



# North Carolina Department of Administration

Roy Cooper, Governor  
Machelle Sanders, Secretary

State Construction Office  
Latif Kaid, P.E., Director

March 5, 2020

ADW Architects, P.A.  
2815 Coliseum Centre Drive, Suite 500  
Charlotte, NC 28217

RE: South Piedmont Community College  
Building A Renovation and Braswell Building Renovation (Programming)  
SCO # 19-21446-01  
NCCCS # 2523

Enclosed are four (4) copies of the proposed Letter Type Agreement for the above referenced project. If you are in agreement, please execute the documents on behalf of your firm and forward to the Owner (**South Piedmont Community College**). By copy of this letter we are requesting the Owner, if he concurs, to complete the execution, return one copy to you, forward one copy to us, forward one copy to the NC Community College System, and retain the remaining copy for his files.

By copy of this letter we are requesting the Owner, if he concurs, to complete the execution, return one copy to you, forward one copy to us, and retain the remaining copies for his files.

Sincerely,

A handwritten signature in purple ink, appearing to read "Rmj", written over a light blue grid background.

Ryan M. Scruggs  
Design Contracts Coordinator

## Enclosures

CC: Michelle Brock (South Piedmont CC)  
Thomas Suggs (South Piedmont CC)  
Dorrine Fokes (NCCCS)

**Mailing Address:**  
1307 Mail Service Center  
Raleigh, NC 27699-1307

**Telephone** (919)807-4100  
**Fax** (919)807-4110  
**State Courier** #56-02-01

**Location:**  
301 N. Wilmington St. Suite 450  
Raleigh, North Carolina 27601

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**South Piedmont Community College  
Building A Renovation and Braswell Building Renovation (Programming)**

**This Agreement** is made this 5th day of March, 2020, by and between the Trustees of South Piedmont Community College, Polkton, NC, hereinafter referred to as Owner, and ADW Architects, P.A., Charlotte, NC, acting as Architect but hereinafter referred to in this document as Designer.

**Whereas**, Owner needs the services of an Architect for providing Programming services to include existing building documentation, building programming, and preliminary cost estimation & project scope/budget reconciliation for the "Building A Renovation and Braswell Building Renovation" project at the OCH Campus.

**Now, therefore**, Owner and Designer, for the consideration hereinafter set forth, agree as follows:

- A) The Designer will perform the tasks as outlined in the ADW Architects, P.A. proposal letter dated February 27, 2020 attached hereto as "Attachment A".
- B) Deliverables are identified in "Attachment A" and shall be in accordance with the North Carolina State Construction Manual.
- C) The Owner will compensate the Designer in the amount of fifty-seven thousand seven hundred fifty dollars (\$57,750) payable in mutually agreeable increments as the work progresses.
- D) The Owner may terminate this Agreement for any reason upon ten (10) calendar days' written notice (delivered by certified mail, return receipt requested). This Agreement may be terminated by either party upon seven (7) calendar days' written notice (delivered by certified mail, return receipt requested) should one party fail to perform in accordance with its terms through no fault of the other.
- E) This Agreement represents the entire and integrated agreement between Owner and Designer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written consent.

**IN WITNESS WHEREOF** the Owner and the Designer have executed this Agreement, the day and year first above written.

**Designer**  
ADW Architects, P.A.

Witness:

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Owner**  
The Trustees of South Piedmont Community College

Witness:

\_\_\_\_\_

By: \_\_\_\_\_  
(Name & Title)

Date: \_\_\_\_\_

February 27, 2020

Thomas Suggs  
Executive Director of Facilities  
South Piedmont Community College  
PO Box 126  
Polkton, NC 28135

Re: South Piedmont Community College – OCH Campus  
Building A Renovation and Braswell Building Renovation  
NCCCS # 2523      SCO # 19-21446-01

Dear Thomas:

ADW Architects is pleased to submit our fee proposal to provide Programming, Cost Estimation and Project Scope & Budget Reconciliation Services needed for the Building A Renovation and Braswell Building Renovation project on your OCH Campus. We will provide Professional Services and Deliverables as outlined in the attached “Exhibit A” for the Lump Sum fee of \$57,750.

Our professional consultants would be as follows;

MEP, FP & Telecom Consultant	Optima Engineering 1927 S Tryon St #300 Charlotte, NC 28203
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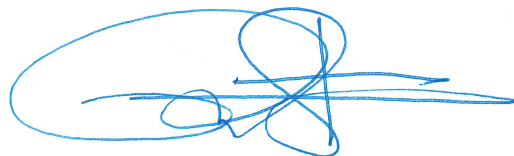
Professional Cost Estimator	R.M. Rutherford & Associates 3328 Mill Pond Road Charlotte, NC 28226
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We appreciate the opportunity to provide this proposal. If you have any questions concerning this proposal, please do not hesitate to contact us. We look forward to working with you and South Piedmont Community College on this project.

Sincerely,  
**ADW Architects,**



Jim Powell, AIA  
Managing Principal



Phillip Steele, Project Manager  
Senior Principal

2815 Coliseum Centre Drive, Suite 500  
Charlotte, NC 28217  
Phone 704.379.1919

Exhibit "A"

South Piedmont Community College  
Building A Renovation and Braswell Building Renovation on OCH Campus

**Scope of Services and Deliverables for Programming,  
Cost Estimation and Project Scope & Budget Reconciliation**

This scope of services and deliverables is based on our Owner/Architect Project Scope meeting held on February 19, 2020.

**Task 1) CAD & Field Investigation to create accurate existing condition plans**

- A) Overlay your provided electronic plans to incorporate them into a REVIT file in order to create computer base sheets to work from.
- B) Field investigation for verification of existing conditions in both buildings.
- C) Subsequent revisions to plans to reflect current building conditions.

Fee - \$7,500

Timeframe to complete - 2 Weeks

**Task 2) Building Programming**

ADW Architects will provide a written/graphic program that defines the Owner's space utilization and needs requirements. We will provide space allocations for program needs. An outline of tasks is as follows;

- A) Kick-off meeting with College leadership to discuss their "vision" for this project. Also discuss project goals and objectives.
- B) Meet with the six Departments associated with the needed renovations to review operations/existing space.
- C) Formulate workshop questionnaires for each Department and email them to the College for distribution to each Department.
- D) Receive responses to questionnaires back and create a first draft of a written/graphic program of needs, including input from our MEP Engineering Consultants. Meet with the Departments to review.
- E) Make changes based on discussions/meetings with the College and produce a second draft program with sketches. Meet with the Departments/College to review.
- F) Make changes based on discussions/meetings with the College and create a final written/graphic program of needs with sketches. This information will be used by the Professional Cost Estimator in Task 3.

Fee - \$39,200

Timeframe to complete – 3 months

Areas of need that have already been identified include the following;

Basic Skills  
Production Studio  
Early College  
Fine Arts Program  
Print Shop  
Human Resources  
Institutional Advancement  
ITS Department  
Marketing  
Conference Center  
Dining Area  
Boardroom/Meeting Spaces  
IT Courses  
Safety & Security Hub  
Building A exterior reface  
Parking Lot Analysis

### **Task 3) Preliminary Cost Estimates/Budget & Project Scope Reconciliation**

ADW Architects will contract with a Professional Cost Estimator to provide a preliminary estimate of construction cost for the renovations needed to support each of the programmatic needs identified in Task 2. This process will allow the College to review a “shopping list”, so to speak, which lists each area of proposed renovation and its estimated cost. ADW will work with the College to identify the areas of renovation that have the highest priority and together we will identify which of these areas can be completed within the budget. Only the areas of renovation that can be completed within the budget will be included in the Project as the project continues into the Schematic Design Phase and beyond.

Fee - \$10,300

Timeframe to complete - 1.5 Months

### **Reimbursables**

ADW Architects will include the following reimbursable costs in the lump sum fee;

- Drawing printing
- Programming document printing
- Fed-x or other overnight delivery
- Regular postage

Cost - \$ 750

The following items are not included in our lump sum fee;

- Architectural & Engineering Facility Condition Assessments
- Site & Building surveying
- Environmental assessment/studies
- Hazardous material identification & abatement
- Geotechnical investigation services
- 3D Building Scanning (to provide existing building dimensions)