

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 5.

Date of Request: August 6, 2008

Date Request Received: August 8, 2008

Board Meeting Date Requested: August 18, 2008

Board Meeting Date Assigned: August 18, 2008

Short Title: Resolution To Award Design Of Building 803 On S. Walker St. To Warren Wilson Architect, In The Amount Of \$34,900.

Background: Part of the Open Space Development budget is to be used to renovate county government buildings, including the Health Department building at 803 S. Walker St.

Renovation of the Health Department building will make it possible to improve the effectiveness and the efficiency of dental care in the health department clinic. Improving effectiveness and efficiencies in the dental are important because the dental clinic presently has a patient base of more than 5,800 patients, and treatment is provided in very limited space. The health department dentist feels that to provide the best possible patient care she will need to have more space for patient care. Clearly the modular unit presently housing the dental clinic is seriously undersized for the patient base as it exists, not to mention future growth. The dentist has personally requested that we consider expanding the dental clinic facilities by moving the operatories into the permanent health department building. This space is being utilized by Coastal Horizons (a contractor for Southeastern Mental Health). The contractor will be relocated to the two buildings owned by Southeastern.

The work will require a contractor and the Health Director has reviewed the proposal. A finished floor plan has gone to the architect for design (Plans and Specs).

Specific Action Requested: Award design of Bldg 803 to Warren Wilson, Architect, in the amount of \$34,900.

Requested by: Jack Griffith, Ph.D.
Department: Health Department
Title: Health Director
Contact Phone: 259-1328
Contact Fax: 259-1258

Request Status:

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

(Administrative Use Only)

CONTRACT TYPE

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

PURCHASING

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

Date Sent:

Signed:

ATTORNEY

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

Date Sent:

Signed:

FINANCE

Date Rec'd: Sufficient Funds Available 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.

RS

INITIALS

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

the proposal for design of the Health Department improvements at 803 S. Walker Street is approved for Warren Wilson, Architect, in the amount of \$34,900. The County Manager is authorized to execute any/all agreements necessary to implement the resolution.

60-407412-6065 Open Space Development \$ 34,900

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

J. David Williams, Jr., Chairman 8/18/08
Date

Attest 8/18/08
Date



3808 Park Avenue
Wilmington, NC 28403

Phone: 910.791.4000
Fax: 910.791.5266
www.mcbheng.com

McFadyen • Cribb • Benson • Hahn

August 1, 2008

P08216

Mr. Warren Wilson, AIA
272 North Front Street - Suite 415
Wilmington, NC 28401

Ref: Proposal for MEP Engineering Services
Pender County Health Building - Dental Services
Burgaw, NC

Dear Mr. Wilson:

MCBH Engineers appreciates this opportunity to provide a proposal for engineering services for the above reference project in accordance with your E-mail dated July 29, 2008 with attached project description.

PROJECT UNDERSTANDING

Pender County Health Department wish to relocate their Dental Operations from a mobile unit into the main Health Building. An area of approximately 2000 - 2500 sf is to be renovated. There will be four dental operatories, plus a fifth at some future date. Mechanical, Electrical and Plumbing engineering is required to adjust diffuser and ductwork locations in changed ceiling configurations, expansion of water supply and sanitary waste system, relocation of compressor air supply and vacuum piping, associated lighting changes, server power and HVAC relocation to one room, fire alarm redesign and other outlet and electrical equipment changes associated with dental equipment operation.

SCOPE OF SERVICES

Scope includes site visit to review existing conditions and demolition requirements, assistance with bid documents and the reception of informal bids, limited construction administration services and visit for final inspection punchlist and record drawings.

Plumbing scope of services for construction documents includes the following:

- Demolition plans.
- Sanitary waste and vent piping plan(s) and diagram
- Domestic water piping plan(s)
- Plumbing fixture schedule and details
- Specifications on drawings
- Submittal review

Mr. Warren Wilson, AIA
Pender County Health Building - Dental Offices
August 1, 2008
Page 2

HVAC scope of services for construction documents includes the following:

- Demolition plans.
- HVAC equipment plan(s)
- HVAC equipment schedules
- Specifications on drawings
- Submittal review

Electrical scope of services for construction documents includes the following:

- Demolition plans to make existing services safe
- Power plans including Security conduit locations
- Lighting plans with fixture selection
- Fire Alarm Plans for entire building
- 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

1. ~~MCBH Engineers' scope of work is defined 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. The scope does not include services typically provided by audio-visual, security or lighting consultants.
3. Construction Administration, other than listed, services are not included in this proposal.
4. Voice/Data, security, PA system design is not included in this design.
5. 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.
6. 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

PENDER COUNTY HEALTH BUILDING

RENOVATIONS FOR DENTAL CLINIC

803 SOUTH WALKER STREET BURGAW NC 28425

PROPOSAL FOR ARCHITECTURAL & ENGINEERING SERVICES 8/5/08

TO: PENDER COUNTY
 OFFICE OF THE COUNTY MANAGER Attn: PAUL PARKER, ASST. CO. MGR.
 805 SOUTH WALKER STREET
 BURGAW NC 28425
 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 submit to you a proposal for architectural & engineering design services for the above referenced project. The general scope of services for producing & delivering "bidding documents" is described below.

SCOPE OF WORK

- Architectural design & construction (permit) documents for the renovation of existing floor areas as defined by the Owner.
- Mechanical, Electrical & Plumbing design & construction (permit) documents for the alteration of existing mechanical, electrical & plumbing systems serving the proposed area. Refer to the attached proposal from MCBH Engineers, PLLC.

ITEMS TO BE FURNISHED BY OWNER

- Equipment requirements (to be coordinated with vendor)
- Technology requirements (to be coordinated with IT)

ADDITIONAL SERVICES

Services listed above are for the preparation of documents required for permitting & architectural project management. If additional services are required above & beyond those listed herein, then the fee for additional services shall be negotiated in accordance with the following schedule:

Architectural:	Principal	\$175.00
	CAD Technical	\$ 75.00
	Clerical	\$ 45.00
Engineering:	Hourly rates to be furnished as required.	

PROJECT SCHEDULE:

Upon approval of the floor layout, construction documents for bidding & permitting will be started with completion anticipated in approximately four to six weeks. Corrections & changes made necessary by Inspections Plan Review are included in the scope of work.

INVOICING

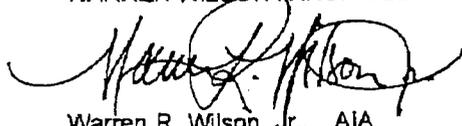
Billing for percentage of work completed will be submitted monthly; invoices are due & payable upon receipt. Invoices received from engineering consultants will be checked & forwarded for direct payment in accordance with the terms of their proposal & the terms of the P.O.

CONTRACT

If required by the Board of Commissioners, a standard AIA Form of Agreement between Owner & Architect will be prepared for execution.

Respectfully submitted,

WARREN WILSON ARCHITECT P.C.



Warren R. Wilson, Jr., AIA

Accepted by:

 Owner name

 Title
2008
 Date

PENDER COUNTY HEALTH BUILDING

RENOVATIONS FOR DENTAL CLINIC

803 SOUTH WALKER STREET BURGAW NC 28425

PROJECT COST ACCOUNTING

DATE: 8/4/08 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	Life Safety Plans				8	create cad base plans	
G4	UL Details				4		
<i>DEMOLITION</i>							
D1	Demolition First Floor / Ceiling Plans				12	on-site measuring	
<i>REFERENCE PLANS</i>							
A1	New First Floor Plan				16		
A2	New First Floor Ceiling Plan				8		
A3	New Enlarged Plans				16		
<i>SCHEDULES</i>							
A4	Finish				4		
A5	Door & Window / Details & Elevations				16		
<i>INTERIOR COMPONENTS</i>							
A6	Interior Elevations				12		
A7	Interior Sections				12		
A8	Details				16		
A9	Details				16		
TOTAL PRODUCTION COST					\$75	146	\$10,950.00
<i>ARCHITECTURAL PROJECT MANAGEMENT</i>							
	Building Code Summary				4		
	Technical Specifications				32		
	Consultant Coordination Meeting				4		
	Inspections Plan Review Meeting				2		
	Pre-Bid Meeting with Invited Bidders				2		
	Receipt of Bids				2		
	Bid Negotiation / Award of Contract				4		
	Construction Administration						
	Submittals				8		
	Progress Meetings				20	every other week	
	Site Inspections				8	periodic	
	Final Inspection / Punchlist				4		
	Closeout				4		
TOTAL MANAGEMENT COST					\$175	94	\$16,450.00

PENDER COUNTY HEALTH BUILDING
RENOVATIONS FOR DENTAL CLINIC
803 SOUTH WALKER STREET BURGAW NC 28425

PROJECT COST ACCOUNTING

DATE: 8/4/08 P.2

TOTAL ARCHITECTURAL FIXED FEE	\$27,400.00
<i>CONSULTING FEES</i>	
GEOTECHNICAL	\$0.00
STRUCTURAL ENGINEERING	\$0.00
CIVIL ENGINEERING	\$0.00
LANDSCAPE ARCHITECTURE	\$0.00
MEP ENGINEERING (MCBH Engineers PLLC)	\$7,500.00
3D CAD MODELING	\$0.00
GRAPHIC DESIGN	\$0.00
ACOUSTICAL	\$0.00
FOOD SERVICE	\$0.00
TRANSPORTATION	\$0.00
MATERIALS ABATEMENT	\$0.00
TOTAL CONSULTANT FEES	\$7,500.00
TOTAL DESIGN FEE	\$34,900.00

Mr. Warren Wilson, AIA
Pender County Health Building - Dental Offices
August 1, 2008
Page 3

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.
4. Dental layout drawings from equipment manufacturer with utilities required.

PROJECT SCHEDULE

It is estimated that the engineering as described in the Scope of Services for the upfit will require approximately four (4) weeks after receiving approval to this proposal, any special equipment cut sheets and final approved architectural plans.

FEE

MCBH Engineers will perform the work described above for the lump sum fee of \$7,500.

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 Health Building Dental Services 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: _____