

FORSYTH COUNTY
BOARD OF COMMISSIONERS

**BRIEFING
DRAFT**

MEETING DATE: JULY 13, 2017

AGENDA ITEM NUMBER: 9

**SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH
ARCHITECTURAL DESIGN ASSOCIATES, PLLC TO PROVIDE ARCHITECTURAL
SERVICES FOR TANGLEWOOD PARK CLUBHOUSE RENOVATIONS AND
IMPROVEMENTS
(PARKS AND RECREATION DEPARTMENT)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

ATTACHMENTS: YES NO

SIGNATURE: _____

COUNTY MANAGER

DATE: _____

**RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH
ARCHITECTURAL DESIGN ASSOCIATES, PLLC TO PROVIDE
ARCHITECTURAL SERVICES FOR TANGLEWOOD PARK CLUBHOUSE
RENOVATIONS AND IMPROVEMENTS
(PARKS AND RECREATION DEPARTMENT)**

WHEREAS, Architectural Design Associates, PLLC has been identified as the best qualified firm based on demonstrated competence and qualification to provide architectural services for Tanglewood Park Clubhouse Renovations and Improvements; and

WHEREAS, this proposed project using Architectural Design Associates, PLLC will modernize the building and its systems, improve building accessibility, and increase functionality; and

WHEREAS, the design fee for the architectural services described above will be \$143,550.00, including reimbursable expenses; and

WHEREAS, the Parks and Recreation Director, Purchasing Director, and County Manager recommend adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the Chairman or County Manager and Clerk to the Board to execute, on behalf of Forsyth County, an agreement with Architectural Design Associates, PLLC for architectural services for Tanglewood Park Clubhouse Renovations and Improvements in the amount of \$143,550.00, including reimbursable expenses, subject to a pre-audit certificate thereon by the County Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

Adopted this 13th day of July 2017.

Tanglewood Park Clubhouse Renovations & Improvements

Request for qualifications were advertised by WSFC Purchasing in February 2017.

RFQ's were received on March 15, 2017.

Six companies responded to the RFQ,

1. Norwood Architecture and Design, Inc.
2. Peterson / Gordon Architecture, P.A.
3. Architectural Design Associates (ADA)
4. West & Stem Architecture
5. Fuller Architecture
6. Walter Robbs Callahan and Pierce

The top three scoring firms, WRCP, West & Stem, and ADA were interviewed on site at Tanglewood by the evaluation committee on May 10, 2017

Evaluation team unanimously scored ADA highest

- **Selected Firm** - (ADA)Architectural Design Associates
- **Location** - Forsyth County - Clemmons
- **HUB Certified** - NO
- **Total Project Estimate** - \$1.6M (one million six hundred thousand dollars)
- **Design Fee** - \$143,550 (One hundred forty three thousand five hundred and fifty thousand dollars)
- **Design Fee Percentage** = 9%
- **Project Elements** - design services including surveying, bidding assistance, construction observation and support services for the renovation and improvement to the 45 year old facility. Major items to accomplish with this project are better building accessibility, increased functionality, interior and exterior renovation / modernization, upgraded technology systems, minor building PM&E upgrades, minor FF&E items as required.



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June 9, 2017

Mr. Chris Weavil, Assistant Director of Operations
Forsyth County Parks & Recreation
201 North Chestnut Street
Winston-Salem, North Carolina 27101

Regarding: Design Fee Proposal
Tanglewood Clubhouse
Renovations & Upgrades

Dear Chris:

Thank you very much for requesting this fee proposal for the Renovations & Upgrades to the Tanglewood Clubhouse. Our team has generated the attached Scope of Work, and we have reviewed the original drawings. Accordingly, the proposal is based on the following:

- Services as outlined in the attached Scope of Work dated May 31, 2017.
- Your "Required" and "Desired" elements document.
- Our 05.10.17 presentation.
- Disciplines to be included are architectural, structural, plumbing, mechanical, electrical, interiors and cost estimation.

We propose a fee of \$143,550 total for the project. As this fee was being developed, the following assumptions were used:

- We will not invoice for any travel expenses associated with the project.
- We suggest the final "For Bid" and construction documents be distributed as electronic files to save on printing expenses. This can be a posting to a web-based site or via a CD. We have had good success with both routes in the past.
- Sustainability and energy efficiency will be sought during design, without any formal program certifications.
- No major HVAC system work is included, only adjustments to the existing system as required by the renovation work. If major systems replacements or changes come into play, we will provide a separate quote for that work. We anticipate a small amount of systems "tweaking" associated with the renovations.
- Reimbursable expenses are included in the fee above at a not-to-exceed sum of \$4,000. These expenses will be limited to progress printing and 3-D design views of the exterior.

This team works very diligently to provide our clients with services that exceed their expectations. This means we rarely invoice for additional services, and only where the circumstances are obviously more than just routine. In those cases, and only after mutual agreement, we will use the following hourly schedule:

- Architect, Professional Engineer, Landscape Architect, Cost Estimator, Interior Designer - \$175 per hour.

- CAD Technician - \$80 per hour.

Be sure to contact me as you review this proposal if I can provide further details or clear up anything that may be in question. I can meet at your office, speak by phone or exchange e-mail messages. Thank you once again, and I look forward to speaking with you very soon.

Respectfully submitted,



Bobby W. Patterson, Architect, NCARB, *LEED AP*
bpatterson@ada-nc.com
M: 336.817.4592



ARCHITECTURAL
DESIGN ASSOCIATES

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SCOPE of WORK

TANGLEWOOD PARK CLUBHOUSE RENOVATIONS & UPGRADES

County of Forsyth / May 31, 2017

Task 1 Investigation and Analysis

- A. Work with Parks & Recreation to gather and catalog all existing facility plans of the Clubhouse for Team Member use. Research Building Inspections files for plans if necessary.
- B. Generate a photographic record of the existing conditions at the Clubhouse.
- C. Generate background CAD files of the Clubhouse as-needed for design team use from the existing facility plans.
- D. Work with Parks & Recreation to establish the Stakeholder's list.
- E. Convene an initial meeting with the identified Stakeholders. Introduce the project team, outline the basics of the process, projected timetable, milestone dates for their input and establish communication protocols.
- F. Request the Clubhouse's current committed schedule, as well as input on typical seasonal schedules.
- G. Complete an initial analysis of the Center.
- H. Analyze all data gathered and produce deliverables.
- I. Present report to Stakeholders.

TASK 1 DELIVERABLE: CLUBHOUSE ANALYSIS DOCUMENT

Task 2 Schematic Programming/Conceptual Schematic Design/Design Development

- A. Lead a Stakeholder interview session to set building goals, uses and space programs.
- B. Use the programming phase to identify all potential renovations and enhancements for each space, building envelope and site, creating a shopping list of ideas.
- C. Generate conceptual floor plans and exterior designs based on the programming document. Identify component costs.
- D. Present report to Stakeholders. Discuss design options for each building component, along with cost and potential schedule impact.
- E. Make revisions as directed by the Stakeholders. Present the final conceptual design to the Stakeholders.
- F. Generate a cost estimate based on the final selected design and each component.
- G. Meet with representatives of Building Inspections to solicit their input and to identify any current issues from their perspectives.
- H. Generate schematic floor plans, equipment suggestions and finishes suggestions.
- I. Present the schematic design package to the Stakeholders.
- J. Make revisions as suggested and agreed by the Stakeholders.
- K. Continue the development of the accepted schematic design.
- L. Generate an estimate of probable construction cost.
- M. Generate a preliminary construction schedule, incorporating the Clubhouse schedule.

- N. Prepare outline specifications.
- O. Present design alternatives, space utilization during construction plans, outline specifications and proposed construction schedule to the Stakeholders for input and refinement.
- P. Generate final Design Development package.

TASK 2 DELIVERABLE: CONCEPTUAL DESIGN, SCHEMATIC DESIGN, DESIGN DEVELOPMENT PACKAGES

Task 3 Complete Final Construction Documents and Bidding Documents

- A. Generate the final construction contract documents package, including plans, specifications, renderings and pricing documents.
- B. Configure the final construction contract documents to reflect 90% of the project budget as base bid items and 10% of the project budget as alternate items.
- C. Refine the project construction schedule and opinion of construction cost.
- D. Submit the final construction documents package for building code and permit review.

TASK 3 DELIVERABLE: FINAL CONTRACT DOCUMENTS FOR BIDDING

Task 4 Pricing Period

- A. Construction contract documents will be made available for pricing.
- B. Evaluate proposed alternate materials for the project as requested.
- C. Answer bidder questions as they arise.
- D. Conduct a pre-bid conference in the Clubhouse.
- E. Assist with evaluation of bids.
- F. Conduct a pre-construction conference.

TASK 4 DELIVERABLE: EXECUTED CONTRACT FOR CONSTRUCTION

Task 5 Construction Period

- A. Begin the construction phase with a project team/contractor team/County of Forsyth representatives kick-off and accountability meeting.
- B. Monitor the construction process and schedule via progress meetings on-site with the contractor's team and County of Forsyth representatives.
- C. Make site visits as appropriate to the construction activity, followed by weekly field reports and photographs documenting progress.
- D. Manage the specified application for payment and shop drawing processes.
- E. Manage the specified project close-out processes.
- F. Deliver the final project documentation to the County.

TASK 5 DELIVERABLE: COMPLETED PROJECT

Task 8 Warranty Period

- A. All warranty items will be addressed and tracked with the general contractor as they arise.
- B. Written reports on each warranty occurrence will be forwarded to the County.
- C. An overall warranty review will be scheduled at 11 months after Substantial Completion.
- D. Any warranty items identified during the review will be addressed in punch list style with the general contractor.
- E. The warranty punch list will be followed through to completion with the general contractor.
- F. Deliver the final warranty punch list documentation to the County.

END OF SCOPE OF WORK