

30 October 2020

REVISED 4 November 2020

William L. Pinnix, P.E.  
Brunswick County  
75 Courthouse Drive, Building I  
Bolivia, North Carolina 28422

**RE: Brunswick County Complex Site and Space Needs Study**

ARCHITECTURE

INTERIORS

PLANNING

Dear Mr. Pinnix:

Thank you for selecting LS3P's design team for the Site Master Plan and Building Space Needs Study. We are excited to be a part of this long-range plan. As stated in your RFQ, this work will *"provide guidance for future new construction, building remodeling, parking, and the most efficient use of the existing building and office spaces in order to provide needed services and programs."*

We met with you and staff to review both goals and scope in August, and have used the intervening time to refine our work and proposal to produce the work.

CHARLESTON

COLUMBIA

GREENVILLE

MYRTLE BEACH

**SCOPE**

Buildings that will be part of our planning work include:

CHARLOTTE

RALEIGH

WILMINGTON

SAVANNAH

#	BUILDING	ASSESSMENTS		
		CONDITION	PROGRAM	ROOF
A	Health, Environmental Health	Y (high priority)	Y	Y
B	Social Services	Y (high priority)	Y	Y
C	Emergency Operations Center <ul style="list-style-type: none"> <li>Emergency Medical Services</li> <li>Emergency Management</li> </ul>	Y (high priority)	Y	Y
D	Public Assembly Building <ul style="list-style-type: none"> <li>Cafeteria</li> <li>Housekeeping</li> </ul>	y	y	Y
E	Computer Services	y	y	Y
F	Veteran Services <ul style="list-style-type: none"> <li>Farm Service Agency</li> <li>Public Housing</li> <li>Soil &amp; Water Conservation</li> </ul>	y	y	Y
G	Parks & Recreation	y	y	Y
H	Board of Elections	y	y	Y
I	Planning Department <ul style="list-style-type: none"> <li>Central Planning</li> <li>Building Inspections</li> <li>Register of Deeds</li> <li>Utilities: Billing &amp; Customer Service</li> <li>Engineering</li> </ul>	Y (high priority)	Y	Y

J	E911 Communications	N	N	Y
K	Board of Education	Y	N	Y
L	Operation Services (4 buildings)	y	y	Y
M	Sheriff's Office	Y	N	Y
N	Cooperative Extension	Y	N	Y
S	Courthouse	N	N	Y
	Bus Garage & School Maintenance	N	N	N
LEC	Law Enforcement Center Detention Center	N	N	Y
ADMIN	Administration	N	N	Y

We will perform a walk-thru of buildings that are not being assessed and provide general observations, if any, for improvements.

#### **DELIVERABLES:**

Deliverables include:

- **Facilities Documentation:** Using scans of existing plans, we will create a Revit (convertible to Autocad) plan of each building to use as a planning tool.
- **Site Documentation:** Using existing GIS data and satellite imagery, we will create a digital site plan to use as a planning tool.
- **Facilities Assessment:** walk through each building to assess condition, note possible improvements, & provide high-level (system type, age, capacity, possible energy improvements) systems maintenance & replacement recommendations.
- **Roof Assessment:** walk across each roof, assess current condition, reference warranty information, and develop a schedule & budget for replacement. Budget will be a 5-year projection, to be updated periodically to reflect current pricing.
- **Program Assessment:** meet with department leaders to document current building use, program needs, and future space requirements.
- **Site Plan:** Evaluate parking, utilities, drainage, building placement, & site amenities in order to improve working conditions & public perception.
- **Wayfinding Plan:** improve wayfinding for the public to make the campus more accessible.
- **Master Plan:** create a living document that can anticipate and guide growth for future generations.
- **Cost Projections:** provide cost projection(s) for work identified by the Master Plan.

Items we will need from the County to assist us with our work include:

- Existing building plans
- Site plans
- County GIS data
- Existing County building assessments
- Organizational information for each department
- County growth projections

## **PHASE DESCRIPTION and SCHEDULE**

We propose the following phases of work, duration, and schedule.

### **I. Project Kick-Off**

**Complete**

- A. Meet with design team and Brunswick County staff (herein referred to as the “Owner” to:
  - 1. Review list of activities for approval
  - 2. Identify stakeholders and program leaders
  - 3. Discuss preliminary programming and goals
- B. Meet with LS3P to discuss CJS general scope of services and preliminary project schedule.

### **II. Pre-Discovery**

**9 weeks (incl. holidays)**

**12/14 – 2/12/2021**

- A. Gather base site and building plan information of the government complex and immediate context. Sources may include data supplied by Brunswick County, available as-built plans, and publicly available GIS data.
- B. Prepare a base plan of existing site and building conditions in AutoCAD 2019 (site) and Revit (buildings) for use by the project design team.
- C. Complete one (1) site visit and photograph/document the Site Conditions
- D. Complete 2 (2) site visits to photograph and document existing Building Uses
- E. Complete preliminary due diligence research, including:
  - 1. County planning documents and ordinances and associated restrictions and dimensional standards
  - 2. Watershed requirements and restrictions
  - 3. Design guidelines
  - 4. Environmental/Phase 1 or geotechnical assessments (supplied by Owner or Client)
  - 5. State regulations and guidelines (NCDEQ, NPDES, CAMA, etc.)
- F. Site Inventory to include the following existing conditions:
  - 1. Parking location, count, conditions, etc.
  - 2. Vehicular and pedestrian circulation
  - 3. Wayfinding
  - 4. Stormwater system, ponds, and capacity
  - 5. Water, sewer, and other utilities
  - 6. Environmental conditions (topography, wetlands, existing vegetation, soils, stream buffers, etc.)
  - 7. Existing site conditions will be documented in shared basemap(s)/diagram(s)
- G. Site Analysis to include the following:
  - 1. Identification of site constraints (circulation conflicts, parking limitations, underutilized open space, utility conflicts, etc.)
  - 2. Identification of site opportunities (potential site expansion/renovation areas, new or renovated gateways/entries, increased pedestrian/roadway connectivity, new utility connections or upgrades, new or expanded stormwater facilities, viewsheds/corridors, new or improved open space/landscape areas, etc.)
- H. Building Inventory to include the following existing conditions:
  - 1. Scans of existing building plans
  - 2. Building base plans, drawn in Revit (convertible to Autocad), with room names & uses noted
  - 3. Mechanical, electrical, and plumbing systems description
  - 4. Exterior envelope description (walls, roof)

- I. One coordination meeting between LS3P and Brunswick County team leader is anticipated to review documents and prepare for Phase III.

**III. Discovery Phase I: Existing Conditions, Visioning Session 1    5 weeks                      2/15/21-3/19/21**

- A. Preparation of site and building-related materials for Visioning Session 1 to include:
  1. Site Inventory Diagrams from information gathered in Pre-Discovery
  2. Site photographs
  3. Building base plans
  4. Associated narratives
- B. Visioning Session 1: on-site meeting
  1. Conduct a one (1)-day workshop with various Brunswick County departments and leaders.
  2. Present site & building inventory information.
  3. Review and develop goals and apply success factors.
  4. Document and review feedback received during Visioning Session #1.
- C. Coordinate with design team to synthesize workshop feedback.
- D. Prepare revisions to preliminary site programming diagrams and building plans based on Owner feedback and obtain consensus on a preferred alternative.

**IV. Discovery Phase II: Future, Visioning Session 2                      5 weeks                      3/22/21-4/23/21**

- A. Preparation of site and building-related materials for Visioning Session 2 to include:
  1. Site Analysis Diagrams from information gathered in Phase III
  2. Site-related precedent imagery
  3. Building base plans, with notations from Visioning Session 1
  4. Associated narratives
- B. Visioning Session 2
  1. Conduct a two-day workshop with various Brunswick County departments and leaders.
  2. Present site analysis information.
  3. Develop preliminary site programming and alternate design scenarios (schematic/bubble diagrams). Up to three (3) alternative scenarios are anticipated.
  4. Develop preliminary building planning response to program requirements
  5. Document and review feedback received during Visioning Session 2.
- C. Coordinate with design team to synthesize workshop feedback.
- D. Prepare revisions to preliminary site programming diagrams and building plans based on Owner feedback and obtain consensus on a preferred alternative.

**V. Preliminary Master Plan / Presentation #1                      5 weeks                      4/26/21-5/28/21**

- a. Prepare Preliminary Master Plan (based on preferred site programming diagram) to include:
  1. Growth opportunities and site enhancements to be coordinated with building/facility renovation and expansions
  2. Open space/outdoor amenity and landscape improvements
  3. Pedestrian circulation and wayfinding improvements
  4. Parking expansion
  5. Additional roadway connectivity, including to NC highway 906 (Galloway Rd NE)
  6. Conceptual expansion of stormwater conveyance/treatment and utility extensions
- B. Preliminary Master Plan rendering to be 2-dimensional, schematic, with basic color and detail. Renderings of detailed enlargement areas are not anticipated.
- C. Prepare a Preliminary Site Phasing Plan.

- D. Prepare a Preliminary Landscape Standards Framework to include:
  - a. Suggestions for unified site materials (hardscape materials, lighting fixtures, site furnishings, wayfinding, landscape palette, etc.)
  - b. Framework will include precedent imagery to illustrate general aesthetic (detail appropriate for a Design Standards Manual as specific vendors, products, color/material selections, etc. will not be included)
  - c. Associated brief narratives
- E. Prepare preliminary Building Master Plan and Program, based on renovations/additions/new buildings anticipated in Phase IV
- F. Prepare preliminary Building Phasing Plan to reflect anticipated changes/growth.
- G. Prepare preliminary cost estimates with Cost Estimator
- H. Present to Brunswick County departments and document feedback.

#### **VI. Final Master Plan / Presentation #2**

**4 weeks**

**6/2/21-6/29/21**

- A. Coordinate and synthesize Brunswick Co. feedback received in Part V.
- B. Prepare Final Master Plan to include items noted in Part V.A. above.
- C. Obtain one (1) round of feedback from County and revise as needed.
- D. Final Master Plan rendering will be a 2-dimensional digital rendering with more detail than Preliminary Master Plan in Part V. Renderings of detailed enlargement areas are not anticipated.
- E. Provide final approximated takeoffs and high-level pricing from cost consultant.
- F. Prepare revisions to Landscape Standards Framework based on feedback received from Owner.
- G. Assist Owner with site-related narratives to be included in Final Master Plan document.
- H. Present to Brunswick County departments/committees.
- I. Present to Brunswick County Board of Commissioners.

#### **VII. Design Coordination Meetings**

- A. Design Meetings to include remote coordination conference calls with Owner and design team. We will conduct these meetings in person and via Zoom.
- B. Estimated to occur bi-weekly (on average) for 8-month duration (17 meetings) and an additional 3 miscellaneous meetings for a total of  $\pm$  20 meetings.

#### **CONSULTANTS:**

Our team includes:

LS3P Associates LTD	Architecture
Cole Jenest & Stone	Landscape & Civil Design
Cheatham Engineers	MEP Engineering
Woods Engineering	Structural Engineering
MBP Cost Consultants	Cost estimating
REI Engineers	Roof Engineers
McGee Reprographics	Scanning support

**FEE PROPOSAL:**

Our work will produce a comprehensive master plan for the County Complex and will be used to guide development & improvements for several decades. Our fee proposal is based upon the following phases:

I.	Project Kick-Off	4,825
II.	Pre-Discovery	37,900
III.	Discovery Phase I: Existing Conditions, Visioning Session 1	46,370
IV.	Discovery Phase II: Future, Visioning Session 2	37,520
V.	Preliminary Master Plan / Presentation #1	34,920
VI.	<u>Final Master Plan / Presentation #2</u>	<u>32,920</u>
	<b>TOTAL</b>	<b>\$194,455</b>
	Scanning allowance*	5,000
	Structural engineering allowance	5,000
	Cost consultant allowance	25,000
	<u>Roof Assessment &amp; report</u>	<u>25,000</u>
	<b>TOTAL WITH ALLOWANCES</b>	<b>\$254,455</b>

**ALLOWANCES:**

I have included allowances for Consultants' work in which scope can not be determined before Phase IV has been completed.

\*Scanning allowance: We propose to create a digital archive of County buildings for the County's records and to prevent loss of this important data. We will subcontract this work to McGee Reprographics for \$1.25/sheet, or Brunswick County can contract directly with McGee's for \$1.00/sheet. In the absence of a complete sheet count for the work, we suggest an allowance of \$5,000 for this work. (50 projects x 75 sheets each = 3,750 sheets x \$1.25 = \$4,687.50)

I look forward to reviewing this lengthy proposal with you. If you agree, we will prepare a standard AIA contract for the work.

Very truly yours,

**LS3P ASSOCIATES, LTD.**



Charles H. Boney, Jr., FAIA  
Vice President