



Building Structures.
Building Relationships.

December 13, 2024

Dan Nosbusch
Project Manager
Durham County Engineering & Environmental Services
201 E. Main St, Durham, NC

RE: Office of Emergency Services Fleet Maintenance Facility

Dear Mr. Nosbusch:

Samet Corporation is pleased to provide our Preconstruction Phase Services proposal for the Construction Manager at Risk services on the Durham County Office of Emergency Services Fleet Maintenance Facility project.

Please find enclosed a summary of the preconstruction phase scope of work and anticipated deliverables for the design, prequalification, and bidding phases of the project.

We would welcome the opportunity to discuss this proposal further. Please do not hesitate to contact us if you have any questions.

We look forward to working with Durham County, HH Architecture, and all other project team members to bring this project to a successful completion.

Sincerely,
Samet Corporation

A handwritten signature in blue ink, appearing to read 'Adam Fouse', is written over a horizontal line.

Adam Fouse
Samet Corporation
Director, Commercial & Industrial Markets
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HEADQUARTERS

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PRECONSTRUCTION SERVICES SCOPE OF WORK

Outlined below is Samet Corporation's Pre-construction Phase Services Scope of Work for the Office of Emergency Services Fleet Maintenance Facility project to be located in Durham, NC. Specific services are enumerated below within their own respective category. Upon request of the Owner, additional services not depicted herein can be provided by or through the Construction Manager at an additional cost.

I. PRE-CONSTRUCTION SCOPE OF WORK / DELIVERABLES

1. Pre-construction Progress Meetings:
 - a. As a basis of our scope of services, we have assumed participating in Project Team Meetings over the course of the pre-construction phase to involve participation of multiple Samet members. Per the Project Schedule provided by HH Architecture during design planning meetings, the pre-construction phase duration is assumed to commence in January 2025 and end in May 2025 to follow the trade subcontractor bid process.
 - b. Pre-construction Meeting Minutes for the aforementioned meetings will be prepared by the Construction Manager and distributed to all Project Team Members during the course of the pre-construction phase process.
 - c. During pre-construction progress meetings, the Construction Manager-at Risk will advise the project designers on matters relating to site use, improvements, selection of materials, building methods, construction details, building systems and equipment, phasing and sequencing. The Construction Manager-at-Risk will provide written recommendations on construction feasibility.
 - d. The Construction Manager-at Risk will provide continuous analysis studies as the project design is developed to offer suggestions that provide the most effective in first costs as well as long term operational costs relative to issues of energy use and facility maintainability.
2. Schedule Development:
 - a. Pre-construction Management Schedule - Upon timeline and milestone date confirmation and input from the Owner and Architect, the Construction Manager will prepare a Pre-construction Management Schedule. This schedule will utilize "Critical Path Method" (CPM) scheduling techniques and will be updated on a regular basis and/or following completion of major pre-construction phase milestone dates.
 - b. Project Construction Schedule – Prior to distribution of the 100% Construction Documents for Trade Subcontractor bidding, the Construction Manager will prepare a Project Construction Schedule for use in bidding and managing the Construction Phase of the Project. This schedule will utilize "Critical Path Method" (CPM) scheduling techniques and will be updated on a regular basis.
3. Site Investigation:

Unique to this project, we understand that there may be additional field exploration / due diligence work to support the design effort that may be performed by Samet Corporation and/or specialty consultants. We have included the costs for drone photos of the exterior of the building and site, as well as costs for a complete laser scan of the interior of the building. The laser scan will produce a 3D model that will be shared with the design team for use during their design efforts. Additionally, we have included a \$3,500 allowance within this proposal for any additional field exploration effort requests such as investigative demolition, x-ray/GPR scanning, private locating, etc. to be used at the Owner's discretion.

4. Cost Estimates:

- a. Schematic Design / Design Development (DD) Cost Estimate Phase – Due to the accelerated project schedule and in alignment with HH’s projected schedule, SD and DD will occur simultaneously. Subsequent to receipt of the DD documents prepared by the Architect, the Construction Manager will prepare a detailed cost estimate inclusive of all construction costs related to the project for review and approval by the Project Team. The cost estimate format will be prepared using our computerized estimating software and will be organized into CSI Divisions of Work and/or separate trade package estimates (tentative list) inclusive of the CM Fee, Bonds & Insurance and Project Contingencies.
- b. Construction Documents (CD) Estimate / Preliminary GMP Development – The Construction Manager will prepare a detailed CD Estimate / Preliminary GMP following the development of the 100% Construction Documents for review and approval by the Owner. The Preliminary GMP will be developed based upon 100% Construction Documents.

5. Value Analysis:

Subsequent to receipt of the working design documents prepared by the Architect, the Construction Manager in concert with preparation of our detailed cost estimate will prepare a thorough value engineering analysis of the current documents. A detailed list / analysis of potential value engineering items will be prepared during this process for review and approval by the Project Team. The Value Analysis process will be tracked using a Cost Management Log to account for accepted, pending, and declined items presented for consideration by the Owner and Architect.

6. Constructability / Coordination Reviews:

Subsequent to receipt of the working design documents prepared by the Architect, the Construction Manager through the “eyes of a builder” will evaluate specific design details, layouts, design requirements, etc. in order to ascertain if any specific design feature could be completed differently, thus yielding the same effect for the Owner, however simplifying construction in the field. Once identified, these items will be reviewed and discussed during our pre-construction progress meetings. The Construction Manager will also complete a thorough coordination review of the construction documents in order to confirm specific plan details, references, notes, schedules, specifications, etc. are coordinated with one another. The intent of this review is to reduce Requests for Information (RFI) during and after the bid process and Change Orders following commencement of the Construction Phase.

7. Complete HUB Program & New (HB 1043) Project Specific Trade Partner (Subcontractor / Supplier) Pre-qualification Process:

The Construction Manager will develop a project specific HUB / MWBE Participation Plan for execution and implementation as part of the pre-construction phase activities noted herein, which should address all requirements in the RFP. In addition, the New (HB 1043) Project Specific Trade Partner (Subcontractor / Supplier) Pre-qualification Process will be initiated and established during this phase as defined below.

- a. HUB / MWBE Participation Plan – A project specific HUB / MWBE Participation Plan tailored to promote minority participation for this project will be developed by the Construction Manager. Our project specific plan will outline, define, or include the following:
 - i. MWBE participation goals as measured by percentage of cost of construction as well as defining active participation during the bid process will be established well above the County minimum goal requirements for this project.
 - ii. Specific bid packages will be structured to facilitate maximum participation.

- iii. An outreach program with set protocols will be established.
 - iv. Establish financial assistance or payment protocol to help facilitate participation.
 - v. An outreach mixer will be held to promote the project including review of the design, project scope of work, bid packages, schedule, bid requirements, etc. on or before the establishment of the CD Estimate / Preliminary GMP. This initial meeting will serve as an informational meeting of what is to come once the project is formally advertised for bids.
 - b. Project Specific Trade Partner (Subcontractor / Supplier) Pre-qualification Process – As required by NC State Legislation (HB 1043), the Construction Manager in conjunction with Durham County representatives will establish “objective” pre-qualification criteria / forms / scoring matrix to be used by the CM for submission to respective trade subcontractors / suppliers for review and preparation of their pre-qualification response. Solicitation, processing, and evaluation of subcontractor / supplier pre-qualification information as received from respective trade contractors / suppliers will be undertaken by the Construction Manager during the Preconstruction Phase of this project.
- 8. Trade Package Development / Front-end Document Preparation:
Prior to completion of the Trade Subcontractor / Supplier Qualification process, the following documents will be developed by the Construction Manager to facilitate the bidding and construction process for Trade Packages.
 - a. Bidding / General Requirements – In conjunction with the Architect, the Construction Manager will prepare project specific bidding and general requirements for use during the trade package bidding stage(s) of the project as well as for use during construction.
 - b. Subcontract / Supplier Bid Package Scopes of Work – Subsequent to completion of the Construction Documents, the Construction Manager will develop written trade package scopes of work for use to solicit trade package bids as well as for use to contract the various aspects of this project’s scope of work.

Office of Emergency Services Fleet Maintenance Facility		
Durham, NC	Preconstruction Duration:	19 Weeks (1/13/2025 – 5/23/2025)
Project No. 24-170	Construction Budget:	\$3,000,000

DESCRIPTION OF WORK	TOTAL
Preconstruction Scope of Work / Deliverables	
1 Pre-construction Progress meetings and Documentation Services (Jan 2025 thru May 2025)	\$15,722
2a/b Pre-construction Management / Project Construction Schedule (CPM) Preparation / Maintenance (Jan 2025 thru May 2025)	\$7,487
3/4/5 Site Investigation / Design Development Cost Estimate / CD Estimate / Value Analysis / Coordination Review (Jan 2025 thru May 2025)	\$38,133
6 Construction Document Coordination Review & Constructability Review	\$7,786
7 HUB Program & Project Specific Trade Partner Pre-Qualification Process	\$20,963
8 Front-end Document / Trade Package Scope Development	\$9,683
Total Preconstruction Services Cost:	\$ 99,824