

HH ARCHITECTURE

October 20, 2025

Dan Nosbusch
Project Manager
Durham County
201 E. Main Street, 5th Floor
Durham, North Carolina 27701

Re: Durham County
Office of Emergency Services Fleet Maintenance Facility – Amendment #1
HH Project Number: 24-066

Dear Dan,

HH Architecture is pleased to present this Amendment #1 proposal for Construction Documents through Closeout for the Office of Emergency Services (OES) Fleet Maintenance Facility project. This letter and the attached exhibits outline our understanding of the project, scope for professional design services, project schedule, inclusions, exclusions, and fees.

Basic Scope

Durham County has charged HH Architecture with the design of the OES Fleet Maintenance Facility, located at 1129 East Geer Street, Durham, NC. This existing site will be a leased space and includes an existing 8,200 SF facility. The full project scope includes an interior upfit of this facility dedicated to supporting EMS vehicles, including vehicles bays, office space, break room and support spaces. The intent is for (4) bays to be dedicated to OES. Our team will use the *"Fleet Maintenance Facility Programming Evaluation Study"* (dated 7/6/2023) as well as a current site study provided to us by the County as a reference for programming needs, space sizing and layout diagrams. The project will include necessary site improvements to meet the required program. The total project budget allocated for this project is \$5,200,000. The project delivery method will be Construction Manager at Risk (Samet).

We understand the current OES Fleet Maintenance Facility is in a leased space that the County needs to vacate in December of 2025, and that this project will be on an expedited timeline. To aid with the schedule we have been asked to provide design for two early bid packages; Sprinkler Utility design and Packaged HVAC and Electrical Switchgear. It is also anticipated that the generator, shore power and other electrical equipment for upsizing required power will incur long lead times. Therefore, our team is anticipating a second permit set to address these items, as well as an extended construction duration to install.

This is a leased facility, and while we will not be able to fully meet the goals of the Durham County High-Performance Building Policy for LEED Certification with the renovation, we will incorporate sustainable systems wherever possible.

Architectural design scope includes:

- Overall leader of the project and Owner's point of contact.
- Confirmation of programmatic requirements.
- Design of the renovation of the 8,200 square foot OES Maintenance Facility.
- Attendance at weekly coordination calls during design.
- Code analysis and compliance for the design.
- Coordination of all design disciplines.
- Secure approvals from all Authorities Having Jurisdiction (Durham County).
- Provide opinion of probable cost at each phase.
- Attend pre-bid meeting with CMAR (if required).
- Conduct construction administration services.
- Administer project closeout.
- Attend (1) trade-partner outreach session to present the project scope.

Mechanical, Electrical, Plumbing, and Fire Protection Engineering design scope includes:

- Plumbing & Fire Protection Engineering
 - The plumbing system shall consist of sanitary and domestic water piping utilizing existing systems. Design stops at 5 feet outside the building, site utility design by others. Coordination with Civil engineer for utilities and oil separator if required is included. Excludes booster pumps. Flow test shall be provided by others.
 - The design should include adequate space planning for automotive fluid storage and handling, including space to accommodate delivery and storage space of new automotive fluids, and space for waste fluids (i.e. above-ground storage tanks for a waste fluid disposal service, etc.). If required, automotive fluid distribution systems (e.g. piped distribution of motor oil throughout the service bays, etc.) will be provided by a vendor under a separate contract. We will coordinate as needed. Fire safety analysis and storage classification by others.
 - Fire Sprinkler will be basic performance specifications that indicate head types, hazard occupancy classifications and coordination for incoming utility service and backflow. Full design will be by others under Samet. Fire pump design is excluded.
- Mechanical Engineering
 - Mechanical design will explore various HVAC equipment options to provide required heating and cooling performance and accommodate sustainability goals for the facility. For a facility of this size, we anticipate this will most likely be achieved using packaged rooftop units, either ground-mounted or roof-mounted pending structural engineering analysis, but other HVAC equipment options will be explored.
 - Vehicle shop areas to be heated and cooled.
 - Compressed Air systems design included.
 - Vehicular Exhaust System design included.
 - Minor welding in the vehicle shop areas is assumed.
 - Mechanical design will include a supplemental HVAC unit for an IT/Security closet. Additional supplemental HVAC units are excluded.
- Electrical Engineering
 - The electrical system shall consist of interior lighting, power, fire alarm, and emergency generator. Power will also be specified as required for Specialty Systems (see Exclusions) designed by others. Raceway can be stubbed to above ceilings based on Specialty System consultant's design layout. Space lighting is assumed to consist of standard office/garage lighting.
 - Fire alarm design has been included. Fire alarm shop drawings shall be prepared by the contractor for engineer review. This review is part of C/A submittal review.
 - EV Charging (EV charging equipment selected by Owner).
 - Generator to backup a minimum of several ambulance bays.

- Construction administration services, including:
 - Answering RFIs as required.
 - Shop drawing review is included.
 - Weekly virtual coordination meetings (up to 22).
 - Allowance for six (6) site observation visits. This includes in-wall rough-in, above-ceiling rough-in, pre-final, and final site observations and reports.
- Preparation of record drawings.

Security System and Telecommunication infrastructure design includes:

- Coordination with Durham County staff on equipment needs.
- Security systems that will be fully designed for the project include:
 - Card-Based Access Control systems throughout the building, as directed by the Owner.
 - Integration with existing security and access control systems and standards previously adopted by the Owner.
 - Intrusion Detection Systems for the building perimeter and higher security spaces, as directed by the Owner. This would include the requirement for numerous types of sensors including, but not limited to, door position switches, door alarm sounders, motion detectors, etc.
 - Video Surveillance Systems distributed throughout the interior and exterior of the building. The video surveillance system shall incorporate video motion detection and analytics to also serve as an intrusion detection system.
 - Security communication systems throughout the interior and exterior of the building. All systems will be coordinated with the requirements of the existing campus standards.
 - All electric door hardware requirements will be coordinated and reconciled with the door hardware consultant and the Owner.
- Telecom infrastructure design for the project includes:
 - Programming and design of the low voltage cabling plant for the new building.
 - The cabling infrastructure system shall be designed for all spaces throughout the new building. Engineer shall coordinate with all furniture plans.
 - Engineer shall design all low voltage systems to meet existing Owner standards.
 - Design services will encompass the design of a connection to existing utility services that exist in close proximity to the new building.
 - The expectation is that a Category grade cabling system will be designed from the field outlet to the closest telecom room with both copper and fiber backbone systems designed between the Main Telecom Room and secondary telecom rooms throughout the building.
 - Engineer shall locate Wi-Fi access point outlets based on access point capabilities with the expectation that Wi-Fi heat mapping shall be required from the Owner.
 - Engineer shall be responsible for coordination with all Owner-provided network equipment.
 - Engineer shall design the project's telecommunication grounding system.
- Assistance during bidding, including attending a pre-bid conference, responding to bidder RFIs, preparing addenda approved by Owner, and assisting with evaluation of bids from low voltage contractors.
- Construction administration services, including:
 - Review all submittals, shop drawings, and brochures, by low voltage contractors to verify compliance with the Low Voltage Contract Documents.
 - Review re-submittals of above requirements that have been returned for corrections until all have been accepted in compliance with the Contract Documents.
 - Attend up to two (2) site visits as follows:
 - One (1) visit for pre-Final inspection.

- One (1) visit for Final Punch list generation.
- Site Construction Coordination Visits to include construction meetings. All site visits shall be documented with a project report or construction observation report.
- Review all close-out documents submitted by low voltage contractors to verify compliance with the Low Voltage Contract Documents.

Structural design scope includes:

- Analysis and reinforcement, as needed, of the existing roof framing to support a new sprinkler system.
- Analysis and reinforcement, as needed, of the existing roof framing to support new rooftop mechanical units.
- Design of a standalone, steel-framed mezzanine to be located at the southeast corner of the building.
- Design of a steel-framed mechanical platform to be located at the southwest corner of the building.
- Replacement of existing openings with new overhead-coiling doors.
- Construction administration services, including:
 - Attendance at preconstruction meetings for primary structural items.
 - Review of shop drawing review and submittals
 - RFI responses
 - Up to (3) site visits and field reports during the extent of major structural construction.
- Preparation of record drawings.

Civil Engineering scope includes:

- Prepare construction documents level demolition plan.
- Prepare construction documents level site plan. The site plan would provide additional details of the site modifications necessary to accommodate the development.
- Prepare Construction Document level site grading plan for drainage improvements around the existing structure. The site grading plan would show critical spot elevations.
- Prepare a construction documents level utility plan. The site utility plan will identify the necessary storm sewer and fire protection service connections to the existing building.
- Prepare site construction details for site utility improvements.
- Prepare project manual and technical specifications for the site utility improvements.
- Submit the complete site plan package for regulatory review and secure approval from the respective regulatory agencies. Respond to the regulatory review comments in order to obtain the following site permitting:
 - Durham City/County Planning Department (Level 1 submission)
 - City of Durham Engineering Construction Documents Review
- Prepare an Early Sprinkler Utility Package, including a base map of the site from the Client-provided survey, preparation of a Schematic Design Layout of the site-related facility upgrades, and preparation of a Schematic Design Level Utility Plan. The Utility Plan would show/identify the routing and location of the building's fire protection services and storm drainage network.
- Assistance during bidding, including responding to bidder RFIs
- Construction administration services, including:
 - Attend a pre-construction conference and respond to questions related to the civil/site improvements scope of work.
 - Attend up to twelve (12) construction progress meetings and conduct up to three (3) site observation visits during the active construction of the civil/site improvements.
 - Respond to contractor's questions related to the civil/site improvements construction documents and proposed site work.

- Conduct one (1) pre-final inspection for the development of the contractor's punch list.
- Conduct one (1) final inspection to verify the completion of the items identified on the pre-final inspection punch list.
- Prepare record drawings and an ADA certification letter for the ADA accessible sidewalk and parking areas using as-builts provided by the contractor.

Assumptions and Clarifications:

In providing this proposal, we have made the following assumptions:

1. The existing building consists of pre-engineered metal framing with metal panel façade.
2. Fire flow tests will be provided by Durham County.
3. Durham County to provide existing drawings and any applicable as-builts and CAD drawings of the existing building.
4. It is assumed the receiving sewer has capacity for the anticipated project flows. If a downstream capacity analysis is needed, additional fee may be required.
5. Durham County will provide all Geotechnical services, Construction Materials Testing, Building Envelope/HVAC Commissioning via third-party firms.
6. Telecomm and AV design shall be based on equipment layout and equipment consumption/use data provided by Durham County.
7. We understand that the facility will not utilize chemicals requiring special designs. e.g.: hazardous areas, exhausting, etc. (MSDS). Determination of hazardous/explosive material requirements shall be by others.
8. Requirements for a generator will only be to backup several ambulance bays. This space is not a operations center and is limited to maintenance only.
9. No wash bays, external car washing or dedicated carwash (by vendor, we will coordinate)
10. Fire Sprinkler Design by others (design-build).
11. Vehicle lifts and other vehicle maintenance equipment will not require recessed floors. All lifts, tire balancers and other vehicle maintenance equipment will be provided by a third-party vendor by Durham County. We will coordinate to provide power needed.
12. The design of off-site and/or the relocation of on-site extensions such as storm sewer, sanitary sewer mains, and domestic water mains are not proposed as a part of this scope of services.
13. Site lighting design by Duke Energy.
14. It is anticipated that less than 1 acre of disturbance would occur for the site improvements, therefore obtaining an E&S Permit from NC DEQ is not proposed as a part of this scope of services.

Consultants

For Structural Engineering, we propose:

IMEG (formerly Lynch Mykins)

Raleigh, NC

Contact: Diana Artero, PE
dartero@lynchmykins.com
 Phone: 919.782.1833

For Plumbing, Mechanical, Electrical Engineering, we propose:

Bass, Nixon & Kennedy, Inc.

Raleigh, NC

Contact: Eric Baucom, PE
Eric.baucom@bnkinc.com
Phone: 919.851.4422

For Civil Engineering, we propose:

JC Waller & Associates, PC

Greensboro, NC

Contact: Juhann Waller, PE
jwaller@jcwaller.com
Phone: 336.697.2637

For Security System and Telecommunications Infrastructure Design, we propose:

J&A Engineering Consultants

Marietta, GA

Contact: Jorge Gomez, PE, RCDD
jgomez@jaengineering.net
Phone: 770.817.4220

Phases

Construction Documents: Provide full working drawings and specifications. Submit to Owner and AHJ and coordinate for approval. Attend up to (12) weekly virtual coordination meetings with the CMAR & Owner.

Bidding: Attend pre-bid meeting lead by CMAR. Respond to all RFIs as required.

Construction Administration: Basic fee includes construction administration for an estimated duration of (5) months. Perform architectural coordination, submittal review, and related Construction Administration. Attend the pre-construction meeting lead by the CMAR. Provide weekly jobsite visits (up to 20), including monthly OAC construction meetings lead by the CMAR, a punch list walkthrough, and a final inspection walkthrough.

Closeout: Record drawings and closeout of project.

Budget

We understand the total project budget is \$5,200,000. We anticipate the construction budget will be as follows:

Construction Budget	\$3,952,000
Construction Contingency (5%)	\$208,000
Subtotal	\$4,160,000
Owner Soft Costs (25%)	\$1,040,000
Total Project Budget	\$5,200,000

Schedule

We understand the current OES Maintenance Facility is in a leased space that the County needs to vacate by December of 2025, and that this project will be on an expedited timeline. As such, we are proposing the durations and milestones provided by Samet on the attached schedule exhibit.

Fee

For the revised scope detailed above, we propose the following lump sum fees:

Prior Work Completed and Billed	
Schematic Design/Design Development - Venture Park	\$173,482.50
Subtotal Prior Work Completed and Billed	\$173,482.50
Revised Basic Fees for E. Geer Street	
Construction Documents - E. Geer Street	\$245,400.00
Bidding - E. Geer Street	\$14,200.00
Construction Administration - E. Geer Street	\$128,100.00
Closeout - E. Geer Street	\$17,700.00
Subtotal Revised Basic Fees for E. Geer Street	\$405,400.00
Total Revised Fee	\$578,882.50

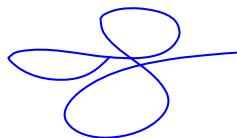
Exclusions

Excluded Services, not anticipated, but to be billed as Additional Services only if required:

- General:
 - Cost Estimating
 - Phased Construction
 - Meetings with the Owner beyond the number included above (if requested)
 - Hazardous materials testing and abatement design
 - Special inspections as defined by Chapter 17 in the NC Building Code.
 - Construction Materials and Compaction Testing.
 - Review and Permitting Fees (to be billed as reimbursable if required)
 - Serving as expert witness
 - Project budget is increased and/or additional scope items are added to the project
 - Any significant redesign effort after approval of the Design Development package
 - Design of audio-visual wiring/equipment
 - Costs associated with advertising
 - Analysis and/or reporting of hazardous materials (chemicals, flammables, dust, carcinogens, etc.) to be used, stored and/or handled by the Owner.
 - CA visits beyond the visits included above
 - CA services beyond the identified construction time frame
 - Furniture design or specifications
 - Life cycle cost analysis
 - LEED Services & energy modeling
 - Any services not listed above will be billed as Additional Services

- Structural:
 - Special Inspections
 - Design of flood protected works as defined in ASCE-24
 - Retaining wall design
 - Pre-engineered metal building systems (PEMB)
- MEP Systems:
 - Fire sprinkler systems design/shop drawings
 - Fire flow tests
 - Landscape lighting design
 - Specialty Systems such as sound design
 - Specialty lighting systems
 - UPS systems
 - Commissioning
 - Smoke modeling / simulation and design.
 - Arc Flash or Coordination study
 - Detailed coordination with utility companies (i.e., electrical load summary sheets)
 - Fire and domestic water booster pumps.
 - Food service design, including kitchen hoods and grease traps.
 - Hazardous location design or classifications
 - DFS approval / color-coded plan / inspections
 - Fueling Station and Internal Car Wash Bays
 - Automotive Painting or paint booths
 - Automotive fluid piping/distribution systems
 - Energy Code statement of compliance form for the HVAC system
- Civil Engineering:
 - Boundary survey.
 - The design and permitting of a stormwater device.
 - The design of off-site and/or the relocation of on-site extensions such as storm sewer, sanitary sewer mains, and domestic water mains.
 - Preparation of easement plats.
 - As-built land survey of the ADA accessible routes and parking areas.
 - Obtaining an E&S Permit from NC DEQ.

Please let me know if you need additional information. We are excited to continue this project!



David Carey
Principal, Technical Director

Attachments: Proposed Project Schedule

This proposal may be accepted and become a binding agreement only by this proposal being incorporated as an exhibit to a formal, written design contract executed by HH Architecture and the client. Prior to this proposal being incorporated as an exhibit to a formal, written design contract executed by HH Architecture and the client, HH Architecture may modify or withdraw this proposal in part or in whole.