



Board of Supervisors of Northampton
P.O. Box 66 • Eastville, Virginia

Katherine H. Nunez
County Administrator

PHONE: 757-678-0440
FAX: 757-678-0483

Ok'd by
Bd
3/24/14

MEMORANDUM

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator *Katie H. Nunez*
DATE: March 7, 2014
RE: Middle School Renovations – Architectural & Engineering Services Contract

A Request for Proposals was issued for Architectural and Engineering Services for the Renovation of the Middle School. Seven proposals were received and three finalists were interviewed. The Renovation Committee ranked the finalists with DJG, Inc. being the topped ranked proposer.

A Statement of Work along with a price proposal and potential calendar has been provided as a result of discussions with DJG regarding the project, the proposed reuse of the premises, the known issues of the building as identified by staff to date, and the project budget. The contract language is still being reviewed by the County Attorney.

The project budget is \$1,219,601 and the recommended contract for Architectural and Engineering Services with DJG, Inc. is \$228,660. Typically, a contract for this type of service runs in the 10-12% of the project budget. This contract, if approved, would be approximately 18.75% of the budget currently available. However, this project has been unusual in its development of a funding source. The funding for this project has solely come about through the reallocation of funds from other capital projects that we were able to complete under-budget and has not been developed based upon our consideration of the building project itself, the extent of repairs and renovation being proposed and the eventual re-uses proposed for the premises.

It is necessary to complete the architectural and engineering components for the entire property based the building issues with the intended uses so that we can develop a realistic priority list for a construction bid document as to how much we can achieve and complete of our renovation program through our currently identified project funds and to determine costs for any elements of the proposed renovation project that cannot be addressed at this time due to funding constraints.

Therefore, I am requesting the Board to vote to award the Architectural and Engineering Services Contract for the Renovation of the former Northampton Middle School to DJG, Inc. in the amount of \$228,660 as defined in the Statement of Work dated February 17, 2014, the fee

proposal letter dated February 17, 2014, and the Project Schedule dated February 17, 2014, pending the County Attorney's review and acceptance of the contract language. As a point of reference, we are using the standard AIA contract document which will incorporate the three items provided by DJG, Inc. (Scope of Work, fee proposal and project schedule).



**Northampton County
Renovation of the Former
Northampton Middle School
Statement of Work
February 17, 2014**

Project Intent:

Assist the County with the programming, master planning, Phase 1 design, and construction documents for the renovation and building envelope upgrades for the Former Northampton Middle School to include the following uses / groups:

1. Department of Emergency Medical Services (EMS)
2. Virginia Cooperative Extension Agency
3. Records Storage (County Administration)
4. Community Kitchen (Planning / Economic Development)
5. Community Meeting Space
6. Voting Precinct
7. Parks and Recreation
8. Emergency Sheltering

There is a possibility of potential future stakeholders in the project to include:

1. Northampton County School Board
2. Alumni / Local Historical Society
3. Local Community College

The current identified project area includes the existing Former Middle School and the current parcel under the control of the County. This will include evaluation of the existing parking, driveways at the front and to the west of the existing cafeteria that wraps around the rear of the former school facility. Currently, the Tech Center is not within the review, planning, and design for this project; however, it was identified that discussions are underway that may require this facility to be surveyed and included within the programming, master planning and possible Phase 1 Construction Documents.

Budget (Phase 1): \$1.2 million – including consulting A/E fees and any necessary permitting fees.

Project Goals:

1. A new home for the Department of EMS to include:
 - Three (3) new apparatus bays – (not facing north)
 - Decontamination facility
 - Three (3) private offices
 - Living / Bunking facilities (7 total)
 - Toilet / Showering facilities
 - Kitchen with residential equipment
 - Work room
 - Training Center to include classroom space and break-out / testing areas
2. Extension offices renovations:
 - Four (4) staff offices plus one (1) future with two (2) offices including a small meeting table
 - Storage space for printed materials and training aides / supplies
 - Conference Room – could be shared with other building users (16 people)
 - Reception area
 - Outside storage for Master Gardeners
 - Breakroom with kitchenette and sink
 - Isolated communications room and distribution through office areas
 - Classroom space for up to 50 people – could be shared with other building users
3. Records Storage:
 - Two (2) discrete spaces for access control to separate Commonwealth Attorney's records from the County Administration records
 - Equivalent of about four(4) classroom spaces
4. Community Kitchen:
 - To support VDACS seasonal kitchen
 - Requires a larger access door at side of Cafeteria for loading and unloading of supplies
 - Possibly alter the flow of raw goods from the Cafeteria (minor temporary storage) to the scullery for cleaning / sanitizing, through the kitchen to be prepared, then canned and packaged to leave through the same entrance at the side of the kitchen
 - General cleaning and update on most finishes (walls and ceilings)
 - Update / improve the building utilities to provide working hood with fire protection
 - Possible sub-metering of utilities to the Community Kitchen to offset operational costs through third party vendors
 - Possible securing the Community Kitchen space from the rest of the facility

5. Community Meeting Space:
 - Meeting / gathering space for 60-80 people
 - Access to warming kitchen with oven, sink, and spaces for beverage preparation
6. Polling Space (Shared with other community needs)
 - Enough space for three to four voting booths
 - Preferred to have two accessible entrances to control the flow of citizens in and out of the space
7. Parks and Recreation:
 - Continue to serve winter youth sports including basketball and volleyball
 - Support for summer camp program
 - Finish upgrades to the floors and walls
 - Provide toilet / shower / locker facilities
 - Possible concession stand location for weekend games
 - Window shading / tinting for Western exposure
 - Equipment storage
 - Summer camp lunch room (possibly shared with Concession space)
 - Craft room to include supply storage, a sink and a long built-in counter
 - Play room for free play
 - Sixty (60) single lockers to replace the existing wall lockers in the corridor
 - Small laundry space for the washing of jerseys and supplies
8. Emergency Sheltering ("Shelter of Last Resort")
 - Access for emergency power
 - Temporary sheltering for up to one week in an emergency
 - Catering may be required for longer duration (to be provided by 3rd party)
9. Building Stabilization
 - Public Toilet Renovations
 - Roof replacement / repairs
 - Mold Remediation
 - Structural investigation and repairs of floor settling at the Men's Room near the cafeteria

Project Phases:

- Field Investigation (4weeks)
 - Camera Scoping of under floor drain piping
 - Geotechnical Investigation – for EMS Apparatus Bay addition
- Programming / Master Planning (Estimated 4 weeks)
 - Two (2) Programming Building committee review meetings planned

- Conceptual Design (4 weeks) / Phased Master Plan Development
 - One(1) Progress Building Committee review meeting planned
 - One Concept Design Submittal (all users) for review and approval
 - One final concept review meeting planned
 - One presentation to the Board of Supervisors
- Phase 1 - Design Development Phase (6 weeks)
 - Two (2) Progress Building Committee review meetings
 - One 65% Design Development submittal for review and approval
 - One Design Development review meeting
- Phase 1 - Construction Document development to include Civil, Landscape Architecture, Architecture, Structural, Plumbing, Mechanical (HVAC), Electrical, and Fire Alarm
 - Demolition plans to document the renovation requirements within the existing facility
 - Site Utility revisions to possibly include:
 - Electrical Service upgrades
 - Standby Emergency Generator
 - Building Sewer upgrades
 - HVAC system design / improvements to include potential roof-top units to serve the Phase 1 Renovation areas, and possibly re-using some of the existing equipment within the existing facility
 - HVAC modifications to existing equipment in non-renovated spaces to stabilize humidity and ventilation
 - Project specifications
- Cost estimate with each design submission
- Permitting assistance to include:
 - Stormwater management (SWPPP)
 - Planning / Site Plan review
 - Environmental – abatement and disposal
- One presentation to the Board of Supervisors near the completion of Construction Documents to request permission to proceed to the bid phase of the project
- Bid and Award
- Construction Administration

Deliverables:

- Programming / Space needs – 3 copies + 1 digital copy
- Conceptual Design – 3 copies + 1 digital copy
- 65% Owner review submittal – 3 copies + 1 digital copy
- 90% Owner review submittals – 3 copies + 1 digital copy
- Permitting documents for Northampton County Codes Compliance Review
- Site Development Plan Submission

- Bid Documents – up to 20 sets to be delivered via electronic file exchange

Additional Design Phase Services (included with the contract):

- VA DEQ Stormwater Prevention Pollution Plan (SWPPP)
- Site Development Plan Submission and response to one round of County's review comments
- Supplemental Hazardous Materials Testing and Specification preparation
- Geo-technical Investigation for Apparatus Bay Building addition
- Camera scoping of sanitary sewer pipes within Cafeteria Wing to establish materials, sizes, conditions, and recommended repairs / replacement

Exclusions:

- Northampton County Planning Commission presentation
- Fuel Oil tank removal and soil remediation
- Design of fire suppression system
- Environmental Site Assessment
- Geo-technical Investigation at floor settlement near Cafeteria

Bid Phase Services:

- Attendance at one pre-bid meeting
- Issuance of any required addendum
- Review of bids received and recommendation of lowest responsive, responsible bidder
- Attendance at the Bid Opening
- Bid document distribution to be completed electronically through DJG file exchange service
- Attendance at one Board of Supervisors meeting to recommend the lowest responsive, responsible bidder

Construction Phase Services:

- Attendance at one pre-construction meeting
- Attendance at up to twenty four construction progress visits including one substantial completion inspection and one final completion inspection (estimated 12 month duration)
- Review and recommendation of monthly Applications for Payment
- Review of construction submittals
- Review of contractor RFI's
- Review and recommendation of proposed change orders
- Preparation of field visit report with each on-site observation
- Preparation of one substantial completion punch list
- Assistance with the County's required closeout documents

Exclusions (Construction Phase)

- Special Inspections
- Construction Materials Testing
- Construction site visits beyond twenty-four (24) will be completed on a per visit charge to be negotiated with the County
- Record Documents



February 17, 2014

Ms. Katie Nunez
County Administrator - Northampton County
16404 Courthouse Road
Eastville, VA 23347

RE: Northampton County – Former Middle School Renovations

Dear Ms. Nunez:

DJG is pleased to provide you and the County with this fee proposal letter in concert with the Statement of Work and Initial Proposed Project Schedule that we discussed in your office last week.

- Field Investigation – \$ 37,970
 - Existing Building Investigation \$ 9,200
 - Topographic Survey \$10,630
 - Geo-technical Investigation (Building Addition) \$ 6,230
 - Underslab Drain Scoping and Investigation \$11,910
- Programming / Conceptual Design / Master Plan Development \$ 19,840
- Phase 1 - Construction Documents \$ 72,560
- Permitting assistance to include:
 - Stormwater management (SWPPP) \$ 3,420
 - Environmental – abatement and disposal specifications \$ 7,150
- Bid and Award \$ 9,720
- Construction Administration \$ 78,000
- TOTAL \$228,660**
- Additional Services (If Required)
 - Geotechnical Investigation of floor settlement - \$5,450

DJG will bill the above referenced services monthly on a percentage complete basis. Should the County require additional services outside the scope indicated in the attached Statement of Work, DJG will negotiate these services with the County on an as needed basis. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Donald F. Booth, AIA
President

Renovation of the Fernside Middle School Building

ID	Task Name	Duration	Start	Finish	Predecessors
1	Contract Award	1 day	Mon 2/26/14	Mon 2/26/14	
2	Kick-off Meeting	1 day	Tue 2/26/14	Tue 2/26/14	1
3	Conceptual Design Phase	31 days	Wed 2/26/14	Wed 3/26/14	2
4	Field Investigation	31 days	Wed 2/26/14	Tue 3/25/14	2
5	Program Verification	35 days	Wed 2/26/14	Tue 3/25/14	2
6	Building Committee Meeting	1 day	Wed 3/26/14	Wed 3/26/14	3
7	Building Committee Meeting	1 day	Wed 3/26/14	Wed 3/26/14	3
8	Submit amended Program / Budget	0 days	Tue 3/25/14	Tue 3/25/14	3
9	Conceptual Design / Master Plan	22 days	Wed 2/26/14	Tue 3/25/14	3
10	Building Committee Meeting	1 day	Wed 3/26/14	Wed 3/26/14	3
11	Building Committee Meeting	1 day	Wed 3/26/14	Wed 3/26/14	3
12	Conceptual Design Submission (30%)	0 days	Tue 4/22/14	Tue 4/22/14	3
13	County Committee Review	15 days	Wed 4/23/14	Tue 5/5/14	3
14	Review Meeting with County	1 day	Wed 5/6/14	Wed 5/6/14	3
15	Presentation to Board	8 days	Mon 5/26/14	Mon 5/26/14	3
16	Final Design Phase	121 days	Wed 5/7/14	Wed 10/22/14	3
17	Design Development (Phase 1)	32 days	Wed 5/7/14	Tue 6/17/14	3
18	Design Development Submission (65%)	0 days	Tue 6/17/14	Tue 6/17/14	3
19	County Committee Review	10 days	Wed 6/18/14	Tue 7/8/14	3
20	Review Meeting with County	1 day	Wed 7/9/14	Wed 7/9/14	3
21	Permit Application and Reviews	4 days	Thu 7/10/14	Wed 7/23/14	3
22	Construction Documents and Specifications	26 days	Thu 7/10/14	Wed 8/13/14	3
23	CD and Specifications Submission (95%)	0 days	Wed 8/13/14	Wed 8/13/14	3
24	Pre-Final County Committee Review	10 days	Thu 8/14/14	Wed 8/27/14	3
25	Presentation to the Board	0 days	Tue 8/26/14	Tue 8/26/14	3
26	Bid Documents Complete	15 days	Thu 8/28/14	Wed 9/17/14	3
27	Project Bid Phase	27 days	Wed 9/17/14	Mon 10/13/14	3
28	Advertise for Bid (Phase 1)	8 days	Wed 9/17/14	Wed 9/24/14	3
29	Bid Phase	23 days	Thu 9/18/14	Mon 10/20/14	3
30	Review Bids	5 days	Tue 10/21/14	Mon 10/27/14	3
31	Recommendation to the Board of Supervisors	1 day	Mon 10/27/14	Mon 10/27/14	3
32	Construction Phase	261 days	Mon 11/03/14	Mon 11/03/14	3
33	Notice to Proceed	1 day	Mon 11/03/14	Mon 11/03/14	3
34	Phase 1 Renovation (Estimated 1 Year)	52 days	Tue 11/11/14	Mon 11/09/15	3
35	Interior Substantial Completion	5 days	Mon 11/09/15	Mon 11/09/15	3
36	Construct Three-Bay Vehicle Building	8 days	Tue 11/11/14	Mon 11/23/15	3
37	Vehicle Building Substantial Completion	8 days	Mon 11/23/15	Mon 11/23/15	3
38	Final Completion (Acceptance)	8 days	Mon 11/23/15	Mon 11/23/15	3

