

Issue Analysis Form

Date: 10/23/2018
Item: Central Wellness
Center Feasibility Study
& Adaptive Reuse Plan
Lead Department(s): General Services, Parks &
Recreation, Finance
Contact Person(s): Mike Purvis; Keith Rotzoll;
Betsy Drewry



Description and Current Status

Building / code related upgrades were recommended and approved as a CIP project during the FY2018 budget process. \$500,000 was included in the Spring 2018 bond issuance / borrowing to begin building improvements. County Administration and staff recommend completion of a study to examine the viability of the building and potential uses prior to making significant improvements.

The Board received a presentation on October 9, 2018 that outlined recent building improvements at the Central Wellness Center and recommended scope of a feasibility and adaptive reuse design study.

RFP #18-0529-1 "A/E Services – Central Wellness Center Feasibility Study and Adaptive Reuse Design" was issued on May 29 with a June 28 closing date. This RFP can be viewed on the County Finance website at https://www.princegeorgecountyva.gov/departments/finance_department/procurement/bids_rfp_announcements.php.

Seven (7) proposals were received and a staff panel ranked the proposal and interview the top 3 firms. Panel Members are:

- Julie Walton, Director CDCC
- Mike Purvis, Director General Services
- Keith Rotzoll, Director Parks & Recreation
- Yoti Jabri, Economic Development Specialist
- Betsy Drewry, Deputy Co Administrator Finance

The scoring of all 7 firms and rankings are shown below.

Criteria	Weight	Enteros	Worley	Crabtree, Rohrbaugh, & Assoc	Austin	HBA	Commonwealth Architects	Cornerstone Architects
					Brockenbrough Engineering & Consulting	Architecture & Interior Design		
Qualifications and experience of the prime consultant and any sub-consultants with	20%	20	20	20	20	21.5	19	19
Demonstrated knowledge of adaptive reuse feasibility studies and construction projects	20%	20	18.5	20.5	21	19	18	19
Experience working with communities and agencies on similar projects	20%	21	17.5	19	20	19	19	17
A history of successful performance on similar projects	15%	20	17	18.5	18	18.5	18	17
Management, team organization and skill experience of key team members	15%	19	18	18	19	22	18	19
Other factors as determined by the selection panel (i.e. knowledge of local issues, quality of presentation materials, responsiveness, etc.)	10%	20	18	17	16	19.5	16	15
Overall Score		20.05	18.25	19.075	19.35	19.925	18.2	17.9
RANK		1	5	4	3	2	6	7

Please rank each offeror on a scale of 1-5, with 1 = "unacceptable", 3 = "meets requirement" and 5 = "outstanding"
The weights will be calculated at the end on the total score from all evaluators

The top 3 firms were interviewed and scoring is shown below.

Panel	Austin		
	Enteros	Brockenbrough Engineering	HBA
#1	35	29	33
#2	33	26	32
#3	30	27	34
#4	32	31	31
#5	34.5	30.5	33
Overall Score	164.5	143.5	163
Average	32.9	28.7	32.6
Rank	1	3	2

Staff is recommending award of contract to Enteros Design.

Enteros provided a pricing proposal, and after negotiation, a proposal totaling \$57,141 is recommended for approval. A copy of Enteros' proposal is attached for board review (Attachment A). Funds are already appropriated from the Spring 2018 borrowing for study completion.

Study scope and deliverables are shown below and on the following page.

- Analysis of existing documents/drawings
- Review and documentation of existing conditions – Civil, Structural, Architectural, Electrical, Mechanical, Plumbing systems
- Environmental Study
- Report on any observed deficiencies

- Preparation of CAD drawings
- On-line citizen survey – input on potential building uses
- Meetings with County to discuss potential uses
- Evaluation of potential uses and recommendations
- Written summary of the adaptive reuse evaluation
- Preparation of concept plans (up to 3) showing arrangement of potential viable uses
- Development of cost estimates for 3 layouts
- Final Report
- Presentation of findings and summary in public meeting

Staff is requesting the board to authorize:

- Authorization for the County Administrator to execute a contract with Enteros Design for \$57,141

A resolution draft for board consideration is included in the board packet. The resolution approves administrative execution of a contract.

Government Path

- | | | |
|---|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

Use of \$57,141 of Spring 2018 bond proceeds (total \$500,000).
Study completion will allow for better budget development and strategic use of funds for improvements at the Central Wellness Center.

County Impact

Completion of the feasibility study and adaptive reuse design plan for the Central Wellness Center will allow for methodical planning of needed improvements; strategic placement of components/uses in the building; and will allow for citizen input.

Notes

October 2, 2018

Ms. Betsy Drewry
Prince George County
Finance Director
6602 Courts Drive
Prince George, Virginia 23875

7 N 25th Street
Suite 100
Richmond, Virginia 23223
♦ ♦ ♦
314 Exchange Alley
Suite A
Petersburg, Virginia 23803
♦ ♦ ♦
804.861.1200 P 804.861.1253 F
www.enterosdesign.com



Ms. Drewry:

Enteros Design is pleased to present this fee proposal for Architectural and Engineering Services for the Feasibility Study and Adaptive Reuse of the Central Wellness Center. The Scope of Services will be provided as indicated in our proposal dated June 26, 2018. The following information summarizes the project requirements and fee.

As indicated in the County's Request for Proposals and our qualifications proposal, Enteros Design has teamed with Timmons Group, DMWPV, Inversity Consulting Engineers, DP Studio, and Downey and Scott to perform the required services. We will conduct a building assessment documenting the condition of the site, building, and systems noting any deficiencies. We will present potential use options for and adaptive reuse of the building, we will prepare up to 3 concept layout for viable uses, and we will prepare cost estimates for those uses. The following Scope of Services summarizes the tasks involved with the project

Scope of Services

- Analyze existing documents and drawings
- Review and document existing conditions observed on site for Civil, Structural, Architectural, Electrical, Mechanical, and Plumbing systems.
- Conduct an environmental study per the attached proposal from DP Studio.
- Provide a written report summarizing the existing conditions and any observed deficiencies
- Prepare CAD drawings showing the existing plan layout
- Prepare an online survey to solicit citizen input on potential uses for the building
- Meet with the County to review and discuss potential uses for the building
- Evaluate potential uses and make recommendations for the most viable uses in the building
- Prepare a written summary of the adaptive reuse evaluation
- Prepare floor plan concept layouts (up to 3 layouts) showing arrangement of potential viable uses
- Develop cost estimates for the floor plan concepts
- Prepare a final report containing the existing conditions assessment, adaptive reuse evaluations, floor plan concepts, cost estimates, and final recommendations for building uses
- Present the findings to the County and attend a public meeting if requested

We have received proposals from Timmons Group, DMWPV, Inversity Consulting Engineers, DP Studio, and Downey and Scott for the work described above. Their proposals are attached and their scopes of work are incorporated into this agreement.

Proposed Fee

For the Scope of Services listed above, we propose the following fixed fees:

Architectural	\$16,500
Civil	\$7,195
Structural	\$5,200
MEP	\$17,500
Environmental	
Basic Testing	\$4,920
Air monitoring (add \$2,800-\$4,000 if needed)	
Cost Estimating	\$5,826
Total	\$57,141

In the process of conducting the work, reimbursable expenses such as printing, postage, mileage, etc. will be billed separately at a multiple of 1.15 times the cost incurred. We anticipate that reimbursable expenses on the study phase of this project should be less than \$ 1,500. Additional services and revisions may be provided as required on an hourly basis according to the architect's 2018 Hourly Rates Schedule.

I hope that this proposal meets your expectations, and I look forward to working with you on the project. If this proposal is acceptable, please acknowledge your acceptance by signing below and return one copy to me. We will combine this proposal with an AIA Owner/Architect agreement to form the Contract for the project.

Sincerely,
Enteros Design, P.C.



Gil Entzminger, AIA, LEED AP

Client's Acceptance:

 Printed Name

 Signature (date)



4701 Owens Way
Suite 900
Prince George, VA 23875

P 804.541.6600
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www.timmons.com

LETTER OF AGREEMENT

Client:	Enteros Design, PC 314 Exchange Alley, Suite A Petersburg, VA 23803	Date: October 1, 2018 Principal: Derrick Johnson Project Manager: Derrick Johnson
Contact:	Gil Entzminger, AIA	Project Name: Prince George Central Wellness Center Feasibility Study
Phone No:	(804) 861-1200	
E-mail:	gil@enterosdesign.com	

Dear Mr. Entzminger:

Timmons Group is pleased to offer this proposal for feasibility services for adaptive reuse of the existing Prince George Central Wellness Center in Prince George, Virginia. We look forward to working with you to achieve your vision for this project.

Thank you for allowing Timmons Group to provide professional services on this project. We will provide the requested services, complying with established standards, while being mindful of costs to the Client (the "Client") named above according to the terms and conditions of this Letter of Agreement (the "Agreement"). Prior to submittal to a public agency, all documents will be sent to the Client, if requested, to ensure a complete understanding by all parties.

SCOPE AND SCHEDULE OF SERVICES:

Timmons Group will provide the services as detailed on the Scope of Services attached as Exhibit A (the "Scope of Services").

We will provide services in a timely and efficient manner and will keep you informed of the job status and any necessary changes. Any changes required to the Scope of Services must be approved in writing before such changes take effect, and you will be notified by the project manager. As of the date first written above, any changes in the Scope of Services caused by governing codes or Client revisions may require a schedule and/or fee change. You will be notified of any such changes in writing by the project manager.

Under no circumstances shall Timmons Group assume any responsibility for construction activity nor have authority over contractor's work, safety precautions or procedures, schedules or for such contractor's compliance with any laws or regulations.

PAYMENT SCHEDULE:

FIXED FEE

Fees for this Agreement will be billed on a monthly basis as a fixed fee per the Scope of Services in Exhibit A.

TERMS AND CONDITIONS:

This Agreement shall be controlled by the provisions listed above and the Terms and Conditions attached as Exhibit B. If there is any conflict between the provisions of this Letter of Agreement and the Terms and Conditions, the Terms and Conditions shall control.

We will proceed upon receipt of this signed Agreement. Please note that fees quoted are valid for sixty (60) days from the date first written above.



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LETTER OF AGREEMENT (cont.)

REIMBURSEMENTS:

Any services and costs such as submittal fees, printing, courier, mileage and outside consultants not listed in the Scope of Services ("General Reimbursements") will be invoiced separately in addition to the professional services provided under this Agreement. Reimbursements may include a reasonable handling charge of up to 15% of cost. The Scope of Services may specify a Project Reimbursement Schedule to be attached as Exhibit C if applicable.

PAYMENT TERMS:

Unless otherwise provided under the terms of this Agreement, all payments are due upon receipt. Interest shall accrue at the rate of twelve percent (12%) per annum on all unpaid invoices older than thirty (30) days. We reserve the right to stop work on any Client account that becomes sixty (60) days past due and to notify local officials that professional seals should be removed from plans associated with the Client.

We will proceed upon receipt of this signed agreement. Should you have any questions, you can reach Derrick Johnson directly at 804 541-6602 or via email at derrick.johnson@timmons.com.

 10-1-18
Timmons Group Date

ACKNOWLEDGED AND ACCEPTED:

On behalf of the Client, this Agreement, including Exhibit A [Scope of Services] and Exhibit B [Terms and Conditions], is accepted and agreed to as of the date written below.

By: _____
Name: _____
Title: _____
Date: _____



4701 Owens Way
Suite 900
Prince George, VA 23875

ATTACHMENT A

P 804.541.6600
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EXHIBIT A

SCOPE OF SERVICES

Project Understanding

Under this agreement, Timmons Group will provide feasibility services for investigations of the existing Central Wellness Center for adaptive reuse of the site. Our services will be confined to studies, reports and investigative inspections. No survey field work, utility testing or site plan design work is provided with this proposal

Scope of Services

Timmons Group will prepare a feasibility study to include the following services and deliverables utilizing the proposed adaptive uses as identified by the design team and client:

1. Prepare a left and right turn lane warrant analysis for traffic generated by proposed uses. This study will also include any access entrance improvement recommendations for the existing entrances to meet current VDOT regulations and include the following items:
 - Obtain available 24-hour volumes from VDOT for Route 156 in the vicinity of the site
 - Estimate AM/PM peak hour traffic volumes at the proposed site driveway (s)
 - Combine background traffic and site-generated traffic to calculate total projected traffic
 - Perform at turn lane warrant analysis using the appropriate nomograph from Appendix F of the VDOT Road Design Manual
 - Prepare a technical memorandum summarizing the approach, findings, and recommendations.

Fee: \$2,500
2. Evaluated parking requirements, vehicle circulation, handicapped spaces and handicapped access to building entrances.
3. Identify location and capacity of existing utilities currently servicing the site to include sewer and water. Locations will be determined by historical mapping and interviews with utility department. No underground utility location services are proposed with this study.
4. Determine new water and sewer requirements for the proposed adaptive uses.
5. Evaluate existing water line available for serving the site for building fire protection adequacy. We will use existing fire hydrant flow data as provided by the County for this evaluation as this proposal does not include any new flow testing by Timmons Group.

Fee: \$2,760
6. Coordinate anticipated improvements with architect and owner through the feasibility process.
7. Prepare written summary of findings of the above scope of services with a schematic layout of the proposed improvements if required.
8. Attend a total of three (3) meetings with the design team and/or county staff. These meetings would include a kick off meeting, a design team meeting and a presentation meeting of findings.

Fee: \$ 1,935

Total Fee: \$7,195



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ATTACHMENT A

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EXHIBIT A

SCOPE OF SERVICES (cont.)

Reimbursable items such as mileage and reproductions will be charged at the rates included in Exhibit C. Courier and express mail will be billed as direct expenses with a reasonable handling fee. Application and review fees can be processed as reimbursable expenses. Items requested by the Client which are not specifically included in the scope of services may require a change order.

Optional Services

The following services are not included in the base contract, but can be offered if desired.

- Wetlands Delineation, Conformation or Permitting
- Phase I, II, or Phase III environmental site assessments
- Geotechnical or Infiltration Investigations
- Environmental Due Diligence Reports
- LID suitability studies or design
- Site Plan design
- Formal submittal to reviewing agencies

EXHIBIT B

TERMS AND CONDITIONS

- 1. SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described in Exhibit A of the Letter of Agreement from TIMMONS GROUP to which these Terms and Conditions are attached. Separate Change Orders signed by authorized representatives of TIMMONS GROUP and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. TIMMONS GROUP services with regard to the specific properties covered by this Agreement and subsequent Change Orders, if any, shall hereinafter be referred to as the "Project" or "Projects."
- 2. DEFINED TERMS:** Capitalized terms used in this Exhibit B but not defined shall share the meanings ascribed in the Letter of Agreement.
- 3. STANDARD OF CARE:** In providing services under this Agreement, TIMMONS GROUP will endeavor to perform in a manner consistent with the degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar circumstances. It is not the intention of TIMMONS GROUP to provide or offers to provide services inconsistent with or contrary to such practices, nor to make any warranty or guaranty, expressed or implied, nor to have any agreement or contract for services subject to provisions of any section of any Uniform Commercial Code. Moreover, it is not the intention of TIMMONS GROUP to accept any terms and conditions offered by the Client in its purchase order, requisition, or notice of authorization to proceed except as set forth herein or as expressly accepted in writing. Written acknowledgement or receipt of the actual performance of services subsequent to receipt of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
- 4. CODE COMPLIANCE:** TIMMONS GROUP shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement. Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order and TIMMONS GROUP shall be entitled to appropriate additional compensation. The Client understands that different officials charged with the enforcement of such codes, laws, regulations and policies of regulatory agencies may have different or inconsistent interpretations of the requirements of such codes, laws, regulations and policies of regulatory agencies, and that TIMMONS GROUP shall not be liable for any damages arising from conflicting interpretations by different officials. In the event of a conflict between the codes, laws, regulations or policies of regulatory agencies which apply to the Project, TIMMONS GROUP shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with TIMMONS GROUP in an effort to resolve the conflict.
- 5. ELECTRONIC FILES:** Because of the possibility that information and data delivered in an electric file format may be altered, whether inadvertently or otherwise, TIMMONS GROUP reserves the right to retain the original tapes, disks and other forms of electronic data, and to remove from copies provided to the Client all identification reflecting the involvement of TIMMONS GROUP in their preparation. TIMMONS GROUP also reserves the right to retain hard copy originals of all Project documentation which is delivered to the Client in electronic file format, which originals shall govern in the event of any inconsistency between the two. It is also understood that the



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EXHIBIT A

SCOPE OF SERVICES (cont.)

automated conversion of information and data from the system and format used by TIMMONS GROUP to an alternate system or format may not be able to be accomplished without the introduction of inaccuracies, errors and anomalies. In the event any Project documentation provided to the Client in electronic file format is so converted by the Client, or someone acting on the Client's behalf, Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold TIMMONS GROUP harmless and indemnify it from and against any claims, liabilities, damages, losses and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.

6. **GOVERNING LAW:** This Agreement shall be governed according to the laws of the Commonwealth of Virginia.
7. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and TIMMONS GROUP.
8. **ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and TIMMONS GROUP, such consent not to be unreasonably withheld.
9. **PROJECT SITE SAFETY:** TIMMONS GROUP's Project site responsibilities are limited solely to the activities of TIMMONS GROUP and TIMMONS GROUP's employees on the Project site. These responsibilities shall not be inferred by any party to mean that TIMMONS GROUP has responsibility for Project site safety. The Client and TIMMONS GROUP agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties likewise agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequences of operation and procedures, and that TIMMONS GROUP shall have no obligations relating to these contractor(s) duties.
10. **LIMITATION OF LIABILITY:** To the fullest extent permitted by law, except as expressly stated in this Agreement, Timmons Group makes no representations or warranties, express or implied. Notwithstanding any other provision of this Agreement, the maximum liability, in the aggregate, to the Client and anyone claiming by or through the Client, of TIMMONS GROUP and its officers, directors, shareholders, partners, employees, agents and subconsultants, and any of them, for any and all claims, losses, or damages, including attorney's fees, in any way related to or arising from the Project or this Agreement, shall not exceed the total compensation received over the past six calendar months by TIMMONS GROUP under this Agreement, or \$50,000, whichever is greater.
11. **INDEMNIFICATION:** TIMMONS GROUP agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused solely and directly by the negligent performance of professional services by TIMMONS GROUP or its agents under this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless TIMMONS GROUP, its officers, directors, employees and agents, against all damages, costs and liabilities, including reasonable attorney's fees, caused solely by the Client's negligent acts in connection with the Project or that of its Contractor(s), subcontractors or consultants or anyone for whom the Client is legally liable. Neither TIMMONS GROUP nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.



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EXHIBIT C**PROJECT REIMBURSEMENT SCHEDULE**

Resource	Unit Description	Unit Charge
Printing - Plotter Bond B&W	per Sq. Ft.	\$0.17
Printing - Plotter Bond Color	per Sq. Ft.	\$3.83
Printing - Small Format B&W	11x17	\$0.09
Printing - Small Format B&W	8.5x14	\$0.08
Printing - Small Format B&W	8.5x11	\$0.07
Printing - Small Format Color	11x17	\$0.76
Printing - Small Format Color	8.5x14	\$0.67
Printing - Small Format Color	8.5x11	\$0.59
Mileage	per mile	\$0.56

** Accounting applies an additional 15% onto all reimbursable charges.*

ATTACHMENT A

DUNBAR MILBY WILLIAMS PITTMAN & VAUGHAN

Consulting Structural Engineers

PLLC

RICHMOND AND CHARLOTTESVILLE

1025 BOULDERS PARKWAY, SUITE 310, RICHMOND, VIRGINIA 23225 PHONE: 804 323-0656 FAX: 804 272-3916

KENNETH J. PITTMAN, PE, SECB
 EDWARD S. FRAHER, III, PE, SECB
 STEPHEN D. BARBER, PE, SECB
 JEFFREY S. DAVIS, PE, SECB, LEED AP BD+C
 GREGORY C. ELLEN, PE, SECB

September 17, 2018

SENIOR ASSOCIATES
 DONNA E. ADAMS, PE, SECB
 RICHARD K. HAYS, PE, SE, MLSE
 MARCIN J. KOTAS, PE
 AARON J. RICKEL, PE
 ROBERT L. SMITH, PE
 BRIAN T. STANLEY, PE
CONSULTANTS
 R. LINDLEY VAUGHAN, JR., PE
 C. NELSON WILLIAMS, IV, PE

Gil Entzminger, AIA, LEED AP
 Enteros Design
 7 N. 25th Street
 Richmond, VA 23223
Gil@enterosdesign.com

**Re: Prince George Wellness Center – Study Phase
 DMWPV #1809-21.ST**

Dear Gil:

Thank you for including us on your team for the Prince George Wellness Center Renovation project. We are excited to be a part of this opportunity.

Our fee proposal is based upon the following understanding of the structural scope of work. Please notify us if any of our assumptions are incorrect so we may revise our fee accordingly.

- Site visit to the project site to gather information on the existing framing and condition of the building. We understand that there are very limited existing drawings available and because of that we have assumed a minimum of 6 locations that we can have ceilings removed in order to be able to see the existing framing. Understanding that we will not be able to see all of the existing framing, we will work with you to determine the location of these areas that might be of best use. These ceiling openings will be created by the Owner prior to our visit.
- Develop a report documenting the existing framing and conditions we found during our visit.
- Attendance at one meeting to review and discuss the impact of potential uses on the existing building framing. We understand that the County wants to limit the alteration of existing framing as much as possible. This will be beneficial to the project.
- Evaluation of up to 3 concepts put together by Enteros.
- Narrative documenting the impact of these concepts on the existing framing.

<u>TASK</u>	<u>STAFF POSITION</u>	<u>HOURS</u>		<u>HOURLY RATE</u>		<u>TOTAL</u>
Site Visit	Senior Engineer	6.0	x	\$155.00	=	\$930
	Engineer (EIT)	6.0	x	\$115.00	=	\$690
Assembling Photos and SV Notes	Senior Engineer	2.0	x	\$155.00	=	\$310
	Engineer (EIT)	3.0	x	\$115.00	=	\$345
Develop Report of Site Visit	Senior Engineer	4.0	x	\$155.00	=	\$620
Attend Meeting with County	Senior Engineer	3.0	x	\$155.00	=	\$465
Evaluation of up to 3 concepts	Senior Engineer	6.0	x	\$155.00	=	\$930
Narrative	Senior Engineer	4.0	x	\$155.00	=	\$620
Project Review	Principal	2.0	x	\$180.00	=	\$360
TOTAL						\$5,270 (say \$5,200)

ENTEROS DESIGN

Re: *Prince George Wellness Center – Study Phase*

September 17, 2018

Page 2 of 2



Based upon the information available at this time concerning this project, we propose to provide structural engineering services for the study phase for a **FIXED FEE of \$5,200.**

Please let us know if this fits within the budget for this job and any questions you may have.

Very truly yours,

A handwritten signature in blue ink that reads "Gregory C. Ellen". The signature is fluid and cursive, with the first name being the most prominent.

Gregory C. Ellen, PE, SECB



September 17, 2018

Mr. Gil Entzminger, AIA
Enteros Design
7 N. 25th Street
Richmond, VA 23223

Re: Prince George Wellness Center Adaptive Reuse Feasibility Study

Dear Gil:

Inversity Consulting Engineers, PLLC (I.C.E.) is pleased to present this proposal to perform an adaptive reuse feasibility study for the Prince George Wellness Center. In this letter, I outline my understanding of the engineering assistance desired and proposed fee for these services. This proposal is based on the original RFP issued by Prince George County dated May 29, 2018 (along with all associated addenda), as well as our walkthrough of the building on 09/11/18.

BACKGROUND AND OBJECTIVE:

The existing Prince George Wellness Center is located at 11023 Prince George Drive, Disputanta, Virginia and was originally constructed in 1955 as the Prince George County Middle School, which it remained until 1998. The building is 2-story, approximately 72,300 square feet, and has both the layout and spaces typical of a school building from that time period including having a Gym, a Cafeteria with Kitchen, and many rooms sized and used as typical classrooms. Since the time it was removed from school service, it has had limited occupancy and use. Some of the current groups that use the building include PG County Parks & Recreation who use the Gym for various recreational activities and functions as well as operate the former library space as an exercise center, the Prince George Food Bank, and others. The sports fields behind the building are also utilized by Parks & Recreation. It appears that all of the current activities occur on the first floor, the second floor is vacant.

SCOPE OF SERVICES:

We understand that the overall goal of the study is to develop potential conceptual level adaptive reuse plans to repurpose the facility in order to maximize the opportunity and benefit to the County provided by this existing asset. The reuse plans are to consider the whole facility including both site and building. Some potential uses for the building that the County has already identified include more community recreation and meeting space, a technical school or business incubator, community retail, non-profit, and service uses, and leasable commercial kitchen space. However, the County is also interested in the study team providing recommendations regarding other potential opportunities. The County has confirmed that they want to maintain the existing areas that are currently in regular use and have already been upgraded as is, such as the Gym, the area occupied by the Food Bank, the training rooms, and the exercise center, although expansion of the exercise center is a possibility. The County has also expressed an interest to enhance the main building entrance.

Prince George Wellness Center Study Proposal
September 17, 2018
Page 2 of 4

I.C.E. will be evaluating the mechanical, electrical, and plumbing (MEP) systems to determine what changes may be required to the MEP systems to support the proposed adaptive reuse plans being created by Enteros Design. To that end, our proposed scope of services would include the following:

- Review any available drawings of the existing MEP systems.
- Visit the site for field investigation to determine the types of installed MEP systems, their capacities, and their current condition.
- Perform an assessment of the current MEP systems to determine their viability to be retained and reused. This will include an evaluation of existing condition and service life, current operability and capacity, compliance with current building code, application fit, energy efficiency, etc.
- Evaluate the ability of the existing MEP systems to serve the potential space uses proposed by Enteros Design.
- Formulate recommendations for required modifications to and/or replacements of MEP systems necessary to support the successful conversion of the facility to the functions identified by the adaptive reuse plans. Recommendations for changes will consider overall suitability and performance to meet the requirements of the application, initial cost, energy efficiency, maintenance ramifications, and long term viability and service life.
- We understand the primary evaluation of the site is in regards to the needs for parking and will be performed by the civil engineering consultant. I.C.E. will assist in evaluating the needs for site lighting to complement any recommendations for changes to the parking.
- Compose a narrative fully describing the results of all evaluations performed above. In particular, the narrative will contain the following:
 1. A description of the types of MEP systems currently installed in the building including an analysis of their current condition and expected remaining service life available. Photographs will be included throughout the report to document the existing conditions.
 2. An analysis of the suitability of existing MEP systems and equipment to be retained and reused in light of their current age, capacity, condition, and compliance to building code.
 3. A summary of the advantages and disadvantages of trying to reuse existing systems or equipment where such systems or equipment have service life remaining and are generally suitable for reuse, versus the applications that are proposed in Enteros's space analysis.
 4. A list of recommendations for modifications and/or replacements to MEP systems needed to meet the project goals. The list of recommendations shall be suitable for use

by a third-party cost estimator to formulate budget pricing. Where there are multiple options (such as choice of replacement HVAC systems) that are close in terms of overall viability, a discussion of the main advantages and disadvantages of each system will be provided.

- The facility is currently not provided with a fire protection system. However, it is expected that one will be required by code in order to implement the proposed adaptive reuse plans. I.C.E. will provide a narrative describing the requirements for a new fire protection system to fit with the proposed plans.

EXCLUSIONS/ASSUMPTIONS:

- We understand that existing MEP drawings are not readily available, although the County is still trying to locate any that may exist. This proposal assumes that no such drawings are available.
- Our deliverable is anticipated to be a written narrative only. No drawings will be provided as part of our work. Sketches, tables, photographs, etc. will be embedded within the report as we deem necessary to fully describe the existing systems or proposed recommendations.
- We understand that the County has requested up to three (3) potential reuse plans. We assume that Enteros Design will provide to I.C.E. concept level floor plans outlining the proposed functions to be housed in each area of the building, as well as anticipated architectural renovations required to support those functions.
- Recommendations will be provided at a “system level” and will not include details on individual pieces of equipment. Sizes and/or capacities provided for any new equipment will be estimated based on typical industry standards with the understanding that such information will need to be fully calculated and confirmed during the actual design of the renovation.
- The cost estimate will be performed by a third-party cost estimator. I.C.E.’s assistance will be limited to reviewing the estimate and providing general impressions as to the reasonableness of the estimate.
- Generally, not all MEP systems and equipment (such as the existing underground sanitary piping systems) are visible during a field inspection. Any systems or equipment that would require alternations to the building (such as removal of walls or non-accessible ceilings) or special equipment (such as cameras) in order to be able to view and evaluate will be brought to the attention of Enteros Design and the Owner. The Owner may then choose to perform the work necessary to uncover or investigate those systems or equipment via separate contract. For

Prince George Wellness Center Study Proposal
September 17, 2018
Page 4 of 4

any concealed systems that can't be investigated in the field, we will make note of such systems in the report and what, if any information may be known about them.

- Energy modeling and/or evaluation of life cycle costs of varying HVAC options is not included. Any discussions of multiple HVAC options are limited to a qualitative list of potential expected advantages and disadvantages of each option.

I.C.E. proposes to perform the services described above for a lump sum fee of **\$17,500 (Seventeen thousand five hundred dollars)**. I trust that this proposal will meet your approval. However, if there are any questions about the proposed scope and fees as outlined herein, please don't hesitate to call or email me at (804) 977-0403 Ext. 102 or dminor@inversityconsulting.com. If there are no questions, please indicate your acceptance by signing in the appropriate space and returning one signed copy of this letter.

Thank you for considering Inversity Consulting Engineers for your MEP engineering services and I look forward to the opportunity to work with you on this project.

Respectfully submitted,



David E. Minor, P.E. LEED AP

Accepted for

ENTEROS DESIGN

By: _____

Date: _____



September 14, 2018

Via email: Gil Entzminger Gil@enterosdesign.com

Mr. Gil Entzminger
 Enteros Design
 7 North 25th Street Suite 100
 Richmond, VA 23223



RE: Fee Proposal for Hazardous Materials Survey of Existing Building Space – Prince George Central Wellness Center, 11023 Prince George Drive, Disputanta, VA 23842

Dear Mr. Entzminger:

dpSTUDIO environmental consulting & design LLC (dpSTUDIO) is pleased to present this proposal to provide a hazardous materials survey at the above referenced property. Our understanding of the project is based upon information provided in "Request for Proposal #18-0529-1, A/E Services for the Central Wellness Center Feasibility Study and Adaptive Reuse Design for the Prince George Central Wellness Center" (date issued May 29, 2018), and subsequent site visit information provided via email on 9/13/2018.

PROPOSED SCOPE

Asbestos Survey - A Virginia-licensed asbestos inspector shall perform an asbestos-specific building inspection of the subject property in accordance with the U.S. EPA "National Emission Standards for Hazardous Air Pollutants; Asbestos NESHAP Final Rule, 40 CFR 61;" and the applicable Occupational Safety and Health (OSHA) industry standards and Virginia Department of Labor and Industry survey standards for asbestos. Bulk samples shall be submitted to a laboratory, accredited by the American Industrial Hygiene Association (AIHA), for analysis of asbestos content by Polarized Light Microscopy (PLM) with dispersion staining as prescribed in EPA 40 CFR Part 763. dpSTUDIO assumes no responsibility for building damage resulting from sample collection.

The survey will apply to all accessible areas of the building. Information from existing prior surveys, if made available, may be relied upon as part of the proposed survey. However, at the time of this proposal the availability, completeness or reliability of such prior surveys is unknown.

The survey scope and cost includes sampling of roof materials that are accessible from the external roof via an acceptable access ladder and roof hatch. If a fixed ladder and hatch are not available, or deemed to be unsafe for use, then an alternate access method shall be employed at additional expense. dpSTUDIO makes no warranty regarding roof damage or durability of roof sample core patch repairs, or that repairs are in compliance with any applicable roof warranty.

Lead Paint Survey - A limited lead-paint survey also is proposed. The limited lead survey will include sampling and analysis of painted surfaces to identify total lead concentrations. The survey is considered limited because it does not qualify as a comprehensive lead hazard survey or risk

assessment under EPA or Department of Housing and Urban Development, but will be performed simply to identify lead levels in painted components for purposes of handling during demolition and renovation activities. Paint chip samples will be submitted to a licensed laboratory for bulk analysis of total lead.

Initial Mold Survey - Mold testing will be limited to direct observation and testing of suspected mold areas for bulk Tape Lift or Swab samples. This will allow for the rapid determination of the presence of fungal spores as well as identify the types of fungi, if present. Samples will be collected in approximately ten (10) indoor locations and one (1) outdoor location. Samples will be submitted for laboratory analysis of mold types by EPA methods. The main objectives of the mold survey will be to: 1) identify potentially toxic mold types, i.e., *Stachybotrys* and others; 2) identify “water” indicator mold types for evidence of high humidity such as leaking AC units or other water damage; and 3) compare indoor mold levels with an outdoor control sample for evidence that mold spores may be occurring and multiplying within the indoor air environment.

Additional Services – As part of building surveys, dpSTUDIO shall make visual assessments of other potential hazardous materials such as building universal wastes including mercury thermostat switches, fluorescent light bulbs, and PCB electrical equipment, or other potential recognized environmental conditions including but not limited to petroleum storage tanks. Sampling and testing of these materials is not included in this Scope but can be added for an additional fee.

ESTIMATED FEE

A report of findings will be provided that will discuss sample results, locations and estimated amounts of asbestos-containing material, lead paint, and mold and recommended response actions. The sampling and report can be performed for a fixed fee as outlined below. Fees are valid for a period of up to 120 days from date of proposal, after which dpSTUDIO reserves right to re-evaluate all proposed fees.

TASK	FEE
Initial review of existing reports and/or support documentation related to building environmental conditions, for example air quality; removed underground storage tanks, asbestos surveys/removal, etc. Reports are to be made available to dpSTUDIO in hard copy or electronic format.	\$400, if available
Asbestos survey & report	\$2,870
Lead-paint sampling performed during asbestos survey	\$450
Initial Mold Survey performed during asbestos survey	\$1,200
Total for all Services	\$4,920
OPTIONAL FEES	
Roof access – boom lift or equivalent rental if not accessible by standard ladder or fixed ladder and roof hatch	Additional cost only if needed
Air sampling for mold, to provide spore counts for each category of mold spores and total spore count per cubic meter of air. Assumes 6 air samples collected in different locations of the building and submitted for laboratory analysis.	\$2,800 - \$4,000

SCHEDULE

Our schedule to complete the survey will require approximately three weeks from written notice to proceed for field sampling, laboratory analysis, and reporting.

We appreciate this opportunity to propose our environmental engineering services for this project. Please feel free to contact me at 402-0446 with any questions.

SUBMITTED: De Fey 9/14/2018
Dennis Papa, PE, BCEE Date
dpSTUDIO

APPROVED: _____
Signed Date

Name/Company



6799 Kennedy Road Unit F, Warrenton Virginia 20187
 Phone (540) 347-5001, fax (540) 347-5021
 www.downeyscott.com

PRECONSTRUCTION SERVICES

09/06/2018

Enteros Design
 314 Exchange Aly
 Petersburg, Virginia 23803

Attention: Mr. Gil Entzminger, AIA, LEED AP
 Re: Fee Proposal and Letter of Engagement for Professional Services
 Project/Property: The Central Wellness Center
 Location: Prince George, Virginia
 Via: Email: gil@enterosdesign.com

Dear Gil:

As a follow-up to your request, I am pleased to submit the following fee for the subject project.

A. Scope of Services: To provide professional Cost Engineering services for the above mentioned project.
 Scope: Feasibility level estimates for several (3) options

B. Fees: Refer to the following table:

Construction Cost Estimating	Principal		Senior Cost Engineer		Arch / Struct Cost Engineer		Mechanical Cost Engineer		Electrical Cost Engineer		Civil Cost Engineer		Technician		Expen	Line Extension
Pre Construction Services	\$128.00	per hour	\$112.50	per hour	\$105.00	per hour	\$105.00	per hour	\$105.00	per hour	\$105.00	per hour	\$85.00	per hour	misc.	
One (1) Deliverable w/ Three (3) Options																
1) Feasibility Study	2	256	6	675	30	3,150	6	630	5	525	4	420	2	170	0	5,826
Subtotal of hours/fees	2	256	6	675	30	3,150	6	630	5	525	4	420	2	170	0	5,826
Total Pre-Construction Services																\$5,826

C. General Notes:

1. Please allow us two (2) weeks to perform our work for each submission
2. We will include the costs of all Hard Construction Costs. Soft Cost and FF&E cost to be provided by others.
3. We exclude any Construction Admin Services from this proposal.
4. I will be the Project Manager and the point of contact for this project.
5. We will transmit the data / report to you digitally.
6. Payment Terms: Fee based on payment terms of net 30 days following the date of our delivery. However, interest will accrue (1.5%) after 45 days.
7. We require one (1) electronic set and one set specifications for each submission to perform our work.
8. We exclude any retention to be withheld from progress payments. Upon completion of the deliverable, the amount of the submission will be billed and is due in total.
9. If site visits are required, hourly rates will apply as well as mileage reimbursement at the current Federal rate.
10. We exclude meeting time in our fee proposal and would propose if meetings are required they will be billed hourly.
11. We exclude any HAZMAT abatement cost analysis.
12. We exclude Value Engineering but would be happy to provide a Fee Proposal for this service.
13. We will require an executed agreement prior to beginning our work.

We appreciate the opportunity to work with you once again. Please do not hesitate to call if you need further assistance.

Sincerely,

Don 'D' Daigle, CVS, CPE

Don 'D' Daigle, CVS, CPE
 Downey & Scott, LLC
 Vice President

Accepted by [authorized signature]

Date

File

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 23rd day of October, 2018:

Present:

Vote:

Alan R. Carmichael, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

A-1

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AWARD OF CONTRACT (\$57,141 CENTRAL WELLNESS CENTER FEASIBILITY STUDY AND ADAPTIVE REUSE DESIGN)

WHEREAS, On May 29, 2018 a Request for Proposals was advertised by CDCC, General Properties, Parks & Recreation and the Finance Department to obtain proposals for the completion of a feasibility study and adaptive reuse design for the Central Wellness Center (RFP 19-0529-1). The RFP closed on June 28, 2018 with seven responses. The most qualified and highest scoring firm was **Enteros Design**. Staff and Enteros negotiated a final pricing proposal in the amount of \$57,141; and

WHEREAS, \$57,141 is available in the Capital Improvement Project fund from Series 2018 bonds issued in May of 2018; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Enteros Design in the amount of \$57,141 to move forward with completion of a feasibility study and adaptive reuse design for the Central Wellness Center.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 23rd day of October, 2018, hereby awards the contract for completion of a feasibility study and adaptive reuse design for the Central Wellness Center bid to Enteros Design in the amount of \$57,141 and authorizes the County Administrator to execute a contract with Enteros Design.

A Copy Teste:

Percy C. Ashcraft
County Administrator

Board of Supervisors
County of Prince George, Virginia

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County Administrator