



December 7, 2019
Revised December 29, 2019
Revised January 6, 2020

Don Adams
Jackson County Manager
401 Grindstaff Cove Road, Suite A207
Sylva, North Carolina 28779

Re: Full Design Services for Jackson County Animal Rescue Center and Green Energy Park

Dear Don:

Our team has enjoyed working with you on the Schematic effort for the Animal Rescue Center and we are excited to move forward to complete that project and the overall Green Energy Park. Below you will find our understanding of the proposed scope of work.

Part 1: Project Scope of Work

Our understanding is that Jackson County has approved a construction budget of \$3,000,000 for the Animal Rescue Center building, a \$500,000 construction budget for associated site work, and \$1,235,995 construction budget for remaining site work for the Green Energy Park. The total project budget for all hard and soft costs is \$5,400,000.

Likewise, the County has approved Schematic Design for the Animal Rescue Center and overall Green Energy Park Master Plan.

The scope of the project moving forward includes completion of design and construction documents for both the Animal Rescue Center and Green Energy Park. Our understanding is that master planning efforts should include a wayfinding signage plan, which a signage company could then design within. Likewise, planning effort should be given to a public restroom facility, however full design of the facility would be under separate contract.

Proposed Schedule

Below is a draft schedule for design services. We will not proceed into the next phase without written approval from the Owner. The Owner may choose to revisit the schedule and revise for a more accurate timeline.

Phase	Duration
Site Testing*†	
Site Survey (topographical and boundary)	Unknown status
Geotech, Phase 1, hazmat as required	Assumed Complete
Design Development	6 weeks
Updated Cost Estimate	4 weeks
Construction Documents	12 weeks
Review/Permitting with AHJ	4 weeks
Bidding and Negotiation	4 weeks

Construction Administration	tbd
*Phases can occur concurrently. *Work is to be contracted by owner and shown in schedule for coordination purposes only. The design team will proceed to Schematic Design once all surveys and site testing is complete and reports provided.	

Part 2: Scope of Basic Services

The following disciplines are included in the basic scope of service.

Civil

- Provide design for pedestrian access, walkways and plazas.
- Provide design for planting areas including buffers and accents.
- Provide water and wastewater layout and connections to Architect's building.
- Provide vehicle access and parking design.
- Provide grading plans and overall site layout plans and details.
- Prepare erosion control plans, details and calculations.
- Coordinate site features with Architect's plans.
- Provide detail drawings for site as required.
- Provide specifications related to Civil scope, landscape and hardscape elements.
- Provide permits including NCDEQ, NCDOT, Jackson County (County pays application/permitting fees)
- Stormwater Pollution Prevention Plan (runoff protection to prevent sediment and debris pollution from construction)

Architectural

- Provide design for building in accordance with local zoning and North Carolina building code requirements. This will produce a code data sheet and life safety plan.
- Provide full architectural design resulting including floor plans, building sections, exterior elevations, reflected ceiling plans, schedules, and details and enlarged sections as needed.
- Provide specifications/project manual.
- Coordinate with all subconsultants, including owner consultants as noted in Part 6 of this proposal.
- Submit permit documents to AHJ and Fire Marshall for review.

Structural

- Provide design for structural foundations, slab on grade, structural floor framing, roof framing and lateral force resistance system.

M/E/P

HVAC

- Provide design for all Heating, Ventilating, and Air-Conditioning systems inside the building. The HVAC design will also include exterior piping to connect heating and cooling equipment within fifty feet of the building's foundation wall.
- Coordinate mechanical room size, louver requirements, above ceiling space requirements, control zones, system type, and operating strategy with the owner and architect.
- Provide HVAC equipment data sheets to the architect during the design development phase.

Plumbing

- Provide design for all domestic water, storm, natural gas, waste, and vent piping systems within the building to five feet outside of the building foundation wall.
- Water and sewer services from this location to the respective distribution mains, as well as the design of gutters and downspouts on the exterior of the building are not included in this scope.
- Coordinate all plumbing fixture selections with the owner and architect.

Electrical

- **Power:** Provide design for the secondary service from the building transformer to the building. This scope assumes the transformer will be located within 100-ft of the service entrance point to the building and the conductors do not require crossing of any public and/or private causeway, roadway, waterway or thoroughfare.
- **Utility Coordination:** Provide design for building's power systems and coordinate service with the electrical utility. This effort will include meetings with the utility company, providing project loads and engineering recommendations for utility alternatives that will support the needs of the facility.
- **Emergency Power:** Coordinate with owner for partial emergency power for heating/cooling, necessary equipment, and lighting.
- **Lighting:** Provide design for interior lighting systems and lighting attached to the exterior portion of the building/structure. Collaborate with the architect for fixture selection and placement.
- **Site Lighting:** Provide design for site lighting including parking lot(s), sidewalks, and automatic controls.
- **Fire Alarm:** Provide design services for a complete addressable fire alarm system. This includes coordination with the Owner to provide an automatic notification of alarms to the Owner's NFPA compliant monitoring service. The fire alarm system shall be coordinated with the Owner's Mass Notification System.
- **Telecomm:** Provide a telecommunications raceway system in the form of an underground duct bank extending from the main telecommunications room to 5-ft outside of the perimeter of the building and provide design services within the confines of the building for a complete telecommunications system.
- **Security:** Provide design services within the confines of the building for a complete security raceway system. Within the confines of the building and on the exterior walls and canopies attached to the building, the engineer will coordinate with the security provider and/or the Owner for the locations of the various required raceways, boxes and 120-volt power. Drawings will locate security camera locations and card readers.

Cost Estimating

- A cost estimate will be provided based on the Design Development drawings and specifications as a check point to ensure the project is within the budget.

Part 3: Scope of Services by Phase

Design Development

- With Schematic Design approval by the Owner, MPS will initiate the Design Development Phase. During this Phase, MPS will further develop the design of the Project.
- MPS will develop and begin coordination with consultants for floor plans, ceiling plans, roof plans, exterior elevations and coordination of systems with consulting team including complimentary drawings by sub-consultants under contract to MPS and Owner.
- MPS will hold coordination meetings with the consultants to coordinate the work during this phase.
- MPS will meet with the Owner once a comprehensive DD cost estimate is provided to review any necessary scope or program revisions based on budget vs anticipated cost. Any value-engineering work at the Design Development phase is considered additional services.

Construction Documents

- Upon approval of the Design Development drawings by Owner, MPS will complete the Project drawings and specifications for permit review and construction.
- Drawings to include but are not limited to: cover sheet and general information sheets, code data and life safety plans, floor & ceiling plans, exterior elevations, building sections, details, and schedules as well as complimentary plans, sections, details, schedules, and diagrams from all consultants under this scope of work.

- A specific list of deliverables can be made available upon request.
- A completed Project Manual including all relevant material specifications will be provided as part of the completed Construction Documents.

Reviews by Authority Having Jurisdiction (AHJ)

- MPS will submit drawings to the local AHJ for review and provide prompt responses to any comments or questions. Please note also that MPS does not guarantee that the proposed development will be granted any variances, rezonings, or certificates of appropriateness from the AHJ.

Bidding and Negotiation

- MPS will distribute plans and specification in electronic format to bidders as directed by the Owner for the bidding process.
- MPS will respond to RFIs submitted by the general contractors during this selection and award process.
- MPS will prepare bidding documents, including the Invitation to Bidders, Schedule of Values, and Bid Evaluations.

Construction Administration

- Every 2 weeks Site Visits. The base scope of work shall include up to twenty-five (25) site visits by one architect, including project kick off and punch list.
- Review and respond to requests for information (RFI) from General Contractor.
- Review and approve submittals and shop drawings. Basic scope of services is no more than 2 reviews per submitted item.
- Monthly OAC site meetings. The base scope of work shall include up to twelve (12) monthly meetings by Architect.
- Record Drawings
- Closeout

Summary of Anticipated Owner Meetings

Meeting	Attendees	Quantity
Design Development Owner Review	Architect	1
O/A DD Cost Estimate Review	Architect (engineers by video)	1
Construction Documents Owner Review	Email; video conference	1
Commissioners Presentations If Needed	Architect	2
Design Phase Meeting Total		9

PreBid Meeting	Architect	1
Bid Opening	Architect	1
Commissioners Presentations If Needed	Architect	1
Bidding Meeting Total		3

PreConstruction Meeting	Architect	1
Every 2 Weeks CA Site Visit	Architect	Tbd, not to exceed 13
Monthly OAC Site Visit	Architect	Tbd, not to exceed 12
Punch List	Architect	1
Construction Administration Meeting Total		27

*All meetings are assumed to be in Jackson County, either at the Jackson County Building, or on-site in Dillsboro, North Carolina.

Part 4: Additional Services

Additional Services will be provided on a time and expense basis per our 2019 rate schedule. We will not proceed with any additional services without approval.

Exclusions

The items listed below are not included in our Scope of Services but may be provided for an additional pre-negotiated lump sum fee. Items not included in our Scope of Services:

- Land planning services not listed above
- Neighborhood meetings with adjacent property owners
- Geotechnical Services
- Irrigation Design
- Site and Building Signage Design beyond Conceptual
- Fountain / Water Feature Design
- Site Electrical or Plumbing Engineering beyond site security/safety lighting
- Parking Consulting
- Traffic Study
- Erosion Control Monitoring or Inspections during Construction
- Building Envelope Consulting
- Energy Modeling
- LEED or other Green Building Certification(s)
- Furniture Design or Selection
- Animal Equipment Selection or Procurement
- Renderings
- Value Engineering beyond Schematic Design Phase
- Hazardous Materials Survey
- Commissioning
- Acoustical Consulting
- Special Inspections
- Construction Materials Testing
- Permit Fees for all local authorities having jurisdiction
- Any other items not specifically mentioned in the Scope of Services

Part 5: Owner Responsibilities

The following services are to be contracted directly by the Owner with each contractor.

Site Testing + Investigation

- A Topographical Survey. A third party under contract directly with the Owner will provide site boundary and topographical survey information for this Project.
- A Geotechnical Report. A third party under contract directly with the Owner will provide site analysis and soil reports for use by MPS and subconsultants in the design of the building and structure.
- Phase 1 Environmental Site Assessment.

Other Owner Requirements

- Special Inspections. If Special Inspections are required for this project, please be aware that code requires that those services are an expense which must be paid for by the Owner. No special Inspection services are included in the basic services other than identifying which inspections will be required and any paperwork which must be submitted to the permitting agency.
- HVAC Commissioning. Should the owner desire commissioning, a third party under contract directly with the Owner will provide the service.

Owner Allowances and Contingencies

- The owner will carry a design contingency of 5% of the construction budget for the purposes of any unforeseen additional services related to owner revisions, value-engineering, or unforeseen conditions that require additional design.

Part 6-10 of AIA Document B101 require no notes in proposal.

Part 11: Compensation

Animal Rescue Center Fee

As previously agreed upon, the design fee for Architectural and Engineering services related to the building and sitework for the Animal Rescue Center will be seven point nine five percent (7.95%) of the anticipated and approved Construction Cost of \$3,000,000 for building cost and \$500,000 for site costs. Note that we have adjusted our fee for the SD cost estimate.

Total Construction Cost \$2,734,005*
 * per SD cost estimate

Total A+E Services for Animal Rescue Center\$217,353 (7.95%)
Additional Services previously approved (Structural analysis of existing steel)..... \$2500

Less fees already billed for Programming and Schematic Design..... \$60,108
Less fees already billed for Structural Additional Services..... \$2500

Remainder of Fee to be Billed \$157,245

Green Energy Park Fee

The design fee for Architectural and Engineering services related to the remainder of the Green Energy Park is proposed per the following breakdown. This scope includes Civil Engineering and Site Lighting Engineering Services.

Total Construction Cost \$1,235,995*
 * per approved budget

Total A+E Services for Green Energy Park \$179,647

Total Design Services for Animal Rescue Center and Green Energy..... \$397,000 (10%)

* Does not include Additional Services for Structural analysis already billed.

Reimbursable Expenses

Reimbursable expenses will be provided on an expense basis and are not included in our proposed compensation. These include travel, printing, etc; and will be billed at 1.15 multiplier.

Payment Terms

Invoices will be sent monthly for the percentage amount of the work completed. Terms: net 15 days. A service charge of 1.5% per month will be added to all unpaid invoices, 45 days past date of invoice.

Part 13: Acceptance

If this proposal is acceptable to you, please sign the enclosed copy and return it to us for our files. Based on the owner preferred schedule, a signed proposal is considered a notice to proceed. We will then provide you with an AIA B101 Contract for review and execution. Thank you again for the opportunity to work with you.

Sincerely,



Cary Perkins, AIA
Associate Principal

cc: File
Ron Smith, AIA
Lindsey Rhoden, AIA

Accepted this _____ day of _____

Mr. Don Adams