

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Contract with HH Architecture for Pre-Design Services – Center for Active Adults –

**From:** Lee Tillery –Parks and Recreation Director

**Meeting Date:** June 20, 2023

**Public Hearing:** N/A

**Advertising Date:** N/A

**Advertised By:** N/A

**Attachments:** Attachment A – Proposal for Pre-Design Services HH Architecture

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**PURPOSE:** To award a contract for Pre-Design services for the new Center for Active Adults. These services will assist staff with determining the best value and options available under the project budget and leveraging the benefits of utilizing existing infrastructure.

**BACKGROUND:** The construction Center for Active Adults was voted on and approved as part of the 2019 Bond Referendum. Council has been briefed on plans to utilize 17.18 acres of City owned property located on five parcels adjoining 503 James Road for the construction of this new Center. We do not currently have a site plan or Master Plan in place for this new project. The “Pre-Design” service scope of services will include the following:

- Exploration of three potential design options utilizing a collective approach with Architectural, Site/Civil services and a Senior Center Consulting Firm. Recommendations of building concepts will be determined at the end of the Pre-Design phase.
- Architectural services will manage the entirety of the project focusing on meeting with Parks and Recreation staff, developing programmatic requirements, building design, and providing rough order of magnitude of opinion of costs for building options.
- Site/Civil – Prepare a Pre-Design document that will focus on a variety of site issues to consider. These include, but not be limited to, developmental constraints, public/private utilities, parking, location for storm water management facilities, as well as park amenities such as trails, pickleball courts, outdoor fitness equipment, etc.
- Senior Center Consultant would be responsible for an assortment of tasks focused on engaging our Seniors and developing a better understanding of needs and wants with this new facility. The goal being to develop a detailed understanding of functional needs, goals and priorities that will lead to design. This will involve a public input survey and meetings on site with staff and citizens to better understand the recreational and leisure needs of our Seniors here in High Point.

The Pre-Design phase is estimated to be six weeks. Upon conclusion of this phase, we will have a better understanding of design needs, site location with Center and outdoor amenities, along with associated estimates for Council to consider.

**BUDGET IMPACT:** A capital project budget ordinance is attached to fund this project. Debt service payments for the general obligation bonds will be paid from the city's general debt service fund.

**RECOMMENDATION / ACTION REQUESTED:** Staff recommends City Council authorize the appropriate City Official to execute a scope of services task order with HH Architecture in the amount of \$115,000 and approve the Capital Project Budget Ordinance.

"AN CAPITAL PROJECT ORDINANCE AMENDMENT  
OF THE CITY OF HIGH POINT, NORTH CAROLINA FOR THE  
CENTER FOR ACTIVE ADULTS PROJECT

Be it ordained by the City Council of the City of High Point, North Carolina, that,  
pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the  
following Capital Project Ordinance is hereby adopted:

Section 1. The construction Center for Active Adults was voted on and approved as part of the 2019 Bond Referendum. The Project will be paid for by proceeds from general obligation bonds and the sale of real estate.

Section 2. The following revenue is available to the City of High Point:

General Obligation Bond Proceeds	\$12,000,000
Sale of Real Estate	<u>500,000</u>
	\$12,500,000

Section 3. The following amounts are appropriated for the Project:

Center for Active Adults	\$12,500,000
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Section 4. The Financial Services Director is hereby directed to maintain a Capital Project with sufficient detail accounting records to allow compliance with G.S. 159-28 Budgetary accounting for appropriations

Section 5. Copies of this capital project ordinance shall be made available to the City Manager and the Financial Services Director for direction in carrying out this project."

Adopted by High Point City Council, this the 20th day of June 2023

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Jay W. Wagner, Mayor

ATTEST

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Sandra Keeney, City Clerk

HH ARCHITECTURE

June 2, 2023; Revised June 5, 2023

Lee Tillery  
High Point Parks and Recreation Director  
136 Northpoint Avenue  
High Point, NC 27262

RE: High Point Center for Active Adults – Pre-Design  
*HH Project number: 23-028*

Dear Mr. Tillery,

HH Architecture is pleased to present this proposal for Pre-Design services for the new High Point Center for Active Adults.

### 1) Pre-Design Scope

The proposed project includes the approximately 25,000 square foot Center for Active Adults. During the Pre-Design phase, the design team will explore up to three (3) options. The building(s) program will be established during the Pre-Design phase.

The project site will be at the parcel located at 503 James Road in the City of High Point. We understand that this site will include outdoor walking trails, athletic courts, internal vehicular drives, and parking.

The selection of one building concept will be determined at the end of Pre-Design. The construction budget will be determined after the Pre-Design Phase.

Architectural scope includes the following:

- Pre-Design
  - Conduct up to three (3) meetings with High Point Parks and Recreation staff.
  - Lead up to three (3) meetings with the public.
  - Conduct community input survey.
  - Work with staff to develop building(s) programmatic requirements such as sizes and functions of spaces.
  - Prepare up to three (3) concept plans for Owner review and selection.
  - Develop selected building option.
  - Provide rough order of magnitude opinion of cost for selected building option.
  - Assist with questions.
  - Submit to Owner for review and coordinate for approval.

Site/Civil scope includes the following:

- Engineer will complete the following tasks in the preparation of the Pre-Design document for the center:
  - Development of up to three (3) site concepts
  - Identification of development constraints (e.g., publicly available information regarding wetlands, streams, excessive slopes, etc.),
  - Location of existing public utilities based on public information,
  - Location of existing private utilities based on information provided by the Owner,
  - Location of potential roads/parking,
  - Location of potential trails,
  - Location of potential courts/fitness amenities/site amenities,
  - Locations for conceptual storm water management facilities,
  - Location for potential senior center,
  - Conceptual grading for senior center and vehicular drive and parking,
  - Conceptual construction cost estimates for proposed improvements, and
  - Plan sheets for presentation.
- Engineer will attend up to three (3) meetings with the Owner.
- Deliverables –
  - Engineer will provide a digital copy of the draft concepts for review and comment.

Senior Center Consultant scope includes the following:

- Consultant will meet with HH and the client team to review issues and options for the gathering of public input.
- Consultant will assist HH and the client team in planning and launching the public information gathering process via methods TBD.
- Consultant will draft a public input survey to be administered online by HH or the client, and assist in preparing press releases (or other materials) to promote awareness of and participation in the survey and other public input opportunities.
- Consultant will assist HH in developing a written summary to report public input findings.
- Consultant will participate in a meeting to review and reflect upon public input with the client team prior to launching the programming and design process.
- Consultant will lead programming meetings with HH and the client team **(in High Point)** focused on developing an appropriately detailed understanding of functional needs, goals, and priorities.
  - During this visit, Consultant will tour the existing senior center, look at the potential sites, and spend some time visiting with center patrons.
- Consultant will participate in the review of the draft program options with the client team, and subsequent revisions to finalize the preferred program elements.
- Consultant will attend a meeting with HH and the site design team to review opportunities, limitations and preferences for site layout and building footprint/placement.
- Consultant will actively participate with HH in the development and review of layout concepts for the building and site (including independent work if/when practical). Up to three (3) concepts will be developed.
- Consultant will participate with HH in the presentation/review of site and building layout concepts with the client team, and support implementation of revisions as needed to finalize the preferred concept.
- Consultant will provide input and review in the development of the concepts by HH, attend client meetings to review, support revisions as needed, and provide input and feedback on rendering images.
- Consultant will provide input to support the effective incorporation of special considerations in senior center and universal design in the development of the preliminary cost estimate and attend a client meeting to review the estimate.

- Consultant will participate in any value engineering effort deemed necessary to align the preliminary design with budget goals.

## 2) Fee

For the Pre-Design scope detailed above, we propose a lump sum fee of **One Hundred and Fifteen Thousand Dollars (\$115,000)**.

### Reimbursable Expenses

We will bill additionally for reimbursable expenses at 1.25 times the cost. Reimbursable expenses include, but are not limited to:

- Printing costs
- Shipping costs
- Mileage
- Miscellaneous smaller reimbursables

## 3) Consultants:

For Civil Engineering, we propose:

### **Dewberry**

Contact: Robert "Skip" Notte, PE, LEED AP  
9300 Harris Corners Parkway, Suite 220  
Charlotte, NC 28269  
Phone: (704) 625-5088

For Senior Center Consulting, we propose:

### **Lifespan Design Studio**

Contact: Doug Gallow, AIA, NCARB  
554 Baxter Road  
Loveland, OH 45140  
Phone: 513-444-4877

## 4) Schedule:

For the Pre-Design scope detailed above, we propose a six (6) week duration.

## 5) Exclusions

Excluded Services, to be billed as Additional Services only if required:

- Significant scope changes beyond what is stated above.
- Additional meetings or focus groups beyond those included above.
- Photo realistic renderings
- Schematic Design, Design Development, Construction Document, Bidding Administration, and Construction Administration Services
- Boundary and Topographical Surveys, including Subsurface Utility Exploration (SUE) for onsite and offsite improvements.
- Phase I Environmental Investigation.
- Geotechnical Investigation and Report.
- Traffic Impact Analysis (TIA) Studies.
- Archeological or Historical Survey.

- Permit fees, development fees, site plan approval fees, nitrogen buy down credits or other fees by governing agencies are not provided within the quoted fees.
- Meetings or coordination with adjoining property owners or managers for the coordination of design or easements.
- LEED services for design, submittal or tracking.
- All other services not detailed in the scope above.

Please let me know if you need additional information. We are excited to begin this project.

Sincerely,

A handwritten signature in black ink that reads "Kristen M. Hess" followed by a horizontal flourish.

Kristen M. Hess, AIA, LEED AP  
Principal

*This proposal may be accepted and become a binding agreement only by this proposal being incorporated as an exhibit to a formal, written design contract executed by HH Architecture and the client. Prior to this proposal being incorporated as an exhibit to a formal, written design contract executed by HH Architecture and the client, HH Architecture may modify or withdraw this proposal in part or in whole.*