

September 20, 2022

Aaron Church  
Rowan County – County Manager  
130 West Innes Street  
Salisbury, NC 28144

Re:    **West End Plaza – Rowan County Health Department  
Advanced Planning Phase**  
ADW Project No. #22047

Dear Aaron:

ADW Architects is pleased to submit this proposal for services related to the Advanced Planning Phase for the Rowan County Health Department at the West End Plaza facility. Materials to be referenced for these services includes the Space Needs Assessment and Conceptual Programming Floor Plan completed by ADW Architects in April 2022 and hard copies of the original building floor plans of the Mall provided by the County.

Our professional consultants would be as follows;

MEP, FP Consultant	S.E. Collins Consulting Engineers 1817 E. Innes St. – Suite 201 Salisbury, NC 28146
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Professional Cost Estimator	R.M. Rutherford & Associates 3328 Mill Pond Road Charlotte, NC 28226
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ADW's scope of services include:

**Task 1)        Existing Conditions Survey**

- Include up to two (2) site visits to visually review and photograph the existing conditions of where the Health Department will be located in West End Plaza and make red line notes on hard copies of old drawings recording our observations. This process is for conceptual purposes only and not intended to procure precise measurements and data.

## **Task 2)           Programming Update**

- Attend up to two (2) meetings with County Stakeholders (Committee) to review the current Space Needs Assessment we did in April 2022.
- Discuss and analyze the adjacencies and locations of each proposed use.
- Make revisions as needed based on feedback.
- Present the final program to the Stakeholders.

## **Task 3)           Conceptual Improvements Design**

- Consult and advise on the proper Mechanical, Electrical and Plumbing systems recommended for each use.
- Identify the parking needs and open space needs.
- Provide a conceptual Site Plan, Floor Plan, and Exterior Renderings that begin to illustrate the concepts for the Health Department. These concepts will be used for up to two (2) meetings with the County Manager, Commissioners and Stakeholder Committee to solicit feedback and direction of the conceptual Health Department design.

## **Task 4)           Preliminary Cost Estimate/Budget/Project Scope Reconciliation**

- ADW Architects will contract with a professional cost estimator to provide a preliminary estimate of construction cost for the project.
- ADW Architects will also provide an estimate of soft costs (costs not included in construction contract) and include it with the construction cost to provide the county with an overall estimate of project development costs.
- After completing a draft estimate, the design team will work with the county to complete the budget/project scope reconciliation.

## **Task 5)           Documentation and Presentation**

- Based on the discussions and feedback from the Advanced Planning Design phase, ADW shall develop a final document of the West End Plaza Health Department. The Plan will include a conceptual floor plan, exterior renderings and a site plan.
- We shall include the final written program for the Health Department.
- We shall include the building systems recommendations from our MEP Engineer.
- We shall include an itemized Estimate of Construction Cost for the renovations of the Health Department.
- ADW shall make up to two (2) presentations to Stakeholders and County Commission.
- Deliverables shall be hard copies and electronic format.

## FEE FOR SERVICES

<b>Task 1)</b>	Existing Conditions Survey (Includes MEP Consultant Survey)	<b>\$ 7,400</b>
<b>Task 2)</b>	Programing Update	<b>\$ 3,500</b>
<b>Task 3)</b>	Conceptual Improvements Design	<b>\$26,600</b>
<b>Task 4)</b>	Professional Cost Estimator	<b>\$ 1,800</b>
<b>Task 5)</b>	Documentation and Presentations	<b>\$ 6,500</b>

**TOTAL BASE FEE** **\$45,800 plus reimbursable expense**

Reimbursable expenses shall include any travel, printing or delivery charges associated with these services. Reimbursable expenses are estimated at **\$1,000.**

(If we provide these services for the Advanced Planning Phase a credit will be given back to the County towards the next phase of the project)

### **Additional Services that are not included in scope of services**

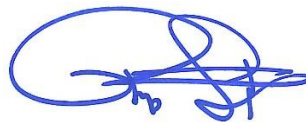
- Full Architectural and Engineering Services
- Full Structural and Civil/Site Engineering Consultants
- Site lighting Consultants
- Landscaping and paving Consultants
- Environmental Assessments
- Geotechnical Investigations and reporting
- Land Surveying and Documentation
- Digital Laser Scanning process to survey and document the Building's Existing Condition
- Comprehensive signage design
- Traffic Impact analysis
- Utility and infrastructure needs assessment.
- Analysis of Out Parcels
- Meetings other than what is listed under the above Phases of Service

If these terms meet your approval, we shall draft an AIA Document B101 – 2007 to be executed as an agreement between Rowan County and ADW Architects, p.a. Thank you for the opportunity to continue working with you.

Sincerely,  
ADW Architects, p.a.



Robert J. Lauer, Jr. AIA  
Managing Principal



Phillip Steele, Project Manager  
Managing Principal