



## Buncombe County Board of Commissioners

### Request for Board Action

Meeting Date: 4/16/2024

#### Consent Agenda

**Department:** General Services

**Presenter(s):** Scott Metcalf

**Contact(s):** Scott Metcalf

**Subject:** Design Contract with CPL Architects for the Renovation of 35 Woodfin to accommodate multiple forward facing departments.

**Brief Summary:** The FY24 35 Woodfin Renovation originated from our Comprehensive Facility Plan and consists of relocating multiple forward facing departments to one central location. In order to proceed, architectural and engineering services are needed to design the renovation while maintaining the functionality of an operational building. Design services will include the following tasks:

- Task 1 Design Development
- Task 2 Construction Documents
- Task 3 Construction Procurement
- Task 4 Construction Phasing

On Mar 4th, 2024, General Services released a Request for Qualifications (RFQ) for the selection of a firm. Four submittals were received and scored by General Services. CPL scored the highest of the firms that submitted designer qualifications. As a result, staff negotiated a contract with CPL for \$549,400. The cost of this work will be paid from the FY24 35 Woodfin Renovation Capital Project. CPL will work together with the County Staff to develop the scope of work, construction documents, and ensure that the project is completed within budget and satisfactorily to the county.

**Recommended Motion & Requested Action:** Recommend executing the Design Contract with CPL Architecture.

**County Manager's comments and Recommendation:** Recommend approval.

April 1, 2024

**Via Email**

Mr. Scott Metcalf, Facilities/Project Manager ([scott.metcalf@buncombecounty.org](mailto:scott.metcalf@buncombecounty.org))  
General Services Department  
Buncombe County  
40 McCormick Place  
Asheville, NC, 28801

RE: **PROFESSIONAL FEE PROPOSAL**  
**Buncombe County – 35 Woodfin Full Design**  
Asheville, NC

Dear Mr. Metcalf:

On behalf of CPL, we are pleased to submit the following design fee proposal for the architectural and engineering services necessary for the 35 Woodfin Building Renovation (the project) to be located at 35 Woodfin Street, Asheville, NC, 28801.

**PROJECT UNDERSTANDING**

We are pleased to present a proposal to Buncombe County for professional design services including construction documentation and construction administration for a new Forward-Facing Department Building at 35 Woodfin. Scope includes Architecture, Interior Design, Mechanical / Electrical / Plumbing / Fire Protection. The departments included are: Tax Collection, Tax Assessment, Board of Elections, Planning, Permitting, Environmental Health, and Air Quality. Facility scope shall be less than 50% renovation of the building. MEP scope shall be light fixture replacement in suites being renovated with new LED flat panels, new HVAC equipment where necessary for new offices but no replacement equipment where not necessary. Finishes in all suites with renovation work to include new carpet, paint and ceilings only where needed.

Project will address the below items that were found in the facility assessment:

- Stairway door has been removed that accesses corridor to exterior door on west side of building. The fire marshal will most likely consider this a code violation because the stair appears to be a fire exit.
- Rusted door frames on lower level need to be addressed and window sealants need to be checked and possibly re-glazed to avoid moisture/water infiltration
- Electrical system is in generally good condition. There is one panel on the second floor that is the first panel on the secondary side of a step-down transformer. This panel has no disconnecting means and is a code violation.
- The exterior of the building needs to be pressure washed and all sealants reviewed for potential replacement . The building has a number of stains on the exterior surfaces. (Alternate)
- Repair Broken up curbs
- Repair cracked asphalt paving
- Repair the stormwater inlet in the subgrade drive area



## **SCOPE OF SERVICES**

### **Schematic Design (previously completed)**

- The previously delivered schematic plan is approved for moving forward into design development with the exception of adding additional lounge space.

### **Task I - Design Development**

- Development of design from Schematic Design.
- One-two (1-2) design meetings to review MEP systems, equipment selection/placement, finishes.
- Owner review of engineering approach, selected materials.

### **Deliverables**

- Design Development Review Set for Owner
- Review Design Development Opinion of Probable Cost

### **Task II – Construction Documentation**

- Prepare final design and project specifications.
- Prepare front end bidding documents and review with Owner.
- Owner review meeting with 90% Construction Documents.
- Coordinate review/approval with County for permitting.

### **Deliverables**

- CPL will provide Construction Documentation in compliance with the North Carolina State Building Code (2018 edition) and other applicable standards. We will include at a minimum:
  - Code Review
  - Civil/Landscape Plans
  - Floor Plan
  - Reflected Ceiling Plan
  - Interior Finishes / Furniture Plan
  - MEP Plans and Details
  - Project Manual
  - Bid Documents are anticipated to contain alternates to keep project on budget and allow for additional scope should bids come in lower than anticipated. CPL will work with County to develop list of alternates for bidding.

### **Task IV – Construction Procurement Phase Services**

We will submit the necessary documents to the Local and State authorities having jurisdiction. All permits and approvals for the project will be paid for and secured by others. CPL will answer Requests for Information (RFIs), provide clarifications, issue addenda as required, and conduct a pre-bid meeting and bid opening.

### **Task V – Construction Phase Services**

CPL will attend one (1) pre-construction meeting and a total of twelve (12) biweekly site visits during construction (2 per month for 6 months) with a field report written for each visit. CPL will also provide construction administration services consisting of the review of submittals,



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shop drawings, certification of monthly pay requests, responding to RFIs that arise during the course of construction and closeout documentation.

### SCHEDULE

CPL understands that Buncombe County would like to start as soon as possible with the intent to complete Construction/Bid Documents by May 30, 2024. A draft schedule has been provided. We agree to provide services to the Client in the most expeditious manner practical.

### CLIENT RESPONSIBILITIES

The Client shall appoint an "Owner's Representative" to act as the point of contact for CPL. It shall be the responsibility of the client to provide the following:

- Access to the project site during design.
- Reasonable advance notice of scheduled meetings.
- Decisions on critical issues in a timely manner.
- Payment of all invoices in accordance with this agreement.
- Furniture, fixtures and equipment selections in a timely manner for needed coordination with the design.

### ASSUMPTIONS

1. Schematic design have already been completed and approved with the exception of adding additional lounge spaces. The project will follow those prior approved concepts.
2. Survey is not assumed to be necessary. If needed, County will provide survey (in CAD format).
3. No structural engineering is anticipated.
4. No civil engineering is anticipated.
5. Exterior work is limited to signage.
6. All furniture and equipment selection and signage design and procurement can be provided as an additional service.
7. All selection of fixed equipment shall be in CPL's scope.
8. CPL's basic telecom/data services include: identifying locations for security, data, and telecom devices; and including pathways (conduit, blank boxes) on our Construction Documents. Wiring and device specifications will be by others.
9. CPL's basic AV services include: identifying locations for AV devices and type of device; and including pathways (conduit, blank boxes) on our Construction Documents. Wiring and device specifications will be by others.
10. Security devices will be selected Owner's IT personnel.
11. No PE certifications of water/sewer mains are included in the base scope of work.
12. No third-party special inspections are included in the base scope of work.
13. No roadway improvements, traffic study or impact analysis are included in the base scope of work.
14. No LEED or other sustainability certification is anticipated.
15. Project budget is assumed to be \$8,000,000. Construction budget is assumed to be \$6,000,000 (25% of project budget assumed for soft costs, design fees, furniture, etc.).
16. Delivery method is assumed to be Design Bid Build.
17. One cost estimate at design development is included.



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**COMPENSATION**

CPL agrees to provide the professional design services listed in the Scope of Services. Our fee proposal is based upon work-effort projections and applicable billing rates for the scope of work anticipated for this project. We propose to provide the scope of services for a not-to-exceed base fee as per the table below, including standard reimbursables.

FEE SCHEDULE	FEE
Design Development	\$144,000.00
Construction Documentation	\$168,000.00
Construction Services Procurement	\$24,000.00
Construction Administration	\$144,000.00
<b>Design Fee Total</b>	<b>\$480,000.00</b>
Furniture, Fixtures and Equipment Design/Procurement	\$42,400.00
Signage Design/Procurement	\$27,000.00

**ADDITIONAL SERVICES**

Any items not contained in our Scope of Services or contrary to the assumptions listed above will be deemed additional services. If requested by the Client, additional services will be provided on an hourly basis at our standard hourly billing rates, or as a fixed fee mutually agreed to in advance by both parties.

Furniture, Fixtures and Equipment Design/Procurement:

CPL will coordinate all furniture, fixtures and equipment selection and specification. Furniture may be selected and procured through state contract or selected and bid out publicly.

Signage Design/Procurement:

CPL will coordinate all signage design and specification. Signage may be selected and procured through state contract or selected and bid out publicly.

**CONCLUSION**

This document serves as a design fee proposal. The proposed fee is valid for 90 days from the date of this proposal. If these terms are acceptable, we will proceed with negotiating a Standard Design Contract. We look forward to working with you on the successful completion of this project.

Sincerely,

**CPL**

Rachel F. Nilson, AIA  
Principal-in-Charge