

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 14.

Date of Request: July 14, 2008

Date Request Received: July 14, 2008

Board Meeting Date Requested: July 21, 2008

Board Meeting Date Assigned: July 21, 2008

**Short Title:** Resolution Approving Design Fee Proposal For Phase I Renovations To The Pender County Courthouse: \$44,275.

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

**Background:** Courthouse improvements started in 2005 with a new roof and waterproofing the outside of the building. Since that time, a Courthouse Renovation Committee has been meeting on a regular basis to plan improvements to the building. One of the results of this committee is to do a Phase I construction which will consist of security improvements and the functionality of the Courthouse. This resolution is for the design of these improvements.

**Specific Action Requested:** Award design of Courthouse to Warren Wilson, Architect, in the amount of \$44,275.

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  
 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.

PBP  
Initials

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

the proposal for design of Courthouse improvements is approved for Warren Wilson, Architect, in the amount of \$44,275. The County Manager is authorized to execute any/all agreements necessary to implement the resolution.

Account # 60-407422-6067 Courthouse Improvements

**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 COURTHOUSE - PHASED IMPROVEMENTS

Updated 4.11.2008

Original Building gross sq. ft.	Built 1936	20834
1st floor		8586
2nd floor		7093
3rd floor		4726

### PHASE 1 - SECURITY IMPROVEMENTS

	Totals	<b>\$475,000</b>	\$367,500
1.1 Replace wood entrance doors first floor / electronic security			\$24,000
1.2 Install security scanning equipment at west entrance			\$20,000
1.3 Install "cashier" area at east entrance			\$12,000
1.4 Renovate first floor area for Judge Trawick's office			\$15,000
1.5 Renovate area on second floor for "defendant holding"			\$68,000
1.6 Renovate area in court room for secure defendant seating			\$15,000
1.7 Exterior protective cover & wheelchair lift (ADA) at west entrance			\$36,000
1.8 Install new glass entries at north & south locations			\$10,000
1.9 Enlarge existing public toilets			\$56,000
1.10 Upgrade fire protection / alarm for entire building			\$31,500
1.11 Create server room			\$5,000
1.12 SITEWORK: South entry / drive; West entry protective cover / lift			\$75,000

### PHASE 2A - NORTH WING IMPROVEMENTS

- 2a.1 Renovate area for new conference room
- 2a.2 Renovate area for civil clerk of court
- 2a.3 Renovate area for small court room 2nd floor
- 2a.4 Renovate area for 3 offices 2nd floor
- 2a.5 Renovate 3rd floor for D.A. suite

### PHASE 2B - SOUTH WING IMPROVEMENTS

- 2b.1 Install wheelchair lift for accessibility all floors
- 2b.2 Renovate area for estates
- 2b.3 Renovate area for criminal clerk of court
- 2b.4 Renovate area for office & kitchenette
- 2b.5 Repair south stairs & porch area
- 2b.6 Provide police vehicle access to south entry
- 2b.7 Renovate area for Judge Faison's office
- 2b.8 Renovate area for jury deliberation / ADA toilet
- 2b.9 Renovate area for judge's chambers / ADA toilet
- 2b.10 Renovate area for law library / file storage
- 2b.11 Renovate area for break room & ADA toilet
- 2b.12 Renovate area for large conference room

### PHASE 3 - REMAINING IMPROVEMENTS

- 3.1 Courtroom lighting
- 3.2 Additional technology / telecom / ups
- 3.3 Additional file storage
- 3.4 Generator backup
- 3.5 Court room projection system

# PENDER COUNTY COURTHOUSE

## PHASE 1 RENOVATIONS BURGAW NC

### PROJECT COST ACCOUNTING

DATE: 4/25/08

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#### 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				6		
G3	Life Safety Plans				6		
G4	UL Details				2		
<i>SITE DEVELOPMENT</i>							
SD1	Site Development Plan - South Entrance				12	on-site measuring	
SD2	Site Development Plan - West Entrance				16	on-site measuring	
SD3	Site Elevations & Details				8		
<i>DEMOLITION</i>							
D1	Demolition First Floor / Ceiling Plans				8	on-site measuring	
D2	Demolition Second Floor / Ceiling Plans				8	on-site measuring	
<i>REFERENCE PLANS</i>							
A1	New First Floor Plan				12		
A2	New Partial Second Floor Plan				8		
A3	New First Floor Ceiling Plan				8		
A4	New Partial Second Floor Ceiling Plan				8		
A5	New Enlarged Plans				8		
<i>SCHEDULES</i>							
A6	Finish				4		
A7	Door & Window / Details & Elevations				12		
<i>INTERIOR COMPONENTS</i>							
A8	Interior Elevations				8		
A9	Interior Sections				8		
A10	Details				16		
A11	Details				16		
<b>TOTAL PRODUCTION COST</b>					<b>\$75</b>	<b>176</b>	<b>\$13,200.00</b>

#### ARCHITECTURAL PROJECT MANAGEMENT

Building Code Summary	4	
Technical Specifications	24	
Consultant Coordination Meeting	2	
Inspections Plan Review Meeting	2	
Pre-Bid Meeting with Invited Bidders	2	
Receipt of Bids	2	
Bid Negotiation / Award of Contract	4	
Construction Administration	12	
Submittals	6	
Progress Meetings	8	every other week

**PENDER COUNTY COURTHOUSE**  
PHASE 1 RENOVATIONS  
BURGAW NC

**PROJECT COST ACCOUNTING**

DATE: 4/25/08

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Site Inspections		12	periodic
Final Inspection / Punchlist		4	
Closeout		4	
<b>TOTAL MANAGEMENT COST</b>	<b>\$150</b>	<b>86</b>	<b>\$12,900.00</b>
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<b>TOTAL ARCHITECTURAL FIXED FEE</b>			<b>\$26,100.00</b>
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<b>CONSULTING FEES</b>			
GEOTECHNICAL			\$0.00
STRUCTURAL ENGINEERING (Andrew Consulting Engineers, PC)			\$2,500.00
CIVIL ENGINEERING			\$0.00
LANDSCAPE ARCHITECTURE			\$0.00
MEP ENGINEERING (MCBH Engineers PLLC)			\$15,675.00
3D CAD MODELING			\$0.00
GRAPHIC DESIGN			\$0.00
ACOUSTICAL			\$0.00
FOOD SERVICE			\$0.00
TRANSPORTATION			\$0.00
MATERIALS ABATEMENT			\$0.00
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<b>TOTAL DESIGN FEE</b>			<b>\$44,275.00</b>