

May 14, 2019

Brenda Hayes-Bright  
Project Manager  
Durham County Engineering Department & Environmental Services  
201 E. Main Street, Fifth Floor, Suite 561  
Durham, North Carolina 27701

**RE: Response to Request for Proposal for the Alliance Behavioral Healthcare Space Renovation on the Second Floor of the Human Services Facility**

Dear Brenda,

We are very excited to have the opportunity to work with Durham County Human Services again for this exciting new project. In keeping with your request, we have made this response as concise as possible. Enclosed you will find the description of our staffing resources, including the positions and hourly rates of our design team. Last, within this letter you will find our fee proposal. We believe that we are uniquely qualified for this project because of several factors:

- **Our ability to “hit the ground running”** due to our familiarity with the Human Services Facility we designed and previous working relationships with current Human Services leaders. Our design work centers on a responsive schedule and delivery of a quality office and commercial workspace. This project offers an opportunity to equal or exceed the same aspiring innovations that made Durham County Human Services office and meeting spaces successful.
- **The continuity** of experiences learned by proposing the same management team that successfully led our previous work with Durham County.
- **Our efficient communications** given the proximity of our office to the Human Services building, as well as the fact that EDI Engineers have worked on multiple county projects with our team.

We are excited by the prospect of continuing our relationship with Durham County Human Services with the design of the Second Floor renovation of the former Alliance Behavioral Healthcare space for the relocation of Veteran Services and Childcare Services in the Human Services facility.

We are confident we can replicate and build upon our prior success. We look forward to having an opportunity to discuss our experience and approach, and to make the case as to why Perkins+Will is the very best value design team.

Sincerely,



**Paul J. Banta, AIA**  
Senior Project Manager / Senior Associate  
e. Paul.Banta@perkinswill.com  
t. 919.433.5337

## TEAM ORGANIZATION AND PERSONNEL RATES

### Executive Leadership

Derek Jones.....\$275

### Practice Leader, Corporate Interiors

Heather Stonebraker.....\$185

### Project Manager

Paul J. Banta.....\$185

### Sr. Interior Designer

Mauli Mehta.....\$150

Interior Design Support.....\$100

## PROJECT UNDERSTANDING

We understand that Durham County Human Services (DCHS) is looking to renovate the former Alliance Behavioral Healthcare space located on the second floor of the Human Services facility. The existing space, including lobby, will be sub-divided to create two, distinct spaces, one for Veteran Services and one for Childcare Services, each with their own secured access points. The total interior area to be renovated is approximately 11,000 square feet. To the degree possible, the work will include utilizing the existing demountable glass partitions, interior work stations and some centralized conference rooms with AV capabilities similar to those in the original project.

It is assumed that the existing MEP and FP systems are in good condition and do not need repair or upgrade. Reconfiguration of the underfloor air distribution, power, data and lighting systems to accommodate the new spaces is included. No plumbing modifications are anticipated as part of this project.

Structurally, we have assumed that no lateral structure upgrades are required. If, in the course of analysis we discover lateral upgrades are necessary, we will alert DCHS and propose fees to perform the design work.

## SCOPE

We have broken down the work into six phases: I) Programming, II) Conceptual Design, III) Schematic Design/Design Development, IV) Construction Documents, V) Permitting and VI) Construction Administration.

Phase I: Programing — In this phase we will work with leadership to understand the departmental conditions today and the anticipated needs in the future including number and types of offices and workstations, critical adjacencies, storage, and workplace amenities. Concurrently, the design-engineering team will review existing conditions including condition of infrastructure, deferred maintenance, code compliance, and accessibility. Perkins+Will anticipates attending up to two (2) Owner/Architect meetings during this phase.

Phase II: Conceptual Design — In this phase we begin melding Phase I programming and existing conditions information to develop floor plan options. With executive leadership feedback review and direction, we will refine the preferred option or combination of options into viable plan. With scope more clearly defined, schedule and cost issues can be re-evaluated against budgets and potential project delivery methods. Perkins+Will anticipates attending up to two (2) Owner/Architect meetings during this phase.

Phase III: Schematic Design / Design Development — Based upon the approved Concept Design, the full design-engineering team will develop a series of plans, reflected ceiling plans with primary engineering systems defined through a combination of design drawings and narratives. All interior elevations, general finishes, and preliminary furniture, fixtures, and equipment (FF&E) recommendations. With scope more clearly defined, schedule and cost issues can be re-evaluated against budgets and potential project delivery methods. Perkins+Will anticipates attending up to one (1) Owner/Architect meetings during this phase.



Phase IV: Construction Documents — In this phase we will assemble the technical documents for final pricing, permitting and construction. These will constitute the detailed “blueprints” and specifications for construction and will serve as the submission documents for permitting. Construction documents will include the design and specification for the bidding of FF&E items. Perkins+Will anticipates attending up to two (2) Owner/Architect meetings during this phase.

Phase V: Permitting — Documentation and permitting submission will be completed in the third quarter of 2019 for a planned start of construction in the latter third quarter of 2019.

Phase VI: Contract Administration: The Design Team will work with Durham County to facilitate a negotiated contract for construction. Perkins+Will anticipates attending up to four (4) Owner/Architect/Contractor meetings during this phase.

## **PROJECT BUDGET**

No project budget has been formally established. We understand that the early Programming and Concept Design phases of work will be used to establish the project budget.

## **PROJECT SCHEDULE**

Assuming a project start date of week of June 6, 2019, the project schedule shows completion of design, documentation and regulatory permits by December of 2019. Assuming an expeditious contractor negotiation process, construction should begin upon receipt of building permit. Bid and Cost Estimating to run concurrently with Permitting. We have assumed up to 3 months (12 weeks) for construction. Once a contractor is engaged, it is likely that this period can be improved upon. At the close of each phase of work, we will provide Union County with documents for review and approval to move to the next phase of work. A more detailed schedule is attached which reflects the following milestone dates:

Program Confirmation	Two (2) Weeks
Conceptual Design	Two (2) Weeks
Schematic Design / Design Development	Three (3) Weeks
Construction Documents	Three (3) Weeks
Permitting / Bidding	Four (4) Weeks
Construction / Post Construction	Twelve to Fourteen (12-14) Weeks

## **FURNITURE & FURNISHINGS DESIGN**

### Demountable Wall System:

- a. Assist with the selection and coordination of the DIRT™ demountable wall system as required by the Owner. We will work with the parameters of any Durham County established standards or preferred vendors. Where no such standards or relationships exist, we will make recommendations and assist in site and/or vendor visits to sample available options.
- b. Coordinate the transfer of electrical requirements for demountable wall system from furniture vendor to engineers.
- c. Issue architectural background drawings and furniture plan to furniture vendor(s) (up to two).
- d. Respond as required to review samples and substitutions if required. Advise direction to Owner.
- e. Review furniture vendor's final furniture placement/ installation plan and final specifications for conformance with construction documents.
- f. Following furniture delivery and installation by furniture vendor perform final walk through and inspection with furniture dealer and Owner.

### Furniture and Fixtures

It is our understanding that Durham County will relocate existing furniture and fixtures from their existing facility. This includes, but is not limited to, office furniture, workstations, conference tables and lounge chairs.

- a. Perkins+Will will coordinate with the Owner & furniture vendor to finalize the layouts of existing furniture (based on vendor's survey) in the new space. All existing workstations and private office components to be re-used as possible.
- b. Selection of any new furniture shall be considered additional services and shall only be completed upon Perkins+Will receiving approval from Owner.
- c. Perkins+Will anticipates attending up to one (1) specific meeting to discuss furniture and fixtures during the pre-construction phase.

#### LIST OF CONSULTANTS + MWBE

MEP Engineering  
EDI  
Raleigh, NC

**MWBE Requirements are met with the utilization of EDI Engineering. An award winning MWBE firm, their fee comprises 48% of the fee. Please see page 5 for breakout and percentage of that fee.**

#### ASSUMPTIONS AND CLARIFICATIONS

- The project will follow a design-negotiated contract-build delivery method. There will not be multiple bid packages or other Fast-Track delivery methods.
- There will only be one (1) bid package for building renovation. There may be additional FF&E and AV equipment bid packages.
- The Owner will furnish to the Design Team any surveys, geotechnical explorations, materials testing, Traffic Impact Analysis, and other existing conditions documents as required for the work.
- Special Inspections are not included in this fee proposal. If required, a structural engineer can be retained as an additional service to perform this scope under a separate contract or make recommendations to the Owner.
- The Owner will pay all regulatory permitting/filing/recording fees, either directly or as a reimbursable expense if the Designer advances payment to regulatory agencies as a convenience to the Owner for expediting the project approval.
- Inventory of existing equipment and furniture is not included.
- No off-Site improvements are anticipated or included.
- No specialty, fire protection systems are anticipated.
- Only regulatory required signage, graphics and way-finding design is included. Design of identity signage can be provided as a supplemental service.
- No environmental assessment or audits are anticipated in this proposal.
- It is assumed that no endangered or threatened species, archeology, hazardous materials or contaminants are present on the site that would affect the development of the project.
- Audio Visual / IT / Security design services are not included and are presumed provided by the Owner. These services can be provided as an additional service if required.
- Acoustic design services are not included but can be provided as an additional service if required.
- Move Management services are not included and are presumed provided by the Owner.
- The project will not pursue LEED Certification.
- Presentation models and professional renderings are not included but can be provided as a supplemental service.
- Any upgrade of the structure to the original building to essential standards is not included. Full building analysis for lateral loads and design of lateral loading upgrades is not included.

## PROPOSED FEE

We would like to propose a **lump sum fee of \$136,014** for the requested design services. The Lump Sum Fee has been broken down into the following categories: Basic Services and Optional Supplemental Services. Should Durham County elect not to pursue certain Supplemental Services, the Lump Sum Fee will be adjusted accordingly. The below fee is inclusive of MEP, and estimated reimbursable expenses, estimated at 3%.

### Basic Services

SERVICES	ARCHITECTURE FEE INCLUSIVE OF MEP	MEP BREAKOUT PER PHASE	MEP PERCENTAGE OF TOTAL ARCHITECTURAL FEE
Program Confirmation	\$19,808	\$4,752	23.99%
Schematic Design / Design Development	\$33,013	\$19,300	58.46%
Construction Documents	\$39,615	\$21,676	54.72%
Bid/Permitting	\$6,603	\$2,376	35.98%
Construction / Post Construction	\$33,013	\$14,256	43.18%
<b>SUBTOTAL</b>	<b>\$132,052</b>	<b>\$62,360</b>	<b>47.22%</b>
Estimated Reimbursables 3%	\$3,961.56		
<b>TOTAL LUMP SUM</b>	<b>\$136,014</b>		

### Optional Supplemental Services

AV / IT / Security	TBD
Acoustic Design	TBD
Cost Estimating	Cost per square foot/per hour

## ADDITIONAL SERVICES FEES

Additional services as outlined above can be provided for a mutually agreed upon lump sum fee or billed hourly, based on the rates of the individuals involved. An estimated total fee per task will be submitted to the Owner for approval prior to proceeding with the work.

### Hourly Rate Schedule:

Principal	\$275.00
Project Manager	\$185.00
Senior Designer	\$185.00
Project Architect	\$185.00
Senior Interior Designer	\$150.00
Interior Designer	\$120.00
Revit/BIM technician	\$100.00

## REIMBURSABLE EXPENSES

Fees will be billed on a monthly basis as a percent of work complete. Reimbursable expenses will be billed at cost + 10%. Typical expenses including printing, copying, and travel. Any unusual expenses such as out of town travel or lodging will be pre-approved by the owner. We do not anticipate expenses to exceed 3% of the fee.



Perkins+Will encourages the transmission of electronic documents to minimize reimbursable expenses related to document copies and prints. Appropriate backup will be submitted with invoice.

#### TERMS AND CONDITIONS

Will be in accordance with AIA B-152 Standard Form of Agreement between Owner and Architect for Architectural Interior Design Services.

Payment for services and all reimbursable expenses will be payable to Perkins+Will within thirty (30) days after invoices are rendered. Invoices not paid within thirty (30) days are subject to addition of one and one-half percent (1-1/2%) interest per month.

If you are in agreement with the general outline of services described, please indicate authorization below and return a copy. We will prepare a full AIA B-152 Agreement based on these terms. If you have any questions about this proposal or the attached qualifications, please contact me to discuss further.

Thank you once again for the opportunity to submit this proposal and to be a member of your design team.

Kind regards,

A handwritten signature in black ink, appearing to read 'Paul J. Banta', with a stylized, looping flourish at the end.

Paul J. Banta  
Senior Associate

cc: Derek Jones  
Heather Stonebraker  
Mauli Mehta

enc: Attachment A: Schedule

**Paul J. Banta, AIA**

Sr. Project Manager / Senior Associate

e. [Paul.Banta@perkinswill.com](mailto:Paul.Banta@perkinswill.com)

t. 919.433.5337

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**PERKINS+WILL**

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# DCHS - Alliance Behavioral Healthcare Renovation

Proposed Project Schedule



