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ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

1/18/2024

David Ramsey
Business Services Director - City of Lincolnton
114 W Sycamore Street
Lincolnton NC 28092

Re: **Professional Services**
New City of Lincolnton Public Services Center
Lincolnton NC

Dear David:

Becker Morgan Group, Inc. is pleased you have requested a professional services proposal for the operations building project in Lincolnton NC. It has been a pleasure collaborating with you & your team thus far on this project. We appreciate your confidence in our firm.

Enclosed please find one original agreement documenting our initial services and estimated compensation. If acceptable, please sign and return the original agreement to our office. We will then proceed with our services.

Thank you for the opportunity to be of service. Please do not hesitate to call with any questions or concerns.

Sincerely,

BECKER MORGAN GROUP, INC.

Douglas C. Burns, AIA
Principal | CLT Office Director

/xxx

Enclosure: Proposal (1/18/2024)

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BECKER MORGAN GROUP, INC.

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1/18/2024

Proposal / Agreement

Professional Services

New City of Lincolnton Public Services Center
Lincolnton, North Carolina

Project Scope

It is our understanding that the overall project is based on renovation of the existing 35,000 sf +/- facility & overall site located at 500 Sigmond Road. Also within the scope is the design potential for a new 6,000 – 7,000 sf office building to be located on the existing site in front of the existing facility.

The existing facility along with the new proposed building will include but not limited to the following departments: public works, water resources, electrical services & solid waste departments. The intent is to provide each department with their own working & break areas, with shared spaces for group toilets and overall storage & staging within the main part of the existing warehouse. In either building location, our team is to plan & design a training space to accommodate 100 to 120 people. Finally, our team will work with the departments mentioned above to plan & design for misc. storage buildings and equipment storage locations on your site.

Overall site design includes numerous pole buildings for vehicle & material storage, wash pits, & miscellaneous support building needs.

Services Scope

For this project, we are recommending a two phased project approach: **Part A** & **Part B** as outlined below.

Part A: Advanced Planning

The scope of Part A utilizes the exercise of advanced planning to determine overall order of magnitude, design needs & wants, and project scope. The BMG team will assist the City of Lincolnton staff/team with the following but not limited objectives:

a. **Benchmarking:** Site visits to "new" facilities regionally as well as coastal or other locations – up to 4 site visits
    i. Determine "Lessons Learned."
    ii. Understand Pros and Cons, Issues and Opportunities.
    iii. Costs.
    iv. Schedule.
b. **Pre- Space Needs Programing:** Departmental Visits, tours, meetings.
    i. The result is the development of a clear understanding of the Departmental Operations, Needs, and "Preliminary Space Needs program."
c. **Planning/Programing workshops utilizing the participatory process:**

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i. 3-4 meetings with the department leaders and city stakeholders to define & confirm space needs. Also discuss any current department issues, concerns, opportunities related to the new facility.
ii. Gaming workshops - stakeholders plan and design the facilities (existing warehouse & new office building) & overall existing site to identify where confirmed programmed space shall go based on needs & operational flow.
iii. BMG team to take gaming workshop ideas & formulate concise concept plans for stakeholder review.
iv. Civil site impact studies

d. **Deliverables:**
   i. Overall site & building master plan – short term & long-term goals. Identify work to be included in Part B scope of work.
   ii. Final comprehensive space program
   iii. Concept alternatives (Site and Buildings)
   iv. Schematic concept floor plan layouts
   v. Design narratives from engineering consultants
   vi. Interior and exterior concept rendering images.
   vii. Cost estimates: overall master plan and/or phased work to determine work scope for Part B
   viii. Presentations (if applicable): to City/Department stakeholders, City Council & local public presentations if needed.

e. **Determine final construction delivery methods: Summary**
   i. **Design-Bid-Build vs CM at Risk** as two methods of Construction Delivery.
      1. Pros and Cons-Benefits
      2. Cost Differences

For the scope outlined above the following disciplines are included as part of Part A: Advanced Planning

Architecture
Engineering (Civil, Structural, Mechanical, Electrical & Plumbing)
Cost Estimating

Compensation for Part A: Advanced planning shall be: $150,000

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Part B: Full Design Services

Pending final confirmation from Part A – for both scope and anticipated construction budget, the BMG team will submit a separate contract for full design services rendered in phases - Design (Schematic and Design Development), Construction Documents, Bidding, and Construction Phase services. Overall fee range indicated below will reflect credit for Part A advanced planning services.

The scope of design services varies with commercial/municipal type projects. Comprehensive architectural services for this type of project will normally range between 8%-12% of the total project cost, and include the following design disciplines & based on the following tasks:

Architecture
Engineering (Civil, Structural, Mechanical, Electrical)
Landscape Architecture (as part of civil design)
Interior Design (Finishes only)

Task 001 – Schematic Design / Design Development	$ tbd
Task 002 – Construction Documents	$ tbd
Task 003 – Bidding	$ tbd
Task 004 – Construction Administration	$ tbd
Estimated Total	$ tbd

***Estimated total for Part B Full design services shall be based on confirmed anticipated scope & construction budget from Part A: advanced planning, fee range as indicated above.**

Exclusions *(the following services and expenses are excluded from this agreement)*
*If authorized, Becker Morgan Group has experienced staff to provide these services.

Services

- Design*: Landscape: provided by civil to meet local ordinance only.; Interior Design and Furnishings: Furniture, Fixtures, and Equipment (FF&E)
- Engineering: Geotechnical (soil borings and recommendations); Fire Protection; Life Safety; Technology and Telecommunications
- Surveying: subdivision plats; recordation; ALTA/ACSM surveys; construction stake-out; recordation drawings; as-built surveys
- Studies: traffic; community impact statements; feasibility*
- Regulatory matters: variances; special exceptions; amendments; hearings; review meetings
- Environmental: Phase 1 and Phase 2 studies; tree conservation compliance; wetlands delineation and permitting; CAMA compliance
- Off-site improvements: design of any off-site improvements or utility extensions to the site
- Consultants: Acoustical; Cost Estimation; Food Service; Building Envelope; Roofing; Scheduling
- Graphics*: presentation/marketing materials (2D / 3D); models; project signage; computer animation.
- Coordination*: Owner/Tenant provided materials or services.

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Expenses

- Fees: filing; review; permits; agency approvals; bonds
- Reproduction: printing of drawings and specifications
- Travel: mileage, tolls, parking

Agreement Terms

Reimbursable items such as printing, mileage, shipping, etc. are not included in our fee, and will be billed separately. The attached *Terms and Conditions of Agreement* documents contract terms and is hereby incorporated into this agreement. An initial payment of $___ will be necessary to bind this agreement. If this proposal is acceptable, please sign and return the original to our office.

Thank you for the opportunity to be of service.

BECKER MORGAN GROUP, INC.

Ernest W. Olds, AIA
Principal | Vice President

Chris M. Coleman
Associate | Project Manager

XXX/xxx

City of Lincolnton
David Ramsey - Business Services Director

Accepted: _____

Title: _____

Date: _____

Attachment: *Terms and Conditions of Agreement* (01.01.xx) NC

DRAFT