



June 29, 2019

Jackson County
401 Grindstaff Cove Rd
Sylva, NC 28779

Attn: Don Adams, County Manager

**RE: AQUATICS ADDITION AND RENOVATIONS
PROPOSAL FOR PROGRAMMING AND PRE-DESIGN SERVICES**

Dear Mr. Adams,

To meet the goals of the Jackson County, Clark Nexsen has assembled an experienced, collaborative team of design professionals that has a demonstrated record of successful collaborations with County's throughout the Southeast. We are pleased to submit our proposal for the development of the Programming and Pre-Design documents for the Aquatics Addition and Renovations for the Recreation Center located in Cullowhee. We offer insight and experience, but also understand that listening to your needs is the most important step of the design process. Clark Nexsen's approach to developing the documents associated with this project is a structured methodology that sequentially guides the entire process and project team. Our team is steered throughout the process by the deliverables required at each stage. The deliverables substantiate the solution and generate a consensus. The result of this process is the best possible solution formulated by the combined efforts of Jackson County and Clark Nexsen. The narratives within this response, indicate in broad terms the level of effort needed to complete the Programming and Pre-Design documents.

PROJECT UNDERSTANDING

The project will be sited on Jackson County's Cullowhee Recreation Center campus and includes, as the primary program component, an aquatics addition. The budget for the project, will be developed during the programming efforts.

In addition to programming, we will complete an assessment of the site, building and evaluate any potential master plan components that could be implemented in the future. The scope and process for performing the work is outlined in this letter.

One of the primary objectives of the Pre-design phase will be to develop the Building Program and to establish the program alignment with project objectives and budget.

SCOPE OF WORK

The design team will lead the programming and pre-design process including planning and programming of spaces. The pre-design and programming phase will be organized around a series of three (3) meetings



and/or workshops at Jackson County. The design team will develop site, internal organizational studies and preliminary options for the aquatics program. One of the key considerations for the development of the project, is the analysis of the phasing opportunities. We understand that the existing programs must maintain operations throughout the construction efforts.

Included in this phase of the project will be a preliminary evaluation of the operating costs of the facility. During this stage of the project, we would recommend a high-level overview of potential operating costs. Should the project be approved after the bond vote, we would be available along with Councilman-Hunsaker to provide a greater level of detail, if necessary.

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 Jackson County. Changes to such information and direction may cause delays in the completion of our services. We agree to provide services in the most expeditious manner as is practical. The project services will begin upon receipt of written authorization from Jackson County to proceed. We propose the following design schedule for the Pre-Design and Programming efforts:

Task Name	Duration
Notice to Proceed / Project Kickoff	1 day
Workshop #1 - Kickoff	1 day
CN development of programming & pre-design materials	21 days
Workshop #2 - Initial Programming workshops	2 days
CN development of programming & pre-design materials	21 days
Workshop #3 – Initial Findings presentation	1 day
CN development of project	21 days
Workshop #4 – Concept presentation	1 day
CN final publication of materials	21 days
Presentation to County Commissioners -TBD	

PROGRAMMING / SITE EVALUATION / BUILDING BLOCKING & STACKING

The Pre-design Phase is organized into the three categories listed below. The final deliverable will consist of a bound report, 11 x 17 format with the material outlined below. Please note that the completion of the Pre-design Phase will not result in a building design. The primary objective of this phase is to establish that the County’s goals are in alignment with the available funds and site/building conditions. It will provide a dedicated room program with design criteria aligned with the project’s budget and will serve as a basis for moving the project forward into subsequent design phases. During this phase three primary tools will be used to gather data:



1-Visioning

Objectives: Meet key stakeholders; conduct meetings/workshops, interviews and other potential methodologies with the project building committee and various user groups, if needed. Establish project goals, objectives, and “measures of success.” Determine key issues, develop guiding principles.

2-Programming/operational assessment

Objectives: Assess needs of and develop the program and strategies for the facilities. Continue meetings/workshops, and interviews with the project building committee and various user groups. Develop building program planning concepts. Generate organizational and programmatic strategies for achieving the vision for project. Develop sustainability strategies for the site and program. Operational assessment will include:

1. Area Aquatic Providers
2. Market Area Demographics-Population, Age, Income
3. Area Aquatic User Groups-Historic Usage and Project Level of Growth
4. Facility Management Outline-Facility Operating Schedule, Facility Capacity Limits, Organization Chart, Job Descriptions, Wage Structure
5. Opinion of Probable Revenue-Market Penetration, Seasonal Usage, Develop Fee Structure, Opinion of Attendance by User Group, Opinion of Revenue
6. Opinion of Probable Expenses-Labor Demand, Chemical Demand, Supply Demand, Maintenance and Repair Demand, Utility Demand
7. Opinion of Facility Financial Performance

3-Site Evaluation / Building, Blocking & Stacking

Objectives: Determine initial program arrangements. Code evaluations of the existing building, arrangement of building on site, any phasing implications.

DELIVERABLES

The Design Team will be responsible for minutes describing the outcome of each of the formal meetings/workshops. Otherwise preparatory graphic and written information will be made throughout the work period to describe the direction of the studies during the process.

Interim Deliverables: Diagrams, photos, and narrative descriptions, as determined by the design team, clearly articulating the vision for the facilities in terms of users, staffing, equipment needs, utility services, and space program narrative, room data sheets, tabular room list and size in gross and net square feet, adjacency program diagrams, and preliminary cost analysis.

Final Deliverables: 11 x 17 Pre-design Report with (10) hard copies and (1) electronic copy to include:

- Site Analysis: options and recommendations, site plans at scale 1:100 or as agreed
- Building program, tabular description
- Preliminary floor plan of new facility
- Two (2) renderings, one interior and one exterior or as agreed upon by Jackson County and CN
- Operational assessment report from Councilman-Hunsaker
- Preliminary total project budget
- Preliminary phasing or staging concepts
- All meeting minutes



WORKSHOP SCHEDULE

Visioning, programming and pre-design will be achieved by a total of three (3) workshops with the Clark Nexsen Design Team and Jackson County representatives is proposed for this project.

VISIONING

(1) **Workshop 1: Kick-off / Bldg. com. mtg.**

Time: 1.5 hours

Attendees: CN Design team, Jackson County representatives, Councilman Hunsaker will participate on site.

Agenda: Introductions, identification of key stakeholders, overview of project, scope, schedule, visioning, information gathering for operational assessment.

PROGRAMMING

(2) **Workshop 2: Initial Programming Workshops**

Time: 2 hours

Attendees: CN Design Team, Jackson County representatives

Agenda: Data collection / sustainability strategies/ review existing building.

(3) **Workshop 3: Initial findings**

Time: 2 hours

Attendees: CN Design team, Jackson County representatives, Councilman Hunsaker will participate via conference call.

Agenda: Review preliminary program / Review preliminary budgeting/review preliminary operational costs.

(4) **Workshop 4: Preliminary presentation of concepts**

Time: (2 hours)

Attendees: CN Design team Jackson County representatives

Agenda: CN presentation of floor plan options and renderings.

(5) **Commission meeting.**

Time: 1 hour

Attendees: CN to participate in Commission meeting to present project.

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.

EXCLUSIONS

The following items are excluded from the Scope of Services:

- Any design services for Jackson County not related to the development of the project design as noted above.
- Travel costs for site visits to similar facilities out of the immediate area of Jackson County.
- Travel costs and related expenses for Councilman-Hunsaker to Jackson County beyond the one meeting indicated in Workshop 1. These will be billed at cost plus 10%.
- Geotechnical Engineering services.
- Survey services.



- Environmental engineering
- Hazardous Material investigations
- Transportation engineering services or parking studies

COMPENSATION

Clark Nexsen agrees to provide professional services as outlined above in the Scope of Services. We propose a fee as follows:

a.	Define Project Budget components perform conceptual budget analysis.	\$4,000
b.	Evaluate site and existing building	\$3,500
c.	Provide a detailed space program to identify the primary users and spaces planned for the facility. The program will allow an early test of the project budget assumptions allowing adjustments to be made prior to starting the design phase. The space program should include individual room square footages, primary adjacencies and special requirements (MEP, equipment, structural loading, etc.).	\$6,500
d.	Generate preliminary floor plan and 2 renderings	\$11,900
e.	Operational costs assessment	\$9,500
f.	Travel expenses	\$2,500
	Grand Total	\$37,900

Our invoicing will be in accordance with progress of the documents based on percentage complete and shall be invoiced monthly. We would propose utilizing this letter as our contractual vehicle.

CONCLUSION

Clark Nexsen appreciates the opportunity to collaborate with Jackson County and we look forward to further developing our relationship. 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
 828.232.0608
croberson@clarknexsen.com

Accepted by: _____ DATE: _____

