



## REQUEST FOR BOARD ACTION

ITEM NO. 9.

**DATE OF MEETING:** April 15, 2013

**REQUESTED BY:** Michael G. Mack, Utilities Director

**SHORT TITLE:** Resolution Authorizing Acceptance of the Professional Design Services Proposal of LS3P (Boney Architects) for the Old Topsail High School Campus Renovation Project and Issuance of a Purchase Order to LS3P in the amount of \$294,175.

**BACKGROUND:** On January 7, 2013, a Renovation Assessment and Feasibility Study of the Old Topsail School in Hampstead prepared by staff was presented to the Board outlining information and cost estimates to consider for the possible renovation of the old school buildings and campus. Information and cost estimates in the report included options to renovate or construct new, land costs, current Annex lease costs, debt service variables, and possible revenue projections. It was the consensus of the Board at that time to direct staff to move forward with the formal processes required to renovate the school buildings and campus for use as County offices.

Staff selected the architectural firm of LS3P (Boney Architects) as the most qualified to lead the renovation project based on their direct history with the school and three successful renovations of schools exactly like Topsail High. In concert with staff's recommendations and approval, LS3P assembled a project team of sub-consultants for each of the major design and permitting components required to successfully complete the project. These firms include Cheatham & Associates for the Plumbing, HVAC, and Electrical; Criser Troutman Tanner (CTT) for the Structural and Civil Engineering; Applied Resource Management for the soils analysis, stormwater, wetland, and on-site wastewater design; and Margaret Gray of McKim & Creed for the site layout and landscape architecture. The lump sum fee for design services, permitting, bidding, contract administration, and construction inspections by LS3P Associates is \$294,175. The critical path schedule for completion of the renovation project and certified occupancy by Pender County is September 2014.

**SPECIFIC ACTION REQUESTED:** Consider a resolution to approve a Lump Sum Proposal from LS3P (Boney Architects) and authorize the execution of a contract and issuance of a Purchase Order in the amount of \$294,175 to LS3P Associates for the renovation of the old Topsail School.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

  
Initial

**RESOLUTION**

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

the attached Lump Sum proposal from LS3P Associates for the renovation of the old Topsail School campus is approved and the issuance of a contract and Purchase Order in the amount of \$294,175 is authorize. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_ McCoy \_\_\_ Tate \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman      04/15/13  
Date

\_\_\_\_\_  
ATTEST      04/15/13  
Date



29 March 2013

Mr. Michael Mack  
Pender County  
805 S. Walker St.  
PO Box 5  
Burgaw, NC 28425

**RE: Pender County Offices in Topsail High School**

Dear Mr. Mack,

We are honored by the opportunity to renovate Topsail High School for Pender County's eastern offices. As we have discussed, I have been trimming vines from my grandfather's old school for almost 10 years while hoping it could return to use.

I have walked through the 1920's portion of the campus with you, and also examined the more recent detached block building behind the school. I have renovated several schools exactly like Topsail. The basic structure of both buildings appears sound, and renovation will provide usable buildings at a discount compared to new construction.

**PROJECT UNDERSTANDING:**

1. The existing campus includes the following buildings:
 

a. Building A: Original Topsail High School	21,000 sf
b. Building B: Cafeteria Add'n (attached to Bldg. A with canopy)	3,000 sf
c. Building C: Special Education Addition (detached)	2,000 sf
d. TOTAL	26,000 sf
2. The buildings have been examined by a structural engineer (Criser Troutman Tanner) and they were found to be structurally sound.
3. Building A windows have been replaced recently and will not need to be replaced.
4. Underground oil tank(s) have been removed, and DENR has issued a "no further action" letter to Pender County to document successful removal & remediation efforts.
5. The site has been deemed suitable for an onsite septic system to support the renovated buildings. The septic system will be sized to handle this project only, without future capacity.
6. A 16-inch county waterline exists on the nearside of Highway 17, and is available for tapping if needed.
7. A drop-off area for oyster shells will remain on site.
8. Building A will handle approximately 40 employees for planning/permitting, inspections, tourism, and public events. Building B will house County Sheriff and juvenile justice; Building C use is undetermined at this time.



**SCOPE OF WORK:**

I met with you and our consulting engineers (Criser Troutman Tanner, Civil & structural; Cheatham & Associates, PME Engineering) on March 15, and understand the scope of work includes the following:

1. A feasibility study will be conducted to verify the new uses, provide measured drawings, and confirm a budget for the work.
2. We plan to renovate all facilities to accommodate Pender County offices. Renovation will include:
  - a. Site work: New parking for up to 80 cars; new site circulation; new sidewalks; exterior lighting; new septic system; landscaping
  - b. General Construction: new interior walls and finishes; insulation; new roofs; exterior renovations; ramps & elevator & lift (if required) to address ADA requirements
  - c. Plumbing: replace all plumbing with new fixtures in new locations
  - d. Mechanical: new HVAC systems
  - e. Electrical: New lighting & power distribution; fire alarms; smoke detectors
  - f. Data/telecom systems: new data locations to match County's existing VoIP system. Installation of system(s) will be by County's vendor.

**BUDGET:**

Your budget is \$2,000,000 - \$2,500,000 for the work. This budget will be further refined during each phase of our work.

Because the use of Building C is undetermined at this time, we propose to take an alternate bid for this renovation.

**EXCLUSIONS:**

1. A fire suppression system is not included or anticipated to be required.
2. A traffic impact analysis is not anticipated to be required.
3. Soil studies and topographic surveys are not a part of this proposal. We will provide a separate proposal through Criser Troutman's office. These costs are anticipated to be \$30,650.
4. Hazardous materials, if any, will be removed by others and are not included in the scope of this proposal.
5. LEED design & documentation: the building will not be certified as a LEED facility.

CHARLESTON  
WILMINGTON

COLUMBIA

GREENVILLE

CHARLOTTE

RALEIGH

LS3P ASSOCIATES LTD.  
2528 INDEPENDENCE BLVD, SUITE 200

ARCHITECTURE

INTERIOR ARCHITECTURE

PLANNING

WILMINGTON, NORTH CAROLINA 28412 PH 910.790.9901 FAX 910.790.3111

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**FEE PROPOSAL:**

Our lump sum fee for our design services for the work is as follows:

Civil & Landscape	\$48,700
Structural	17,850
PM&E Engineering	73,050
Architectural Services	154,575
<b>TOTAL</b>	<b>294,175</b>

Our work will be invoiced monthly as our work progresses.

**SCHEDULE:**

We will produce our work within the following schedule:

Feasibility Study and Schematic Design (2 months)	April-May
Design Development (2 months)	June-July
Construction Documents (2 months)	August-September
Bid (1 month)	October
Construction (10 months)	November 2013-September 2014

I look forward to discussing this proposal with you on Monday.

Sincerely,

**LS3P ASSOCIATES LTD.**

Charles H. Boney, Jr., FAIA  
Vice President

CHARLESTON  
WILMINGTON

COLUMBIA

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