



September 27, 2024

Mr. Brian Baker, Assistant County Manager
Alamance County Office Building
124 West Elm Street
Graham, NC 27253

RE: Alamance County Courthouse Expansion & Renovation
DESIGN SERVICES PROPOSAL

Dear Mr. Baker:

We appreciate the opportunity to provide professional design services for the Alamance County Courthouse Expansion & Renovation. Our understanding of the scope of work is based on "Option A2" of the recent study we completed, dated May 1, 2024 (attached) which was approved by the County Commissioners on August 19, 2024.

PROJECT SCOPE

1. The desired outcomes for this project are as follows:
 - a. 2-4 New Courtrooms
 - b. Additional Judges Chambers
 - c. Additional Clerk of Court Space
 - d. Additional District Attorney Offices
 - e. Develop separate circulation for the Public, Judges and Staff, and Inmates.
 - f. Provide a Hearing Room
 - g. Replace the Heating, Air Conditioning, and Ventilation system at the existing J.B. Allen Building
 - h. Enlarge the Public Entrance to accommodate security procedures
2. The project site is the J.B. Allen Courthouse and the adjacent parking lot to the west.
3. The overall project is envisioned as a (3) story addition of approximately 38,000 square feet, and a renovation of the existing J.B. Allen Building of approximately 35,000 square feet. A concept plan can be found in the May 1, 2024 study (attached).



4. The final configuration, number of stories, and number of courtrooms will be dependent on alignment with the budget earmarked for construction, which is approximately \$31,500,000.

PROJECT ASSUMPTIONS

1. The project delivery method will be Construction Manager At-Risk (CMR). The CMR will be brought on to the project before completion of the Schematic Design Phase.
2. We will lead the Site Plan Submittal and Approval process which is required by the City of Graham, any DOT permits for work in the right-of-way, and the Erosion Control Permit through NCDEQ (see additional services section). The Building Permit will be applied for by the contractor. No other Permits or Approvals are anticipated or included.
3. We will provide materials for, and be available for, up to (2) presentations to the County Commissioners.
4. Construction duration will be consecutive and not exceed 18 months.
5. In consultation with the owner and the CMR, we will develop bid alternates that fit within the project budget. "Unfunded" alternates (those that exceed the project budget) would require a design fee amendment.
6. The CMR will be responsible for developing and tracking the overall project schedule with input from the Design Team.
7. We anticipate (12) zoom meetings and (6) in-person meetings during the design process. During construction, we anticipate meeting on site every two (2) weeks.
8. We have assumed the project will be constructed in two (2) consecutive phases. Phase 1 would consist of building the addition, and Phase 2 would consist of the renovation of the existing J.B Allen Building.

SCOPE OF BASIC SERVICES

1. The Phases of Design will be Schematic Design, Design Development, and Construction Documents. At the end of each design phase, upon review, the owner will provide written approval for the design team to move to the next phase.
2. Construction Documents will consist of signed and sealed Drawings and Specifications for construction.
3. At the end of each design phase, the Design Team will provide a cost estimate to be reconciled with the CMR's estimate and the overall project budget.
4. We will provide assistance during the bid process by responding to Requests for Information (RFI's) and attending pre-bid meetings. The CMR will pre-qualify



bidders with input from the Design Team and the Owner, and develop bid packages based on the Construction Documents.

5. We will provide Construction Administration services, including regular site visits, submittal reviews, responding to RFI's, providing field memos, evaluating change order requests, developing a final punchlist and conducting a final inspection.
6. During project close-out the Design Team will compile a set of record drawings and specifications.

PROJECT TEAM

The following consultant team is proposed for the project:

Architect of Record	CRA Associates, Inc.	Chapel Hill, NC
Structural Engineering	Bennett + Pless	Raleigh, NC
Mechanical, Plumbing, Electrical and Fire Protection Engineering	Edmondson Engineers	Durham, NC
Civil Engineering	Underfoot Engineering	Cary, NC
Professional Cost Estimating	Palacio Collaborative	Durham, NC
Audio-Visual, Security, Telecom and Acoustical Consulting	Thorburn Associates	Morrisville, NC

PROJECT DURATIONS

We anticipate the following project duration following a Notice to Proceed:

1. Schematic Design Phase – 3 months
2. Design Development Phase – 4 months
3. Construction Document Phase – 5 months
4. Construction Administration – 18 months

EXCLUDED SERVICES

The following services are not included in this proposal:

1. 3D Animations / Videos
2. Signage, Environmental Graphics, Graphic Design Services
3. Lighting Photometric Calculations
4. Geotechnical Testing and Surveys
5. Building Commissioning Services
6. Construction Testing/Special Inspections
7. Topographic Surveys
8. Traffic Studies / Acoustical Impact Studies



9. Consultants and engineering services other than those listed above
10. Hazardous Materials Investigation, Testing or Remediation Design
11. Legal and accounting fees
12. Permits or fees
13. LEED design and certification
14. Full time construction administration
15. Furniture Selection, Design or Procurement Services.

BASIC SERVICES COMPENSATION

We respectfully request a lump-sum fee of **\$3,148,000** for the scope of work described above. This fee includes reimbursables for travel and printing.

ADDITIONAL SERVICES

The following services are typically not provided in Basic Services but can be provided in addition to the Basic Services outlined above:

- A. Audio-Visual, Security, Telecom and Acoustical Consulting
 1. Design services provided by Thorburn Associates, Inc. of Morrisville, NC.
 2. Provide Audio-Visual design for existing courtrooms, new courtrooms, jury rooms, hearing rooms, conference rooms, break rooms, digital signage locations, and other miscellaneous locations.
 3. Provide Security System design including video surveillance, access control, intrusion alarms, security intercom system, lobby/security needs, and Bailiff office security needs.
 4. Provide Telecom System design including data outlet configurations, horizontal cabling requirements, backbone cabling requirements, and telecom room(s) layout and configuration.
 5. Provide Acoustical design services including room acoustics, sound isolation and speech privacy, mitigating background noise from mechanical systems, and developing a sound masking system to electronically provide a uniform background sound level in critical areas to enhance speech privacy between spaces.
 6. Includes developing construction documents, testing, and systems adjustment.
 7. Assumes an initial meeting with stakeholders for each of the systems described above, with stakeholders providing written comments and input at each design phase submittal.
 8. Total fee for the additional services described above: **\$304,105**



- B. City of Graham Site Plan Approval, DOT Approval, and Erosion Control Permit
1. Approval process to be led by Underfoot Engineering of Cary, NC, with input from CRA Associates, Inc.
 2. Assumes up to three (3) submittals for each approval.
 3. Total fee for the additional services described above: **\$32,000**

Thank you for the opportunity to work on this important project for Alamance County.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew R. Cruickshank".

Andrew R. Cruickshank, AIA, LEED AP



ALAMANCE COUNTY COURTHOUSE STUDY

Graham, NC

Options A1 & A2
MAY 1, 2024



DESIRED OUTCOMES

(2) New Courtrooms

Additional Judges Chambers

Additional Clerk of Court Space

Additional District Attorney Offices

Develop separate circulation for the following (3) user groups:

Public, Judges & Staff, Inmates

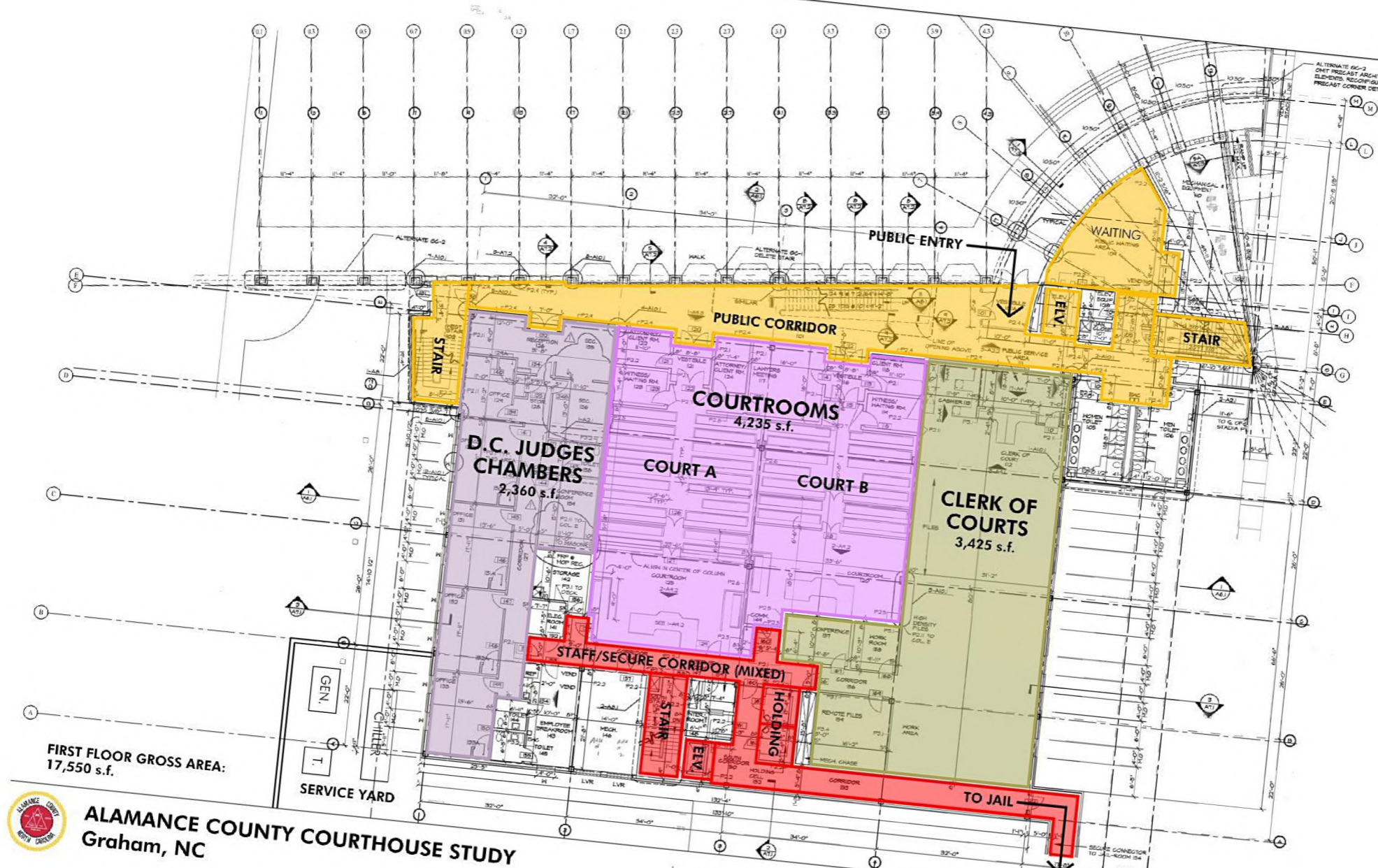
Provide a Hearing Room

HVAC System replacement at J.B. Allen building

Enlarge Public Entrance to accommodate current security procedures



EXISTING CONDITIONS



FIRST FLOOR GROSS AREA:
17,550 s.f.

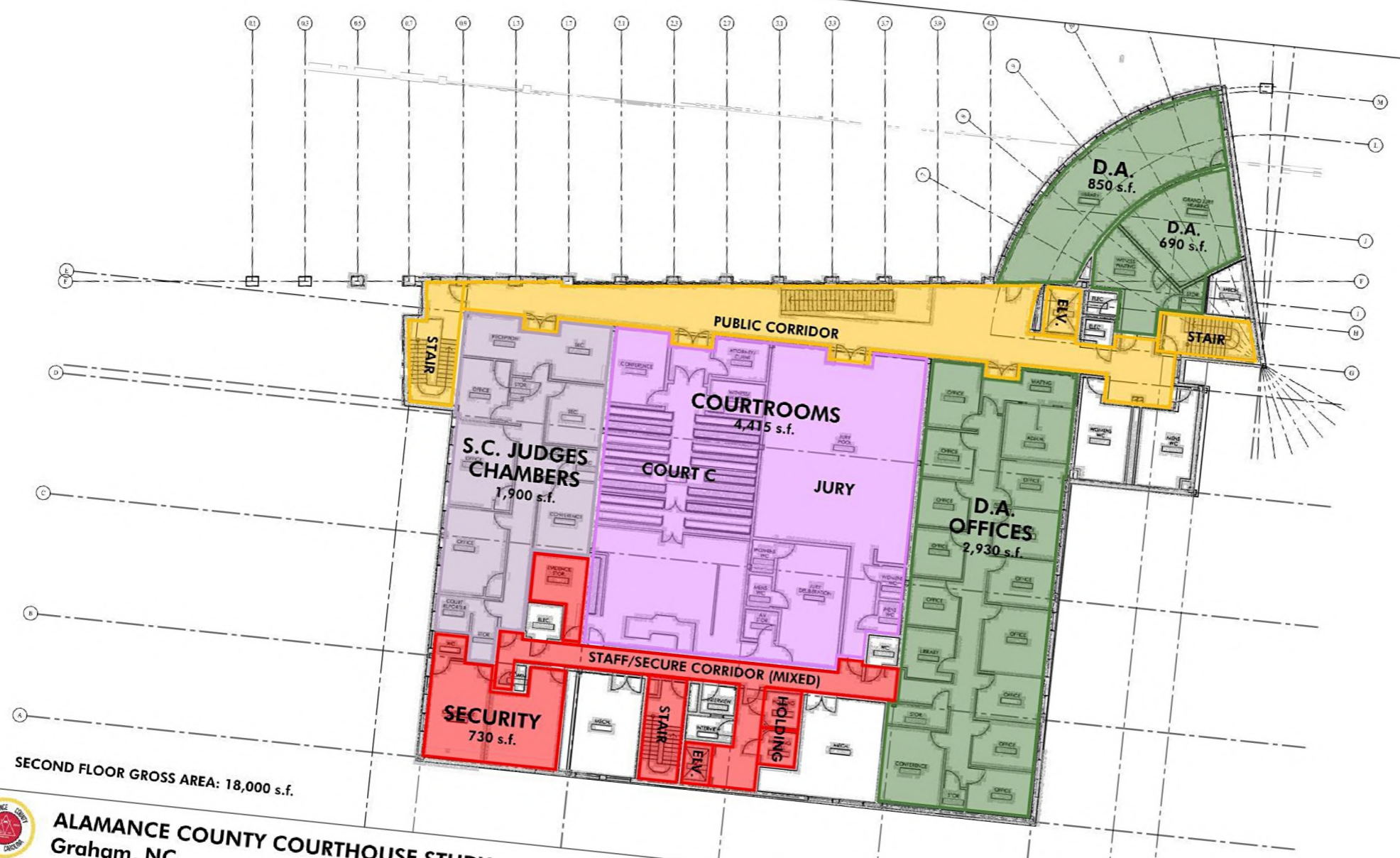


ALAMANCE COUNTY COURTHOUSE STUDY
Graham, NC

First Floor Plan - EXISTING
04.11.2024

1" = 20'-0"





SECOND FLOOR GROSS AREA: 18,000 s.f.



ALAMANCE COUNTY COURTHOUSE STUDY
Graham, NC

Second Floor Plan - EXISTING
04.11.2024

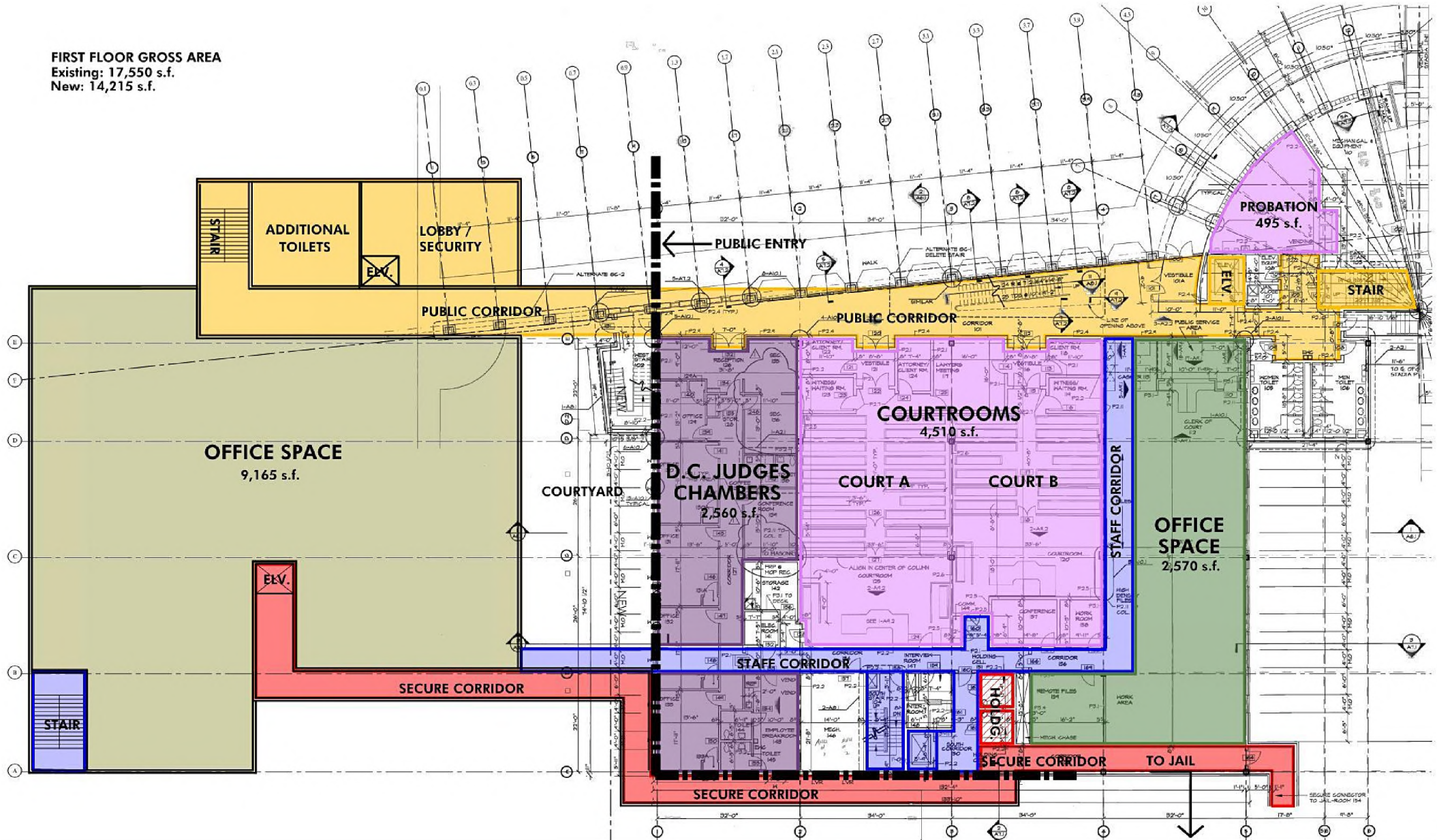
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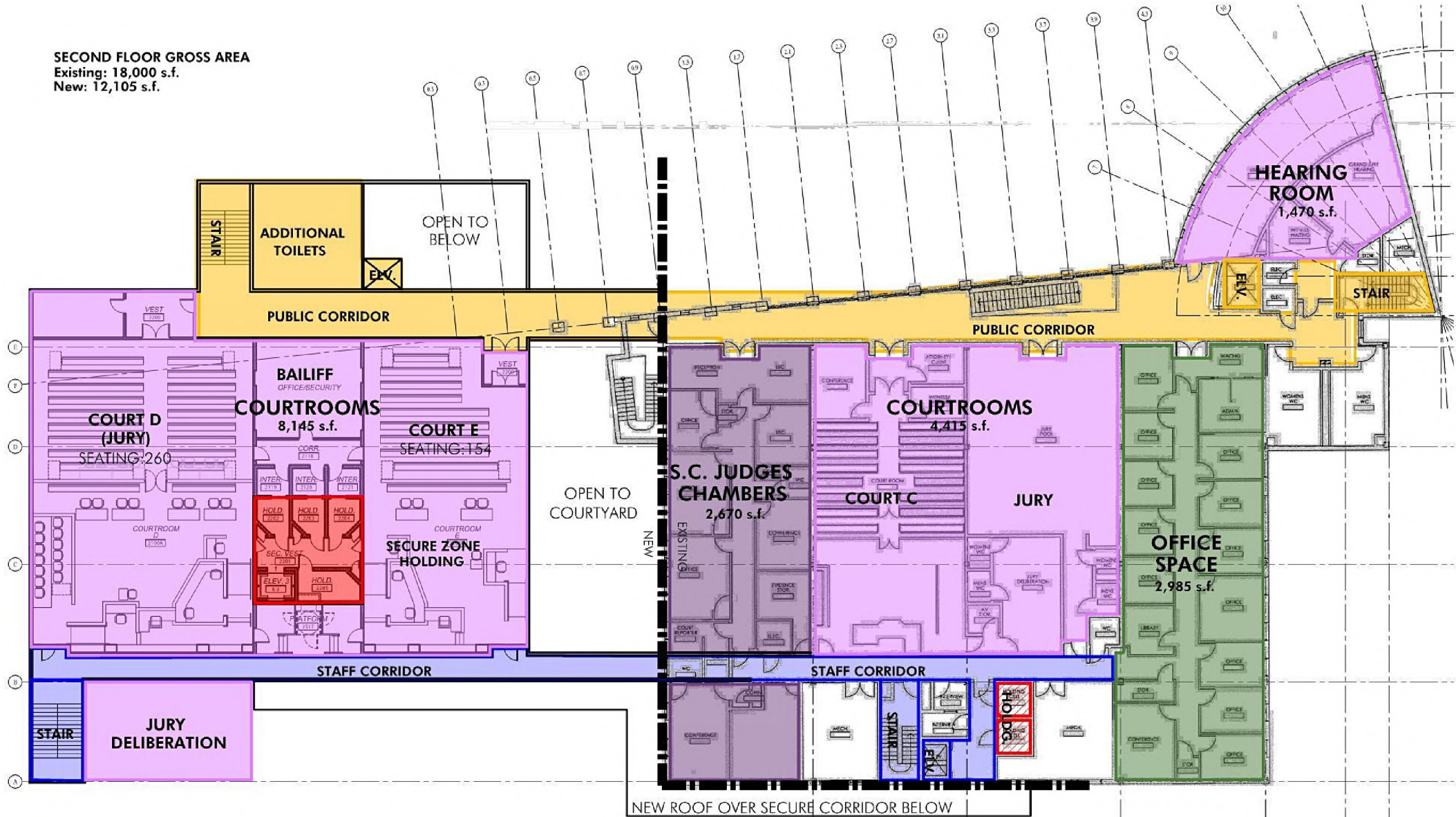


OPTION A2

FIRST FLOOR GROSS AREA
 Existing: 17,550 s.f.
 New: 14,215 s.f.



SECOND FLOOR GROSS AREA
 Existing: 18,000 s.f.
 New: 12,105 s.f.



THIRD FLOOR GROSS AREA
 Existing: 17,550 s.f.
 New: 12,105 s.f.

