



## REQUEST FOR BOARD ACTION

ITEM NO. 7.

**DATE OF MEETING:** November 2, 2009

**REQUESTED BY:** Melinda Knoerzer, Administrative Assistant

**SHORT TITLE:** Resolution Authorizing Contracts with and Purchase Orders to BMH Architects in an Amount Not to Exceed \$38,000 for Architectural and Engineering services to construct the Regional Incubator Kitchen at the Westpark Business Development Center in Warsaw, NC

**BACKGROUND:** In December of 2008, the Board of Commissioners voted to approve the relocation of the Incubator Kitchen project to James Sprunt Community College, where it will be constructed and housed at Westpark Workforce and Business Development Center in Warsaw. This project is being partially funded with a Community Development Block Grant awarded to Pender County in the amount of \$356,478, and passed to James Sprunt Community College through a sub-recipient agreement. Since that time, the project team has retained, in accordance with CDBG guidelines, Bowman Murphy Hemmingway (BMH) Architects of Wilmington, NC. They propose to design and engineer the up-fit of the existing warehouse; including architectural, electrical, lighting and plumbing engineering services, estimated at \$38,000 (10% of construction project costs). BMH currently works with James Sprunt Community College and a savings to this project is realized because they are already on-site working for the college.

This is the first of a series of contract and purchase order approvals that this Board will be asked to approve in order to complete this project as provided in the sub-recipient agreement.

Staff and Holland Consultants recommend approval of this resolution.

**SPECIFIC ACTION REQUESTED:** The Board of Commissioners is requested to adopt a resolution authorizing a contract with and purchase order to BMH Architects for design and engineering of the Incubator Kitchen Project at Westpark Business Development Center in Warsaw, NC.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

    *PM*      
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that a contract with and purchase order to BMH Architects is approved in an amount not to exceed \$38,000 for design services related to construction of the Westpark Incubator Kitchen.

404505-6071                      Pender Incubator Kitchen                      Contracted Services/Engineering

The Chairman/County Manager is authorized to execute any documents necessary to implement this resolution.

**AMENDMENTS:**

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

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

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

\_\_\_\_\_  
Jimmy T. Tate, Chairman                      11/02/09  
DATE

\_\_\_\_\_  
ATTEST                      11/02/09  
DATE

*Melinda Kroeger*

*910 239-1579*



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June 30, 2009

Mr. John Hardison  
James Sprunt Community College  
PO Box 398  
Kenansville, NC 28349

RE: Architectural and Engineering Services for  
James Sprunt Community College  
West Park Kitchen

Dear Mr. Hardison:

We are pleased to offer this proposal for your consideration to provide services for the renovation of the James Sprunt Community College West Park Kitchen.

We understand this to include architectural, electrical, lighting and plumbing engineering services. These services will be billed on an hourly basis under our miscellaneous projects contract. We have enclosed a rate sheet for your reference.

We look forward to working with James Sprunt Community College on this project.

Sincerely,

Bowman Murray Hemingway Architects, PC

Bruce Bowman, AIA

Accepted

by: *Kay Sessoms*

*Special Projects Manager*  
Title

*7/1/09*  
Date

Xc: Kay Sessoms



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June 2008

### **HOURLY AND ADDITIONAL SERVICE RATES**

All services provided by Bowman Murray Hemingway Architects on an hourly basis will be billed at the following rates for the partners and all BMH personnel categories:

Principal Architects	\$150.00
Architects	130.00
Construction Administrator	90.00
Intern Architects	80.00
Technician	80.00
Specifications Technician	50.00
Clerical/Administrative Asst.	50.00

Additional services of consultants will be billed at 1.2 times the amounts billed to the Architect for such services unless included by architect as hourly billing.

**NOTE:** These rates include normal office overhead such as rents, utilities, supplies, taxes, insurance, retirement plan, contributions, and the profit margin required to maintain any professional practice.