

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: February 11, 2020

Title: New Business – Approval of Task Contact with WW Associates for Building Design Associated with New Carmel Church Fire/EMS Station

(Check Mark)

<input type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

Summary: Staff has received a proposed engineering task contract from WW Associates, Inc. in the amount of \$145,000 to perform architectural and engineering services for the building design of a new county owned fire/ems station in Carmel Church. The scope of services is outlined in the attached task contract.

Additional information is included in the attached memorandum from Director of Public Works/Utilities Joseph Schiebel.

Budget Impact: The adopted FY 2019/2020 Capital Improvement Budget includes \$200,000 for the development of a new Carmel Church Fire/EMS Station. However, a total of \$89,500 of these funds have previously been allocated for a task contract with WW Associates for a site assessment of the potential location. Therefore, an additional \$34,500 would need to be allocated from the FY 2019/2020 Undesignated General Fund Balance to cover the building design task contract.

The Board previously adopted a reimbursement resolution that will enable the County to reimburse itself for the \$200,000 in engineering related expenditures for the Carmel Church fire/ems station (and the Sparta station as well) should the Board authorize a tax-exempt financing for the construction at a later date.

Action Requested of the Board of Supervisors: 1) Approve proposed task contract with WW Associates, Inc. in the amount of \$145,000; 2) Appropriate \$34,500 from the FY 2019/2020 Undesignated General Fund Balance for this purpose.

Approval of the building design task contract is designed to keep the project on track for a timely completion. However, staff will not execute the task contract unless and until the

County takes ownership of the proposed site and it has been determined to be suitable for the construction of a fire/ems station.

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MEMORANDUM

TO: Charles M. Culley, Jr.
County Administrator

FROM: Joseph C. Schiebel
Director of Public Works/Utilities

DATE: February 5, 2020

REGARDING: **Task Contract – Carmel Church Fire Station**

Following recent discussions with the Board of Supervisors, staff developed a scope for architectural and engineering services for the building design associated with a new fire station in Carmel Church.

This work will be issued under the Engineering Term Contract for Professional Services dated December 2, 2014 with WW Associates, Inc... A task contract has been provided to perform the building design to construct the fire station that will include plans and specifications that will make this project ready for bidding to general contractors.

The following tasks will be completed as part of this task contract:

- Pre-engineered metal building concept plan and sections
- Structural design of the building foundation, and the mezzanine area
- Structural design for exterior concrete aprons
- Mechanical design for HVAC
- Plumbing design for water, sanitary, vent piping, and fixtures
- Electrical power supply, interior wiring, interior and exterior lighting
- Communication design for mainline telephones with 4 locations
- Detailed technical specifications for pre-engineered metal building as well as structural, electrical, have, and plumbing system

The cost of this task contact is \$145,000.00. The Board previously approved a task contract to perform the site engineering work in the amount of \$89,500.00.

The CIP has provided funding in the current budget year, wherein \$200,000 had been approved to begin the planning of the new Caramel Church Fire Station. An additional appropriation of \$34,500.00 is required to complete this work.

Therefore, staff requests that the Board of Supervisors approve the task contract with WW Associates in the amount of \$145,000.00 and appropriate \$34,500 from the unencumbered fund balance.

Please find attached the following:
WW Associates Task Contract

**PROJECT ORDER NUMBER W-2015-06 PURSUANT TO
ENGINEERING TERM CONTRACT**

Date: November 22, 2019

Owner: Caroline County

Owner's Project Manager: Joseph C. Schiebel

Engineer: WW Associates, Inc.

Engineer's Project Manager/Coordinator: Herbert F. White III, P.E.

Project Title: Carmel Church Fire Station – Building Design Services

This Project Order Number W-2015-06 is issued pursuant to the Engineering Term Contract for Professional Services dated December 2, 2014.

SCOPE OF WORK:

The scope of work for which architectural and engineering services are to be performed under this Project Order is generally described as provisions for the building design associated with a new Fire Station to be located on a portion of TMP 82-A-128 located in the Carmel Church. Overview of project includes:

The building shall be a pre-engineered metal building, approximately 15,000 s.f., in general accord with Concept "A" or "B" as delivered to WW Associates on November 7, 2019. The building will be 80-95 feet deep, 8 ft high cmu block in the service bays, suitable for fire engine trucks 35 feet long and stacked 2 deep. An exhaust system will be provided in the service bay that automatically engages when a truck starts it's engine. The service bays will be equipped with radiant heat, fired by natural gas. Bay drains will be equipped with an oil water separator prior to discharge to sanitary sewer. Design will include built in fixtures. A mezzanine will be provided above the living area for storage. Building will be equipped with a fire alarm system, but not sprinklers. Building will be serviced by single phase electrical power, not 3 phase. Building will be equipped with a natural gas fired electrical generator set.

The building design will include plans and specifications, ready for bidding to general contractors for the following elements:

- Pre-engineered metal building concept plan and sections
- Structural design of the building foundation, and the mezzanine area
- Structural design for exterior concrete aprons
- Mechanical design for HVAC
- Plumbing design for water, sanitary, vent piping, and fixtures
- Electrical power supply, interior wiring, interior and exterior lighting
- Communication design for main line telephones with 4 locations
- Detailed technical specifications for pre-engineered metal building as well as structural, electrical, hvac, and plumbing systems

We proposed to provide 35, 90, and 100 percent submittals for review and approval. Meetings will be held with stakeholders in developing the design of this project. A site visit will be performed to visit another fire station facility during concept development. Construction cost estimates will be provided along with the interim and final design submissions.

Proposal Considerations

1. This design does not include fire sprinkler design.
2. We propose to submit these plans and specifications to the building official for review and approval.
3. Bidding and construction assistance are not included in this proposal. These services may be provided as an additional service upon the request of Caroline County.
4. This proposal does not include an Architectural Review Board submission.
5. Application fees will be paid for by the Owner.
6. Proposal includes attending the prebid meeting and a substantial completion inspection.

This proposal is based on the following considerations

CONTRACT AMOUNT:

The Engineer agrees to perform all services required for the completion of the above-described Scope of Work for a Lump Sum Fee of \$ 145,000.

In witness whereof the undersigned have executed this contract on the dates set forth below of their respective signatures.

WW Associates, Inc
ENGINEER

Caroline County
OWNER

By: Herbert F. White III 11.22.19
(Signature in ink) (Date)

By: _____
(Signature in ink) (Date)

Name: Herbert F. White III, P.E.

Name: _____

Title: President

Title: _____

SUMMARY OF PROJECT WORK ORDERS

No.	Description	Amount
<u>Work Order No.s:</u>		
1.	White Meadow PER and Wetlands Determination	\$ 22,100
2.	Manhole Settlement Monitoring	\$ 2,000
3.	Fire and Rescue Storage Building Site Plan	\$ 12,500
4.	Pendleton Well	\$ 18,300
5.	Fire Station Site Plan	\$ 89,500
6.	Fire Station Building Design	\$ 145,000