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Exhibit A

July 9, 2026

Via Email

Robert Brown, Architect (robert.brown@buncombenc.gov)
Facilities/Project Manager, General Services Department
Buncombe County
40 McCormick Place
Asheville, NC, 28801

RE: **PROFESSIONAL FEE PROPOSAL**
Buncombe County – Emergency Operations Center and Storage Facility
Asheville, NC

Dear Mr. Brown:

On behalf of **CPL**, we are pleased to submit the following design proposal for the architectural and engineering services necessary for the Buncombe County – EOC and Storage Facility – (the project). The project scope is built upon the original RFQ dated August 31, 2023 and is a continuation of that scope with further refinement from the advanced planning discovery, revised scope of work, and additional conversations with Buncombe County. Moreover, the scope of work shall also be based on the following reference documents: Area Concepts; EOC & Storage Facility Test Fit Occupants - 6-23-26 - Final. This project will be an interior gut and renovation of an existing approximate 130,000-sf department store with select exterior improvements such as signage and entries redesign.

Sustainability/High-Performance Building
CPL approaches sustainability from a holistic, "high performing building" approach. We will look at all components of a building—interior materials, building systems—as we address the County's sustainability goals. Buncombe County sustainability strategies that we will consider in our planning work include:

> LEED Equivalency: CPL will work with the County to identify a strategy to pursue the desired LEED Certified equivalency, which we understand to be Gold. At a meeting in Schematic Design, we will identify the specific LEED pre-requisites and other ratings points that seem appropriate to this type of building renovation.

SCOPE OF SERVICES

TASK 1 – PREDESIGN / ADVANCED PLANNING – Assessments & Programming

Goal: Finalize the building program, develop a concept layout, Perform the Assessment and Due Diligence, Create a Revit model for the design of the project, and document and review the Inventory of Storage and Equipment.

Meetings: In addition to department meetings, CPL assumes (3-4) virtual meetings to be held with the county to review the progress, answer questions, and to expedite decision making during this phase.

Assumes: We have been provided with a list of departments and preliminary needs by the County proceeding with all tasks listed below, excluding tasks A and B. County to provide limited existing building documentation. Team assumes current building is a Risk Category 3 and will need to be upgraded to Risk Category 4.

Scheduling: Begin scheduling meetings for the Programming phase and site visits for the Inventory and Equipment Assessment subphase within two weeks of contract approval. The list of departments should be vetted prior to the scheduling of the site visits.

A. Geo-Spatial – Scan to BIM

1. Estimated duration intended to work concurrently with the other parts of TASK 1.
2. Provide spatial scanning services to capture the existing conditions through image scans (3D walk-throughs) and point-cloud data (location of existing surfaces). Scanned data will be used to create a BIM model (Revit) of the existing conditions to prepare for concept design.

B. Assessments and Due Diligence

1. Estimated duration intended to work concurrently with the other parts of TASK 1.
2. Document building current conditions pertaining to exterior envelope integrity, structural components, mechanical, electrical, and plumbing infrastructure conditions, life safety and building code deficiencies, and interior finishes. CPL anticipates teams of five (5) people doing the building assessments over a single day. The team is anticipated to include an architect, mechanical engineer, an electrical engineer, a Fire Protection/Plumbing Engineer, and a Structural Engineer.
3. Preliminary Code review to determine: the general egress requirements; the existing building's compliance with fire protection and structural requirements.

C. Inventory and Equipment assessment

1. Estimated duration intended to work concurrently with the other parts of TASK 1.
2. CPL to coordinate site visits with a consultant (assumed to be CPL Consultant, Patterson Pope) on verifying/developing an inventory of storage needs and advising on the storage equipment requirements as needed by department.
3. CPL to review and reconcile findings with building program.
4. Subphase needs to be completed prior to Concept Design and final building program creation.

D. Test Fit

1. Determine the feasibility of fitting the included department/department sub-groups from the list provided by the owner within the building footprint by creating up to one (1) floor plan Test Fit.
2. Test Fit Assumptions:
    a. Test Fit shall be prepared with Bubble Diagram for building layout.
    b. Test Fit shall use a standard space allocation determined by job position.

c. Board of Elections should be placed on the ground floor and will have access to the loading area. Board of Elections loading area should be dedicated to them.
d. Based on the meetings that took place on 04.20.2026 with Buncombe County, the Plan South entrance should be considered as the public entrance for Board of Elections. Public access at the ground level must be maintained to the mall. The Plan East entrance should be considered for public access to the mall.
e. Emergency Management services may be placed on the second level and they will have access to a freight elevator at a minimum.
f. Departments/department sub-groups and building amenities may be eliminated during this process.
g. Test Fits will consider the reference documents shared by the county called 'Area Concepts' when designing the Test Fits.
h. Additional Test Fit options or significant revisions may result in an adjusted schedule.

E. Department Program Verification

1. CPL to compare list of departments and program provided by the county to the program of the original study.
2. Evaluate the need to include shared building amenities, parking, and site needs from the original building program. Parking needs to accommodate the emergency management services vehicles and peak election training needs. If allowed by the mall association, the county would prefer to gate and secure a portion of one of the parking decks.
3. Create the building program that is reconciled with the Department Program Verification and the Inventory and Equipment Assessment findings.
    a. Department Program Verification Assumptions:
        i. CPL to have one (1) meeting to review the comparison between the program from the original study comparing it to the revised department list/program provided by the county.
        ii. CPL to meet with major departments/department sub-groups selected by the owner (2) times each virtually to verify storage and operational needs, inventory assessment, and concept layout.
        iii. The following are assumed to be the major departments/department sub-groups: Board of Elections (BOE); Public Safety Communications 911; Emergency Management Services (EMS) storage and administrative spaces; Fire Marshal storage and administrative spaces; Emergency Operations Center; Procurement/Surplus.
        iv. Meetings with Non-major departments/department sub-groups shall occur on an as-needed basis. CPL believes program verification can occur through email/data exchange. The following are assumed to be the Non-major departments/ department sub-groups: Air Quality; Clerk of Superior Courts; Clerk to the Board of Commissioners; Communications and Public Engagement; Equity and Human Rights; General Services; Permits and Inspections; Planning and Development; Register of Deeds; Recreation Services; Risk Management; Veterans Services.

v. Meetings do not need to be scheduled with department/department sub-groups whose storage is managed by Surplus and Procurement.
vi. CPL to have one (1) meeting to review the revised program that is not included in the list of major departments or non-major departments. This includes the following: IT Data Center; Real Time Intelligence Center; Joint Information Center; and Press/Media Meeting Area.
vii. CPL will meet additionally with departments as needed to verify program to capture the remaining scope needs. We assume a total of fifteen (14) meetings shall be needed to capture program needs.
viii. Significant revisions to department inclusions or delays in receiving feedback may result in an adjusted schedule.
ix. Verification may include: identifying all materials to be stored, size of items, cold/vs. dry storage, identifying all hazardous materials, ventilation requirements, where storage needs are growing vs. shrinking, access requirements to storage items, frequency of accessing items, security/sensitivity of items, method of organization, and other ancillary spaces such as offices, labs, and break areas.

F. Concept Design

1. This is assumed to follow the completion of the Inventory and Equipment Assessment Phase and occur after the Test Fit and after the start of the Department Program Verification.
2. The Test Fit shall be used as a base layout for the floor plan Concept Design and adjusted to match the building program. The Concept Design shall be executed with bubble diagrams for building layout, assuming a standard space allocation determined by job position.
3. Additional concept design layout options, or significant revisions may result in an adjusted schedule.
4. One (1) County Manager Presentation to review the conceptual building layout and to provide final approval. Assumes 1 week for County Manager review.

TASK 2 – DRAWING PACKAGE

Goal: Develop the Drawing Package through Schematic Design, Design Development and Construction Documents.

Demolition scope to be determined in Schematic Design; initial assumptions are as follows:

1. Demolition of all interior non-load bearing walls
2. Remove all floor finishes
3. Demolition of all ceiling systems, lighting and devices
4. Demolition and replacement of existing roof
5. Demolition of all mechanical and electrical systems
6. Removal of all existing furniture, equipment and miscellaneous materials

A. Schematic Design

1. Two (2) Virtual Meetings and One (1) In-Person Meeting: Review overall project progress, document development, and cost.
2. Deliverables (digital):
    a. Preliminary code summary. To include a code abstract compilation of all applicable codes, regulations, ordinances that are required by governmental agencies having jurisdiction.
    b. Schematic architectural site plan, floor plans, reflected ceiling plan, interior elevations, and selective exterior elevations with material designations specific to the Interior Upfit scope.
    c. Schematic site plan to be developed for minor renovations of existing site to meet zoning requirements.
    d. Structural/MEP/FP narratives specific to the Interior Upfit. Limited drawings may or may not be provided to assist with preparing the cost estimate.
    e. Up to two (2) exterior design options and up to three (3) interior design options of the interior public mall access displaying Buncombe County and the Board of Elections public entrance.
        i. Two (2) Exterior Renderings: one (1) view of two (2) exterior design options.
        ii. Six (6) interior renderings: two (2) views for each of the three (3) interior design concept design options.
3. Schematic Design Phase Cost Estimate to be provided and Review to take place near the end of the phase. One of the above-mentioned meetings shall be to review the project budget.
4. One (1) in-person County Manager Meeting to review the Schematic Design layout and to provide final approval tentatively planned in early January 2027.

B. Design Development

1. Two (2) Virtual Meetings, Three (3) In-person meetings: Design meetings to review overall documentation development with the primary focus on decisions around MEP systems, equipment selection/placement, security/IT/AV coordination, and finishes, as well as budget development.
2. At this stage, the overall project scope is set with no anticipated major changes. The design team will proceed with further development and documentation of the site plan, interior and exterior building features, general finishes, interior structural system(s), major equipment, and MEP/FP line drawings.
3. Deliverables (digital):
    a. Code summary.
    b. Outline specifications.
    c. Design Development Drawing Set to Owner and CM.
4. Design Development Phase Cost Estimate Review to be completed at the end of the phase. One of the above-mentioned meetings shall be to review the project budget.
5. Phase Cost Estimate completed by the CMAR.

C. Construction Documents

1. One (1) virtual: Owner review meeting with 50% Construction Documents.
2. One (1) in-person meeting: Owner review meeting with 90% Construction Documents.
3. Prepare for final design drawings and project specifications. CM is responsible for preparing front end bidding specifications with both Owner and Architect review.
4. Coordinate drawing submission requirements with applicable review agencies for permitting.
5. Deliverables (digital):
    a. CPL will provide Construction Documentation in compliance with the North Carolina State Building Code (2024 edition) and other applicable standards.
    b. Scope will include Civil, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Architectural and Interiors.
    c. Both drawings and specifications will be provided in digital and paper copy form.
6. Construction Document Phase Cost Estimate review with CMAR and Owner.

TASK 3 – CONSTRUCTION PROCUREMENT SERVICES

1. CPL will submit the necessary documentation to the Local and State authorities having jurisdiction as well as address any review comments that may arise. Duration is dependent on AHJ or project delivery method and is out of CPL's control.
2. All permits and approvals for the project will be paid for and secured by others.
3. CPL will also assist the CM and answer Requests for Information (RFIs), provide clarifications, issue addenda as required to the CMR's subcontractors during the bidding period.
4. One (1) Board of Commissioners' Meeting to approve the GMP for the project.

TASK 4 – CONSTRUCTION EVALUATION

1. Attend one (1) pre-construction meeting.
2. CPL will attend thirty (30) biweekly site visits during construction (2 per month for 15 months) with a field report written for each visit. CPL will also provide construction administration services consisting of the review of submittals, shop drawings, certification of monthly pay requests, responding to RFIs that arise during construction and closeout documentation.
3. CPL will attend one (1) Punch walk and one (1) final field evaluation at the end of substantial completion.
4. Provide construction administration services consisting of the review of submittals, shop drawings, certification of monthly pay requests, responding to RFIs that arise during construction and closeout documentation.

SCHEDULE

- See attached drafted schedule, Exhibit B

CLIENT RESPONSIBILITIES

The Client shall appoint an "Owner's Representative" to function as the point of contact for CPL. It shall be the responsibility of the client to provide the following:

- Access to the project site during design.
- Reasonable advance notice of scheduled meetings.
- Decisions on critical issues in a timely manner.
- Client information required for this proposal is to be distributed in a timely manner.
- Client provided list of departments via the reference documents called 'EOC & Storage Facility Test Fit Occupants - 6-23-26 – Final.'
- Payment of all invoices in accordance with this agreement.

ASSUMPTIONS

1. Design shall follow Diversion Planning Standards as included in the original contract.
2. Design shall follow Resolution 18-279 100% as included in the original contract.
3. Design shall follow Buncombe LEED resolution as included in the original contract.
4. Abatement will be completed by the client directly.
5. Life cycle cost analysis is required.
6. The design of site lighting or photometrics should be included.
7. CPL to investigate opportunities to stage emergency care vehicles within the existing parking deck to serve EOC and Emergency services.
8. Exterior and interior building signage shall be included.
9. Design of full building emergency backup power as a base bid
10. CPL to attend pre-application meetings during permitting efforts.
11. Limited PDF As Built drawings shall be provided to CPL.
12. Structural Engineer assumes no existing structural drawings are available. Will coordinate with CMAR or consultant on areas of selective demolition and testing to determine existing structural members. Ideally, the existing structural system would be identified during the SD phase. A testing allowance is provided for this scope.
13. Structural Engineer assumes that the existing lateral for resisting system is not adequate to accommodate the increase in loads due to the risk category change and will need strengthening.
14. Structural Engineer assumes that the adjacent existing parking structures and mall building are structurally separate and will not be included in the structural scope of work for this project in any way.
15. Structural Engineer assumes no early foundation or other advanced structural drawing packages other than the deliverables listed.
16. Structural Engineer is not anticipating removal of large, elevated slab sections that could require strengthening of the existing exterior walls or diaphragm.
17. Departments included in each phase/task are noted. Significant revisions to department inclusions may adjust the schedule.

18. No modifications to the existing parking deck structures are anticipated. Fencing may be added on ground level.
19. Testing scope does not include repairing and patching at test cut locations except where needed for watertightness.
20. We anticipate the following items to be delegated design:
    Cold-formed metal framing and stair systems.
21. Anticipated/potential architectural building improvements shall be assessed during the Assessments and Due Diligence phase. Improvements/replacements will include the Chiller, exterior doors, mechanical ducting and units, and elevators.
22. The conveyer system can be kept if it is usable.
23. Assume the entire roof needs to be replaced.
24. Skylights or other roof penetrations for daylight will not be pursued.
25. Mechanical units may need to be on the rooftop.
26. Delivery method is Construction Manager at Risk.
27. Roof mounted solar panels on ballasted frames shall be included in the design. Solar design is assumed to be DC coupled with battery but will be coordinated during the design.
28. Building will not be net-zero.
29. A new generator(s) would be needed and sized to service the entire building.
30. 911 area is anticipated to have a separate meter.
31. Check valve for water and fire line will be reviewed with city for compliance.
32. Restrooms within the Mall may count towards plumbing fixture requirements.
33. Where compatible with storage needs, CPL to review opportunities for double-height storage in areas where the floor to deck height is tall.
34. All storage areas need to be secured from the public.
35. CPL will incorporate best practice sustainable features as the project's budget and design allows.
36. CPL will coordinate all signage, selections and will provide an overall signage plan, signage legend, and signage specifications in bid package.
37. CPL will coordinate all furniture, fixtures and equipment infrastructure and finish selections. CPL will provide an overall furniture plan, furniture schedule and furniture specifications in a separate bid package. Procurement of all devices and equipment is by owner.
38. CPL's basic telecom/data/security/AV services include:
    a. Devices are specified and installed by the owner. The design team is responsible for identifying and specifying cabling and pathways (conduit and blank boxes). Locations for security, data, telecom, and AV devices will be identified on the drawings.
39. Altering (increasing/decreasing) the project scope, design, and/or budget from our project understanding and assumptions may trigger a request for additional services. A 3% construction contingency is assumed.
40. Due to the project size, unknowns about the building, and complexity, CPL recommends the CM carries the following estimating contingencies at the following phases in addition to the Construction Contingency and Owner Contingency.
    a. Schematic Design (SD): 17%
    b. Design Development (DD): 12%
    c. Construction Documents (CD): 7%
    d. Construction Procurement (CP): 3%
    e. Construction Evaluation (CE): 1%

41. Project budget: The final total project cost with all fees (design and construction manager), FF&E , construction cost and contingency is currently capped at $49,000,000. This does not include the $5,000,000 purchase expense. Construction budget is assumed to be $32,000,000.00 (with remainder of project budget assumed for soft costs, design fees, furniture, CM fee, etc.). This assumes a $240 per square foot renovation cost.

EXCLUSIONS

1. Design of public utility extension beyond the project limits, including State utility permitting.
2. Third-party special inspections are not included in the base scope of work other than preparing the Statement and Schedule of Special Inspections.
3. City, county, and/or state review fees are not included in this proposal. We recommend that CM includes those in their responsibility.
4. Sewer pump station and offsite force main upgrades or design.
5. The design of utility connections/extensions on site as necessary.

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 to provide the scope of services via the table below. Reimbursables are included as an additional line item.

FEE SCHEDULE	FEE
Task I – Predesign / Advance Planning	**$390,100.00**
Scan-to-BIM: Geo-Spatial – CPL	$7,960.00
Scan-to-BIM: BIM Modeling – VS-DP	$3,040.00
Assessments, Program, Test fit, & Concept Design	$184,800.00
Structural Predesign / Advance Planning	$34,300.00
Structural Testing Allowance	$160,000.00
Task 2 – Full Design Package	**$1,508,000.00**
Schematic Design	$348,000.00
Design Development	$464,000.00
Construction Documents	$696,000.00
Task 3 – Construction Services Procurement	**$116,000.00**
Task 4 – Construction Evaluation (to be contract amendment after bidding is complete)	**$720,000.00**
Additional Services	**$229,575.00**
LEED Equivalency, Commissioning and Life Cycle Cost Analy.	$85,000.00
Signage and Wayfinding	$43,710.00
Low Voltage / Telecom	$20,000.00
Roof Mounted Solar Panels	$26,465.00
Furniture Package	$44,400.00
Reimbursables (NTE)	$10,000.00
TOTAL FEE	**$2,963,675.00**

ADDITIONAL SERVICES

Any items not contained in our Scope of Services or contrary to the assumptions listed above will be deemed as 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.

Additional Services Descriptions are provided in the assumptions or are listed below:

1. Roof Mounted Solar Panels
   a) CPL's Energy Solutions team will provide solar photovoltaic consulting and design services in support of the Buncombe County Storage Building project. The scope includes preliminary system modeling, utility coordination, design documentation, and bid-phase support sufficient to incorporate the solar PV system into the overall project documents.
   b) Preliminary Solar PV Analysis
      CPL will review available building and site information and develop an initial solar PV system concept, including anticipated array locations, approximate system size, preliminary annual energy production, and general equipment assumptions. A preliminary PVSyst model will be prepared to evaluate expected system performance and support early project decision-making.
   c) Utility Interconnection Support
      CPL will prepare and submit the initial utility interconnection application for the proposed PV system, including required technical information, preliminary single-line documentation, and system sizing assumptions. CPL will coordinate with the utility during the initial review process and respond to reasonable technical questions related to the proposed system.
   d) Design Development Documents
      During Design Development, CPL will advance the PV system design, including array layout, inverter and electrical equipment locations, preliminary conduit routing, point of interconnection coordination, initial PV equipment selection, preliminary single-line diagram development, and coordination with architectural, structural, and electrical disciplines. Deliverables will include updated system sizing, preliminary electrical one-line diagrams, equipment criteria, and design narratives suitable for DD-level coordination.
   e) Construction Documents and Bid Documents
      CPL will prepare construction-level PV design documents suitable for bidding, including PV module layout plans, electrical room PV equipment layout, roof PV equipment layout, branch wiring, finalized electrical one-line diagrams, equipment schedules, design details, technical specifications, and coordination notes. The bid documents will be developed to allow qualified solar contractors to price, procure, install, interconnect, commission, and place the system into service.
   f) Project Coordination and Bid-Phase Support
      CPL will participate in design coordination with the architectural and engineering team to confirm roof and site constraints, equipment locations, structural loading considerations, access requirements, code requirements, utility requirements, and construction sequencing considerations. CPL will also assist with bid-phase questions related to the PV scope, including responses to contractor RFIs, review of substitution requests, and preparation of PV-related addendum language as required.
   g) Exclusions
      Utility upgrade costs, utility application fees, permitting fees, incentive applications,

construction administration, shop drawing review, commissioning services, and post-award contractor support are excluded unless specifically added by amendment.

CONCLUSION

This document serves as a design fee proposal. The proposed fee is valid for 90 days from the date of this proposal. If these terms are acceptable, we will proceed with negotiating a Standard Design Contract. We look forward to collaborating with you on the successful completion of this project.

Sincerely,
CPL



Rachel F. Nilson, AIA
Vice President

cc: Ms. Abby Branch (ABranch@cplteam.com) Ms. Chelsea Hansen (Chansen@cplteam.com)