

PROPOSAL FOR DESIGN SERVICES
Durham County 500 Parking Deck
Little Diversified Architectural Consulting

Date: February 18, 2021

Contact: Mr. Peri Manns
Deputy Director
Durham County Engineering and Environmental Services
201 East Main Street
Durham, NC 27701

Dear Peri:

Little Diversified Architectural Consulting (LITTLE) appreciates the opportunity to provide this proposal for design services for developing a programming document for the development of the 500 East Main Street Structured Parking Deck. This proposal outlines our understanding of the scope of services required and our design fees requested.

Development of Programming Document Scope

For development to begin on the 500 East Main Street parking deck, parameters for its design and the county's requirements of the developer must be fully established. The scope of this work builds off previous discussions, meetings and presentations aimed at determining County parking demands as well as decisions that were focused on the development of the 300 East Main Street parking deck. The goal of these services will be to review and determine the final criteria for the development of the 500 East Main Street parking deck and provide clear documentation to guide its design and development. Our scope will include the following:

Confirming County Needs with Stakeholders

- Conduct a kickoff meeting with County and key design team to discuss overall project and ZOM concept
- Conduct a kickoff meeting with all stakeholders (include both developers) to discuss overall block and extent of 500 parking deck program.
- Conduct a meeting centered on sustainability, certifications and future uses. Get updates on latest parking demand studies and data.
- Conduct a meeting to discuss specific concerns related to H&HS employees, sharing of the deck, configuration and access. Get updates on latest parking demand activities.
- Conduct a meeting to discuss specific concerns and requirements associated with IT and security. This could include requirements associated with sharing of the deck, gate access, security equipment, blue lights, phones, dedicated infrastructure or space within the deck, etc...
- Conduct a workshop with key stakeholders including ZOM to discuss County's needs and sharing. The meeting will allow the developer to express their specific needs, concerns and schedule.
- Conduct meetings with the County and ZOM to review the program

Develop Final Program Document

- Provide a program deliverable that captures all County requirements and prerequisites. This document will include but is not limited to the following requirements:
 - Construction and structural performance requirements (cast-in-place, long-spans, clearances, building codes, etc..)
 - County visitor parking stall dimensions, configuration and totals
 - County employee parking stall dimensions, configuration and totals (estimated until BoCC confirms)
 - Drive aisles widths and clearance minimums
 - Entry expectations
 - Future adaptive reuse requirements
 - Sustainability requirements (electrical charging stations, PVC or solar ready, certifications, etc..)
 - Signage and wayfinding
 - County IT and security infrastructure and equipment (gates, card readers, credentialing, loop detectors, City vs. County, etc...)
 - Stairs and elevator use and sharing
 - Ground Level requirements (special County vehicle needs (see Tooth Fairy below), bike racks/storage, pick up and drop off areas, access, etc...)
 - Expectations for developers (vehicle and pedestrian access, loading areas, docks, doors, trash, recycling, trash chutes, grocery location, general coordination, general logistics, etc.)
 - Due diligence expectations
 - Reviews and approval
 - Community Engagement and Public Art

Finalizing Staff Parking Totals

- Provide a general update public presentation to the Board of County Commissioners
- Conduct a meeting to discuss final employee parking counts
- Conduct small meetings with County Commissioners to review employee parking counts
- Provide a public presentation of final County Parking Requirements to the Board of County Commissioners

Tooth Fairy Mobile Unit

- Provide design assistance for the relocation of the Tooth Fairy mobile dentistry vehicle including discussion of possible locations, coordination of utilities and permit approvals.

Coordination of Due Diligence

- Contract with Falcon Engineering for soils testing of the parking deck portion of the project.
- Contract with Davenport for any updates to the TIA that may be required for the project

Proposed Team

For the development of the programming document, Little will engage the following consultants who are already familiar with the project:

Kimley-Horn – Parking Specialties
J&A Engineering – Security
EDi – PM&E

Stewart – Civil Engineer
Falcon Engineering – Soils
Davenport – Transportation

Proposed Schedule

Establishing the Deck Program	51 days	Mon 2/15/21	Mon 4/26/21
Mtg. 1 - Programming Discussion	1 day	Mon 2/15/21	Mon 2/15/21
Submit Proposal to Peri (Feb. 22 BoCC approval)	3 days	Tue 2/16/21	Thu 2/18/21
Mtg. 2 - Kick Off Meeting with (County/J&A/K-H/Little/EDi)	5 days	Mon 2/22/21	Fri 2/26/21
Mtg. 3 - Sustainability Needs (County/Little)	5 days	Mon 3/1/21	Fri 3/5/21
Mtg. 4 - Kick Off Meeting (ZOM/LS/County/Little/K-H/K-H/Edi)	5 days	Mon 3/8/21	Fri 3/12/21
Development of Program	15 days	Mon 3/1/21	Fri 3/19/21
Mtg. 4 - H&HS Parking Deck Needs (Co./Little/KH)	5 days	Mon 3/15/21	Fri 3/19/21
Mtg. 5 - IT/Security Needs (County/Little/J&A/KH)	5 days	Mon 3/22/21	Fri 3/26/21
Mtg. 6 - Developer Work Shop (ZOM/County/J&A/K-H/Little/Edi)	5 days	Mon 3/29/21	Fri 4/2/21
Finalize Program	10 days	Mon 4/5/21	Fri 4/16/21
Mtg. 7 - Review Program (County/Little/KH)	5 days	Mon 4/5/21	Fri 4/9/21
Mtg. 8 - Review Program (ZOM/County/Little)	5 days	Mon 4/12/21	Fri 4/16/21
Submit Final Program	6 days	Mon 4/19/21	Mon 4/26/21
Finalizing Staff Parking Totals	16 days	Mon 4/5/21	Mon 4/26/21
Mtg. 9 - Update Presentation to Commissioners (WS)	1 day	Mon 4/5/21	Mon 4/5/21
Mtg. 10 - H&HS Parking Totals (County/Little/KH)	5 days	Mon 4/5/21	Fri 4/9/21
Mtg. 11 - County/Design Team Parking Totals	5 days	Mon 4/12/21	Fri 4/16/21
Mtg. 12 - Conduct Commissioners Meetings to discuss	5 days	Mon 4/19/21	Fri 4/23/21
Mtg. 13 - Presentation to Commissioners (RS)	1 day	Mon 4/26/21	Mon 4/26/21
Due Diligence	45 days	Mon 3/1/21	Fri 4/30/21
Subsurface Soil Investigations (Falcon)	45 days	Mon 3/1/21	Fri 4/30/21

Compensation for Services

We propose to complete the scope of work as outlined as follows:

Program Discussions & Documentation	\$48,200
Finalizing Staff Parking (2 public presentations)	\$18,000
Tooth Fairy Mobile Unit Relocation	<u>\$ 7,000</u> (not including approvals)
	\$73,200
Sub surface Soil Investigations	\$75,000 allowance
Transportation Investigations	\$10,000 allowance
Permit Approvals, Additional Mtgs, Misc.	<u>\$25,000</u> allowance
	\$110,000

M/WBE

The breakdown of M/WBE participation for this scope is estimated to be as follows:

Edi	Woman Owned	4% of fee; 1.63% of total
J&A Engineering	Minority Owned	13.6% of fee; 5.46% of total
Stewart	Minority Owned	6.8% of fee; 2.73% of total
Falcon Engineering	Minority Owned	100% of allowance; 40.9% of total
Davenport	Minority Owned	100% of allowance; 5.46% of total

We value our relationship with Durham County and the success of the total redevelopment of the 300 and 500 blocks of East Main Street. We appreciate your consideration of our proposal and would be glad to discuss any questions you may have.

Sincerely,

Little Diversified Architectural Consulting



Julie McLaurin, AIA
Senior Project Manager

Reference: Structured Parking for the 300 & 500 Blocks of East Main Requisition dated 5/2019
 300 East Main Street Parking Deck/Staff Parking Requisition dated 12/2019