



AUGUST 6, 2015

Mr. Chuck Wooten  
Jackson County Manager  
401 Grindstaff Cove Road  
Sylva, NC 28779

Dear Mr. Wooten,

I am excited that this project is back on as I think it is a great example of what we can do to reuse our resources (the sun, the wind, pre-existing structures as wells as byproducts of our waste). We originally prepared bid documents for an earlier version of this project in 2006. Since then, the master plan has evolved, and the architectural organization of the facility has changed completely. Timm Muth asked if we could re-cycle any of the work from the previous documents, and with the exception of some of the structural modifications to the steel frames, all of our documents must be redrawn to describe the new arrangement of spaces and scope of work. We will certainly be as efficient as possible with our work, but for all practical purposes, this is a completely new project- as far as preparing bid documents.

Chairman McMahan has indicated that he would like to see construction begin just after the first of the year. The design and documentation phases outlined below could take 2 to 3 calendar months to produce, so if we are to be ready to go out for bids by the beginning of 2016, it would be prudent to start this work in the near future.

With that in mind, I am pleased to submit this proposal for architectural and engineering services for the first phase of the new master plan for the artists' studios at the Jackson County Green Energy Park. I intend to work with the same engineers from the original 2006 project: Reece, Noland & McElrath for MEP and Owen Rothberg for structural. Our work will be divided into the flowing phases:

**A. Design Development-** Timm Muth and I have arrived at an acceptable concept design already, so we can delve into the Design Development phase of work immediately. Our A/E team will refine that concept design with input from the county and any potential artists. The product will be computer drawings (plans, sections, elevations) as well as written descriptions of materials and finishes. The goal is to get all of the major spatial and systems decisions made and "blocked-out" on paper to take us into the final drawing phase.

**B. Construction Contract Documentation Phase-** When we are confident that the design is "set", we will prepare the final drawings and specifications. Typically this takes the most time because calculations must be performed, and materials must be specified so the contractor and sub contractors know what our intentions are. The design team will coordinate carefully during this phase to assure that all the systems and materials work well together. We will coordinate with the county to accurately describe the scope of this phase one work, and we may identify certain items that might be bid as alternates to accept or decline depending on the costs.

**C. Bid Negotiation Phase-** We will work with the county as required to prepare the necessary documents for bidding. This will include, of course, advertising for bids, distributing the bid documents, preparing any clarification information requested by the approved bidders, and coordinating the opening of the bids.

**D. Construction Contract Administration Phase-** We will monitor the progress of the work to make sure it complies with the contract documents. We will review pay requests from the contractor to confirm that the work being charged for has been completed. Should changes in the work be requested or required, we will prepare the documents necessary to solicit proposals for that change. We will then assist in the evaluation of whether that proposal is fair. Should the change represent additional work not originally part of this contract, additional services will be negotiated with the county.

**E. Post Contract Evaluation-** We will be available during the one-year contractor's warranty period to assist the county with warranty related issues that arise.

**Fee:**

We propose to perform the A/E services for the phase one work for the Artists Studios at the Jackson County Green Energy Park for a **lump sum fee of \$35,000** which will be invoiced monthly based on the percentage complete of each of the phases of work. Below is a summary of the fee per phase:

A. Design Development-	\$8,750
B. Contract Documents-	\$15,750
C. Bid/ Negotiation-	\$3,500
D. E. Contract Administration--	\$7,000
Total	\$35,000

If the scope of the work changes after our work has been started, we will need to re-evaluate the appropriateness of our fees. Should the above scope of services and associated fee structure be acceptable to you, please sign and date this letter of agreement on the line below, and forward a copy to me for my records. We are very proud to be considered again for such a progressive, successful project!

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(Client signature)

(date)

Sincerely,



Mahaley Odell Thompson, AIA

c.c. Timm Muth