



March 23, 2026

Mr. Dan Nosbusch
Project Manager
Durham County Engineering & Environmental Services
201 East Main Street, 5th Floor
Durham, NC 27701

**Re: Junction Road Fleet Operations Center
Professional Services Fee Proposal – Design Narrative Phase**

Dear Dan:

On behalf of CPL, I am pleased to submit the following proposal for Architectural and Engineering services for Durham County's new Junction Road Fleet Operations Center. The project scope described below is based on the project RFQ, our meeting on February 20th, and review of the Programming Evaluation Study dated July 6, 2023.

PROJECT UNDERSTANDING

Durham County wishes to contract with CPL for professional design services for the Junction Road Fleet Operations Center project, with the scope of this proposal covering the Design Narrative phase to test, refine, and confirm the scope of work that will advance into subsequent design phases. The project is based on the Programming Evaluation Study dated July 6, 2023 and CPL will use the preliminary programming work of the County as a starting point for the phase. We understand that the project will include a Fleet Maintenance Facility, Vehicle Storage Warehouse, EMS Logistics Staff and Storage, Secure Medical Storage, fuel station, wash bay, and storage sheds. The project site will house both the new Fleet Operations Center and the new Animal Shelter. The Animal Shelter project is in design phase and coordination between both projects is anticipated to prepare the site for development. A LEED-Gold facility is anticipated to meet the County's High Performance Building Policy.

SCOPE OF SERVICES

The intent of the Design Narrative phase is to establish the project requirements, design parameters, and objectives through stakeholder engagement, program confirmation, operations analysis, and diagrammatic studies. Our scope of work includes the following tasks to meet the phase requirements:



Pre-Immersion and Immersion:

During this task, the design team will:

- Examine and analyze the available information provided by the County.
- Establish stakeholder groups in coordination with the County.
- Submit background information/data requests to the County. The request will ask for information such as organizational charts, vehicle/equipment data, and any proposed site information.
- Conduct and attend a Pre-Design Project Analysis if required.
- Develop Stakeholder Questionnaires.
- Distribute, Receive, and Consolidate Stakeholder Questionnaires.
- Collect and analyze questionnaire data. Organize results for presentation during the Immersion task to inform goal setting and programming.
- Conduct the on-site Immersion with Stakeholders:
 - The Immersion task includes three consecutive days on site for a group of approximately eight design team members. A series of stakeholder workshops, site visits, and design charrettes will be scheduled over the three days. An example agenda could be:
 - Day 1 – survey review, goal setting, fact finding, facility tours (operations analysis), and programming verification.
 - Day 2 – programming refinement and confirmation, vehicle and equipment analysis, and concept design (site and building blocking plans).
 - Day 3 – continue concept design and wrap-up.

The primary deliverables for Pre-Immersion and Immersion task include a project directory, design schedule, stakeholder survey, and report/summary of survey and Immersion outcomes that will inform the Programming and Conceptual Design task.

Programming and Conceptual Design

Work will continue post-Immersion to finalize the facility program and space needs study. Development of conceptual design will translate the program and operational needs into conceptual site and building diagrams that provide for effective and efficient delivery of programs and services. The iterative process will work toward a solution that optimizes flow inside and out, efficiency of operations, a low environmental impact, and future flexibility.

Site analysis during this task will examine physical and regulated site constraints, utility, and stormwater management concepts that may influence the buildable area and operational workflow on site. Workflow diagrams will illustrate movement of vehicles, people, and equipment across the site to confirm operations and safety.

During this task, space blocking plans and building massing will be prepared to illustrate how building layouts can best respond to program adjacencies, workflow priorities, and site constraints.



We anticipate coordination meetings with the Animal Shelter project and water line extension projects during the Programming and Conceptual Design task as we work together to deliver a coordinated and efficient site layout for the County.

Sustainability Workshop

During conceptual design, the team will develop and conduct a sustainability/LEED goals workshop with Durham County stakeholders to identify the goals, requirements, and strategies that will inform the subsequent phases of the project design. The workshop will include a design team presentation of goals and strategies from the survey and Immersion tasks, best practices from similar projects, and opportunities for innovative approaches that align with the County's operations and maintenance goals. EV charging, alternative fuels, on-site solar strategies, and green stormwater infrastructure will be included in the initial analysis and workshop. A draft sustainability memo will be prepared after the workshop to outline expectations and findings in the design process and be circulated for review and signoff. The final memo will be included in the end of task deliverable.

The primary deliverable for the Programming and Conceptual Design, and Sustainability Workshop is a Design Narrative report that includes the project goals, space needs study with adjacencies and program spreadsheet, initial equipment schedule, conceptual site plan, conceptual floor plan, sustainability workshop final report, building envelope and system design narratives, and a conceptual cost estimate that projects the annualized budget need for the project.

SCHEDULE

CPL is prepared to start preliminary design services immediately. CPL will work with the County to develop a detailed schedule for the completion of each phase of work. An estimate schedule of durations is attached.

ASSUMPTIONS

1. Site survey and SUE to be provided by the County.
2. Traffic Impact Analysis is not included for the Design Narrative phase.
3. Design of off-site improvements are not anticipated as part of the project. Coordination with other Durham County site improvements (such as new water line) may be required.
4. Phase-1 Environmental Assessment is not included in the Design Narrative phase.
5. Wetlands delineation, stream determination, and flood plain permitting are not for the Design Narrative phase.
6. Seven-day review periods are anticipated for stakeholders' milestone reviews.



COMPENSATION

CPL agrees to provide the professional design services listed in the Scope of Services. Our fee proposal is based upon work-effort projections and applicable billing rates for the scope of work anticipated for this project. We propose a lump-sum fixed fee as summarized in the following table:

Design Narrative Phase	Fee	
Pre-Immersion and Immersion	\$	48,025
Programming and Conceptual Design	\$	89,575
Sustainability Workshop	\$	12,000
Conceptual Cost Estimate	\$	11,250
Design Narrative Report	\$	9,650
Reimbursable Travel Expenses	\$	10,000
Total Fee for Design Narrative Phase	\$	180,500

ADDITIONAL SERVICES

Any items not contained in our Scope of Services or contrary to the assumptions listed above will be deemed additional services. If requested by the Client, additional services will be provided on an hourly basis at our standard hourly billing rates or as a fixed fee mutually agreed to in advance by both parties.

CONCLUSION

We appreciate and are excited for the opportunity to work with Durham County on the new Junction Road Fleet Operations Center. Please give me a call if you have any questions regarding our proposal.

Very truly yours,

Tod Dalton, AIA, LEED AP
Vice President



Hourly Rates Exhibit

Billing Role	Billing Rate
CPL	
Principal Architect	\$280
Project Manager	\$175
Project Architect	\$165
Project Engineer MEP Lead	\$225
Project Engineer MEP	\$200
Interior Designer	\$125
SKA	
Structural Engineer Lead	\$250
Wendel	
Immersion Lead	\$320
Alternative Fuels & EV Specialist	\$260
Programming & Design Architect	\$200
Equipment Specialist	\$190
Stewart	
Civil Engineer Lead	\$180
Landscape Architect	\$145
BREE	
Cost Estimator	\$140



Preliminary Project Schedule Exhibit

ITEM / PHASE	ESTIMATED DATES
Design Narrative Phase	
Pre-Immersion and Immersion	May 2026
Programming and Conceptual Design	May 2026 to July 2026
Sustainability Workshop	June 2026
Conceptual Cost Estimate	August 2026
Design Narrative Report	August 2026
Estimated Future Phases	
Schematic Design	September 2026 to November 2026
- Owner Review – two weeks	
Design Development	November 2026 to March 2027
- Owner Review – two weeks	
Site Plan	October 2026 to August 2027
Construction Documents	March 2027 to July 2027
- Owner Review – four weeks	
Bid / Award	August 2027
Construction Administration	August 2028
Closeout	December 2028