



January 31, 2024

Original Proposal submitted January 22, 2024

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Subject: Proposed Team Members and Hourly Rates  
Bull City United at the former Boys and Girls Club – Planning and Programming  
Andre Johnson Architect Project Number: P2306.00

Dear Brenda:

Andre Johnson Architect, PLLC is very pleased to submit our fee proposal for the Architectural and Engineering Professional Services for Bull City United Programming and Planning at the former Boys and Girls Club in Durham. The project is located at 826 E Pettigrew Street, Durham, NC 27701 and consists of two parcels: 802 and 808 East Pettigrew Street. Our fee is based on our understanding of the following information:

**A. Project Descriptions**

The project includes the development of the programming and conceptual planning of the Bull City United facility located at 826 E Pettigrew Street, Durham, NC 27701. The facility is approximately 10,000 square feet and is a multi-story building with an apparent ground level plan that is partially exposed to daylight on multiple sides. The facility has offices, meeting rooms, support spaces along with an open gymnasium. It is noted that the design team completed a detailed facility assessment of the existing facility in 2023. During that effort, the design team developed a preliminary program that will be reevaluated during this proposed scope of work. From the preliminary program developed, the proposed program is approximately 15,000 gross square feet.

**Special Circumstances**

The design team understands that we will be developing the programming and planning efforts in addition to providing community engagement and public awareness. Additional scope that will be provided but not included in this scope of services will be branding, marketing and communication services for Bull City United.

**B. Scope of Services**

The proposed design team will include the following disciplines: Architecture, Interior Architecture, Civil Engineering, Structural Engineering, Mechanical, Electrical, Plumbing and Fire Protection Engineering and Landscape Architecture. Each of these disciplines will provide programming and planning expertise during this phase to refine the project scope with the client. The scope services for this proposal include the following based on our current understanding of the project:

**Task 1 – Community Engagement;** shall include:

WR will support the Client in community engagement specific to the building renovation and its surrounding site. Engagement will focus on the presentation of design ideas to obtain stakeholder buy-in for the proposed renovation. The following services are proposed:

The following subtasks will be a part of this scope of work:

1. **Public Awareness Materials:** The Consultant will submit one (1) round of materials (concept drawings, site maps, inventories, and summaries) to the client for posting to the public record.
  - a. All deliverables will be in electronic format.
2. **Social Media and Outreach:** The Consultant will provide content for social media to the Town for posting on sites such as the Town website, Facebook, and Instagram to update the Pleasant Grove community and the larger Wendell area on the updates to the overall project and to garner feedback. This will occur monthly across the entirety of 10 months.
  - a. Deliverables will include the following: social media content and advertising schedule and plan for the public.
  - b. All deliverables will be in electronic format.
3. **Stakeholder Engagement:** Attend meetings with the stakeholder group to support the client in presenting design ideas for the Building and Site Renovation. Assumes 3 engagement events with Two (2) Consultant representatives present at each engagement event.

Note that the community engagement process will be concurrent to other tasks identified in this fee proposal. The community engagement process may impact the deliverable dates in this fee proposal depending on the dates of the community engagement meetings.

**Task 2 – Programming and Planning;** shall include:

The verification of the previously developed program and the culling of pertinent information. It is expected that the programming and planning efforts will not be solely based on previous information and will be developed from targeted efforts from Task 1 and additional meetings and collaboration with the client and identified stakeholders. The following tasks will be completed during this task:

The following subtasks will be a part of this scope of work:

1. The development of the proposed building program that will be presented to the client in tabular format. The format will be developed by the architect for review by the client. The program will include all programmed spaces with quantity of space in the proposed building, square footage per space and any departmental grossing factors.
2. The development of a preliminary block plan for all spaces that are developed from the building program. The block plan will identify the spaces and their proportional size that would support the functions of the space. The block plan will include a summary of required adjacencies and development

of the blocks. The block plan will also include the proposed major circulation areas but may not include all corridors.

3. Conceptual site plan that identifies the proposed site features such as parking, site amenities, etc. Note that the site plan will be developed from publicly available information (GIS, etc.). If the Client has a site survey or site plan of the property, this should be provided to the Architect.
4. Project narratives, images and other relevant information from all disciplines identified in this fee proposal.

**Task 3 – Concept Development;** shall include:

The development of any conceptual images for the project is based on the completion of the programming and planning identified in Task 2. Note that the conceptual design will include preliminary massing, shapes, and forms. The following subtasks will be provided during this phase of the project:

1. Development of two to three conceptual options for the project (if the project programming determines that a new building is required). If the existing building is renovated, two options will be provided based on the previously developed concept documents.
2. Interior and exterior conceptual images of each of the developed concept options. Three (3) interior and four (4) exterior images will be provided. Total images provided shall be Nine (9) interior images and Twelve (12) exterior images.
3. Project precedent images and other graphic forms of communication will be provided by all relevant disciplines.
4. Preliminary meetings and discussions with the City of Durham planning department to ascertain the requirements for site plan submission. The preliminary meetings will also be used to assist the design team with any project specific requirements that may be applicable to further project development.

**Task 4 – Rough Order of Magnitude Costs;** shall include:

The development of the construction costs and line-item estimations of other project construction costs. Soft costs developed and /or provided by the client will be included in the overall end-of-phase total project budget. The rough order of magnitude costs will be based on costs per square foot for the blocking plan and concept developed. The subtasks for this phase include the following:

1. 50% rough order of magnitude costs associated with the project development through the mid-point of the planning and programming phase. This will be provided to assess the project construction budget so the client may assess if the programming and planning will need to be modified.
2. End of phase rough order of magnitude costs to be provided to the client for use in project budgeting and funding.

**C. Deliverables**

The scope services for this proposal include the following deliverables below:

1. Planning and programming document based on the scope of work identified in Task 1, Task 2, Task 3, and Task 4 above. (submitted electronically).





total amount is derived from the fee breakdown below and includes limited reimbursable expenses reasonably expected for a project of this size and scope including internal printing costs and limited travel to the project site as described in section B.

The architect has included an allowance for the Branding and Marketing efforts so that this fee proposal can be provided to the board. The consultant will be selected and included in the scope of work once identified by the designer. Please note that once the consultant has been identified and specific costs obtained, the allowance can be modified.

**Cost of Design Services:**

The total cost of design services shall be a lump sum amount of One Hundred Fifty Thousand Dollars and Zero Cents (\$150,000.00).

**Programming and Planning Fees:**

Task 1 – Community Engagement:	\$10,000.00
Task 2 – Planning and Programming:	\$90,500.00
Task 3 – Concept Development:	\$14,000.00
Task 4 – Rough Order Magnitude Costs:	\$5,500.00
Allowance for Branding and Marketing:	\$20,000.00
Reimbursable Expenses:	\$10,000.00

**Total Proposed Fee** **\$150,000.00**

**F. Reimbursable Expenses**

Limited reimbursable expenses are included in this fee proposal and include internal AJA costs such as printing for internal review, travel to the project site for the Architect’s purposes for photography during design. Internal purchases by AJA for pens, paper, etc., will not be charged to the owner.

Reimbursable expenses that will be billed to the owner with a ten percent (10%) markup shall include printing costs for the deliverables identified in section C above. Additional expenses that may arise during the project will be identified as required and billed to the owner with a ten percent (10%) markup.

**G. Additional Services**

Additional Services beyond the scope of work shall only be provided upon the prior written consent of the Owner. The original authorization will be in the form of a notice to proceed until a contract amendment is executed. Additional Services shall be compensated as a lump sum which will include Reimbursable expenses associated with the Additional Services.

**H. Terms and Conditions**

Cost estimating for the issues identified will be excluded from the scope of work. Note that if cost estimating services are required, the architect will provide these services as an additional service.

Some limited destructive investigation may be required to fully ascertain the issues with the current systems. If the design team identifies the need for destructive demolition, such activities are not in the scope of work. The client will need to



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provide the destructive demolition identified by the design team prior to the design team performing visual observation of such areas.

You acknowledge that Andre Johnson Architect has been given information about the Project by you and/or your agents. Andre Johnson Architect shall be entitled to rely on the accuracy and completeness of all information provided by you and/or your agents for use by Andre Johnson Architect and its consultants.

Sincerely,

**ANDRE JOHNSON ARCHITECT**

A handwritten signature in black ink, appearing to read 'Andre L. Johnson', is written over a light blue horizontal line.

Andre L. Johnson, AIA, NCARB  
**Principal and Owner**

cc: Central File  
D:\Projects Drive (P)\Projects\P2306.00 Durham County Boys Girls Club Renovation\00 Project Management\20  
Contracts and Proposals\00 Owner\Planning and Programming Basic Services\240131\_Design Fee  
Proposal\_Durham BGC\_Programming\_Revised.doc