

## REQUEST FOR BOARD ACTION

ITEM NO. 14.

**DATE OF MEETING:** October 19, 2009

**REQUESTED BY:** Mike Taylor, Library Director; Paul Parker, Facilities & Property Manager

**SHORT TITLE:** Resolution Authorizing Professional Services Contracts and Purchase Orders to Cherry Huffman Architects and Southern Engineering for the Topsail Regional Library.

**BACKGROUND:** A new Topsail Regional Library has been in the planning stage since 2006. Funding for the project has been allocated in the CIP the last two years. A strategic plan for Library Facilities County wide has been completed and a Building Program (scope of work) for the Topsail Regional Library is also completed. A RFQ was prepared and six firms were interviewed. Cherry Huffman was selected as the best qualified vendor. Southern Engineering was selected for the civil work since they were involved in the water and sewer requirements and site selection.

The total fixed contract price for architectural services is \$359,946 however the current contract and purchase order amount requested is \$234,000 to cover services through the design phase. Architectural services for the construction administration phase will be incorporated in a separate contract and purchase order. The total fixed contract price for engineering services is \$36,475, and the purchase order amount requested is for \$32,025.

**SPECIFIC ACTION REQUESTED:** To approve a resolution authorizing professional services contracts and purchase orders to Cherry Huffman Architects in the amount of \$234,000 and to Southern Engineering in the amount of \$32,025.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

JB  
Initial

**RESOLUTION**

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

professional services contracts and purchase orders to Cherry Huffman Architects in the amount of \$234,000, and to Southern Engineering in the amount of \$32,025, are hereby authorized. The County Manager is authorized to execute any/all documents necessary to implement this resolution.

**Account: 60-404533-6076 \$224,000**

**Account: 60-407412-6065 \$ 42,025**

**AMENDMENTS:**

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

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

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

\_\_\_\_\_  
Jimmy T. Tate, Chairman 10/19/2009  
Date

\_\_\_\_\_  
ATTEST Date



CHERRY HUFFMAN ARCHITECTS PA

135 E. Martin Street, Suite 101  
Raleigh, North Carolina 27601

919.821.0805 T 919.821.0720 F [www.cherryhuffman.com](http://www.cherryhuffman.com)

October 2, 2009

Paul B. Parker, Public Works Director  
Pender County, NC  
210 S. Bennett St.  
Burgaw, NC 28425

Dear Paul,

Following is a proposal for the provision of architectural and engineering services for the design of the Topsail Regional Library. This proposal is based on the Building Program document provided by Phillip Barton in 2009. The building will be 21,000 gross square feet and the budget for construction, furnishings and shelving will be \$4.37M. It is important to note that the construction market has been extremely volatile over the past two years. Where we had been seeing steady escalation of costs that could be reasonably predicted, the recession has brought many costs down as a result of greatly increased competition. The next two years are highly uncertain as we expect recovery from the recession. At some point prices will begin to rise, possibly rapidly, but how that will unfold is unknown. The numbers that I have provided are based on recent costs without an escalation factor. These may remain valid until the bidding of this project or not depending on the market recovery. I believe the prudent action for Pender County would be to budget for a contingency sufficient to cover market fluctuation, maybe 8%.

The services proposed are based on the definitions in the standard form of agreement B101-2007 as issued by the American Institute of Architects. If you have a different form of contract we can review and use it, but for the sake of clarity this can be a good reference for scope and compensation.

The Consultant team for the Topsail Regional Library is:

Cherry Huffman Architects, PA	Architecture/Interior Design
Lappas and Havener	Landscape Architecture
Stanford White, Inc.	PME Engineering
Lysaght Associates	Structural Engineering
Capital Building Associates	Cost Estimating

The fees for the scope outlined above are as follows:

The proposed fee is a lump sum amount of \$359,946 for the building and site architecture and engineering. The proposed fee for the furniture and shelving specification is \$24,000. The furniture and shelving will be bid later than the construction as a separate package. This also includes any specialized interior design associated with the design. As described in the AIA document both of these bid packages include full services through construction and closeout.

Following are clarifications of scope:

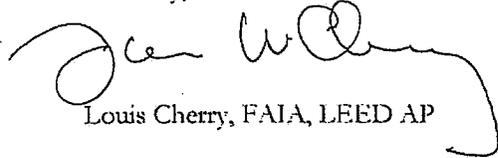
-Pender County is contracting separately for the Surveying and Civil Engineering with Southern Engineering services for surveying and civil engineering services. The Cherry Huffman design team

will coordinate with them and consolidate our documents as necessary to create permit and bidding documents. Southern Engineering will be responsible for all site permitting as described in their proposal dated September 10, 2009. Cherry Huffman will be responsible for landscape design and the pedestrian areas. The budget assumption has a number of \$400,000 for site development. Issues arising from offsite utility extensions or paved connections may be in excess of that assumed budget. -There is not a well defined site program. If specialized site features such as fountains, water gardens, etc are requested, it could result in some additional fees.

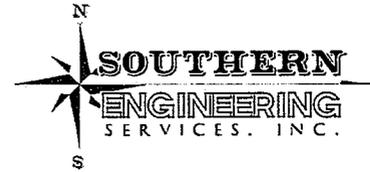
Based on discussions with Greg Thompson of Southern Engineering, it is our understanding that the design would begin sometime late December or early January based on subdivision of property and establishing definite site boundaries. We can begin building layout studies prior to that if you would like to begin immediately. Also, we can establish a project schedule based on your review process and desired milestones.

We are extremely enthusiastic about working with you on the new library. Please contact me with any thoughts or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis Cherry". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Louis Cherry, FAIA, LEED AP



September 10, 2009

Mr. Paul Parker, Director of Public Works  
Pender County  
210 S Bennett St.  
Burgaw, NC 28425

Re: Proposal - Survey & Civil Engineering  
Topsail Library & County Annex Renovation

Dear Mr. Parker:

Southern Engineering Services is pleased to present this proposal for professional services to Pender County for Survey and Civil Engineering services associated with the construction of the Topsail Regional Library and the County Annex Renovation Project.

Southern Engineering will provide civil engineering and surveying services for the proposed projects to be constructed on the site located on USHWY 17 adjacent to Topsail High School. The details of the tasks for this proposal for professional services are as follows:

**Task I - Site Investigation**

a. Boundary Survey 7.17 ac parent parcel	\$2,000
b. Topographic Survey of the Library Site (Approximately 2.4 acres)	\$4,500
c. Topographic Survey for access through 75 Library Dr. (Approximately 0.34 acres)	\$1,500
d. Data Processing	\$1,200
e. Mapping/Drafting	\$960
	=====
Subtotal	\$10,160

**Task II - Initial Regulatory Contact**

a. NC-DENR (DWQ, 401, Sewer, Water)	\$750
b. US-Corps of Engineers (404)	\$225
c. NC- Department of Transportation	\$250
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Subtotal	\$1,225

- Traffic Studies
- Zoning Approval
- Rezoning
- Architectural Services
- Building Design & Permitting
- Permitting Fees (Reimbursable)
- Off Site Drainage Analysis
- Stormwater Improvements for Off Site Drainage
- Landscape Design
- Community Impact Statements
- Detailed Cost Estimates
- Bid Advertisement
- Geotechnical Engineering
- Models, Presentation Materials
- Marketing Materials and Graphics
- Project Signage
- Phase II Stormwater Site Inspections

**FEE:** The total fee shall be understood to be an estimate and shall not be exceeded by more than 10% without written approval of the client. Southern Engineering Services Inc will furnish the services of its employees at its standard hourly rates for such employees at the time services are provided. Hours in excess of eight per day will be charged at the standard hourly rate without premium.

Principal Engineer	\$150.00 /hour
Senior Engineer	\$120.00 /hour
Project Engineer	\$90.00 /hour
Engineer Technician	\$75.00/hour
Surveyor	\$125.00/hour
Survey Crew	\$175.00/hour
CAD Operator	\$65/hour
Administrative Assoc.	\$50.00/hour
Outside Consultants	Cost + 15%

These rates include salary costs, payroll taxes, sick leave, vacation, general overhead, indirect expense, office operating costs, professional liability insurance, etc.

If this proposal is acceptable to you, please sign in acceptance where provided below and return one (1) original to our office.

Thank you for the opportunity to work with you on this project and we look forward to finalizing our agreement.

Offered By:



Gregory R. Thompson, PE, PLS – President  
**Southern Engineering Services, Inc.**  
Civil Engineering \* Project Management \* Surveying

Accepted By:

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Signature                      Date

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Printed Name/Title