

CITY OF HIGH POINT

AGENDA ITEM



Title: Professional Services Contract – Creech & Associates – HPPD Facility

From: Randy E. McCaslin, Deputy City Manager

Meeting Date: September 17, 2018

Public Hearing: N/A

**Advertising Date /
Advertised By:** N/A

Attachments: Scope of Services

PURPOSE:

At the August 20, 2018 City Council meeting, City Council authorized staff to proceed with the purchase of property located at 1730 Westchester Drive to serve as the new High Point Police Headquarters. Prior to the Police Department relocating to the facility, design/construction improvements are needed to the property.

BACKGROUND:

Creech & Associates, PLLC, provided the pre-design study and has a complete understanding of the scope of work needed to move the Police Department into the new facility. They are a full-service architectural and engineering design service firm. Basic services for the new police headquarters will include architectural and interior design, landscape architecture, civil, structural, mechanical, electrical, fire protection, and plumbing engineering.

BUDGET IMPACT:

Funds are available through the sale of the 2/3 Obligation Bonds.

RECOMMENDATION / ACTION REQUESTED:

City Council is requested to approve a Professional Services Contract with Creech & Associates, LLC estimated to be in the amount of \$838,600.00 (based upon 8.25% of the estimated construction cost) to provide the Architectural and Engineering design services for the new Police Headquarters that will be located at 1730 Westchester Drive, and authorize the appropriate City Official to execute all necessary documents.

August 20, 2018

Mr. Randy McCaslin
Deputy City Manager
City of High Point
211 S. Hamilton Street
High Point, NC 27261

Re: High Point Police Department New Headquarters Proposal for Design Services

Dear Randy,

Creech & Associates is pleased to present you with a proposal to provide full-service architectural and engineering design services for your new police headquarters (PDHQ) located at 1730 Westchester Road in High Point, N.C. We understand this proposal will ultimately result in an addendum to the contract for open-end design services contract our firm is currently using for our work with the City (the Owner). The basis for the five phases of design services is derived from the AIA B101-2007 contract vehicle that is standard to our industry. If desired, Creech & Associates can submit an AIA contract for services as an attachment and addendum to the open-end agreement contract.

BASIC SERVICES

Creech & Associates, PLLC (the Architect) basic services will include an experienced design team that includes architectural and interior design, landscape architecture, civil, structural, mechanical, electrical, fire protection, and plumbing engineering. We understand the city will directly procure other subconsultants required for a complete project, such as surveying, environmental, geotechnical, measured drawings, IT and cabling, etc. We will coordinate our services with the owner provided services, and rely on the accuracy and completeness of services and information furnished by the Owner's consultants.

The Architect will contact governmental authorities as required to approve construction documents and respond to applicable design requirements. We will assist the Owner in filing documents required for approval of those reviewers with jurisdiction over the project.

SCHEMATIC DESIGN

As the Architect of the pre-design study we have a thorough understanding of the scope of work. We will leverage the concept generated in the study with the understanding the pre-design concept is the approved direction to begin this phase, thus additional design options will not be required. The following are part of basic services for this phase:

- Prepare documents that include a site plan, preliminary building plans, and elevations of all sides
- Prepare two (2) perspective views generated with digital modeling

- Consider materials, building systems and equipment, and other aspects of the project to develop a design consistent with the Owner's program, schedule, and budget.
- Submit the documents to the Owner and request written approval to proceed with Design Development.

Cost estimating services will be considered an additional service. Pending the delivery method selected by the owner this may be addressed through preconstruction services by a Construction Manager at Risk (CM@R). The Architect will coordinate with the estimator and make adjustments to the drawings as required to align with the budget within a usual and customary scope.

Basic services for this phase will include (4) staff meetings and (1) presentation to council.

DESIGN DEVELOPMENT

Based on approval of Schematic Design with any Owner approved adjustments in the project requirements, the Architect will prepare Design Development documents for Owner approval. These documents will consist of drawings and other documents to fix and describe the size and character of the project. The documents will consist of the following:

- Site plan and floor plans
- Elevations and building sections
- Typical construction details
- Diagrammatic layouts and descriptions of building systems
- Outline specifications that identify major materials and systems and establish their quality levels.

Upon completion the documents will be submitted to the Owner and we will request written approval to proceed with Construction Documents. The Architect will coordinate with the Owner and estimator to align the project scope and documents with the overall project budget. Basic services will include one such revision with any additional revisions considered an additional service.

Basic services for this phase will include (3) staff meetings and (1) presentation to council.

CONSTRUCTION DOCUMENTS

Based on approval of Design Development with any Owner approved adjustments in the project requirements, the Architect will prepare Construction Documents for Owner approval. These documents will consist of drawings and specification that define in detail the quality levels of materials and systems and other requirements for the construction of the work. Specification sections zero (0) and one (1) will be prepared and provided by the Owner for integration in to the project manual.

Upon completion the documents will be submitted to the Owner and we will request written approval for the documents to be released for bidding or negotiation.

Basic services for this phase will include (2) staff meetings and (1) presentation to council.

Upon completion the documents will be submitted to the Owner and we will request written approval to proceed with Construction Documents. The Architect will coordinate with the Owner and estimator to align the project scope and documents with the overall project budget. Basic services will include one such revision with any additional revisions considered an additional service.

BIDDING AND NEGOTIATION

The scope of this phase is directly related to the method of delivery selected by the Owner and the associated level of preconstruction services. At a minimum, the Architect will assist the Owner in responding to any document related questions submitted by bidders during the allowed period for responses. The Architect will also consider requests for product substitutions, and prepare and distribute addenda that identify approved substitutions to all prospective bidders.

CONSTRUCTION ADMINISTRATION

The Architect shall provide administration of the Contract between the Owner and the Contractor OR CM@R. The industry standard basis of defining these services is the AIA Document A201™–2007, General Conditions of the Contract for Construction. We will provide the following:

- Support the Owner's interests during the Construction Phase to insure, to the best of our knowledge, that the construction drawings and specifications are followed to their fullest. Provide notice to the Owner as soon as practicable after the Architect becomes aware of any fault, defect, error, omission, or inconsistency in the project.
- Visit the site at intervals appropriate to the stage of construction with a total of twenty-four (24) visits during construction, including substantial completion and final completion. This number of visits is based on bi-monthly visits across a 12 month construction duration.
- The Owner and Architect acknowledge that shop drawings, product data, samples, and other information must be submitted by the Contractor for review and approval.
- Review and approve monthly pay requests submitted to the Owner.

Services during this phase initiate with the award of the contract for construction, and terminate thirty (30) days after the date on the final Certificate for Payment.

FEE STRUCTURE

The fee will be a lump sum based on a percentage of construction costs. The industry standard fees are 10% for renovation work and 8% for new construction. However, since this project is to be a continuation of an existing contract, and because we already have a good understanding of the scope, we propose to apply a reduced fee of 8.25%. We will also credit our fee received for the study related to this project. This metric results in the following values:

ESTIMATED CONSTRUCTION COST	% FEE	TOTAL FEE
• \$10,480,000 (rounded down)	8.25%	\$864,600.00
• Predesign Study Fee		\$26,000.00
• Total Fee for Design Services		\$838,600.00

To provide the Owner with our most competitive fee, we have incorporated a more efficient approach to the Schematic Design phase. Part of the typical process of Schematic Design is the creation of multiple design options for the Owner to evaluate and provide direction. Since we have already generated a plan and partial exterior concept as part of the pre-design study, we can further leverage that effort and eliminate the portion of the phase dedicated to that scope. We estimate the study options scope to require 50% of the total Schematic Design effort, or 10% of the overall fee. This reduction in scope and the resulting credit equates to a fee reduction of approximately \$55,000 from the original prescribed fee.

Our total fee will be distributed across 5 design phases and invoiced monthly based on the percentage of work completed. This fee distribution per design phase is an industry standard metric and is as follows:

• Schematic Design	20%
• Design Development	15%
• Construction Documents	40%
• Bidding	5%
• Construction Administration	20%
Total Fee	100%

Reimbursable expenses include only reasonable and necessary expenses incurred by the Architect and the Architect's subconsultants directly related to the project as follows:

- Transportation and authorized out-of-town subsistence
- Fees paid for securing approval of authorities having jurisdiction over the project
- Printing, reproduction, plots, drawing sets
- Postage, handling, and delivery
- Renderings, models, mock ups, professional photography, and presentation materials requested by the Owner outside of basic services
- Expense of any additional insurance coverage in excess of that normally carried by the Architect
- All taxes levied on professional services and on reimbursable expenses
- Other similar project related expenditures

For reimbursable expenses the compensation shall be the expenses plus fifteen percent (15%) of the expenses incurred.

Our 2018 hourly rate schedule is as follows:

• Principal/ Senior Associate	\$250.00 per hour
• Project Manager	\$200.00 per hour
• Lead Designer	\$175.00 per hour

- Architect \$175.00 per hour
- Construction Administration \$175.00 per hour
- Architectural Associate \$145.00 per hour
- Architectural Technician \$105.00 per hour
- Administration \$80.00 per hour

PROJECT SCHEDULE

Refer to Attachment A for the current proposed schedule based on a traditional design-bid-build method of delivery. There are several vehicles for expediting the schedule that are specific to the method of delivery you select. We understand the Owner is interested in expediting the schedule and we will work with you to select the best method of delivery and design process to accomplish your goals.

Please feel free to contact us with any questions regarding this proposal. We have the staff available to begin work on this effort immediately upon approval of this proposal. We appreciate the opportunity to continue our service to the City of High Point.

Very Truly Yours,
Creech & Associates, PLLC



Brent J. Green, LEED AP
Senior Associate

cc: David A. Creech, AIA, NCARB
File

Accepted: Randy McCaslin
Deputy City Manager

Date

HIGH POINT POLICE DEPARTMENT

Westchester Renovation Potential Project Outline

8/6/2018

POTENTIAL PROJECT SCHEDULE

#	TASK	START DATE	END DATE	DURATION
1	Schematic Design	August 27, 2018	October 8, 2018	6 weeks
2	Owner Review of Schematic Design/ Cost Estimate	October 8, 2018	October 22, 2018	2 weeks
3	Design Development	October 22, 2018	December 10, 2018	7 weeks
4	Owner Review of Design Development/ Cost Estimate	December 10, 2018	December 31, 2018	3 weeks
5	Construction Documents	January 2, 2019	March 13, 2019	10 weeks
6	Owner Review of Construction Documents	March 13, 2019	April 3, 2019	3 weeks
7	Submit to Review Agencies	March 13, 2019	April 24, 2019	6 weeks
8	Advertise for Bids ¹	April 10, 2019	May 1, 2018	3 weeks
9	Bid Opening	May 1, 2019		
10	LGC Submittal ²	May 3, 2019		
11	Bid Award and Negotiations	May 3, 2019	June 7, 2019	5 weeks
12	LGC Approval ³	June 7, 2019		
13	Building Construction	June 7, 2019	June 7, 2020	12 months
CONSTRUCTION COMPLETE			June 7, 2020	

¹ Assumes a design - bid - build method of project delivery

² Assumes financing via loan

³ Certified bid tab required for LGC approval