



## **Buncombe County Board of Commissioners**

### **Request for Board Action**

**Meeting Date: 2/1/2022**

#### **Consent Agenda**

**Department: General Services**

**Presenter(s): Scott Metcalf**

**Contact(s): Scott Metcalf**

**Subject:** Architectural services contract amendment with CPL Architects for the New Fleet Services Complex that will be located on County Property to service and maintain the approximately four hundred vehicle County fleet.

#### **Brief Summary:**

The Original design contract for the New Fleet Services Complex was approved on 6/16/2020 with an original amount of \$243,000. After completion of the comprehensive facility plan, additional funding was approved in FY22's CIP to include all General Services operations into the Fleet Service Complex. The contract amendment is a direct reflection of that increase. The new contract amount would be \$554,500 which would include the original contracted amount of \$243,000 and include relocating General Services Building Maintenance and General Services Grounds Maintenance to this facility. The \$311,500 increase covers additional design services.

**Recommended Motion & Requested Action:**  
**Approval of Contract to proceed with the project**

**County Manager's comments and Recommendation: Recommends approval**

STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE

MODIFICATION OF AGREEMENT  
DESIGN CONSULTANT SERVICES  
NEW FLEET SERVICES COMPLEX CONTRACT

WITNESSETH:

This Modification of Agreement is made and entered into effective as October 15, 2021, by and between Buncombe County, a political subdivision of the State of North Carolina (hereinafter sometimes "County") and CPL (hereinafter referred to as the "Design Consultant"), County and Design Consultant are sometimes hereinafter collectively referred to as the "Parties."

Whereas, on or about the 24<sup>th</sup> day of June, 2020, the Parties did enter into and execute an agreement for design consultant services for the New Fleet Services Complex at Riverside Drive, Woodfin, NC, 28804; and

Whereas, said agreement is attached hereto as "Exhibit A" and referred to herein as the "Agreement;" and

Whereas, the Parties now desire to enter into this Modification of Agreement to expand the scope of services to include a LEED Gold equivalent 22,200 square foot facility that will house General Services, Fleet, and Grounds in a single phase of design/construction.

**Now Therefore**, the Parties, for valuable consideration each to the other paid, the receipt and sufficiency of which is hereby acknowledged, hereby agree to the following:

1. The scope of services shall be expanded to include the 22,200 square foot facility to house General Services, Fleet, and Grounds in a single phase of design/construction depicted in Exhibit B attached hereto.
2. That Buncombe County will pay an additional \$311,500 to Design Consultant for said scope expansion.

If there is any conflict between this Amendment and the Lease, the provisions of this Amendment shall prevail. All provisions not amended remain in full force and effect.

**In Witness Whereof**, the Parties have caused the due execution of the foregoing instrument as of the date and year first written above:

**County of Buncombe**

**CPL**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

This Instrument has been pre-audited in the manner  
required by the Local Government Budget and  
Fiscal Control Act

By: \_\_\_\_\_  
County Finance Director



October 11, 2021

Ronald Lunsford – Facilities/Project Manager  
Scott Metcalf – Facilities/Project Manager  
Buncombe County General Services  
40 McCormick Place  
Asheville, NC 28801

**Re: Buncombe County – New Fleet Services Complex  
Professional Services Fee Proposal – Revision-1**

Dear Ronnie and Scott:

On behalf of CPL, I am pleased to submit the following proposal for Architectural and Engineering design services for the Buncombe County New Fleet Services Complex. The project scope described below is based on the Buncombe County RFQ, the Advance Planning Study that was provided via email on May 6, 2020, and the approved design concept and cost estimate that were presented on September 22, 2021.

Our proposal is presented in three parts:

1. Task-I: Master Planning and Schematic Design
2. Task-I: New Sites Design
3. Task-II: Design and Construction Phase Services.

**TASK-I: MASTER PLANNING AND SCHEMATIC DESIGN (SD)**

The project team will work with County staff and stakeholders to develop a flexible and efficient design concept for the current and future phase scope. We will build from the Advance Planning Study and refine through a series of four (4) design workshops centered around assessment of space needs and operations analysis. The iterative design process will work toward a solution that optimizes flow inside and out, efficiency of operations, low environmental impact, and future growth. During this phase, we will document the County's goals for design, operations, and sustainability and use those to inform decision-making throughout design and construction.

The Fleet Services schematic floor plan will include systematic layout planning of service bays, shop equipment, office space with furniture, parts storage system, tool storage, compressor, and fluid storage. Future phase areas will be shown diagrammatically to illustrate buildable areas and flow. The site design will translate space needs, operations analysis, and flow diagrams into alternative facility layouts that consider programming, site elevations, parking, stormwater and utility connections. The site layout selected for further refinement will be the basis of the schematic design deliverables.

**ARCHITECTURE  
ENGINEERING  
PLANNING**





Task I deliverables include:

- Phasing diagram and massing showing full build out.
- 30% Design Submittal.
  - Schematic design site plan including full build-out.
  - Schematic design floor plan of Phase One (Fleet).
  - Schematic design exterior elevations of Phase One (Fleet).
  - Building systems narratives.
- Initial shop equipment list.
- Cost estimate for site full build out and Phase One (Fleet) building.
- Task-II schedule.

#### **TASK-I: NEW SITES DESIGN (SD)**

The new site design task is added to the proposal to cover design services related to the second round of master planning and schematic design study that included a revisit of the original building site as an option to reduce site costs, exploration of new site alternatives, and new site, floor plan, and massing design concepts for the current site over the firing range parking lot. These tasks began in late January after presentation of the January 12 cost estimate, continued through the April 29 budget confirmation of approximately \$8.4 million for a single-phase project, and were completed on September 22 with the presentation of the revised concept and cost estimate.

#### **TASK-II: DESIGN AND CONSTRUCTION PHASE SERVICES**

This implementation task will take the site plan and Fleet Services design deliverables from task-I and develop those concepts into construction documents (CD). The CD set will be submitted for review to local and state level authorities having jurisdiction and issued for bid. Task II services continue through the construction administration phase and ending with project closeout.

##### **Design Development (DD)**

Three (3) design meetings are included in the DD phase for review of shop equipment, finishes, building systems, and site integration. The design team will also meet with the authorities having jurisdiction during this phase to introduce the project and identify permitting issues. Deliverables include:

- 75% Design Submittal for stakeholder and team review.
  - Architecture, Interiors, Structural, Mechanical, Electrical, and Plumbing drawing set.
  - Civil and landscape drawing set.
  - Project Manual with outline specifications.
- Final shop equipment list.
- Opinion of probable cost.
- Schedule update.

##### **Construction Documentation (CD)**

The construction documentation phase will continue development into complete construction drawings and project manual for permitting and bidding. The design team will schedule a page flip and QA/QC session with the project stakeholders at 90% completion of CDs. Action items from those reviews will be incorporated in the contract documents for submission to local/state AHJs for permitting and to the



market for bidding. Deliverables include:

- 90% Design Submittal for stakeholder and team review.
  - Architecture, Interiors, Structural, Mechanical, Electrical, and Plumbing drawing set.
  - Civil and landscape drawing set.
  - Project Manual.
- Update to opinion of probable cost.
- 100% Drawings (signed and sealed).

#### Bid Phase

Bid phase services include submitting the contract documents for permitting and bidding. During this phase we will incorporate AHJ review comments into the project documents, conduct a pre-bid conference, respond to bidder requests for information, issue addenda, and conduct the bid opening. The awarded contractor will complete the permitting process and pay associated fees to obtain the building permit.

#### Construction Administration

Our construction administration phase services assume a 9-month construction schedule. We will attend one (1) preconstruction conference, eighteen (18) total site visits with a field report submitted after each visit, and one (1) punch list visit. Services also include responding to contractor requests for information, review of submittals, certification of monthly applications for payment, and assembling closeout information. Record drawings will be provided in DWG and PDF formats.

#### **SUSTAINABILITY STRATEGIES**

After discussions with the Buncombe County team, we are including the following sustainability strategies in our Scope of Services.

1. LEED Equivalency – CPL will work with the County to deliver the desired LEED Gold equivalency, but the project will not be certified. As discussed previously, our approach will be to prorate the site selection credits around development density, access to public transportation, etc. so that the building systems do not have to unduly chase points without a payback. At DD kickoff, we will identify the specific LEED pre-requisites and other ratings points to target.
2. Solar Power – The County has set a goal to generate as much on-site power as can be reasonably produced given the roof area and then used by the building systems. Hot water, lighting and other systems will be considered as part of a solar/PV panel, collection, transformer and distribution system. Other County projects have taken the approach of calculating a building's power usage criteria over a two-year period, in which, an average peak usage was determined. The solar systems were then designed to 85% of that usage to maximize usage of the on-site generated power. CPL's team will work with the County to identify the specific approach for this project. We have also included the potential impact of roof-mounted panels in our structural design.

#### **SCHEDULE**

CPL is prepared to start the design development phase immediately and will develop a schedule with the County for completion of each phase of work.



### ASSUMPTIONS

1. Site survey provided by owner at the start of task-I.
2. Geotech provided by owner prior to task-II kickoff. Fee assumes conventional foundations.
3. Four (4) design workshops during task-I.
4. Four (4) design meetings during task-II.
5. FFE selection and procurement are not included in the scope.
6. Shop equipment will be relocated from the existing garage. Fleet staff will provide recommendations for any new equipment.
7. No special inspections are included in the scope.
8. Fire sprinkler system is not included in the scope.
9. Site lighting design is not included in the scope.
10. Geothermal system design is not included in the scope.

### FEES

We propose a lump sum fee structure for the scope of services outlined above. The fees are based on the scope of work as defined in the concept plans and base bid estimate presented on September 22.

Phase	Fee			
Task-I: Master Planning and Schematic Design				
Master Planning	\$	12,000	(billed 100% to date)	
Schematic Design	\$	40,000	(billed 100% to date)	
Cost Estimating	\$	5,500	(billed 49% to date)	
Task-I: New Sites				
New Sites Planning and Design			\$	58,000
New Sites Revised Cost Estimate			\$	1,500
Task-I Subtotals	\$	57,500	\$	59,500
Task-II: Design and Construction Phase Services				
Design Development	\$	140,000		
Construction Documents	\$	70,000		
Bid Phase	\$	10,000		
Construction Administration	\$	90,000		
Closeout	\$	5,000		
Civil Engineering	\$	70,000		
Structural Engineering	\$	29,500		
Cost Estimating	\$	9,500		
Solar Design	\$	10,000		
Reimbursables	\$	3,500		
Task-II Subtotal	\$	437,500		
Subtotals (Task-I + Task-II)	\$	495,000	\$	59,500
Total Fee	\$	554,500		





The Task-I: Master Planning and Schematic Design fee has been modified from the May 13, 2020 proposal to reduce the cost estimating line item from \$7,500 to \$5,500 and eliminate the reimbursable line item of \$2,500 since task-I was primarily virtual. To date, we have billed for 100% of master planning and schematic design and 49% of the cost estimate. The work within this task began at project kick-off, and continued through programming, first site and building design, and the phased cost estimated dated January 12, 2021.

Task-I: New Sites is new scope added to the fee summary to cover work incurred since completion of the original cost estimate through presentation of the revised estimate as noted in the phase summary above. This task took the kick-off and programming criteria from the original task-I and applied it to new site and building alternatives in response to the landfill issues, budget, phasing, and site constraints.

Task-II Design and Construction fees were included in the May 13, 2020 proposal as estimates for a single phase garage only project. The fees shown in this summary are proposed fees based on the scope of work presented on September 22 and the County resolution for LEED Gold equivalency and solar readiness.

#### **CONCLUSION**

We appreciate the opportunity to work with Buncombe County. If there are any questions, do not hesitate to contact us. We look forward to working with you on the successful completion of this project.

Sincerely,  
CPL

A handwritten signature in black ink, appearing to read 'Kenneth C. Mayer, Jr.', with a stylized flourish at the end.

Kenneth C. Mayer, Jr., FAIA, LEED AP  
Vice President

c: Mr. Michael Mace ([michael.mace@buncombecounty.org](mailto:michael.mace@buncombecounty.org))  
Mr. Tod Dalton ([TDalton@CPLteam.com](mailto:TDalton@CPLteam.com))