



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 12/7/2021

Consent Agenda

Department: General Services

Presenter(s): Scott Metcalf

Contact(s): Scott Metcalf

Subject: Architectural services contract with PFA Architects for the Backup 911 Dispatch Center that will be located on the ground floor of 35 Woodfin Street.

Brief Summary:

The FY22 911 Backup Center capital project included funding to replace the current backup center that is located at the Asheville City Municipal Building. In order to proceed with the creation of the new Backup 911 center on the ground floor of 35 Woodfin Street, architectural services are needed. Architectural services include the following:

- Existing conditions and schematic design
- Design documents
- Construction documents
- Assist with bidding and permitting
- Construction administration
- Other architectural services necessary for completion of the project

In July of 2021, General Services released a Request for Qualifications (RFQ) for the selection of a firm. Submittals were received and scored by General Services. PFA Architects scored the highest of the firms that submitted designer qualifications. As a result, staff negotiated a contract with PFA Architects for \$82,900. PFA Architects will work together with the Buncombe County project team to develop the scope of work, construction documents, and ensure that the project is completed within budget and satisfactorily for Buncombe County. This project is estimated to be complete in the summer of 2022, provided that materials are readily available.

Recommended Motion & Requested Action:

Recommend executing the Design Contract with PFA Architects.

County Manager's comments and Recommendation: Recommends approval.



November 19, 2021

Mr. Ronnie Lunsford, PEM
General Services Department
Facilities/Project Manager
p. (828) 250-4235 c. (828) 775-0853
40 McCormick Pl., - Asheville, NC 28801

Re: Backup 911 Center - 35 Woodfin Street

Dear Ronnie,

Thank you for the opportunity to submit this Revised Architectural & Engineering (A/E) Fee proposal for this project. The space needs outlined below are used to determine AE services for the project. Basic and Additional services are shown below including all design engineering disciplines.

Understanding of the project scope:

- Project budget is approximately \$700,000.
Construction, contingencies, and AE fees are included in the project budget.
- Backup call center for 911 dispatchers, and emergency communications with up to 18 workstations, new accessible restroom, and includes individual offices.
- Power for the call center will be backed up by a new generator.
- New lighting will be provided as needed for the facility.
- An area for a command/communications conferencing.
- Provided redundant HVAC system for the call center.
- Utility area for redundant HVAC, Electrical, Information Technology.
- Approximately 5,800 SF of minor renovated interior space - mainly finishes.
- Cost estimate prior to bidding at the end of Design Development.

PFA Architects will meet with the owner/user group to analyze the program of the space within the west wing basement at 35 Woodfin Street. We will also tour the primary facility and review the background information provided by the NC 911 Board Rules that may be applicable to a backup center for Buncombe County 911 services.

AE Basic Services:

AE Fee (Basic Services) @\$ 82,900

See attached SUD associates MEP & FP fees included in this fee.

AE FEES – BASIC SERVICES:

Basic Services A/E Fee: Building Architectural, PM& E, and FP Engineering.
Including IT and AV infrastructure backbone.

Schematic Design (Basic Services)

Based on the mutually agreed-upon program, schedule, and construction budget, PFA Architects shall prepare, for approval by the Owner, Schematic Design Documents consisting of:

- Building Renovation
- Area building plans, enlarged plans, sections and interior elevations
- Presentation Drawings and renderings if required

Design Development (Basic Services)

During this phase, appropriate building systems will be explored, reviewed, and approved by the owner. These systems will then be integrated into the building design. Design Development documents consisting of the integrated building system shall include:

- Architectural Building Design
- Finishes Selections
- Plumbing Engineering
- Mechanical Engineering
- Electrical, Fire Alarm, & Communications Engineering (IT)
- Outline Specifications
- Cost Estimate

Construction Documents (Basic Services)

PFA Architects shall provide Construction Documents based on the approved Design Development documents. The following documents will establish in detail the quality levels of materials and systems required for the project:

- Architectural Site Plan – location of the Emergency Generator
- Architectural Building Design
- Interior materials boards
- Fire Protection Design Criteria
- Plumbing Engineering
- Mechanical Engineering
- Electrical, Fire Alarm & Communications Engineering (IT)
- All related specifications

Bidding & Negotiations (Basic Services)

Bidding and Negotiations will be performed if desired to secure competitive bids from regional general contractors similar to a public bidding process. If no public funding is involved and a negotiated contract is the procurement of choice, PFA will help you review and negotiate proposals and contracts from your selected general contractor.

Construction Administration (Basic Services)

Construction Administration includes all tasks and responsibilities specified in 2007 AIA Document B101, Article 3.6. Construction Administration Services (60) Sixty days past "Certificate of Occupancy" and include "One Year Warranty" inspection.

Reimbursable Expenses are Included

Optional Additional Services and Special Consultants not included in Basic Services but may be provided for additional fee:

- Furniture selection, window treatments, specifications, and consulting. (A/E coordination only included in basic services)
- Alternates that may be added to the construction scope AE design services beyond the Base Bid Scope described above. Infrastructure Upgrades, for example
- Optional LEED certification, USGBC fees.
- Commissioning Services.
- Hazardous materials survey, abatement, or analysis.
- Existing Building(s) as-builts and demolition bid documents.
- Special Consultants outside of the basic services consultants listed in this outline.
- Security System Design & Special Engineering Consultants.
- Materials & Soils testing during construction.
- Topographical Surveys.
- Flood Plain analysis or consulting.
- Special Equipment or acoustical design consulting.
- Renderings other than computer generated for public hearings or physical presentation quality models, animations and fly over/through building.

AE Fee Basic Services phased as:

- Schematic Design, Programming (15%)
- Design Development (20%)
- Construction Documents (40%)
- Bidding or Negotiation Phase (5%)
- Construction Admin. (20%)

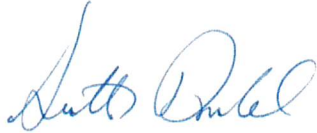
Total Basic Compensation (100%)

2022 PFA Architects Hourly Bill-Out Rates (Subject to Change on an Annual Basis):

Principal in Charge	\$185.00/hr. Project
Architect	\$145.00/hr. Design
Staff	\$120.00/hr. Interior
Designer	\$110.00/hr.
Administrative Staff	\$105.00/hr.

Thank you for this opportunity to assist you with your renovation project. We would be pleased to offer our design skills and construction expertise to this project. We welcome the opportunity to further discuss this proposal.

Sincerely,
PFA ARCHITECTS, P.A.

A handwritten signature in blue ink, appearing to read "Scott Donald", written in a cursive style.

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Vice President, LEED AP

Scope of Work and Proposal

Backup 911 Center – 35 Woodfin Street Buncombe County Plumbing, Mechanical, and Electrical

November 12, 2021
Revised November 19, 2021

This project consists of developing a backup 911 call center for Buncombe County. The call center will be developed in the lower level of the Renaissance Wing of 35 Woodfin Street. PFA Architects is the lead designer for the project.

The renovations will include a new call center with up to 18 work stations, new accessible restrooms, and some individual offices. Power for the call center will be backed up by generator power from a new generator. A redundant HVAC system will be provided for the call center. New lighting will be provided as needed for the facility.

The current budget allocation for the project is approximately \$700,000.

The scope of services included in this proposal includes engineering services for Design and Construction Administration. Design disciplines included in this proposal are Plumbing, Mechanical, and Electrical.

Basic Services

This shall include basic design and construction administration services.

- **Mechanical**

Mechanical design elements shall include:

1. Heating and cooling load calculations for the call center.
2. Heating, cooling, ventilation, and exhaust system and equipment selection for the redundant system. The existing system will remain in place as the primary HVAC system.
3. Sizing and layout of HVAC system, including piping, equipment, and duct system.
4. HVAC control system design to integrate with the existing building's control system.

- **Electrical**

Electrical design elements shall include:

1. Power for the renovated areas, including the workstations.
2. Lighting design and control for renovated areas.
3. Power distribution from a new system backed up by a generator. This will support the redundant HVAC system, call center workstations, data infrastructure, lighting, and other systems necessary for continued operation during a power outage.
4. Emergency and exit lighting upgrades as needed.
5. Fire alarm system revisions for renovated areas. A complete fire alarm system replacement is not in the project scope.
6. A raceway infrastructure system for the call center. Cabling, switches, and equipment will be by the

Owner.

7. Generator system design for the 911 call center. Existing emergency/life safety circuits will continue to be powered from the existing generator.

- **Plumbing**

Plumbing design elements shall include:

1. Domestic water system renovations for the restroom renovations.
 2. Waste and vent system renovations for the restroom renovations.
 3. Incidental plumbing revision needed for HVAC upgrades.
- Coordination meetings and design coordination with Architect and other consultants.
 - Site visits for field investigation.
 - Provide SD narrative.
 - Provide DD and CD submittals including drawings and specifications.
 - Attend prebid conference and respond to bidder questions.
 - Address comments by AHJ and Owner.
 - Submittal review.
 - Construction period site visits assuming a six month project. This proposal includes up to 8 site visits or meetings during the active construction period. Site visits will be followed up with a field report documenting observations.

Assumptions and Exclusions

1. Energy analysis and life cycle costing are not included.
2. Cost estimating is not included.
3. Design and documentation for certification programs such as LEED are not included.
4. Major design changes after design is complete may result in additional services. Minor design changes are considered a part of the design process and will be incorporated into the design for no additional fee.
5. Redesign or value engineering of the building or systems after bidding is not included.

Any of the exclusions listed above can be performed as additional services or included in an amended Scope of Services.

Requested Fees

We request a fee of \$48,000 for these services, broken down as follows.

Basic Services

Schematic Design	\$3,000
Design Development	\$14,000
Construction Documents	\$19,000
Construction Administration	\$12,000

Any item not contained in the Scope of Work will be deemed as Other Additional Services. We will perform these services at our standard hourly billing rates plus expenses, or for a negotiated lump sum fee, depending

on the nature of the services. Payment terms are within 15 days of receipt of the Architect's progress payments from the Owner, with 1.5% monthly interest on overdue balances.