreement.

#### **WARREN WILSON ARCHITECT RESPONSIBILITIES**

1. Provide AutoCAD 2004 base plan.
2. Make relevant information available to MCBH Engineers.
3. Review, comment, and approve documents in a timely manner.

#### **PROJECT SCHEDULE**

It is estimated that the engineering as described in the Scope of Services for the upfit will require approximately three (3) weeks after receiving approval to this proposal and final approved architectural plans.

#### **SEE**

MCBH Engineers will perform the work described above for the lump sum fee of **\$5,250**.

We will invoice for our services after construction documents are delivered to you. Payment of invoice will be due within thirty (30) days from the date of the invoice.

We look forward to working with you on the Pender County DSS Renovation project and appreciate this opportunity to serve your engineering needs. If you have any questions or need additional information, please feel free to call us.

Sincerely,

Accepted by:

Mr. Warren Wilson, AIA  
Pender County DSS Renovation  
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**MCBH ENGINEERS, PLLC**

David M. Hahn, PE  
Principal

**WARREN WILSON ARCHITECT**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PENDER COUNTY**  
DEPARTMENT OF SOCIAL SERVICES  
BURGAW NC 28425

**PROJECT COST ACCOUNTING**

DATE: 4/3/08 P.1

<b>ARCHITECTURAL DESIGN COSTS</b>						
Sht. #	List of Drawings	SD	DD	CD	rate	subtotal / comments
<i>PROJECT INFORMATION DRAWINGS</i>						
G1	Cover Sheet / Project Information			2		
G2	Building Code Summary			4		
<i>SITE DEVELOPMENT</i>						
SD1	Site Development			4		includes site measuring
<i>REFERENCE PLANS</i>						
D1	Existing Floor / Ceiling Plans			8		includes site measuring
A1	New Floor / Ceiling Plans			4		
A2	File Storage Layout			2		
<i>SCHEDULES</i>						
A3	Finish / Door			2		
<i>INTERIOR COMPONENTS</i>						
A4	Details			4		
<i>RECORD DRAWINGS</i>						
ARCHITECTURAL PRODUCTION HOURS				32	\$75	\$2,400.00
<i>ARCHITECTURAL PROJECT MANAGEMENT</i>						
	Technical Specifications			8		
	Bidding			4		
	Contracts			2		
	Site Inspections / Final Inspection / Punchlist			8		
	Contract Closeout / Record Drawings			4		
PROJECT MANAGEMENT HOURS				26	\$150	\$3,900.00
TOTAL ARCHITECTURAL FIXED FEE						\$6,300.00
<i>ENGINEERING FEE</i>						
	Mechanical / Electrical / Plumbing					\$5,250.00
	No Structural anticipated or included					
<b>TOTAL DESIGN FEE</b>						<b>\$11,550.00</b>