

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 13.

Date of Request: July 9, 2008

Date Request Received: July 9, 2008

Board Meeting Date Requested: July 21, 2008

Board Meeting Date Assigned: July 21, 2008

Short Title: Resolution Approving Renovations To Admin Building At 805 S. Walker St., Burgaw: Design Fee Proposal For Renovations: \$15,950; Hvac Modifications: \$14,925.

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

Background: As part of the Open Space Development budget is renovations to Bldg 805 to make it more efficient for the employees and more customer friendly. Some of the work has been done in-house - the IT Dept office space. The rest of the renovations will require a contractor. The proposed layout has been reviewed several times by the Departments in Bldg 805 and a finished floor plan has gone to the architect for design (Plans and Specs).

Specific Action Requested: Award design of Bldg 805 to Warren Wilson, Architect, in the amount of \$15,950 & HVAC Modifications: \$14,925.

Requested by: Paul Parker
Department: Interim County Manager
Title:
Contact Phone: 910.259.1200
Contact Fax:

(Administrative Use Only)

CONTRACT TYPE

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

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.

MBP
Initials

NOW, THEREFORE, BE IT RESOLVED by the Pender County Board of Commissioners that

the proposal for design of Administration Building improvements at 805 S. Walker St. is approved for Warren Wilson, Architect, in the amount of \$15,950 and \$14,925 for HVAC modifications. The County Manager is authorized to execute any/all agreements necessary to implement the resolution.

Account # 60-407412-6065 Open Space Development

AMENDMENTS:

MOVED _____

SECONDED _____

APPROVED _____

DENIED _____

UNANIMOUS

YEA VOTES: Williams _____ Tate _____ Blanchard _____ Brown _____ Rivenbark _____

J. David Williams, Jr., Chairman

July 21, 2008
Date

ATTEST

July 21, 2008
Date

PENDER COUNTY
RENOVATIONS TO ADMINISTRATION BUILDING
805 SOUTH WALKER STREET BURGAW NC 28425

PROJECT COST ACCOUNTING

DATE: 7/7/08 P.1

ARCHITECTURAL DESIGN COSTS

Sht. #	List of Drawings	SD	DD	CD	Budget	Total / Comments	
<i>PROJECT INFORMATION DRAWINGS</i>							
G1	Project Information / Cover				2		
G2	Building Code Summary				4		
G3	First Floor Life Safety Plan / UL Details				4		
 <i>DEMOLITION</i>							
D1	Demolition Existing Floor Plan				2		
D2	Demolition Existing Ceiling Plan				2		
 <i>REFERENCE PLANS</i>							
A1	New Floor Plan				8		
A2	New Ceiling Plan				4		
A3	New Enlarged Plans				4		
A4	Interior Elevations				16		
 <i>SCHEDULES</i>							
A5	Finish / Door / Windows				8		
A6	Elevations & Details				8		
 <i>INTERIOR COMPONENTS</i>							
A7	Casework Elevations & Details				12		
AB	Interior Sections & Details				12		
					rate	hours	
TOTAL PRODUCTION COST					\$75	86	\$6,450.00

60-407412-6065

7/14/08
 Req. 124
 V# 19
 1664

PENDER COUNTY
 RENOVATIONS TO ADMINISTRATION BUILDING
 805 SOUTH WALKER STREET BURGAW NC 28425

PROJECT COST ACCOUNTING

DATE: 7/7/08 P.2

ARCHITECTURAL PROJECT MANAGEMENT

Building Code Analysis	2		
Technical Specifications	4		
Consultant Coordination Meeting			include w/ DSS project
Inspections Plan Review Meeting			"
Pre-Bid Meeting with Invited Bidders			"
Receipt of Bids			"
Bid Negotiation / Award of Contract			"
Construction Administration: Submittals			"
Progress Meetings / Inspections	4		"
Final Inspection / Punchlist			"
Closeout			"

TOTAL MANAGEMENT COSTS \$175 10 \$1,750.00

TOTAL ARCHITECTURAL FIXED FEE \$8,200.00

CONSULTING FEES

GEOTECHNICAL		\$0.00
STRUCTURAL ENGINEERING	(None anticipated for Admin. Bldg.)	\$0.00
CIVIL ENGINEERING		\$0.00
LANDSCAPE ARCHITECTURE		\$0.00
MEP ENGINEERING		\$7,750.00
3D CAD MODELING		\$0.00
GRAPHIC DESIGN		\$0.00
ACOUSTICAL		\$0.00
FOOD SERVICE		\$0.00
TRANSPORTATION		\$0.00
MATERIALS ABATEMENT		\$0.00

TOTAL DESIGN FEE \$15,950.00



July 2, 2008

P08196

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

Ref: Proposal for MEP Engineering Services
Pender County Administration Building Renovations

Dear Mr. Wilson:

MCBH Engineers appreciates this opportunity to provide a proposal for engineering services for the above reference project. Our proposal is based on your May 12, 2008 proposed floor plan, May 16, 2008 and our recent conversations. Renovations will total approximately 2,800 square feet.

PROJECT UNDERSTANDING

Renovations to the Administration Building include:

- Demolition of the office equipment and supplies room.
- New construction of reception / permitting area / waiting room, conference room and office
- Converting breakroom into large group training
- Adding workroom for County Manager
- Adding office for IT Director
- Adding office
- Revising a number of door arrangements
- Relocating IT server rooms

SCOPE OF SERVICES – CONSTRUCTION DOCUMENTS

Electrical Engineering scope of services:

- Site visit to determine existing conditions
- Demolition plans
- Power plans
- Lighting plans
- Panel schedules, power riser, and load calculations
- Energy Code Compliance Summary
- Specifications on drawings
- Submittal review

Mr. Warren Wilson, AIA
Pender County Administration Building Renovations
July 2, 2008 Page 2

Mechanical Engineering scope of services:

- Site visit to determine existing conditions
- Demolition plans
- Mechanical equipment schedules
- Mechanical plans and details
- Energy Code Compliance Summary
- Specifications on drawings
- Submittal review

DELIVERABLES

Documentation: 1 set of Electrical and Mechanical design documents.

Warren Wilson Architecture is responsible for reproduction and delivery of all documentation.

CLARIFICATIONS / EXCEPTIONS

1. MCBH Engineers, PLLC's 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.
2. Construction Administration services, not mentioned above, are not included in this proposal.
3. 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.
4. 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 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 ARCHITECTURE RESPONSIBILITIES

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

Mr. Warren Wilson, AIA
Pender County Administration Building Renovations
July 2, 2008 Page 3

PROJECT SCHEDULE

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

FEE

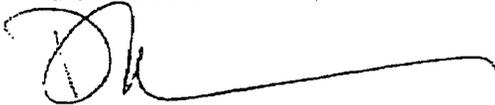
MCBH will perform the work described above for a lump sum fee of **\$7,750**.

We will invoice for our bid documents services after bid documents are delivered to you. Payment of invoice will be due within thirty (30) days from the date of each invoice. Construction Administration services can be provided for an hourly basis at a rate of \$140/hr.

We look forward to working with you on this 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,

MCBH ENGINEERS, PLLC



David M. Hahn, PE
Principal

Accepted by:

WARREN WILSON ARCHITECT

NAME: _____

TITLE: _____

DATE: _____

PENDER COUNTY
ADMINISTRATION BUILDING HVAC RENOVATION
805 SOUTH WALKER STREET BURGAW NC 28425

PROJECT COST ACCOUNTING

DATE: 7/10/08

P.1

ARCHITECTURAL DESIGN COSTS

Sht. #	List of Drawings	SD	DD	CD	Budget hours	Total / Comments
				rate		
<i>PROJECT INFORMATION DRAWINGS</i>						
G1	Project Information / Cover				2	
G2	Building Code Summary				1	
G3	Mechanical Mezzanine Life Safety Plan				2	
<i>REFERENCE PLANS</i>						
A1	Reference Building Floor Plan				4	
A2	Exterior Opening Repair Details				16	
TOTAL PRODUCTION COST				\$75	25	\$1,875.00

ARCHITECTURAL PROJECT MANAGEMENT

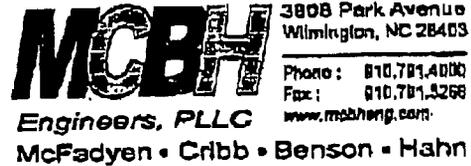
Building Code Analysis					1	
Technical Specifications					4	
Consultant Coordination Meeting					2	
Inspections Plan Review Meeting					1	
Pre-Bid Meeting with Invited Bidders					2	
Addenda / Receipt of Bids					4	
Bid Negotiation / Award of Contract					2	
Construction Administration: Submittals					2	
Progress Meetings / Inspections					4	
Final Inspection / Punchlist					2	
Closeout					2	
TOTAL MANAGEMENT COSTS				\$175	26	\$4,550.00

TOTAL ARCHITECTURAL FIXED FEE **\$6,425.00**

CONSULTING FEES

Structural Engineering	(None anticipated for Admin. Bldg.)	\$0.00
Civil Engineering	(None anticipated for Admin. Bldg.)	\$0.00
MEP Engineering		\$8,500.00
TOTAL CONSULTING FEES		\$8,500.00

TOTAL DESIGN FEE **\$14,925.00**



June 27, 2008

P08188

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

Ref: Proposal for MEP Engineering Services
Pender County Administration Building
HVAC Renovation

Dear Mr. Wilson:

MCBH Engineers appreciates this opportunity to provide a proposal for engineering services for the above reference project in accordance with Recommendations for this work that have already been given to you.

PROJECT UNDERSTANDING

Renovations to the Administration Building HVAC systems include:

- Full building load Analysis.
- Reconfiguration of the mechanical rooms to permit the addition of dehumidification to the air handlers.
- Modification to return air ducting and addition of exhaust fans with thermostats.
- Install digital control to the building HVAC systems.
- Rebalance of the building HVAC systems.

SCOPE OF SERVICES – CONSTRUCTION DOCUMENTS

Electrical Engineering scope of services:

- Site visit to determine existing conditions
- Power plans
- Panel schedules, power riser, and load calculations
- Energy Code Compliance Summary
- Specifications on drawings
- Submittal review

Mechanical Engineering scope of services:

- Site visit to determine existing conditions
- HVAC load calculations
- Mechanical equipment schedules
- Mechanical plans and details

Mr. Warren Wilson, AIA
Pender County Administration Building
HVAC Renovations
June 27, 2008 Page 2

- Energy Code Compliance Summary
- Plumbing plans for condensate piping
- Specifications on drawings
- Submittal review

DELIVERABLES

Documentation: 1 set of Electrical and Mechanical design documents.
Warren Wilson Architecture is responsible for reproduction and delivery of all documentation.

CLARIFICATIONS / EXCEPTIONS

1. MCBH Engineers, PLLC's 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.
2. Construction Administration services, not mentioned above, are not included in this proposal.
3. 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.
4. 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 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 ARCHITECTURE RESPONSIBILITIES

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

PROJECT SCHEDULE

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

Mr. Warren Wilson, AIA
Pender County Administration Building
HVAC Renovations
June 27, 2008 Page 3

FEE

MCBH will perform the work described above for a lump sum fee of **\$8,500**

We will invoice for our bid documents services after bid documents are delivered to you. Payment of invoice will be due within thirty (30) days from the date of each invoice. Construction Administration services can be provided for an hourly basis at a rate of \$140/hr.

We look forward to working with you on this 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,

MCBH ENGINEERS, PLLC



David M. Hahn, PE
Principal

Accepted by:

WARREN WILSON ARCHITECT

NAME: _____

TITLE: _____

DATE: _____