



November 16, 2020

Jackson County Manager
401 Grindstaff Cove Rd, Suite A207
Sylva, NC 28779

Attn: Mr. Don Adams
County Manager
donadams@jacksonnc.org

RE: JACKSON COUNTY RECREATION CENTER

Dear Don,

We are pleased to submit our proposal for the detailed design associated with the Aquatics Expansion to the existing Recreation Center. Looking forward the opportunities are exciting and will be a beautiful addition to Jackson County. The program includes a leisure pool with amenities, a dedicated competition pool and amenities, and internal splash pad. The total project budget, including hard and soft costs, is \$19,700,500. Construction budget and contingency is \$17,415,200. The concepts that we have created during the conceptual design phase will serve as the starting point for the design.

SCOPE OF DESIGN AND PROJECT ADMINISTRATION SERVICES

The scope of services defines the professional design services to be provided by Clark Nexsen related to architectural and engineering to meet the requirements of Jackson County for the project.

SCHEMATIC DESIGN (SD)

Clark Nexsen will provide consultation related to establishment of site characteristics that have ramifications on the project quality, schedule, or budget, such as building configuration and utility coordination issues. During this Schematic Design phase, Clark Nexsen will incorporate available information from the programming documentation and other required code resources to produce a schematic design; including preliminary site plans, floor plans, exterior building elevations, preliminary life-cycle cost analysis of proposed building systems, selections of major building systems and proposed building materials for this project.

Engineering services during the SD phase will include the conceptual building system selections and calculations reflecting the infrastructure needed to support the building program as defined in the Advance Planning phase. The site engineering will include efforts on the overall site design, site layout, paving, limited on-site driveways, building loading yard at the existing structure, storm drainage network, storm water management, preliminary grading, erosion control, and utilities. The schematic design will include narrative description for all major building systems for the purpose of soliciting review comments by the



County. Clark Nexsen will also provide a statement of probable cost presented in CSI division format. Our proposal includes services to reconcile the statement of probable cost with the construction budget.

The Clark Nexsen team will organize, participate in and complete the following activities and deliverables during the SD phase to help facilitate and advance the overall design of the project:

- a. Prepare the design concepts in accordance with the current editions of the North Carolina Building Code. Preliminary Building Code information including but not limited to occupancy group, construction type, building height, number of stories, floor area, and sprinkler protection will be included as part of the analysis. Also included will be code analysis for the existing building to determine if the addition can be part of the existing building or will have to be defined as a separate structure.
- b. Prepare a preliminary evaluation and provide data for sustainable design opportunities on the project:
 - i. The Clark Nexsen team will prepare a baseline energy simulation model to establish a base building that both meets the ASHRAE 90.1 2004 baseline building and is NC Code compliant. Base building characteristics that are to be used for an hourly energy performance simulation model will be based on specific building geometry.
 - ii. The team will investigate energy strategies for the building envelope, lighting and lighting controls, HVAC systems and controls and heating hot water systems.
- c. The team will prepare a scaled site plan showing the location and size of the project in relation to the existing campus context including, buildings, roads, walkways, parking and existing utility services. Importance shall be placed on early determination of the adequacy and availability of all existing utility services. The team will review as-built drawings and new survey information related to the project site.
- d. Coordinate with the selected geotechnical engineer related to the building footprint, loads and anticipated geotechnical information needed.
- e. Provide preliminary list of permits and approvals required for site / civil improvements and site related construction activities, along with anticipated schedule for acquiring permits and approvals.
- f. Prepare (1) preliminary SD opinion of probable cost.
- g. Participate in and prepare presentation materials for one (1) Board of Commissioners meeting.
- h. Provide a written response to any review comments prepared by the County
- i. Create two (2) renderings of the building. Views shall be selected by the Architect and Owner.

DESIGN DEVELOPMENT (DD)

In parallel with the County review of the SD submittal, Clark Nexsen will proceed to the Design Development phase. The Design Development will refine the design and will include site plans, floor plans, exterior building elevations, schedules, building sections, wall sections, typical details, major engineering systems and building materials, outline specifications and other required documentation as further defined below. During this phase, Clark Nexsen will further refine and develop engineering services to include the



design development of building and utility systems, site layout, detailed grading, on-site erosion control, on-site utilities, on-site paving and on-site roadways / driveways. This design will be presented through drawings and outline specifications.

The Clark Nexsen team will organize, participate in and complete the following activities and deliverables during the DD phase to help facilitate and advance the overall design of the project:

- a. Attend monthly issue-oriented meetings with the County to coordinate the design development documents. This will include meetings with the Recreation and County staff.
- b. Clark Nexsen will prepare developed floor plans, life safety plans, fire resistant construction plans, scaled architectural site plans, proposed exterior building elevations, proposed building sections, proposed roof plans, proposed wall sections, proposed reflected ceiling plans, building sections, enlarged details, room finish schedule and door schedule as appropriate to reflect the overall DD effort for the project.
- c. The Civil drawings will include plans showing proposed grading, benchmarks, site drainage and sedimentation control; utility infrastructure, roads, parking, adjacent structures and site data as furnished on previous submittals.
- d. Structural drawings will be developed and will reflect the allowable soil bearing pressures and live loads used in the design. The team will provide a foundation plan showing the basic elements of the foundation. The team will provide floor and roof framing plans showing size, spacing and type of primary members, including locations of shear walls and/or bracing with such additional details and information to describe the method of lateral load resistance.
- e. The mechanical drawings will include the following: layout of mechanical rooms with equipment clearances, major HVAC equipment rooms and the basic layout of the heating, ventilating and air conditioning distribution system, a diagram of the temperature control systems; schematic diagram of air, hot water, chilled water and condenser water systems. Rated walls shall be shown on all plans.
- f. The plumbing drawings will include the general development of the process, domestic and reclaimed water systems. The drawings will show source of water supply and waste disposal termination; water distribution and waste collection plan diagrams, including fixtures.
- g. The electrical drawings will include the following: basic electrical service equipment and its location to include the electrical power distribution components, primary service switches, transformers, generators, main switchgear, motor control centers, and the locations of the electrical and telecommunication rooms. We will provide single line diagrams of the power distribution systems including primary, secondary and emergency power. We will provide similar diagrams for fire alarm, telecommunications, security and all other systems included in the electrical scope of work. The team will provide an estimated load summary in KVA rating, the connected load, the demand load and the DF are required with this submittal. The electrical floor plans shall show the basic layout of the lighting, emergency lighting, power receptacles, smoke and heat detectors, data/telecommunications outlets or other systems in the project.



- h. The fire protection drawings will reflect compliance with NFPA 13, 14, 20, and 24, the Fire Code, the Building Code, and applicable Guidelines. The drawings will indicate the location of all valves, mains, drains and FDC locations. The plans will clearly indicate that the fire protection scope of work begins 12" above the finish floor. Sprinkler Design Data Summary shall include the following: Project name and address, total building height in feet, type of system, hazard classification, design data, design density, hose allowance, and water supply information. The documents will include fire protection equipment locations with schedule, and indicate electrical demands. The piping schematic will include all valves flow and tamper switch locations from point of municipal connection to further valve system. Remaining portions of the system shall be in the design/build format, as is typical for NC projects.
- i. Revise project design information for the sustainable design measures to meet established sustainable goals for the project.
 - i. The Clark Nexsen team will prepare the final baseline energy simulation model to establish a base building that both meets the ASHRAE 90.1 2004 baseline building and is NC Code compliant.
- j. The team will continue to investigate energy strategies for the building envelope, lighting and lighting controls, HVAC systems and controls and heating hot water systems. These will be evaluated in collaboration with the.
- k. Prepare an outline specification with brief descriptions of building systems and materials in CSI Master Format division and numbering.
- l. Provide a written response to the review comments prepared by the County.

CONSTRUCTION DOCUMENTS (CD)

Upon approval of the above submittal by the County, Clark Nexsen will prepare design drawings and MASTER SPEC formatted specifications, in accordance with the requirements set forth in the NC building codes, for use in construction of the project. This set of documents will also be used by the CM to obtain necessary approvals and permits from appropriate regulatory agencies having jurisdiction. Our proposal includes services to reconcile the statement of probable cost with the construction estimate We will submit a complete Construction Documents package to the County and all local and state jurisdictions for their review and approval.

The Clark Nexsen team will organize, participate in and complete the following activities and deliverables during the CD phase to help facilitate and advance the overall design of the project:

- a. Participate in two (2) review meetings.
- b. The Construction Documents will set forth, in detail, the requirements for the Project, including drawings and specifications. Clark Nexsen will work with the County, user groups in generating the Construction Documents and the implementation of systems. The specifications will be developed in CSI format and will meet the specific documentation requirements for the project.
- c. Prepare the CD submittal in accordance with the current editions of the North Carolina Building Code.
- d. Provide a written response to the review comments prepared by the County



- e. Provide suggestions of value engineering alternatives required to meet the budget.

BIDDING SUPPORT

At this point, it is anticipated the project will be delivered by hard bidding to prequalified general contractors. We will assist the owner in soliciting and prequalifying NC licensed General Contractors in accordance with the general statutes set forth by the State. The team shall prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents for distribution to all prospective bidders in the form of addenda. The Architect shall organize and lead the pre-bid meeting. The Architect shall lead the opening of the bids and assist the County in the selection of any potential alternates that may be proposed for this project.

CONSTRUCTION ADMINISTRATION

Clark Nexsen will monitor and review the quality and acceptability of construction in accordance with the requirements set forth in the contract documents. Our scope of services for this task includes:

- We will assist the contractor in arranging, attend, and participate in a pre-construction conference to include the contractor, subcontractors, the Owner, and consultants to review the requirements of the project and to coordinate activities for all construction. We will send copies of the minutes of this conference to all parties in attendance and to other interested parties.
- We will attend and participate in a regularly scheduled monthly Construction meeting, to be held at the job site and conducted by Clark Nexsen and the contractor to effect coordination, cooperation, and assistance in maintaining progress of the project on schedule, in order to complete the project within the contract time.
- We will attend and participate in a regularly scheduled bi-weekly progress meeting to be held at the job site and conducted by the Contractor.
- We will provide written copies of monthly construction progress reports to the County
- We will visit the site at intervals appropriate to the stage of the contractor's operations, or as otherwise agreed by the Owner and the Architect. In general, we have based our fee on field observation as needed by the requirements of the project, but no more than two visits per month by a representative from Clark Nexsen. Included as part of our basic services is the preparation of a written report documenting field observations, field issues and conditions, items needing correction, and other similar issues normally associated with construction observation.
- Upon notification from the contractor that the project is complete, we will make a preliminary final inspection of the project to verify substantial completion and prepare a list of discrepancies (punch list) for the contractor. Upon notification by the contractor that the discrepancies have been completed, we shall perform a formal final inspection.
- We will review and certify the amounts due the contractor and approve Certificates for Payment in such amounts.
- We will review and approve or take other appropriate action regarding the submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
- We will respond to the contractor's requests within the following timeframes:
 - RFIs: Seven (7) calendar days.



- Proposed Change Order Review: Fourteen (14) calendar days.
- Product Submittals and Shop Drawings: Twenty-one (21) calendar days. For certain submittals, such as Building Automation Controls, Load Bearing Steel and Coordination Drawings, additional review time may be required; these time frames will be listed specifically in the specifications for bid.
- Payment Applications: Five (5) calendar days.
- We will prepare Change Orders for the Owner's approval and execution in accordance with the Contract Documents.
- We will review properly prepared, timely requests by the Owner or contractor for changes in the Work, including adjustments to the Contract Sum or Contract Time.
- We will conduct field visits to determine the date or dates of Project Acceptance. We will receive from the contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the contractor, and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.
- Based on the current project schedule, we will provide contract administrative services for a maximum of 18 months.
- Design and Contract Administration Services beyond the following limits shall be provided as additional services:
 - Up to two reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor.
 - Up to two inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents.
 - Up to two inspections for any portion of the Work to determine Substantial Completion.

CLOSE OUT SERVICES

- We will transmit one (1) set of approved shop drawings and a copy of official shop drawing log to the Project Manager when returning to the owner.

GENERAL PROJECT ADMINISTRATION SERVICES

In general, project administration services include consultation with the Owner, research of applicable design criteria, attendance at Project meetings, and communication with members of the Project team and issuing progress documentation. Also included is:

- Coordinating the services provided by Clark Nexsen and our consultants with those services provided by the Owner and the Owner's consultants.
- Preparing and periodically updating the design Project schedule that identifies milestone dates for decisions required of the County, design services furnished by Clark Nexsen, completion of documentation, and commencement of construction.
- Assisting the County in connection with their responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.



SCHEDULE

Clark Nexsen agrees to provide the above listed services according to the mutually agreed upon project schedule. This schedule is dependent on the approval of each submission by the Client and that such approvals are made in a timely manner so as not to delay the agreed upon schedule. It is also dependent on prompt receipt of information and direction from County. Changes to such information and direction may cause delays in the completion of our services and require additional compensation. We agree to provide services in the most expeditious manner as is practical. The project services will begin upon receipt of written authorization from County to proceed.

Task Name	Duration	Start	Finish
Kick Off Meeting	1 day	Mon 12/7/20	Mon 12/7/20
Schematic Design			
Schematic Design by CN	90 days	Mon 12/7/20	Mon 3/8/21
Schematic Design -Owner review Comments	7 days	Mon 3/8/21	Mon 3/15/21
Design Development			
Design Development	90 days	Mon 3/15/21	Mon 6/14/21
Design Development - Owner review comments	7 days	Mon 6/14/21	Mon 6/21/21
Construction Documents			
Construction documentation 1	60 days	Mon 6/21/21	Fri 8/20/21
Owner review meeting	1 day	Mon 8/23/21	Mon 8/23/21
Construction Documentation 2	60 days	Mon 8/23/21	Fri 10/22/21
Owner review meeting	1 day	Mon 10/25/21	Tue 10/26/21
Preparation of Bid Documents and specifications	75 days	Wed 10/27/21	Mon 1/10/22
Owner review comments	14 days	Mon 1/10/22	Mon 1/24/22
Submission to Department of Insurance for plan review	45 days	Mon 1/10/22	Thu 2/24/22
Bid Period			
Pre bid meeting	1 day	Tue 1/25/22	Wed 1/26/22
Bid Period	43 days	Mon 1/31/22	Tue 3/15/22
Bid review and contract preparations	14 days	Tue 3/15/22	Tue 3/29/22
Contract execution by the County	21 days	Tue 3/29/22	Tue 4/19/22
Construction			
Preconstruction kick off meeting	1 day	Wed 4/20/22	Wed 4/20/22
Notice to proceed	7 days	Wed 4/20/22	Wed 4/27/22
Site development and building construction	510 days	Wed 4/27/22	Tue 9/19/23



Weather	30 days	Tue 9/19/23	Thu 10/19/23
Building Punchlist	30 days	Thu 9/21/23	Sat 10/21/23
Substantial Completion inspection -Occupancy	1 day	Mon 10/23/23	Mon 10/23/23
Final close out	30 days	Mon 10/23/23	Wed 11/22/23

COMPENSATION

Clark Nexsen agrees to provide professional services as outlined above in the Scope of Services and in conjunction with AIA document B101-2007. We believe the fee tabulated below is appropriate, given the schedule, the design and review process, coupled with the contract administration efforts. We propose a lump sum fee as follows:

Basic Design Services

<i>Building costs + Site Costs</i>	\$	16,585,000
<i>Contingency</i>	\$	829,000
<u><i>Total construction budget</i></u>	<u>\$</u>	<u>17,415,900</u>
<i>Soft costs (permitting, geotech, special inspector, material testing, etc.)</i>	\$	456,000
<i>Furniture, Fixtures and equipment budget</i>	\$	246,400
<i>Technology</i>	\$	123,200
<i>Basic Services Architectural and Engineering services</i>	\$	1,460,000
<i>Schematic Design Phase</i>	\$	292,000
<i>Design Development Phase</i>	\$	292,000
<i>100% Construction Document Phase</i>	\$	511,000
<i>Bidding</i>	\$	73,000
<i>Construction Administration</i>	\$	292,000
<i>Total project cost</i>	\$	19,700,500

Our invoicing will be in accordance with progress of the design documents based on percentage complete and shall be invoiced on a monthly basis.

Reimbursables included in the above noted fee include travel to and from the site, per diem, etc. Site visits for Counsilman Hunsaker are limited to a maximum of 3 during construction of the aquatic's components. Reproduction costs are billed at our cost multiplied by fifteen (15%).



Our consulting engineers will include Civil Design Concepts for site/civil engineering and Counsilman-Hunsaker for aquatic design.

ADDITIONAL SERVICES

Clark Nexsen reserves the right to request Additional Services for those services and expenses not identified above and elsewhere in this proposal including services that extend beyond the period of time listed in the schedule. Additional services will not be performed until authorized by a contract amendment.

ASSUMPTIONS

Our fee proposal is based on the following assumptions:

- As noted above, the services needed to support the scope of work as defined and is reflective of our current understanding of the project. Should County elect to re-establish the program requirements for the project, Clark Nexsen may seek Additional Services and additional schedule time to re-investigate and re-establish the program.
- No liability is assumed for the work of consultants not under contract to Clark Nexsen or information provided by others used in the production of final documents or calculations.
- A full topographical survey of the entire project area shall be performed by a consultant to the County.
- The geotechnical investigations for the project site will be performed by a consultant to the County.
- It is anticipated that spread footings will be utilized for the building construction. Should the results of the geotechnical investigation reveal soil conditions that warrant the design of a deeper foundation system, Clark Nexsen reserves the right to seek additional services for the added time needed to design such a system.
- Should the project budget increase by more than 1.5% we shall be entitled to additional compensation.
- This proposal is based on the assumption that the construction duration on the project will last eighteen (18) months. Should the project require a longer duration to complete all construction activities, Clark Nexsen reserves the right to seek additional services.

EXCLUSIONS

The following items are excluded from the Scope of Services:

- Any design services for the County not related to the development of the project design as noted above.
- LEED certification, design around LEED certifications or any other sustainable guideline
- AV or IT design, we are placing back box, conduit, and raceway to IT closets.
- Security design, including but not limited to access control, CCTV, digital cameras, etc. We will place conduit and back box only.
- Deep foundations or rammed aggregate piers
- Design services related to any part of the Center not located within the limits of the immediate project site, including extension of site utilities beyond the boundary.



- Full-time, on-site project representation during construction phase activities.
- Representation for court appearances for litigation or preparation for the same unless Architect is a party to same and/or the litigation involves issues relating to the errors or omissions of the Architect and/or its consultants.
- Multiple bid packages.
- Phased turnover of the building
- Geotechnical Engineering services.
- Survey services.
- Environmental engineering
- Travel expenses associated with sit down review meetings with DOI.
- Transportation engineering services or parking studies related to areas beyond the immediate project site.
- Economic Feasibility Studies.
- Traffic Impact Analysis.
- Design of off-site roadway improvements
- Environmental reports or Phase 1 analysis.
- Set-up and maintenance of a project web site.
- The solicitation and retention of consultants and sub-consultants as requested by Owner, except as outlined herein.
- Commissioning services.
- Modifications to Clark Nexsen formatted documents such as drawing file name, specification format, etc.
- All environmental impact and mitigation fees.
- Subsurface Utility Exploration.
- Solar Hot Water design, including panel sizing, optimization, placement, and verification of utilization.
- Photo-voltaic design.
- Provision of fire hydrant flow testing is excluded from this proposal and will be provided by the Owner.
- Development of project animations or videos.
- Design services needed to support a phased move-in.
- Design services for visual systems dashboards / electronic pedagogy feature walls in the building.
- Move management consulting services
- Rezoning or any special use permitting required by the County.

This project has been a long time coming and will greatly benefit your community. We appreciate the opportunity to collaborate with County and we look forward to a successful project. Please review this proposal and contact us if you have any questions. We welcome your recommendations and will be happy to discuss any items in more detail.



Sincerely,

CLARK NEXSEN



Chadwick S Roberson, AIA, LEED AP BD+C
Principal



301 College Street, Suite 300
Asheville, NC 28801
clarknexsen.com

CLARK NEXSEN 