

REQUEST FOR BOARD ACTION

ITEM NO. 15.

DATE OF MEETING: April 5, 2010

REQUESTED BY: David Smith, Pender County Schools

SHORT TITLE: Resolution Authorizing Contract With and Purchase Order to Cheatham and Associates, P.A., for Engineering Services at West Pender Middle School: \$14,800

BACKGROUND: Of the \$56 million school bond referendum approved by voters on May 3, 2005, \$876,500 was initially allocated to this project. Pursuant to a Budget Ordinance Amendment on September 19, 2007, this allocation was reduced to \$500,000. Thus far the Board has authorized allocations totaling \$319,780.36 to this project.

At this time, the schools are requesting approval of a contract with and purchase order to Cheatham and Associates, P.A., for engineering services to design heating and air conditioning systems for two classroom wings at West Pender Middle School.

The County and Schools have entered into the appropriate agreements to permit the County to pay the bills associated with this construction in order to recapture the sales taxes paid and realize a substantial savings.

SPECIFIC ACTION REQUESTED: The Board of Commissioners is requested to authorize a contract with and a purchase order to Cheatham and Associates, P.A., as outlined above for engineering design services at West Pender Middle School.



Cheatham and Associates, P.A.
Consulting Engineers

March 12, 2010

RECEIVED
MAR 17 2010
PENDER FINANCE

Mr. David Smith, Maintenance Director
Pender County Schools
925 Penderlea Highway
Burgaw, NC 28425

Re: Engineering Design Fee
Heating and Air Conditioning
West Pender Elementary School

Dear Mr. Smith:

We appreciate the opportunity you have given us to prepare an engineering fee proposal for design of the heating and air conditioning systems for the two classroom wings at West Pender Elementary School.

We have been instructed not to require good faith efforts that the Contractor has met the requirements of 10% minority business participation, and that the project will not require a bid bond, but will require a performance bond and payment bond. Drawings and specifications will not be sent for review and approval to the North Carolina Department of Insurance or the North Carolina Department of Public Instruction.

We would expect to start our services promptly after receipt of your acceptance of this proposal and to complete our services within five months. The estimated time periods for the performance of our services are set forth as indicated hereinafter:

Begin the Design	March 15, 2010
Complete Working Drawings	April 14, 2010
Advertise for Bids	April 15, 2010
Receipt of Bids	May 6, 2010
Award of Contracts	May 14, 2010
Start Construction	June 8, 2010
Complete Construction	August 1, 2010

If there are protracted delays for reasons beyond our control, if construction is not started within the period of time after completion of our drawings and specifications indicated, or if construction is not completed by August 1, 2010, we would expect to negotiate with you an equitable adjustment to our compensation taking into consideration the impact of such delays.

Our scope will consist of the following:

1. Final Working Drawings with Cost Estimate.
2. Bidding Phase including attendance at Pre-Bid Conference.
3. Receipt of Bids and consultation with the Owner in awarding Contracts.
4. Submittals Review.

3412 Enterprise Drive - Wilmington, North Carolina 28405 (910) 452-4210 Fax (910) 452-4211

Mr. David Smith, Maintenance Director
Pender County Schools
Heating and Air Conditioning
West Pender Elementary School
March 10, 2010
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5. Up to three site observations during construction to determine if the work is proceeding in accordance with the Contract Documents and for verification of Contractor's Payment Requests.
6. Final site observation to verify that the system operates in accordance with the Contract Documents.

Engineering fee for our Basic Services as listed above will be \$14,800.00.

Payment on account for the Designer's basic services shall become due and payable upon completion of each phase of work as indicated hereinafter; monthly payments may be made if progress is satisfactory to the Owner. Payments are not to exceed the stated percentages.

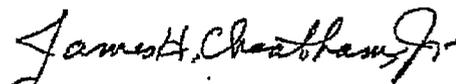
(a) Upon Completion of Working Drawings and Specifications	70%	\$10,360.00
(b) Upon Receipt of Bids	5%	\$ 740.00
(c) During the Construction Phase, monthly in proportion to the Progress of the work, up to and including final inspection and acceptance	20%	\$ 2,960.00
(d) Upon the closing of all Construction Contracts	5%	\$ 740.00
	Total	\$14,800.00

Reimbursable Expenses such as advertising for bids, printing, and mailing of the Contract Documents will be billed to the Owner as a separate invoice. Additional Services will be charged on the basis of \$120.00 per hour plus travel expenses.

Thank you for considering our firm to do this work for you. This proposal will be open for acceptance until March 15, 2010, unless changed by us in writing.

Very truly yours,

Cheatham & Associates, P.A.


James H. Cheatham Jr., P.E.

JHCjr/dsb

Accepted by: 

Accepted this 12th day of March 2010