

**Town of Montreat
Board of Commissioners
Special Meeting Agenda
April 15, 2014 - 9:00 a.m.
Left Bank Conference Room**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Town Hall Facility Architectural Firm Candidate Presentations

- A. Mathews Architecture – Asheville, NC (9:00 a.m.)
- B. Architectural Design Studio – Asheville, NC (11:00 a.m.)

IV. Lunch Break - 12:30 p.m.

- C. Stewart Cooper Newell Architects – Gastonia, NC (1:30 p.m.)

V. Adjournment

**Town of Montreat
Buncombe County, North Carolina**

**Request for Qualifications
For Professional Architectural Services
In Providing Design Services for the Construction a New
Montreat Town Hall
January 9, 2014**

Proposal Instructions and Requirements

The Town of Montreat is soliciting proposals from selected architectural firms for professional architectural services in providing design services for the construction of a new Town Hall facility.

Proposals will be received in the office of the Town of Montreat until 3:00 p.m. Friday, February 28, 2014.

Any proposal received later than the specified time/date will NOT be accepted or considered. All proposals shall be sealed and marked as follows: “**Architectural Services for the Town of Montreat**” and delivered to:

Ron Nalley, Town Administrator
Town of Montreat
96 Rainbow Terrace
P.O. Box 423
Montreat, NC 28757

Project Scope

The Town of Montreat, North Carolina is requesting qualifications from qualified firms to provide architectural and construction design, including complete drawings, plans, construction cost estimates and site development and building specifications for the construction of a new Town Hall facility. The site is a 0.776 acre tract located between Florida Terrace and Arkansas Trail. Special consideration will be needed for a cost conscious design of a structure compatible with the Town of Montreat’s historical character and natural setting. A space needs assessment and general site study report has been completed and is available on the Town of Montreat’s website.

Submittal Requirements

Statements of Qualifications should clearly and concisely address the following:

- Firm name and location of office where work will be performed.
- Brief overview and history of the firm.
- Demonstrated Firm experience in local government administrative buildings, including experience in architectural planning, design and construction management, contract documents and specifications and with designing new buildings for sites in comparable areas for organizations with a similar size.
- Demonstrated Firm experience in publicly funded governmental projects in North Carolina. Please note any work utilizing USDA loan programs as a primary funding source.
- Resumes of the project architect and key personnel who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project. Specific information on their background, training and experience with similar projects should be included.
- Other work commitments of the project architect and other specified key personnel during this project time frame.
- The extent of work on this project that will be done by consultants or subcontractors. Provide the name, location, discipline, experience and training of each consultant.
- Provide a list of client reference for related local governmental work done in the past five years. Include name, address, telephone number and contact person most involved with the project and person with your firm that participated in the design of that project.
- Historical data on all governmental projects (local, state or federal) completed over the past five years showing schedule performance and change order history. Include original budget, pre-bid estimate, and final cost. Include experience in delivering publically funded projects on time and on budget.
- Documented evidence of professional, general liability and errors and omissions policies and coverage's.
- Document any history of litigation associated with project performance and /or professional liability. Litigation includes pre-suit dispute resolution and all matters settled out of court.
- An hourly rate schedule for the employees proposed for this project.

Please limit the submission to 20 pages or less on 8 ½ inch paper and it may be printed on both front and back sides. Eight (8) copies and a digital PDF copy of the statement of qualifications are due no later than 3:00 p.m. on Friday, February 28, 2014. No statement of qualifications will be accepted after this time. All proposals shall be sealed and marked as follows: “**Architectural Services for the Town of Montreat**” and delivered to:

Ron Nalley, Town Administrator
Town of Montreat
96 Rainbow Terrace
P.O. Box 423
Montreat, NC 28757

Selection Criteria

The considerations below, with their weighted scores, will be utilized for selection of the firm. Selection will be made after a thorough review conducted by the Montreat Board of Commissioners.

1. The firm's recent experience, knowledge, and familiarity in the design of similar projects and demonstrated ability in incorporating the client's design preference. (35%)
2. The experience of the firm's staff assigned to this project in performing the type of work required by this project and delivering the project within budget with minimal to no change orders attributable to the architect. (30%)
3. The firm's experience and demonstrated ability to meet project time schedules established for the work. (20%)
4. The firm's financial ability and staff resources to complete the work supported by an accounting system to identify costs chargeable to the project. (5%)
5. The firm must possess high ethical and professional standards and must have performed satisfactorily on previous contracts with other local government clients, including a positive client relationship, commitment to the project budget and sufficient supervision of the construction project. (10%)

Selection Process

Phase 1: Each firm initially will be evaluated by staff and the Board of Commissioners based upon information provided in the Selection Criteria listed above. From such review, firms receiving the highest ranking will be the firms chosen to participate in Phase 2, the second phase of the selection process. The Town reserves the right to reject any and all statements of qualifications. The Town also reserves the right to waive any irregularities in the statements of qualifications.

Phase 2: The firms who are chosen for Phase 2 of the selection process will be required to make a presentation to the Board of Commissioners. The Town reserves the right to establish additional rules and procedures for the presentations and for the interview process.

Final Selection: The Town of Montreat will negotiate a contract with the top rated firm as selected by the Town Council. If a contract cannot be successfully negotiated with the top rated firm, the Town will proceed to the second rated firm. The Town reserves the right to reject any and all statements of qualifications.

Selection Timeline

1. **January 9, 2014** – Town Council directs Montreat staff to prepare the architect RFQ
2. **February 28, 2014 at 3:00 p.m.** – Montreat Town Hall Professional Services RFQ for Montreat Town Hall Due
3. **March 13, 2014** - Staff and Board of Commissioners reviews architect RFQ's, then selects and contacts the top architect firms for meetings.
4. **April 3, 2014** – Board of Commissioner meeting with top architect firms.
 - a. Top architect firms give presentations to Montreat Town Council.
 - b. Montreat Town Council chooses an architect firm for the Project and instructs staff to begin contract negotiations.
5. **April 10, 2014 – Town Council meeting (starting at 7:00pm)** - Town Council approves the final architect contract for the Professional Services project.

Proposal Costs

The town shall not be liable for any cost incurred by firms in preparing their proposal.

Economy of Preparation

Proposals should provide a straight forward, concise description of the firms' ability to meet the requirements of the proposal. Emphasis should be on completeness and clarity of content. Proposals should limit themselves to 20 pages or less and may be printed on both front and back sides. Eight (8) copies of the proposal and one electronic copy in PDF format should be provided.

Acceptance of Proposal Content

The contents of the proposal of the successful firm may become part of the contractual obligations, if a contract ensues. Failure of a successful proposer to accept these obligations may result in the town entering into a contract with another firm.

Questions

Please submit questions electronically via email to rnalley@townofmontreat.org and in the subject line note "Town of Montreat Town Hall Questions." Deadline for questions is by the end of the day, February 21, 2014. Any changes in the proposal may be sent by email and furnished to all proposers. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

Commitment to Award

This solicitation does not commit the town to award a contract, to pay costs incurred in the preparation of the proposal, or to procure or contract for the services listed herein. The town reserves the right to reject any or all proposals received.

Contract Negotiations

This Request for Qualifications is not to be construed as a contract or as a commitment of any kind. If this Request for Qualifications results in a contract offer by the Town, the specific scope of work, associated fees and other contractual matters will be determined during contract negotiations.

Public Records

All information contained in the proposals may be a public record open to inspection and copying by the public under State and Federal Law.

Timing

Professional Services work to begin immediately after execution of a contract with the Town.

Professional Liability Insurance

The successful proposer upon award of contract shall provide certificates of all appropriate liability insurances(s), written by an insurer authorized to transact insurance in the State of North Carolina.

E-Verify Employer Compliance

Contractors and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Please understand that Contractors, as defined above, must use E-Verify. Therefore, all contractors must be in compliance with the E-Verify requirements to enter into contracts with the Town of Montreat.

Points of Contact

Questions concerning this project should be directed to Ron Nalley, Montreat Town Administrator (828) 669-8002 extension 305 or email at rnalley@townofmontreat.org. No firm shall contact any member of the Town Council during the selection process. Such contact may be a basis for disqualification.

Attachment A - Site Location



MATHEWS
ARCHITECTURE
Good ideas. Good designs. Good people.

34 Wall Street, Suite 307
Asheville, NC 28801
Tel: 828.253-4300
Fax: 828.253-4567

firm@mathewsarchitecture.com
www.mathewsarchitecture.com

FEBRUARY 28, 2014



February 28, 2014

MR. RON NALLEY
Town Administrator
Town of Montreat
P.O. Box 423
Montreat, NC 28757

MR. NALLEY,

With a strong portfolio of successfully completed municipal, state and non-profit projects. I am pleased to present our qualifications to assist The Town of Montreat in assessing, designing and guiding implementation of a New Town Hall. To accommodate your stated needs, we have assembled a team with the knowledge and experience to plan for the best, most cost-effective design solutions to meet your municipal government as well as the character of your beautiful town.

Mathews Architecture was established to serve the full range of needs found within the communities of our region. As I often tell our clients, we may not have your exact project solution in our portfolio, however, we do bring a wealth of proven resources that will help guarantee that your needs are met functionally, aesthetically and economically. We are well-respected in the community for our dedication to our clients, and were recognized by the North Carolina Chapter of the American Institute of Architects with its Firm of the Year Award in 2011 based on this proven and well-documented record of service. This was the first time a firm west of Charlotte, and of our size and range of service, was so honored. We listen to our client's needs and work with them to translate those into the reality of well-functioning facilities.

We realize the importance of financial stewardship that is entrusted to projects that are a part of the public sector and we have time and again helped municipalities and state entities plan and responsibly execute projects within their allocation of funds. We have done this without sacrificing the function, sustainability or the importance of creating buildings that fit within the context of the site provided and the richness of the existing community character. The Town of Montreat is a special place and its New Town Hall can reflect this back to its citizens while meeting the day-to-day needs of providing municipal services and governance.

We have worked on literally dozens of publically funded projects, with small towns and large, with state entities and numerous non-profit organizations to which public funds are also entrusted. Though none of these projects is a New Town Hall, the components designed within these many projects are the same building blocks that can help shape the best solution for Montreat. To accommodate your stated needs, we have assembled a team with the knowledge and expertise to plan for the best, most cost-effective design solutions for your New Town Hall.

Mathews Architecture, P.A. will lead the entire planning, design and construction administration process and will coordinate closely with each consultant member of our team, assuring that the Town of Montreat is fully engaged from beginning to end. Jane Mathews will be your day-to-day contact and manage the project, working side-by-side with members of her staff. We have worked on numerous projects with our colleagues at Civil Design Concepts, P.A. (CDC) whose site planning skills will be utilized to assess and help guide the best use of the site, looking at both its challenges and its opportunities. Together we hope to define for you, the most economical and functional solution that meets your needs while also respecting its mountainside context and its relationship to the surrounding neighborhood. Mary Weber, ASLA, who has worked with the Town of Montreat and with whom we collaborated on the Montreat Memorial Garden, will also team with CDC to guide an appropriate environmental response to the town's natural setting and the site design. AMEC brings their geotechnical engineering expertise to the team, and will provide any needed testing to help guide site decisions.

We take seriously the need to create buildings that operate and can be maintained efficiently so your Town Hall will not be a drain on municipal resources as it is used. With a strong team experienced in sustainable design within extremely tight budgets, we would aim to integrate efficiency into all aspects of the project. Sud Associates, P.A. and Kloesel Engineering, P.A., each with a wealth of successful municipal and state work and years of experience working together as a team with Mathews Architecture, will provide the mechanical and structural designs.

In addition, Jerome Hay, P.E. who would be the principal mechanical engineer working on the project from Sud Associates, has strong Montreat roots. He worked during college in Montreat and lived in the house next door to where the New Town Hall is proposed to be built which we felt was a nice and serendipitous coincidence. And to add to this, each design team member has lived and worked in the mountains of Western North Carolina if not their entire life, for many decades, and sincerely appreciates the importance of respecting the history, the setting, and the natural environment we all love.

We believe that working with the site is imperative. We have studied historic examples and methods of sensitively working with the existing mountain topography and have provided educational guidance in those design principles to many other architects. As a firm, Mathews Architecture is also known and respected for its sensitivity to designing within community and existing historic character, winning dozens of awards including for historic preservation, adaptive reuse and new construction within a historic context.

And finally, we believe that to be good stewards of public resources we must give you accurate financial information to guide the design and your decision-making process. Aiken Cost Consultants has exclusively provided our firm and our municipal, state, and non-profit clients with construction estimates with proven accuracy thus assuring knowledgeable planning and cost-effective outcomes.

Our past project experience has included design for municipal, state, institutional, educational and non-profit facilities of various types. Past clients include: The City of Asheville, the Town of Weaverville, the Town of Marion, the Town of Dillsboro, the City of Morganton, NC State University, UNC Asheville, Asheville City Schools, Appalachian State University, NC State Wildlife Resources Commission, NC State Parks & Recreation Dept., and the YWCA of Asheville. Again, the scope of our past work encompasses the range of needs outlined in your RFQ.

We look forward to the opportunity of presenting our team and credentials in person. Together with the Town of Montreat, our design team would welcome working with you to thoughtfully plan for your facility needs as you look to better serve Montreat's citizens and reflect the qualities and character of the community. Thank you for your consideration of our submittal and of our interest in working with you to meet these needs.

Sincerely,



Jane Gianvito Mathews, AIA, LEED AP BD+C
Principal/President

MATHEWS ARCHITECTURE, P.A.
34 Wall Street, Suite 307
Asheville, NC 28801
Tel: 828.253-4300
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www.mathewsarchitecture.com

FIRM PROFILE

MATHEWS ARCHITECTURE, P.A. Asheville, North Carolina

We value our ability to listen well, to value the human as well as environmental resources, and to approach all design solutions creatively in partnership with our clients.



Dr. Wesley Grant Sr. Southside Center



Avery County Indoor Recreation Center

MATHEWS ARCHITECTURE, PA received the NC AIA 2011 Firm of the year Award, in recognition of “consistently providing quality architecture with a verifiable level of client satisfaction for a prolonged period of time.”

Based in Asheville, North Carolina, Mathews Architecture provides a complete range of architectural services. Our firm has a longstanding commitment of service to the region, both professionally and personally, and we have long fostered a holistic and collaborative design approach based on sustainable and cost-effective design solutions.

The central focus of our architectural practice, established in 1992, has been to work with non-profit and governmental entities as well as with the private sector, to facilitate designs that help clients functionally, aesthetically and environmentally fulfill their missions for service to the community, within the limits of their construction budgets. Our work, which we see as service to a broad range of clients for their projects – large or small, extends across the Southeast.

Our staff’s broad experience includes commercial and civic design for recreational and park facilities, educational buildings, offices, retail establishments, restaurants, governmental centers, museums, art and community centers and medical facilities. Our design services also include all types of residential design for new construction as well as renovation, historic preservation design and planning, sustainability planning, and evaluation and code compliance review.

We bring a profound understanding of designing with, not working against our mountain topography. We are well-known for our work in historic preservation and new construction with historic communities. And we have code compliance expertise at all levels and a record of providing economical as well as aesthetic solutions to extend the use and function of existing facilities.

The range of our project experience is diverse, reflecting the needs of the region. We value our ability to listen well, to value the human as well as environmental resources, and to approach all design solutions creatively in partnership with our clients.

MINORITY BUSINESS STATUS:

Mathews Architecture, P.A. is a HUB-certified business; is classified as a small, woman-owned business both at the state and the national level; and is DBE certified through NCDOT.

PROJECT TEAM



JANE GIANVITO MATHEWS, AIA, LEED AP BD+C Principal in Charge

Jane Gianvito Mathews, AIA, LEED AP, principal of Mathews Architecture, PA, holds a Bachelor of Environmental Design degree with highest honors from the University of Colorado and a Masters of Architecture degree from Yale University. After graduate school, with a professional goal of working in small towns and communities of need, she was an intern architect in the coalfields of rural Eastern Kentucky, a community she still works with today. To further her work with non-profit organizations, she served as a Fellow with the Design Arts Program of the National Endowment for the Arts in Washington, DC and has served on grants review panels for the NC Arts Council. A regular visitor to Asheville for many years, she came to work for sixty-to-ninety days in 1982 and has been a resident ever since. Jane started and was president of the first women’s owned, corporate architectural firm in Western NC established in 1992.

Jane is active in the community, utilizing her professional and personal skills to volunteer her time and efforts to various non-profit organizations. She served as President of the Asheville Section of the AIA in 1999, has served on various AIA NC committees throughout the years including as a Director on the AIA NC Board. She is an affiliate member of the American Society of Landscape Architects. Jane has served as president of the Preservation Society of Asheville and Buncombe County, on HandMade in America’s Resource Council, on the Asheville Planning and Zoning Commission including as Chair, on the Mayor’s Affordable Housing Task Force and Affordable Housing Working Group, on the Riverfront Commission, as chair of the Riverfront Design Review Committee and six years as an original appointee to the City of Asheville’s Sustainability Advisory Committee on Energy and the Environment (SACEE). She currently is serving her second tenure on the Asheville Planning & Zoning Commission and is also on the boards of Catholic Charities for the Diocese of Charlotte and the Asheville Catholic School, and is a Trustee on the board of the Pine Mountain Settlement School in Harlan County, Kentucky. Jane was the 2004 Honoree of the Year of the TWIN (Tribute to Women of Influence) Award from the YWCA of Asheville.

FIRM PRINCIPAL:
22 YEARS

**TOTAL YEARS
EXPERIENCE:**
36 YEARS

EDUCATION:
Yale University
Master of
Architecture

University of Colorado
Bachelor of
Environmental Design
With Honors

Asheville-Buncombe
Community College
Diploma in Building
Construction
With Highest Honors

**REGISTRATIONS &
CERTIFICATIONS:**
North Carolina,
Kentucky, Tennessee,
South Carolina and
New York Boards of
Architecture

National Council of
Architectural
Registration Boards,
Member

LEED BD+C Accredited
Professional, USGBC

MARK N. POWELL, RIBA, LEED AP - a Chartered Member of the Royal Institute of British Architects, has been a designer and project manager with Mathews Architecture since 1999. His project experience includes residential, commercial and institutional design. His strong project design and production skills have contributed to the success of many past projects. Mark holds a Bachelor of Science in Architectural Studies with First Class Honors and a Bachelor of Architecture with Distinction, both from the University of Wales.

JESSICA R.A. LARSEN, RA, LEED AP - is a Project Architect with Mathews Architecture, working on all aspects and phases of project design. She brings to the firm experience in programming, space planning, design, and construction documentation, along with LEED documentation for a variety of projects. In addition, she has worked at the national level on a variety of projects relating to independent education, hospitality, public schools and libraries, as well as mixed-use/multi-family residential buildings. Jessica, who holds a Bachelors of Environmental Design from the University of Colorado and a Masters of Architecture from Virginia Polytechnical Institute and State University, joined Mathews Architecture in 2008. Jessica is a member of NCARB and has a VA architectural license.



Montreat Memorial Garden Structures with Mary Weber, ASLA



Restoration of the historic "By-The-Way" Cottage, 391 Assembly Drive, Montreat

CHIP HOWELL, Associate AIA, LEED AP is a native of Asheville and holds a BA in Historic Administration from the College of Charleston where he was the College’s Outstanding Graduate in Historic Preservation and a Masters of Architecture from UNC Charlotte College of Architecture. Between 2006 and May of 2013, Chip has worked as a designer and project manager/construction site manager in the Los Angeles area. He worked on award-winning projects, both commercial and residential, for the prestigious firm of Marmol Radziner and managed a variety of design/build projects for RS Wood Construction. He is an active volunteer with the Asheville Design Center working on playground design and construction at a public housing development. Chip brings keen design skills and hands-on practical construction experience to all projects.

ADAM PENNY, who holds a Bachelor of Science in Interior Design from Florida State University, has worked as AutoCAD technician with Mathews Architecture since 2003. He provides field documentation of existing structures and prepares floor plan and elevation base sheet drawings. He also assists the firm in the production of Construction Documents for both residential and commercial projects. In addition to his excellent drafting skills, he has extensive experience in kitchen design and project estimating. In his off hours, he is a professionally ranked cyclist and raises prize-winning beagles.

RICH MATHEWS provides group facilitation, business management, technology assistance, graphic design, computer drafting, construction experience and consultant services in housing and historic preservation to Mathews Architecture. Rich holds a Masters of Public Administration from Harvard University, John F. Kennedy School of Government and a Bachelor of Arts in History from Mary Baldwin College, where he graduated magna cum laude. He is also professionally certified by the National Development Council in housing development finance. Rich has been with Mathews Architecture since its inception in 2000. Prior to Mathews Architecture, Rich served as Executive Director of Neighborhood Housing Services of Asheville and led historic renovation projects of Asheville’s First Baptist Church sanctuary and the Richmond Hill Inn and Conference Center. He continues to be actively involved with the advisory boards of the Center for Preservation Leadership and Preservation/North Carolina.

CONSULTANT TEAM



CIVIL DESIGN CONCEPTS, P.A. (CDC) is multi-disciplinary civil engineering firm providing civil engineering design services throughout Western North Carolina. The principals of the company have lived and worked in WNC for most of their lives, instilling a personal desire that development in the area has a positive impact on future generations. CDC’s team is composed of engineers, technicians, and construction administration staff, with a broad range of experience in site planning, engineering and construction oversight. These diverse backgrounds allow them to take a team approach to problem solving. The Western North Carolina region presents often challenging topography, and CDC strives to minimize impact on the land while maximizing the use and benefit of the property. Their experience in this area has enabled them to develop positive working relationships with local and state regulatory officials – relationships upon which they pride their prompt, efficient and reliable service. CDC is based on ethical conduct, mutual respect and teamwork, with a primary focus on achieving their clients’ objectives. CDC strives to provide its clients with creative, cost-effective, and timely solutions. The firm is led by principals Christopher Eller, P.E. and Patrick Bradshaw. Key staff to be associated with the Montreat project include Jesse Gardner, P.E. and Christopher Day, P.E., LEED AP. CDC has offices in Asheville and Waynesville, NC.



MARY WEBER LANDSCAPE ARCHITECTURE (MWLA) transforms ideas into reality through creative, thoughtful, and environmentally-sensitive design. Principal Mary Weber brings over twenty years of experience as a Landscape Architect as well as an Urban Planner, creating landscape designs compatible with the ecological and cultural context of Western North Carolina, while meeting client needs and budgets. Services include designing and managing projects from concept through construction for municipal and private clients. Mary excels at site-specific design as well as larger-scale planning projects and frequently collaborates on inter-disciplinary teams including architects, engineers, planners, and other consultants. Areas of specialization include public projects such as parks, plazas, trails, memorial gardens, children’s play and learning environments, as well as residential and commercial site planning and design projects. Mary brings an environmental perspective to each project, incorporating native plants, natural storm water management, and water conservation where possible. Mary is an active volunteer in the community. She is a board member of the Asheville Design Center and serves on the City of Asheville Multimodal Transportation Commission, and the City of Asheville Greenways Committee.



AMEC is one of the world’s leading engineering, project management and consultancy companies and its Asheville office would provide the project with geotechnical engineering services to assess the site selected for Montreat’s New Town Hall. Staff Engineer, Jill Heimberg, P.E. will lead this effort. Jill and her team of engineers and technicians have successfully worked with Mathews Architecture and for municipalities throughout the region, providing the information needed to make sound design decisions.



SUD ASSOCIATES, PA was founded in Durham, NC in 1979 by Dr. Ish Sud, PE, FASHRAE, LEED AP to enable his years of research at the Duke University Center for the Study of Energy Conservation to be put into practice. Since that time Dr. Sud has established a dedicated group of professionals to undertake all aspects of PM&E consulting work, with a specific concentration of energy conservation. In the early 1990’s Sud Associates opened their second office in Asheville, NC under the direction of Jerome Hay, PE, LEED AP. Sud Associates have undertaken more than 2,000 energy surveys and analyses for a variety of facilities including educational, commercial, institutional, military, health care, residential, retail, storage, etc. Sud Associates has worked with Mathews Architecture on the Dr. Wesley Grant Sr. Southside Center for the City of Asheville, Swannanoa 4-H Camp Renovations for NC State and currently is working with us on two ASU renovation projects and at South Mountains State Park. Relevant experience includes the Macon Co. Human Services Building, and projects for Buncombe, Durham and Catawba Counties.



We have worked with the Asheville-based structural engineering firm of **Kloesel Engineering, P.A.** since its creation in 1995 and they bring extensive design experience to bear on the needs for this project. They are team players, working with the owner and the architect to select and design the most appropriate and cost effective structural systems. Their ability to work with us to develop creative solutions for difficult design conditions is something that we value and has resulted in successful projects.



For the successful cost management of public and non-profit projects, we believe it is important to draw on the cost estimating expertise of **AIKEN COST CONSULTANTS, INC.** We have worked successfully with Aiken to estimate costs for many of our projects, including the Platinum LEED Dr. Wesley Grant Sr. Southside Center, the Stephens-Lee Recreation Center, and many other projects for the City of Asheville; additions and renovations to the YWCA of Asheville; and multiple projects for the Asheville Housing Authority. Using the services of skilled cost consultants has helped us to stay current with pricing and to manage and plan for the design within each organization’s defined and limited budget. Since its inception in 1986, the Greenville, SC based Aiken Cost Consultants has undertaken over 1,500 cost estimating projects; it has experience in take-off and pricing architectural/structural and civil components for educational, institutional, governmental, and commercial facilities, including renovation/adaptive reuse projects. We consider them an essential partner with the owner and the design team in designing projects that can be cost-effectively realized and constructed.

RELEVANT EXPERIENCE

We have extensive and successful experience working with both City of Asheville and NC State Construction on a wide range of projects. We also have designed many successful projects for non-profit organizations. Within the context of these projects includes the need to efficiently program administrative areas in concert with our clients so as to meet their current as well as their future needs and to design within the context, and sometimes challenges, of their site. We pride ourselves on providing site sensitive as well as aesthetically contextual designs and appreciate the need to relate to a historic community and within close proximity to existing residences. We have an excellent track record of also providing sustainable as well as cost effective solutions meeting the budget needs of our clients. The following are project examples, though not in a historic context, contain programmatic components that might be found in meeting the needs for Montreat's New Town Hall.

FOUNDATION FOR EVANGELISM NATIONAL HEADQUARTERS, Lake Junaluska, NC



In February 2000, The Foundation for Evangelism selected Mathews Architecture to design their new headquarters facility. The Foundation for Evangelism is a nationwide non-profit organization affiliated with the Methodist Church. Mathews Architecture, P.A. worked closely with the Foundation's local staff and national board members to bring their vision to fruition.

Initially programming, site evaluation, and schematic designs were prepared for a sloping site close to Stuart Auditorium. The Foundation however subsequently

chose the present location overlooking Lake Junaluska, close to the main gateway into the community, and adjacent to the proposed new Welcome Center.

The one-acre site, although flat, had previously been filled and leveled with silt dredged from the Lake. This gave rise to doubts about bearing capacity, and we managed a geotechnical evaluation of the site by MACTEC Engineering (now AMEC). We also coordinated the foundation design with our structural engineer, Kloesel Engineering. The building footprint was subsequently overlaid with 4ft of surcharge soil for ten months. Settlement of the site was regularly monitored during this time until it reached stability, when the surcharge was removed.

The design of the new headquarters, completed in 2005, is primarily one story with a floor area of approximately 10,000 sq. ft. The plan is an inverted 'T', with its three wings accommodating the principal separate functions. The wings radiate from a 30 ft. high vaulted Lobby featuring a heavy timber structure, and a large rock fireplace. The space is filled with natural light, creating a welcoming public entrance.

One side wing contains the Foundation's administrative facility. This area includes a combination of open work cubicles, enclosed offices with glass walls that bring light into the central work area with cubicles, a large workroom, enclosed record/file room, a small staff meeting room and the Foundation's large board room.



The opposite wing comprises a large vaulted conference room which will be used for board meetings, conferences, seminars, and a variety of social gatherings. The rear wing contains restrooms, a large storage room which will allow for future expansion of the administrative offices, and the technology hub. The building as a whole has been designed to take advantage of current technology, with built-in flexibility to allow for future innovations.



The conference and meeting rooms have state-of-the-art audio-visual installations for recording, presentations, video-conferencing, distance learning, etc. This area is adjacent to and served by a large catering kitchen. Parking and drop off areas were planned at the front of the building and are linked to the Welcome Center's parking. There is a rear access to the kitchen, conference room and loading and unloading to an adjacent storage area. Towards the end of the project construction, a memorial garden was developed to the rear of the building with views to the mountains.



Meeting/ Board Room



Director's Office



Conference/ Meeting Room

NC ARBORETUM BAKER VISITOR CENTER, Asheville, NC



Mathews Architecture has designed many projects at the NC Arboretum over the years including the Heritage Garden structures, the Bent Creek Germplasm Laboratory, and the former Trellis Gift Shop. Mathews Architecture also served as the local architect on the Baker Visitor Center working the lead designers, Woolpert, LLP. Our role, besides assisting in programming, conceptual and Schematic Design, was to provide Construction Administration of this North Carolina state project.

The facility functions as the primary welcome and orientation facility for up to the 750,000 visitors annually who visit the 462-acre complex. The new Visitors Center provides a concourse and reception area that serves as an arrival and departure point. The exterior of building has areas relating to education, demonstration and conservation that will include a variety of land use exhibits covering up to 15 acres.

This 25,000 square foot, two-story building straddling the hillside has both indoor and outdoor gathering space for information, orientation functions, and educational programs. The center also includes such amenities as restroom facilities, retail space for gifts, catering, education exhibition gallery and display areas, distance learning center, membership service spaces, and administrative offices and staff support facilities.

The Baker Center serves, through a variety of technologies, to orient visitors to the physical, seasonal, and institutional dynamics of the Arboretum and its missions. In concert with the existing Education Center, it allows the Arboretum to accommodate more extensive educational activities on a state, regional, national, and international basis.

The design of the facility works with the contours of the land, the qualities of the natural environment, and the characteristics of the seasons specific to the site. The approach and entry to the new facility is an extension to Fredrick Law Olmstead Way as an entry to the institution. The total circulation and arrival sequence for driving (cars, busses and trams), parking, pedestrian access, and welcome before entering the Center are critical components. A key project goal was to have the landscape surrounding the Center work in concert with interior spaces to create the sense of indoor/outdoor living that embraces the four seasons and allows visitors to experience the beauty and function at work in the design as they approach the Center. Spaces in the landscape for orientation, outdoor classes, and outdoor displays were planned in association with interior building functions.

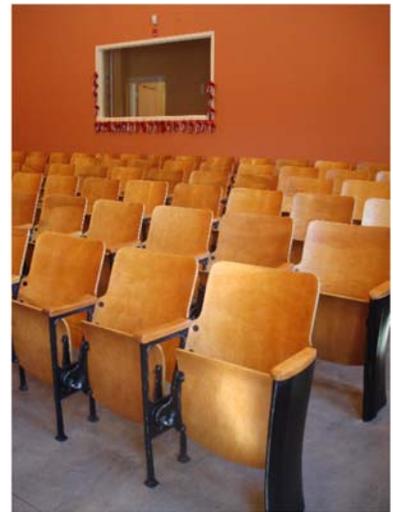
The project design followed LEED™ principals and the requirements of the Triangle “J” sustainability objectives. By optimizing high performance design principles and systems, the Baker Visitors Center embraces and expresses sustainable design and is a model for public facility development. Through its sustainable design it also furthers and promotes the mission of the Arboretum.



DR. WESLEY GRANT SR. SOUTHSIDE CENTER, City of Asheville, NC



The Dr. Wesley Grant, Sr. Southside Center, is the first City of Asheville facility to achieve LEED™ certification. Located on an underutilized ball field adjacent to an established inner city neighborhood of small homes and public housing and sitting at one of the gateways to the River Arts District, this facility was envisioned as a new prototype of community center. Master-planned to be built in three phases, it is a facility that provides a focus not only for recreation but for enrichment of all of the mind, body and spirit. This first phase contains the cultural arts component with a 180 seat performing arts theatre and stage, flexible classrooms, administrative offices, lobby, and ancillary support spaces including recycling and family restroom and shower. Future phases will include a health and fitness center with gymnasium, therapy pool and aquatics center, and a community garden, marketplace, teaching kitchen and classrooms. We have also completed Construction Documents for an outdoor splash park that incorporates the mind, body, spirit theme into its design to be built adjacent to the Phase I building. Set below the road on parkland, the design makes extensive use of vegetative roofing to minimize its visual impact. Rainwater is collected from the roof and diverted to an on-site bio-retention pond. More than 90% of the building is daylight with windows and Kalwall roof panels and nearly 100% of the materials have been sourced regionally. The building is more 45% more efficient than structures built to current energy codes. Working within an extremely limited budget of public funds and private donations, we are excited to have had a hand in designing this new addition to our city. We exceeded the expectations of City Council and this project achieved recognition by the USGBC with LEED™ Platinum Certification.



Recycled & restored auditorium seating salvaged from the original W.C. Reid Center



The semi-circular atrium lined with windows defined the entrance and is an excellent source of daylighting.



A state-of-the-art performance & community meeting space features restored and refurbished wooden seats and theatre curtains salvaged from the old W.C. Reid Community Center.



Exterior views from more than 90% of rooms & FSC wood throughout



The multi-purpose classrooms are designed to be flexible spaces for educational programming and community use.



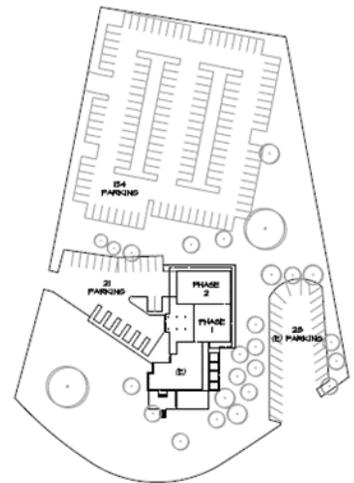
Natural light is provided throughout the interior corridors with insulated translucent panels at the roof.

LAKE LOUISE COMMUNITY CENTER, Town of Weaverville, NC



Mathews Architecture recently completed a feasibility study for renovations to the historic Lake Louise Community Center as well as a significant new addition for the Town of Weaverville. The existing historic stone facility is on several levels and has only one non-accessible toilet and sink to serve the entire assembly occupancy. The new addition was planned to house a large assembly room that could serve a wide range of community needs including public meetings, dining, and recreation. These plans and the companion systems analysis for renovations and expansion has led the Town of Weaverville to consider expanding even further the

community and municipal/civic service functions to be provided at this site. Consideration is now being given to construction of a new two-story stand-alone structure that would be built into the adjacent hillside and have access from both a large new upper level parking lot as well as from surface parking at existing site access point. A decision as to whether to proceed with a feasibility analysis of this concept is expected by the Town Council in early March.



SITE AND PHASING PLAN
SCALE 1/4" = 1'-0"



- 1 - COMMUNITY HALL (2000 sq ft)
- 2 - RECEPTION (1000 sq ft)
- 3 - RESTROOM (200 sq ft)
- 4 - SERVICE SPACE
- 5 - CONFERENCE HALL (2000 sq ft)
- 6 - LOBBY (1000 sq ft)
- 7 - MEN'S RESTROOM (200 sq ft)
- 8 - WOMEN'S RESTROOM (200 sq ft)
- 9 - PARKING (EXISTING) (2000 sq ft)
- 10 - COMMUNITY HALL (2000 sq ft)
- 11 - RESTROOM (200 sq ft)
- 12 - OFFICE (200 sq ft)



YWCA of ASHEVILLE, Asheville, NC



The additions and renovations to the existing facilities of the YWCA of Asheville were based on an extensive master planning process undertaken to identify the YWCA's current and future building needs. This was a participatory process with the staff, public, board, and volunteers of the YWCA to assess existing needs and uses and to plan for future growth, flexibility and expansion of programs and services. This work resulted in a document that provided a compilation of the process, a detailed building program and construction schedule, schematic site design, floor

plans and exterior elevations and a comprehensive budget that facilitated their successful four million dollar capital campaign and the solicitation of major grants from the Janirve and Kresge Foundations.



The YWCA of Asheville project includes approximately 15,000 sq. ft. of new construction, half of which is administrative office, work and meeting space, as well as over 24,000 sq. ft. of renovations within the existing buildings. The new additions house expanded services for day care, after-school programs, educational classrooms, and administrative offices. The entire facility was brought up to current building code requirements including accessibility. An elevator was installed and there was significant expansion and upgrading of all locker and shower rooms. The YWCA now includes flexible multipurpose and educational meeting rooms as well as new athletic and fitness facilities. The licensed day care center has been expanded to accommodate more children from infants through four years of age. Our shared goal is to help the YWCA to achieve the highest level of accreditation for this program. There is a new interior play area, which will also serve as a drop-off center for parents using other YWCA facilities.

Establishing a fresh and lively image for the building, both inside and out, was an important aspect of better reflecting the organization, its mission and its energy. The arched canopy creates a welcoming entrance and the new connector arcade visually connects the new and old areas of construction. Bright, warm colors, patterned flooring, and natural daylighting work together to enliven the interior spaces and provide a unified image. On-site parking was expanded adjacent to the new addition on a landscaped terrace and children's play areas and gardens reconfigured.



This three million-dollar construction project was planned and phased to allow for continuous and safe use of the YWCA. The project was contracted within budget, including the addition of several desired alternates and the majority of project contingency funds were used for owner-generated additions to enhance the project which was successfully completed and has become a valuable and beloved community asset.

PUBLICALLY FUNDED PROJECT EXPERIENCE

Mathews Architecture brings a wealth of experience in successfully providing complete services on a broad range of publicly funded governmental as well as non-profit projects. Our design experience includes very large as well as very small projects, and we enjoy both. Our architectural staff brings more than seventy years of combined professional experience, and has provided architectural services for the design of new as well as renovated public spaces. As Architects, we have been given the challenge of assessing and planning for civic, academic, institutional and commercial buildings. We have provided architectural design services to Mountain Housing Opportunities, Inc. for a number of homes funded under USDA financing through their Self-Help Housing program.

Following are lists of representative projects for municipal, state, and other institutional organizations.

Projects for the City of Asheville

- Riverside Drive Redevelopment Plan, current
- TIGER II Clingman Forest & Town Branch Greenways, current
- Montford Community Center Renovations, 2013 and current
- Carrier Park Restroom Facility Renovations, 2013
- Peach Knob Water Facility Renovations, 2013
- Cherokee Road Historic Retaining Wall Restoration, 2012-13
- Splash Park Grant Assistance, 2012
- Splash Park, 2011
- Dr. Wesley Grant, Sr. Southside Center 2011
- Wilma Dykeman Riverway, 2011
- City of Asheville Water Resources Customer Service Dept. & One-Stop Permit Service Center, 2008-09.
- Rankin Street Garage Restroom Renovations, 2007
- Haw Creek Park, 2002
- Stephens-Lee Recreation Center Master Plan, 1994; Additions & Renovations, 1999
- Malvern Hills Park Facility Renovations, 1999
- Amboy Road Park, 1999
- City of Asheville Council Chamber Renovations, 1997
- Asheville Civic Center ADA Signage, 1997
- Asheville Civic Center ADA Toilet Renovations, 1997
- Asheville Parks & Recreation Maintenance Facility Renovations, 1997
- FAA/Airways Facilities Sector Field Office ADA Renovations, 1996
- French Broad River Greenway Structures, 1994
- Public Works Complex. Jane Mathews, Project Architect/Designer for Spaceplan, 1992

Projects for the Asheville City Schools

- Renovations to Isaac Dickson Elementary School, 2004-5
- New Isaac Dickson Elementary School Feasibility Study, 2009-2010

Projects for the Buncombe County, NC

- AB Tech Master Plan, selected & in contract negotiations, current
- Skyland Recreation Center New Pool Building, Asheville, 1995

Projects for Town of Weaverville, North Carolina

- Lake Louise Community Center Feasibility Study, 2013-14

Projects for Dillsboro, North Carolina

- Monteith Farmstead, Appalachian Women's Museum Feasibility Study, 2007-08

Projects for Marion, North Carolina

- McDowell Arts Council Association (MACA) Renovations, 2010

Projects for Avery County, North Carolina

- Avery County Indoor Recreation Center Master Plan, 2011

Projects for the University of North Carolina System

- Appalachian State University, Holmes Center Team Shower Room Renovations, current
- Appalachian State University, Valborg Theatre Additions & Renovations, current
- Western Piedmont Community College, Silo Barns Feasibility Study, 2013 (funded thru Morganton, NC)
- North Carolina Arboretum, Bent Creek Germplasm Laboratory, 2012
- UNC-Asheville Highsmith Student Union Renovations, 2010
- UNC-Asheville Founders Hall Renovations, 2010
- Swannanoa 4-H Camp Cabin Renovations, NC State University, 2010
- UNC-Asheville Phillips Hall Phase II ADA Renovations, 2008
- UNC-Asheville Phillips Hall Ground Floor Office Renovations, 2007
- North Carolina Arboretum Baker Exhibition Center, Woolpert, LLP Architects-of-Record. Mathews Architecture, P.A., local architectural liaison, team member for programming and schematic design, Architects responsible for Construction Administration, 2007
- North Carolina Arboretum Heritage Garden Structures, 2007
- North Carolina Arboretum Gift Shop, 2004-2005
- UNC-Asheville Mass Communications Department, 1998
- MAHEC Family Health Center, Asheville. Jane Mathews, Project Architect and Designer for Spaceplan, 1993

Projects for various North Carolina State Departments

- NC School for the Deaf, Old Gym Additions & Renovations, selected & in contract negotiations, current
- Marion Fish Hatchery, current ; Marion Fish Hatchery, Advanced Planning, 2010
- NCDOT Re-roofing Projects in Spruce Pine, Woodfin & Sylva, current
- South Mountains State Park, Jacobs Fork Campground, current
- Thomas Wolfe Fire Damage Assessment, 1998
- Thomas Wolfe House Renovations & Additions (*prior to fire*), 1997

Projects for the Asheville Housing Authority

- Aston Park Tower – ADA compliance feasibility study – 2009 – 2014
- Aston Park Tower Exterior Renovations – 2014

Projects for Letcher County Fiscal Court, Whitesburg, Kentucky

- Little Shepherd Amphitheatre Complex, Jenkins, KY – 2005
- McRoberts Community Center, McRoberts, KY, 2005

Projects for Non-Profit Organizations with public funding, including governmental funding

- Ebbs Chapel Community Center and Auditorium, Mars Hill, NC, 2009
- Appalshop Center, Whitesburg, Kentucky. Jane Mathews, original building design team member as Project Designer with Richardson Associates, additional continuing design work by Mathews Architecture since 2000, including design of Archives Expansion, Facilities Master Plan, and Renovation of the Historic Boone Motor Building, 1982 to current
- Biltmore School/Western North Carolina Historical Association Feasibility Study, 2001
- Valleytown Cultural Arts Center Life-Safety Code & Renovation Study, Andrews, 2000
- Pack Place Education, Arts & Science Center, Asheville. Jane Mathews, Project Architect and Designer for Spaceplan, 1992

REFERENCES

CITY OF ASHEVILLE PROJECTS

AL KOPF, ASLA,
Superintendent of Planning & Development
The City of Asheville
Parks, Recreation & Cultural Arts Dept.
P.O. Box 7148, Asheville, NC 28802
(828) 259-5830 | AKopf@ashevillenc.gov
MAPA Staff: All

FOUNDATION FOR EVANGELISM HEADQUARTERS

PHILIP CONNOLLY, Building Committee Chair
179 Emmaus Road, Box 271, Marysville, Ohio 43040
(937) 644-8831
JANE BOATWRIGHT WOOD, Current President
(828) 454-6800 | jwood@foundationforevangelism.org
MAPA: Mark Powell | Jane Mathews

RIVERFRONT DEVELOPMENT PLAN

STEPHANIE MONSON, Urban Planner
Office of Economic Development, City of Asheville
P.O. Box 7148, Asheville, NC 28802-7148
(828) 337-4111 | SMonson@ashevillenc.gov
MAPA Staff: Jane Mathews | Chip Howell

LAKE LOUISE COMMUNITY CENTER

MICHAEL BOAZ, Town Manager
Town of Weaverville
30 South Main Street, Weaverville, NC 28787
(828) 484-7001 | mboaz@weavervillenc.org
MAPA Staff: Jane Mathews | Chip Howell

ASTON PARK TOWER RENOVATIONS

GENE BELL & DAVID NASH
Director & Deputy Director/CEO
The Housing Authority of Asheville
165 S. French Broad Avenue
Asheville, NC 28801
(828) 257-2663
gbell@haca.org | dnash@haca.org
MAPA Staff: Mark Powell | Jane Mathews

YWCA OF ASHEVILLE

HOLLY JONES, Former Exec. Director, YWCA
Buncombe County Commissioner
322 Westover Drive, Asheville, NC 28801
(828) 250-4004 | holly.jones@buncombecounty.org
MAPA Staff: Jane Mathews | Mark Powell

McDOWELL ARTS COUNCIL ASSOCIATION

HEATHER COTTON
Planning & Development Director
City of Marion
P.O. Drawer 700, Marion NC 28752
(828) 652-1983 | HCotton@marionnc.org
MAPA Staff: Jane Mathews | Mark Powell

NORTH CAROLINA ARBORETUM PROJECTS

MATT JARVIS & CLARA CURTIS
The North Carolina Arboretum
100 Frederick Law Olmsted Way
Asheville, NC 28806-9315
(828) 665-2492 | mjarvis@ncarboretum.org
ccurtis@ncarboretum.org
MAPA Staff: Jane Mathews | Mark Powell |
Jessica Larsen

MARION FISH HATCHERY

TOM COVINGTON
Former Facilities & Capital Projects Engineer
with Wildlife Resources Commission
Facilities Project Manager, Wake County
P.O. Box 550, Raleigh, NC 27602
919-856-6362 | thomas.covington@wakegov.com
MAPA Staff: Jane Mathews | Mark Powell |
Chip Howell

APPALACHIAN STATE UNIV. VALBORG

JEFF PIERCE, Project Engineer/Manager
(828) 262-6579 | piercej@appstate.edu
MAPA Staff: Jane Mathews | Chip Howell

NC STATE UNIV. SWANNANOVA 4-H CAMP

ANGKANA BODE, RA, Project Manager
GREG SELZER, Facilities Const. Engineer
NC State University, Box 7519
Raleigh, NC 28695-7519
(919) 515-8482 | (919) 795-1601
angkana.bode@ncsu.edu | greg.selzer@ncsu.edu

AVERY CO. INDOOR RECREATION CENTER

ROBERT WILLIS, Director
Avery County Parks & Recreation Department
PO Box 883, Newland, NC 28657
(828) 733-8266 | Robert.willis@averycountync.gov
MAPA Staff: Jane Mathews | Jessica Larsen

ASTON PARK TOWER EXTERIOR RENOVATIONS, Housing Authority of the City of Asheville, NC

SD cost est., March 2010	\$3,777,774	
CD cost estimate, Sept 2011	\$4,608,039	CM at Risk - Includes expanded scope & all Owner's Alternates
GMP, May 2012	\$3,097,563	CM at Risk
Expected final cost, Feb 2014	\$3,219,705	
Change Orders, total	\$122,142	

These were mainly arising from unforeseeable existing conditions and primarily included:

Steel shims & bent plates, required because of non-alignment of existing concrete frame (up to 5" out of plumb in places) which was hidden behind face brick and Owner-added metal siding to Elevator Penthouse

DR. WESLEY GRANT, SR. SOUTHSIDE CENTER, City of Asheville, NC

CD 75% cost estimate, Nov 2009	\$2,364,632
Contract Amount, Feb 2010	\$1,868,115
Final cost, Nov 2011	\$1,911,870
Change Orders, total	\$43,755

These were mainly arising from unforeseeable existing conditions including removal of on-site fill, discovery of buried undocumented storm sewer below the new bio-retention pond with additional work to accommodate NCDENR review; and the Owner's addition of blinds and mechanized shades towards the end of the project.

SOUTH MOUNTAINS STATE PARK, JACOBS FORK CAMPGROUND RENOVATIONS, NC Parks & Recreation

CD cost estimate, October 2012	\$513,894	Base bid only not including alternates or contingency
Contract Amount, March 2013	\$521,800	Includes base plus three Add Alternates totaling \$10,650
Expected final cost, April 2014	\$534,695	
Change Orders, total to date	\$12,895	

This was for one change order to remove unsuitable soils discovered on-site.

INSURANCE

Mathews Architecture carries the following insurance policies and coverage:

- Professional Liability; \$1,000,000; Victor O. Schinnerer & Co. Inc.; Policy #AEH114085430; thru 1/4/15
- Business Liability; Aggregate \$2,000,000; Auto-Owners Insurance. Co.; Policy #42-173-246-01; thru 1/1/15
- Business Auto; Auto-Owners Insurance Co.; Policy #46-813-883-00; thru 2/15/15
- Workers Compensation; Auto-Owners Insurance Co.; Policy #35028643; thru 5/13/14

If selected, Mathews Architecture can provide Certificates of Insurance to verify this coverage.

Mathews Architecture, nor its principal or employees, has ever been involved in litigation including pre-suit dispute resolution or any out-of-court settlements. We are very proud of this record of service.

HOURLY RATES

The following are the current hourly billing rates for Mathews Architecture, P.A.

Principal Architect, per hour_____	\$100.00
Architect, per hour_____	\$ 90.00
Architectural intern, per hour_____	\$ 80.00
Interior Designer, per hour_____	\$ 80.00
CAD Technician, per hour_____	\$ 75.00
Field Documentation staff, per hour_____	\$ 75.00
Clerical, per hour_____	\$ 40.00
Mileage, Personal or Company Vehicle, per mile_____	IRS Rate x 1.1
Per Diem Expenses:_____	Direct Cost x 1.1
Materials and Supplies:_____	Direct Cost x 1.1
Consultant Fees: _____	Direct Cost x 1.1
Owner Requested Overtime_____	Hourly Rate x 1.5
Additional Services_____	Hourly Rate x 1.2

The following are the current hourly billing rates for Civil Design Concepts, P.A.

Principal Engineer, per hour_____	\$135.00
Senior Project Engineer, per hour_____	\$120.00
Associate Project Engineer, per hour_____	\$100.00
Construction Administrator, per hour_____	\$ 95.00
Senior Civil Engineer Technician, per hour_____	\$ 90.00
Assistant Construction Administrator, per hour_____	\$ 80.00
Civil Engineer Technician, per hour_____	\$ 75.00
Construction Technician, per hour_____	\$ 75.00
CAD Technician, per hour_____	\$ 70.00
Construction Inspector, per hour_____	\$ 60.00
Office Administrator, per hour_____	\$ 40.00

The following is the current hourly billing rate for Mary Weber Landscape Architecture

Principal Landscape Architect, per hour_____	\$ 95.00
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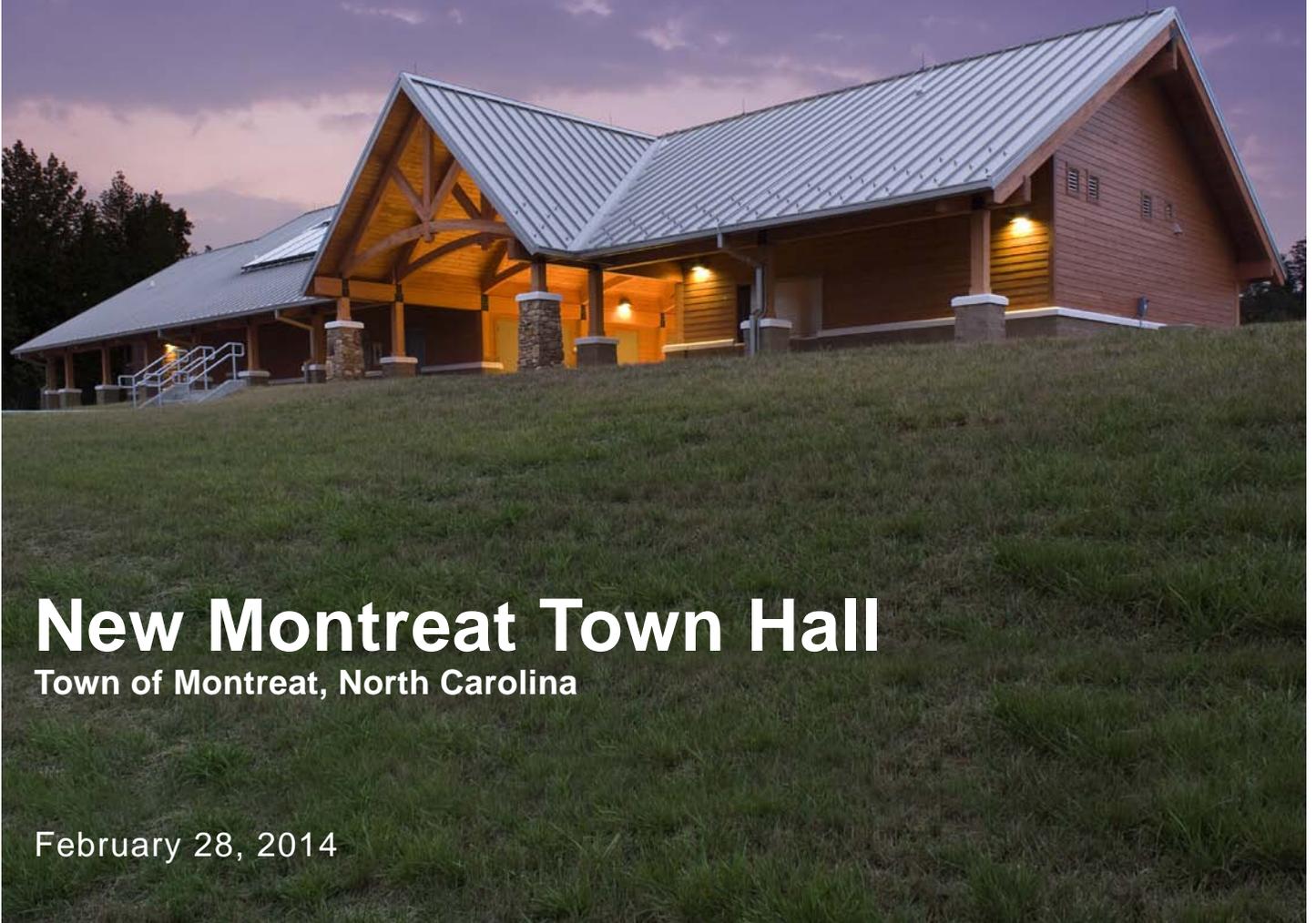
The following are the current hourly billing rates for Sud Associates, P.A.

Owner/Partner, per hour_____	\$145.00
Principal Engineer, per hour_____	\$135.00
Registered Engineers, per hour_____	\$120.00
Project Managers/Senior Designers, per hour_____	\$ 98.00
Designers, per hour_____	\$ 84.00
Technicians, per hour_____	\$ 73.00
Administrative, per hour_____	\$ 63.00
Secretarial, per hour_____	\$ 53.00

The following are the current hourly billing rates for Kloesel Engineering, P.A.

Principal, per hour_____	\$135.00
Senior Project Manager/Engineer, per hour_____	\$115.00
Project Engineer, per hour_____	\$ 90.00
Senior CAD Operator, per hour_____	\$ 70.00
CAD Operator, per hour_____	\$ 65.00
Senior Technician, per hour_____	\$ 70.00
Staff Technician, per hour_____	\$ 65.00
Clerical, per hour_____	\$ 45.00

Qualifications for:
Architectural Services
for the Town of Montreat



New Montreat Town Hall

Town of Montreat, North Carolina

February 28, 2014



Architectural Design Studio
90 Church Street
Asheville, NC 28801
828.252.0355
ads-architects.com



February 28, 2014

Ron Nalley, Town Administrator
Town of Montreat
96 Rainbow Terrace
P.O. Box 423
Montreat, NC 28757

Re: Letter of Interest for **Architectural Services for the Town of Montreat**

Dear Mr. Nalley,

On behalf of Architectural Design Studio (ADS), I am pleased to submit a summary of our experience and qualifications. We are architects for the design and construction of more than 300 million dollars in public and community facilities in western North Carolina over the past 32 years.

We bring to Montreat an intact team of professionals led by principal/architect Mike Cox. The team has shared decades of experience in the planning and design of public buildings and schools. We are also designers for a sustainable future with three LEED AP BD+C professionals on staff. Of significant interest to Montreat will be our current and ongoing work with USDA funding for a Yancey County project of similar scope.

As architects for public buildings, we work closely with local government and school systems, including current efforts in Asheville, Yancey and Cherokee Counties. In addition to our stated qualifications for the new Montreat Town Hall, our next most important qualifier is our reliability and commitment to our clients. Please consult our references.

We're good listeners. We're consensus builders. We're talented planners and designers. We're good stewards of our client's budget and we're experienced in the bidding and construction of public projects. We take pride in the fact that our efforts have resulted in savings of millions of dollars for the citizens of western North Carolina.

We look forward to the opportunity to meet with the committee to further discuss our qualifications for the Montreat Town Hall. You will discover that Architectural Design Studio is a good partner for the Town of Montreat.

Sincerely,

A handwritten signature in black ink that reads "M. Cox".

Mike Cox, AIA
Architectural Design Studio, PA

90 Church Street
Asheville, NC 28801
p: 828.252.0355
f: 828.252.4059
www.ads-architects.com



1. **Firm name and location where work will be performed:**

Name: Architectural Design Studio
Address: 90 Church Street, Asheville, NC 28801
Contact Person: Mike Cox
Telephone: 828.252.0355
Fax: 828.252.4059
Internet address: www.ads-architects.com
E-mail address: mike@ads-architects.com

2. **Firm History**

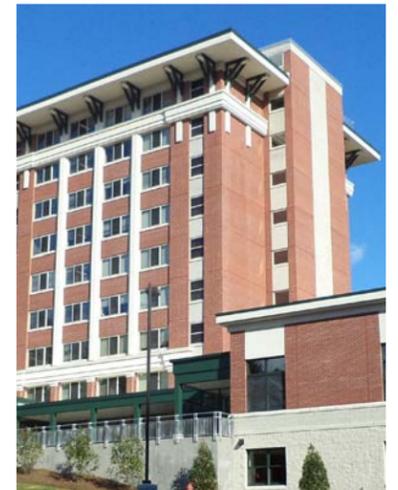
Architectural Design Studio is an experienced Asheville architect with more than thirty years of service in the design and construction of public buildings in western North Carolina. Our projects vary from \$15,000 office renovations to \$16,000,000 new schools. We have successfully maintained a presence in western North Carolina for the construction of an assortment of public school and county facilities over the past 32 years. We offer to the Montreat Board of Commissioners and Town Council the kind of personal and professional service that our previous clientele value.

The planning and design of western North Carolina public buildings is our area of specialization. Our clients depend on our ability to include diverse interests into a cohesive design. We are consensus builders.

The work of Architectural Design Studio more specifically includes schools, universities, community colleges, state parks, National Guard facilities, prison facilities, maintenance facilities, county buildings and county offices. We are effective planners. The prospect of serving as the Architect for the Town of Montreat's new Town Hall is timely and is of great interest to Architectural Design Studio.

We are designers for a sustainable future. Our two most recent schools for Buncombe County achieved LEED silver status, while the NC National Guard Greensboro Readiness Center and Lake Norman State Park Visitor Center are registered to achieve LEED Silver and LEED Gold. We have three LEED AP BD+C professionals on staff. The life and energy savings of buildings designed by ADS benefit our clients with or without certification.

Service to our clients is our hallmark as will be borne out by our references. We take pride in the belief that our efforts have resulted in the saving of millions of dollars for the citizens of western North Carolina.



B. Project Experience

1. Firm's experience in North Carolina publicly funded projects and local government administrative buildings.

- Our recent Senior Center project means that ADS brings to the town of Montreat current experience with the requirements and regulations of the USDA.
- Our recent project experience includes small government offices and meeting space.
- ADS has completed 5 recent western North Carolina projects of approximately 10,000 sq ft.
- All ADS projects are designed to complement the surrounding architecture.
- The planning services and consensus building skills characterized by these projects will be of value for the design of facilities to accommodate Town operations.
- Contact our Yancey County references to hear the value of our USDA experience.

Yancey County Senior Center Yancey County Committee on Aging Burnsville, NC



The Yancey County Senior Center for the Yancey County Committee on Aging is currently out for bids. The 9,750 sf facility will house office space, classrooms, a lounge and billiards area, and a flexible multi-purpose room used for senior center activities and dining. The design of the exterior relates to the aesthetic of the neighboring campus buildings. Site work includes, utilities, clearing and grading of building pad, and parking lot repaving/restriping.

The Senior Center project is funded primarily by a Community Development Block Grant administered by the USDA.



B. Project Experience

1. Firm's experience in North Carolina publicly funded projects and local government administrative buildings (cont.).

Lake Norman State Park Visitor Center Iredell County, NC Registered to achieve LEED Gold Certification

ADS is currently administering construction of the Lake Norman State Park Visitor Center for the NC Division of Parks and Recreation. The Visitor Center program includes approximately 10,000 sf of new construction serving three main functions: public facilities, State Park offices and Western District Offices. Exhibit installations will include interior and exterior visitor center exhibits as well as exterior exhibits throughout the park. PME energy efficient systems identified for design development include geothermal, solar thermal and automatic lighting control systems.



Yancey County Department of Social Services Rehabilitation, Renovations & Adaptation Burnsville, NC Completed 2011

By 2011 Yancey County's Department of Social Services was housed in three substandard buildings in different locations with departments and staff physically separated. County residents seeking assistance found themselves passed from building. The county took possession of the vacant Yancey Community Medical Building on Pensacola Road in 2005 and employed ADS to provide a plan for converting it into the Yancey County Department of Social Services to house the entire department in one building.

Under one roof was literally the first problem, since the building had leaked for nearly 4 years promoting the growth of mold in many areas of the building interior. Air quality further deteriorated with dry plumbing traps and sewage from the connected nursing home. ADS directed the roof replacement in 2010, followed in 2011 with an environmental wash down of the building interior and the removal of biohazards. Work followed on the renovations and reconfiguration of the old medical building to satisfy the program needs of the Department of Social Services. The, like new, 12,900 sq ft facility now houses the Yancey County Department of Social Services.



B. Project Experience

1. Firm's experience in North Carolina publicly funded projects and local government administrative buildings (cont.).

Lake James State Park, Paddy's Creek Development

NC DENR, Division of Parks and Recreation

McDowell & Burke Counties, NC

Completed 2009

ADS was the lead designer for this first phase of the Paddy Creek Development, which includes construction of the park road system with a vehicular/pedestrian bridge over Paddy's Creek; development of a public swimming beach and boat dock; construction of a public bathhouse and concessions building, picnic shelters, toilet building, a maintenance building complex; and development of the site water, sewage, and utility systems.

ADS worked closely with McGill Associates to develop a plan which minimizes the ecological impact of construction on the site, by working with the lay of the land, and carefully managing storm water runoff to preserve water quality. The new facilities fit the "Lake James Aesthetic" which ADS helped develop beginning in 1990, of rugged, low-maintenance construction which allows the natural experience of the site to take center stage.



B. Project Experience

1. Firm's experience in North Carolina publicly funded projects and local government administrative buildings (cont.).

Eblen & Koontz Intermediate Schools

Buncombe County Schools

Asheville, North Carolina

Completed 2012



Buncombe County Schools undertook simultaneously the design and construction of two 5th & 6th grade schools in the fall of 2008.

Eblen Intermediate School was located adjacent to the existing West Buncombe Elementary School and Koontz was located on the site of the old Valley Springs Middle School. Site improvements included in this project would result in shared playing fields, redefined bus access for both schools and a common entrance boulevard to alleviate severe traffic congestion.

Site limitations drove the roof design for daylighting of classrooms by use of roof monitors for every classroom. Passive solar collectors provide heat for kitchen hot water. Roof water is stored for site irrigation and gardens. The buildings teach energy efficient strategies to current and future generations and, by osmosis, to their parents and the community at large. Both schools received LEED Silver Certification.

Based on current construction costs, the county's bold move to construct the schools during the height of the recession resulted in overall savings of more than 5 million dollars..

B. Project Experience

1. Firm's experience in North Carolina publicly funded projects and local government administrative buildings (cont.).

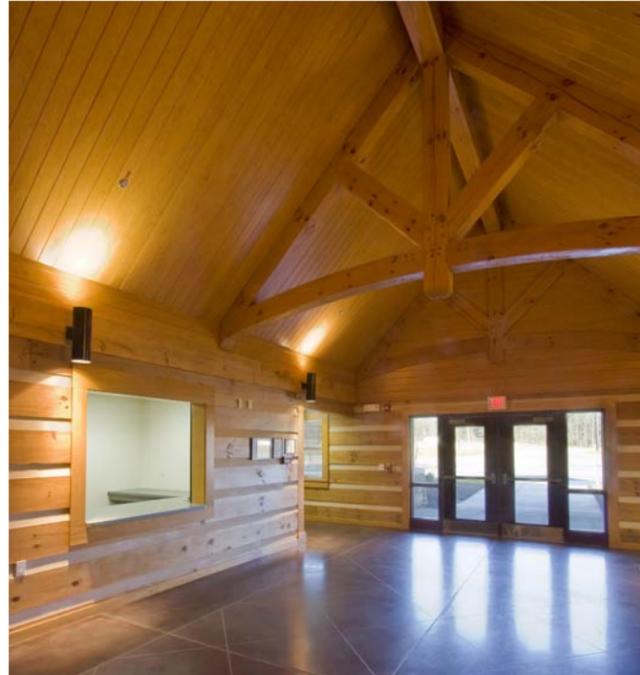
Virginia Boone Mountain Heritage Building

WNC Agricultural Center

Asheville, North Carolina

Completed 2009

The first of two collaborations with the NC Department of Agriculture & Consumer Services, the Arts and Crafts Building is located on the WNC Agricultural Center campus in Fletcher, NC. The 11,500 sf facility is designed to provide meeting and exhibition space in great demand in the community. The building houses flexible assembly spaces, a catering kitchen and administrative offices for the WNC Agricultural Center. The building is full log construction to capture the traditional aesthetic of mountain region agricultural buildings. The full log, heavy timber, and stone masonry construction pay homage to the mountain vernacular architecture of the region. The entire project - design and construction - was completed in eleven months, in time for the opening of the 2009 Mountain State Fair.



B. Project Experience

1. Firm's experience in North Carolina publicly funded projects and local government administrative buildings (cont.).

Banner Elk Elementary School

Avery County Schools

Banner Elk, NC

Completed 2011

The small mountain community of Banner Elk takes great pride in their history and their character. The old elementary school occupied a 1930's era WPA building that had been added onto multiple times. The facility was much loved and had served the area well, but it had lost the ability to adequately support a contemporary educational program.

The new Banner Elk school takes sound educational programming, combines it with sustainable design principles, and wraps the whole in forms and materials common to the region. The resulting building will serve not only as an educational facility but as a community meeting place and an icon in the local landscape.

A single, central, easily monitored corridor connects all the elements of the school. Classrooms are grouped by age level at either end, and core spaces occupy the central areas. All of the classrooms are daylit, and a geothermal system serves the facility's heating and cooling needs.

Demonstrating a commitment to education, the County funded this project in spite of a severe economic recession. As a result, the Owner took advantage of a favorable bid market to include amenities such as terrazzo floors, exposed timber framing and exterior stone veneer that still resulted in a 1.7 million dollar reduction in cost.



C. Personnel

1. *Resumes of the project architect and key personnel who will be involved with this project:*



**J. Michael Cox, AIA
Principal in Charge**

Mike has over 42 years of practical architectural experience, including 40 years of practice in Asheville and western North Carolina. His 32 years as a founding principal of ADS have given him extensive experience in the planning, design and construction of public and private schools and colleges. His interest in preservation led to his participation with the Preservation Society and the Historic Resources Commission for Asheville and Buncombe County. As education director for AIA North Carolina, Mike introduced a series of programs to prepare architects across the state for LEED Accreditation. Mike was the 2010 President for the American Institute of Architects, North Carolina Chapter. Mike is the winner of the 2013 AIA NC Deitrick Service Medal.

B. Architecture, 1971 - University of Tennessee
M. Architecture, 1973 - University of California Berkeley
Registered Architect - North Carolina #2653
NCARB # 53456



**Donny Luke, AIA
Principal
Project Architect**

Donny has been a registered architect since 1975, and an NCARB architect since 1977. He holds registrations in North and South Carolina. As principal of ADS, he has been actively involved in every major project in the office. Donny is an experienced master planner of institutional facilities, and directs the design and production of our State Construction projects. His 31 years as principal of ADS has provided many opportunities to serve local school systems throughout Western North Carolina as well as higher educational clientele.

B. Architecture, 1973 - University of Florida
Registered Architect - North Carolina # 3547
South Carolina # 05337
NCARB # 23525

RECENT PROJECTS OF INTEREST INCLUDE:

Buncombe County Schools
Eblen & Koontz Intermediate Schools
TC Roberson High School Renovations
Reynolds High School Renovations
Johnston Elementary Schools Renovations
Hominy Valley Elementary School
North Windy Ridge Intermediate School

**Cherokee County Schools,
Renovations & Additions:**
Andrews High School

**Transylvania County Schools,
Renovations & Additions:**
Rosman Middle/High School
TC Henderson Elementary School

Avery County Schools
New Banner Elk Elementary School

Yancey County Schools, Additions:
Cane River and East Yancey Middle Schools

RECENT PROJECTS OF INTEREST INCLUDE:

Western Carolina University, Cullowhee, NC
Additions and Renovations to Harrill Hall Dormitory

**Asheville City Schools,
Renovations & Additions**
Hall Fletcher Elementary School
Asheville High School
Claxton Elementary

**Macon County Schools,
Renovations & Additions:**
Nantahala School
Macon Middle School
Franklin High School
Franklin Elementary School

**NC Department of
Crime Control and Public Safety
NC National Guard**
Asheville Readiness Center and Asheville FMS
Gastonia Readiness Center Addition
East Flat Rock Armory Renovations
Greensboro Readiness Center

NC DENR, Division of Parks and Recreation
NC Wildlife Resources Commission - Pisgah Center
Mt. Mitchell State Park projects
South Mountains State Park Equestrian Camp
Lake James State Park -
Paddy's Creek Development
Lake Norman Visitors Center & West District Offices

Amy joined the ADS staff in 1992 as an intern Architect and experienced architectural researcher and illustrator. She is an invaluable member of the design team, conducting programming meetings with clients, assembling project criteria, supporting user interests and building consensus for project approval. Amy is a skilled planner and has a reputation for service to our public clients.

B. Architecture, 1992 - University of Idaho (High Honors)

Shawn is an intern Architect actively pursuing licensure. Shawn is responsible for 3D animation and BIM modeling as part of the design and communication process for ADS projects. As the newest member of the team, Shawn actively involved in design and production drawings and makes regular site visits to support our construction administration efforts.

B. Architecture, 2005 - Clemson University
M. Architecture, 2008 - Clemson University

Clarke is our administrative assistant for construction. She is responsible for first draft specifications. She administers the advertisement and bidding of construction projects. Clarke has, for more than a decade, served as liaison for contractors, ensuring the prompt handling of shop drawings and the correct submission of pay applications, change orders and closeout documents. During construction Clarke is charged with looking after the administrative interests of our clients, their contractor and, last of all, the architect. If she can't do it herself, she knows who on the design team can.



Amy Dowty
LEED AP BD+C



Shawn McKeever
Assoc. AIA,
LEED AP BD+C



Clarke Merrill
Administrative
Assistant for
Construction Affairs

C. Personnel

Allison is an intern Architect and long time contributor for our public projects over the past 15 years. Her expertise is in interior design, but she is also relied on to support facility evaluations, project design, sustainable design, construction documents and project closeout. She is the closer when it comes to the assembly of closeout documents and record drawings.

B. Architecture, 1989 - University of Tennessee
B. Interior Design, 1982 - O'more School of Design



Allison Mainolfi
LEED AP BD+C

Kathe joined the ADS staff in 1996 as the sole administrative assistant. As the firm expanded, her capabilities centered on accounts management, contract coordination and general office matters. Her experience in the Architectural industry spans twenty years, providing the excellent proficiency needed to coordinate the work of a thriving architectural firm its clients.



Kathe Soave
Administrative
Assistant for
Business Affairs

2. *Other work commitments of the project architect and other specified key personnel during this project time frame:*

ADS currently has no projects in design. Our Lake Norman State Park Visitor Center project is under construction and the Yancey County Senior Center prepared to bid. **If awarded this project, the ADS Design Team will immediately begin work on this project.**

The Current Workload of the Principals/Project Managers:

Mike Cox, AIA - Principal
Mike is the Principal in Charge of the Yancey County Senior Center, which is currently being prepared for bidding. Mike is immediately available to begin work on this project.

Donny Luke, AIA - Principal
Donny is currently providing construction administration for the Lake Norman State Park Visitor Center. Donny is immediately available to begin work on this project.

C. Personnel

3. Extent of work and resumes of consultants:

Engineering Services Group PME Engineers

900 East Hill Ave., Suite 350
Knoxville, TN
Phone: 865.522.0393

Ron Donahue, P.E.
Bill Moore, P.E.
Rusty Whillock, P.E.

SKA Consulting Engineers, Inc. Structural Engineer

530 Hendersonville Road
Asheville, NC 28803
Phone: 828.274.4440

Bernie Feinberg, P.E.
Robin Kanipe, P.E.

McGill Associates Civil Engineer

55 Broad St.
Asheville, NC 28801
Phone: 910.295.3159
Phone: 828.252.0575

Mark Cathey, PE

Cost Plus Estimating Cost Estimators

105 Wall St
Clemson, SC 29631
Phone: 864.653.6320

Russ Roark

ESG is recognized as a service-oriented firm, and has performed a multitude of projects demonstrating an ability to apply technological solutions to complex problems for industrial, commercial, institutional and governmental clients. Engineering Services Group's record of excellent performance is demonstrated in their ability to consistently meet schedule and budget constraints, as well as their ability to conduct repeat business with satisfied customers. ADS has an 20 year relationship with ESG.

SKA was originated to provide structural engineering services for architects, owners, and contractors. These services include the design, investigation, evaluation, and testing of materials and structures of all sizes and types. SKA has been involved in virtually every ADS construction project for 32 years and with the ADS architects for 40 years.

McGill Associates, a professional engineering firm, has its offices in Asheville, Hickory, and Pinehurst, North Carolina and Sevierville and Knoxville, Tennessee. The firm has provided civil and environmental engineering, planning and public finance services to clients in North Carolina, Tennessee, South Carolina, Georgia, and Virginia for thirty (30) years. McGill Associates' high level of performance is reflected in their large number of long-term and repetitive clients. More than ninety-five percent (95%) of their work is commissioned by previous clients. Their program emphasis is municipal engineering and they are employed by over ninety-five (95) units of local government.

They employ a staff of seventy-three (73) professional and support personnel and is involved in a comprehensive range of environmental, civil and electrical engineering services, including project planning, feasibility investigations, project design, contracts administration, and construction observation for projects of all sizes. In addition, they provide services in planning and financial areas, including project facilitation, assistance in public finance, economic feasibility analysis, real estate services, utility rate analysis, revenue studies, market analysis and other related services.

Cost Plus is a small business firm providing professional estimating services since 1995. Based in Clemson, South Carolina, the firm has been involved in over 275 projects over the last five years. Cost Plus offers "nail-to-nail" estimates itemizing the costs of building systems and components, as well as initial cost and life cycle cost comparisons of materials and building systems.

D. References

1. List of client references for related local government work done in the past five years:

Yancey County Government Projects

Yancey County DSS Renovations
Yancey County Senior Center
Preliminary Planning for
Yancey County Cultural Center

Contact: Jamie McMahan,
County Planner: 828.682.9645
131 East Main St.
Burnsville, NC 28714
ADS Project Architect:
Mike Cox, AIA

Avery County Projects

Banner Elk Elementary School

Contact: Mr. David Bureson,
Superintendent: 828.733.6006
775 Cranberry Street
Newland, NC, 28657
ADS Project Architect:
Mike Cox, AIA

Buncombe County Schools Projects

Eblen & Koontz Intermediate Schools

Contact: Dr. Tony Baldwin,
Superintendent: 828 232-4160
175 Bingham Road
Asheville, NC 28806
ADS Project Architect:
Mike Cox, AIA

Yancey County Schools Projects

Cane River and East Yancey
Middle School Health Centers

Contact: Dr. Tony Tipton,
Superintendent: 828.682.3066
100 School Circle
Burnsville, NC 28714
ADS Project Architect:
Mike Cox, AIA

NC DENR Division of Parks & Recreation Projects

Lake James State Park-
Paddy's Creek Development
Lake Norman State Park- Visitor Center

Contact: Mr. Lance White
919.733.4181
217 W. Jones Street
Raleigh, NC 27699
ADS Project Architect:
Donny Luke, AIA

NC Department of Agriculture & Consumer Services Projects

WNC Agricultural Center, Arts & Crafts Building

Contact: Mr. Mark Chamblee, P.E.
919.707.3096
2 West Edenton Street
Raleigh, NC 27601
ADS Project Architect:
Donny Luke, AIA

Western Carolina University Projects

Harrill Hall Residence Renovations

Contact: Mr. Wiley Harris, AIA
828-713-9303
3476 Old Cullowhee Road
Cullowhee, NC 28723
ADS Project Architect:
Donny Luke, AIA

NC Department of Public Safety NC National Guard Projects

Asheville Readiness Center
Gastonia Readiness Center Improvements
East Flat Rock Readiness Center
Renovations and Addition
Greensboro Readiness Center
Renovations and Addition

Contact: Mr. Rex Williams
919-644-6062
4201 Mail Service Center
Raleigh, NC 27699
ADS Project Architect:
Donny Luke, AIA



Hominy Valley Elementary School



Joe P. Eblen Intermediate School



Our location in Asheville puts us within easy travel distance of our clients throughout Western North Carolina. Proximity is important; we devote significant time on project sites during the design process, and effectively monitor construction in our home region. Many of our projects were completed in Buncombe County.

E. Construction Costs

1. Budget performance data on all governmental projects completed over the past five years:

ADS is a good steward of project budgets. Our public clients do not typically have the resources to manage cost overruns. They rely on ADS to provide the most building for the dollars allocated. To do this, we employ the following cost control strategies:

- We Define the Project Scope** - We work with our clients to identify a basic scope of work that is within the strict confines of the allocated budget.
- We Develop Project Alternates** - We bid in Project Alternates as separate items. This allows you to select from a "shopping list" of items that can be "added to" or "deleted from" the project at bid time.
- We Develop comprehensive and thorough Construction Documents** - A comprehensive set of bid documents provides contractors the information they need to competitively bid the work accurately. Comprehensive and thorough Construction Documents also minimize or eliminate claims for additional compensation by the contractor during the construction process.
- We Employ a Professional Cost Estimator** - Cost Plus has been involved in over 300 projects over the last eight years providing "nail-to-nail" estimates itemizing the costs of building systems and components, as well as initial cost and life cycle cost comparisons of materials and building systems.



E. Construction Costs

2. Change order history:

ADS produces excellent construction documents that result in a reduced number of change orders. Our record on the recent \$24,000,000 BCS work amounted to a \$4,075 **deduct** for errors & omissions. We typically include a discovery and change allowance in the bid that permits small changes and often returns money to the building owner. On difficult projects, our change order record is less than 1/2%. For the recent projects for Haywood County, the New Gyms (2 schools) required one change order for a **deduct** of \$9,865 and the Elementary School Additions (3 schools) required one change order for a **deduct** of \$9,750.

Performance

Bidding Record

Total of Projects
Last 5 Years:

Project Costs
\$68,946,735

Budget Comparison
- \$4,020,815

Legend:

- Original Budget
- Pre-Bid Estimate
- Final Cost (Over/ Under)



Performance

Change Orders Last 5 Years

Discoveries & Owner Requests
Architect Error & Omissions

F. Legal Concerns

1. Evidence of professional, general liability and errors and omissions policies and coverages:

Our Professional Liability insurance is written to Architectural Design Studio. It does not supersede our professional obligations to our clients or the public. Our insurance covers loss to our company that could result from our obligation to our clients or the public to cover due to errors or omissions on our part. It is their practice to make payments directly to a client or other party on our behalf if it is determined that a loss resulted from our service or the service of our consultants.

Our general liability insurance covers physical or personal damages incurred by our staff in the pursuit of their work. For the purposes of our clients it applies primarily to accidents involving our staff occur on site, but it also provides automobile coverage for employees in the pursuit of their work. We also provide disability coverage for our employees.

2. History of litigation associated with project performance and/or professional liability:

Over our thirty-one year history there has been no litigation initiated by or against Architectural Design Studio. Three claims were made by general contractors against our clients during that thirty-one year time span. Two were settled by mediation and with the cooperation of our insurance carrier. The remaining contractor claim is expected to be settled with the cooperation of our insurance carrier. In no case have the cost of these claims been borne by our clients and in no case was Architectural Design Studio found to be responsible for an error or omission.

G. Fees

1. Hourly rate schedule for the proposed project:

ADS offers services for a fixed fee or an hourly rate:

Principal:	\$ 152 per hour
Senior Project Manager:	\$ 97 per hour
Designer:	\$ 82 per hour
CAD Operator:	\$ 63 per hour
Specifications Writer:	\$ 82 per hour
Construction Administrator:	\$ 137 per hour
Clerical:	\$ 63 per hour

We are also prepared to offer a lump sum fee. A lump sum fee gives our public, school, church and institutional clients a dependable cost for services that does not change as other costs, such as construction costs vary. We generally break architectural services into; Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration and Commissioning.

Reimbursable expenses can be included in the lump sum fee or, at your option, can be billed as a separate expense as they occur. Reimbursable expenses typically include printing of bid documents, advertisement for bids and mileage to and from the project. Our mileage rate is per federal guidelines for reimbursement of mileage. Telephone and miscellaneous printing/copying costs are always included in our lump sum fee.



Located in Asheville, Architectural Design Studio has for more than 30 years specialized in the planning, design and construction of public facilities in western North Carolina. Our work includes innovative solutions for renovations and additions to existing buildings for state and local government as well as school boards. Included among these are renovations for consolidated DSS offices and the new Senior Center for Yancey County, one of the best new examples of a USDA funded project. We take pride in the knowledge that our planning efforts have resulted in the saving of millions of dollars for the citizens of western North Carolina.

We are experienced in working jointly with county government and school systems, including current efforts in Yancey and Cherokee Counties. We are consensus builders. In addition to our stated qualifications for architectural service for the Town of Montreat, our next most important qualifier is our reliability and commitment to our client's needs. To quote retired Buncombe County Schools Facilities Administrator, Marshall Roberts, AIA;

“The people at ADS make me feel like I am their only client.”



TOWN OF MONTREAT, NORTH CAROLINA

Request for Qualifications
Design of the New Town Hall
February 28, 2014





Stewart · Cooper · Newell

Friday, February 28, 2014

Ron Nalley, Town Administrator
Town of Montreat
96 Rainbow Terrace
Montreat, NC 28757

Re: Design Services for a New Montreat Town Hall

Dear Mr. Nalley:

The proposed Montreat Town Hall is an important project that requires an Architecture Firm with a portfolio that includes many successful Town Hall projects. You need a Firm with the proven ability to ensure the Town receives the efficient and effective facility it needs, while incorporating the demands of budget and time constraints. Stewart-Cooper-Newell Architects is that firm.

We bring an outstanding Team of engineering firms critical for the success of this project. These Team members are extremely familiar with the Montreat area. Our Team includes Gary Davis of Davis CivilSolutions for Civil Engineering, Optima Engineering for Plumbing, Mechanical and Electrical Engineering, and Taylor & Viola for Structural.

Since our firm was founded in 1971, our team has skillfully maintained a dedication to excellent client care and budget-conscious design on over 350 municipal projects. I firmly believe that Stewart-Cooper-Newell Architects can offer you the most qualified team to help you meet your budget, needs and goals for this project.

Additionally, Our portfolio includes a dozen projects utilizing **USDA** loan programs as a primary funding source for North Carolina Municipalities, including Town Halls for the Town of Cramerton and the Town of Catawba.

Please also note that there has been **no litigation**, criminal investigation, conviction, governmental or regulatory action pending, nor threatened, against Stewart-Cooper-Newell Architects affecting our ability to provide services on your project.

This package offers a brief overview of our experience. We would be happy to provide further examples upon request. Every member of our team is looking forward to serving the Town of Montreat and we are ready to exceed your expectations!

Thank you for your time and consideration.

Sincerely,

James C. Stewart, AIA, NCARB, CSI
Office: 704.865.6311
Email: jstewart@scn-architects.com

FIRM DESCRIPTION

Background + Principals



FIRM LOCATION

719 E. Second Avenue
Gastonia, NC 28054
P: (704) 865-6311
F: (704) 865-0046
E: info@scn-architects.com

COMPANY PROFILE

NC License #51313
Established: 1971
Entity: Corporation
Staff: 14 Employees

- 4 Registered Architects
- 3 Project Managers
- 1 Construction Administrator
- 2 CAD Technician
- 4 Administrative Staff

FIRM WEBSITE

www.scn-architects.com

SERVICES PROVIDED

Architecture
Renovation
Sustainability / LEED Design
Space Needs / Feasibility
Master Planning
Long-Range Planning
Roof Consulting
Interior Design



STEWART-COOPER-NEWELL ARCHITECTS has been providing its clients with quality architectural design services since 1971. Our goal is to provide excellence in planning, design and construction administration while keeping in mind our client's budget and schedule. Since the founding of the firm, we have enjoyed steady growth in all of our studios and have had the opportunity to work on many different project types across numerous industries.

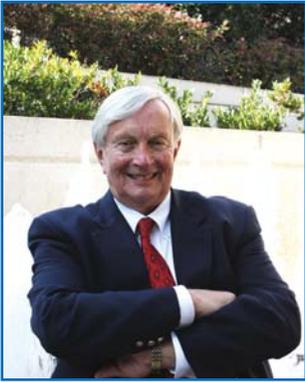
Today, our multi-disciplined staff specializes in several areas, most notably Municipal and Public Facilities, including Municipal Complexes, Fire/EMS Stations, Training Centers, Communication Facilities and Judicial Complexes. We also provide design services for clients in the Worship, Higher Education, Recreation and Commercial sectors. In addition to our architectural expertise in renovation and building improvement planning, we also offer our clients services in Master Planning, Space Needs Studies, Long Range Planning, Feasibility Studies and Interior Design.

Based on 42 years of experience, we understand the importance of providing reliable, efficient service to our clients in state and local governments. In today's society, municipal bodies face difficult challenges in their effort to properly manage public funds and services. To these groups, Stewart-Cooper-Newell Architects remains a consultant that they can trust to produce quality, energy conscious designs with a keen eye for critical schedules and precise budgets. Regardless of a project's size or scope, we maintain our commitment to sustainable and practical design solutions that respect our clients' budgets.

Our firm is led by three Partners with distinct, overlapping specialties. **James C. Stewart** (Chairman and Secretary), a Clemson University alumnus, is a founding Principal and has successfully overseen hundreds of Municipal projects throughout the southeastern U.S. in his five decades as a practicing architect. **Kenneth C. Newell** (President), a graduate of NC State University and UNC Charlotte, has been with the firm for 26 years. Ken has provided successful design consulting for municipal clients in over 20 States. Hailing from the University of Tennessee, **James R. Stumbo** (Vice President) has been with the firm for over a decade and plays a critical role in the firm's design, planning and quality control. Together, their shared dedication to offering local and regional clients excellence in design regardless of project size, type or budget remains the firm's bedrock, driving motivation.

JAMES C. STEWART, AIA, NCARB, CSI

Principal-in-Charge / Project Architect



The founding Partner in our firm, James Stewart, AIA is a 1965 graduate of Clemson University and has a wide range of architectural design experience. A life-long resident of the Carolinas, his design and construction expertise is varied, including everything from small commercial renovations to multi-million dollar municipal complexes. Mr. Stewart is the Principal in Charge of our Municipal, Government, Judicial and Law Enforcement projects. He is actively involved in a variety of associations that keep him informed on how our municipal clients' world is changing. Striving to help municipalities design better facilities, he has spoken at numerous conferences and has contributed to various design guideline booklets, including the IACP *Police Facility Planning Guidelines* reference book.

EDUCATION

Clemson University - College of Design and School of Architecture

- Bachelor of Architecture (1965)

ARCHITECTURAL REGISTRATIONS

- North Carolina - #1888
- South Carolina
- NCARB

PROFESSIONAL AFFILIATIONS

- American Institute of Architects - Emeritus
- South Carolina Association of Counties
- Construction Specifications Institute
- Municipal Association of South Carolina
- North Carolina Association of County Commissioners

CURRENT PROJECTS

- Conway, SC Public Safety Facility
- York County, SC Courthouse Renovation
- Sumter, SC Police Department
- Barnwell Co., SC County Jail

PROJECT EXPERIENCE

- Holden Beach, NC Town Hall + Police Department
- Gastonia, NC City Hall Renovation
- Sunset Beach, NC Town Hall Renovation & New Police Department
- Bessemer City, NC Town Hall Renovation
- Elizabethtown, NC Town Hall - ReRoof
- Elgin, SC Town Hall - Thru CD
- Stokesdale, NC Town Hall
- Shallotte, NC Future Town Hall - Space Planning
- Hilton Head Island, SC Facility Maintenance & Fire Training Center
- Holden Beach, NC Operations Center & Maintenance Facility
- Crouse, NC Pleasant Grove U.M.C. Fellowship Hall
- Barnwell County, SC Detention Center Expansion
- Lee County, SC I.D.C. - Public Works
- Lee County, SC I.D.C. - Various Renovations
- Lee County, SC Fire & EMS Facility
- Clarendon County, SC Space Needs Study
- Anderson, SC Fire Dept. HQ - Exterior Renovation
- City of Gastonia, NC: Operations Center, Central Warehouse, Employee Facility, Vehicle Maintenance Facility, Vehicle Wash Facility, Transportation Administration
- Gaston County, NC Public Schools Vehicle Maintenance Facility
- Gastonia, NC Ferguson Park Maintenance Building
- Gaston County, NC Public School ADA Plumbing Renovations
- City of Gastonia, NC Police Department
- Gastonia, NC Gaston Regional Chamber Renovation
- Lincoln County, NC Register of Deeds - Renovation, Mechanical & Reroof

JAMES R. STUMBO, AIA, LEED AP BD + C, NFPA

Principal / Project Manager



Jim joined *Stewart-Cooper-Newell Architects* 14 years ago, and became a partner and principal in 2002. His design experience includes a variety of Municipal buildings and complexes, various community projects, as well as Public Safety. He has developed a national reputation for his expertise in the design of Police And Fire Stations, and for his work on Public Safety Training Facilities. A University of Tennessee alumnus, Jim has written professional articles on design for regional publications, and teaches design courses at regional and national Law Enforcement conferences. Jim also serves as the firm's Vice President and Information Technology expert, overseeing all of the office's technology resources and systems.

EDUCATION

University of Tennessee

- Bachelor of Architecture (1986)

ARCHITECTURAL REGISTRATIONS

- North Carolina - #5728
- South Carolina
- NCARB

PROFESSIONAL AFFILIATIONS

- American Institute of Architects (AIA)
- National Fire Protection Association (NFPA)
- North Carolina Fireman's Association
- South Carolina Fireman's Association
- Virginia State Fireman's Association
- International Association of Fire Chiefs

CURRENT PROJECTS

- NC National Guard (Southwest Region) - Renovations
- Marion, NC First Baptist Church - Addition
- Jacksonville, NC Fire Station No. 2
- Brunswick Co., NC - 911 Emergency Services
- Holly Springs, NC Police Department
- Murray, KY Fire Sub-Station
- Bessemer City, NC Tryonota Volunteer Fire Dept.

PROJECT EXPERIENCE

- Catawba, NC Town Hall Renovation - Construction Doc.
- North, SC City Hall & Police Dept. Renovations
- Waxhaw, NC Town Hall & Police Dept - Program & Space Needs Study
- Rowan County, NC 911 / E.O.C. Center
- Fayetteville, NC Town Hall, Police, Fire + Parks Study
- Forecast Modeling

KENNETH C. NEWELL, AIA, LEED AP BD+C

Principal / Quality Control



Ken Newell completed his education in 1988 and joined the firm the same year. In 1994, he became a Principal and Partner with *Stewart-Cooper-Newell Architects*. Mr. Newell has focused his career on assisting local governments and corporations with designing facilities that improve the quality of life of their citizens. Mr. Newell take a hands on approach with his clients listening and working with them as a teammate. His best skill is his ability to translate our client's goals into feasible projects that can be built. Over the last two decades, he has earned a respected reputation around the United States in efficient, effective and budget-conscious design and programming of Municipal and Public Facilities.

EDUCATION

University of North Carolina at Charlotte College of Architecture

- Bachelor of Art in Architecture (1986)

North Carolina State University

School of Design

- Bachelor of Architecture (1988)

ARCHITECTURAL REGISTRATIONS

- North Carolina - #6205
- South Carolina
- Florida
- Georgia
- Tennessee
- Virginia
- NCARB Certified

CURRENT PROJECTS

- Fayetteville, NC City Hall Renovations
- York County, SC Courthouse Renovations
- Kings Mountain, NC Senior Center Renovation
- St. John's Island, SC Fire Station HQ, & Station No.3 Design-Build
- Hilton Head Island, SC Fire Substation No. 6
- Raleigh, NC Fire Station No. 12

PROJECT EXPERIENCE

- Lincolnton, NC City Hall & Fire Dept. Renovation
- York, SC City Hall Renovation & Addition
- Cramerton, NC Town Hall & Police Dept Renovation
- Cherryville, NC Town Hall Renovation & Addition - Thru CD
- Claremont, NC City Hall Renovation
- Windsor Locks, CT Town Hall / Police / Fire - Feasibility Study

CIVIL ENGINEER CONSULTANT

Davis CivilSolutions, PA

OFFICE LOCATION

134-A Charlotte Hiway
Asheville, NC 28803
P: (828) 299-9449
F: (828) 299-9447
E: info@daviscivilsolutions.com

DESIGNATED PROJECT CONTACT

Gary Davis, P.E.

WEBSITE

www.Daviscivilsolutions.com

Davis CivilSolutions, P.A., owned by Gary D. Davis, P.E., is a professional civil engineering consulting firm located in Asheville, North Carolina. Mr. Davis has provided civil engineering and planning services to clients in North Carolina for more than thirty (30) years. He has earned his reputation as a responsible and respected consultant by demonstrating professionalism, integrity, responsiveness, reliability and technical excellence.

Davis CivilSolutions is dedicated to providing high quality and responsive service. Areas of expertise encompass a comprehensive range of civil engineering services including: project planning; feasibility investigations; project design; site layout and planning; grading design; infrastructure design including roadways, utilities, wastewater collection, water supply and transmission; storm water management; erosion control design; contracts administration; and construction observation, for projects of all sizes both public and private.

A major consideration in the Firm's successful program of service has been the Firm's commitment to long-term client associations. We believe that the basis for a lasting client association is mutual trust, a thorough understanding of the clients' organization and needs, and client confidence in our integrity and competence.

Our experience spans the total spectrum of civil engineering. It is generally grouped into the categories of site planning and design; land planning; street and drainage, planning and design; grading and erosion control; storm water collection and detention; water supply, storage and distribution; wastewater collection and disposal; and construction management services.

PROJECT EXPERIENCE

Storm Drainage Detention for Rainbow Terrace Condominiums, Black Mountain, NC

Storm Water and Erosion Control Design for Lakey Office Park, Black Mountain, NC

Sanitary Sewer Line Extension for Ridgecrest Boy's Camp, Ridgecrest, NC

Owen Park Pipe Repair, Swannanoa, NC

Storm Drainage Improvements at Valley Child Development Center, Swannanoa, NC

Water Meter Replacement Projects, Buncombe County Schools/East Buncombe District, Owen Middle/Owen High/Williams Elementary Schools, Swannanoa, NC

PROJECT EXPERIENCE w/PREVIOUS FIRM

Assembly Inn Sidewalk Improvements, Montreat, NC

West Virginia Terrace Sewer Line Relocation, Montreat, NC

Alabama Avenue Water Line Extension, Montreat, NC

North Carolina/Louisiana Road Water Line Improvements, Montreat, NC

Assembly Drive Reconstruction, Montreat, NC

Kentucky Circle Storm Drainage Improvements, Montreat, NC

Various Powell Bill Maps, Zoning Maps, Bridge Inspections, Water Supply Plans, Montreat, NC



Davis CivilSolutions, PA



Keith G. Pehl, P.E., LEED AP - President / Electrical Engineer

Owner of Optima Engineering

Keith has total overall responsibility for all projects and all disciplines and also oversees all Quality Control with special emphasis on sustainable design and renewable energy systems. Keith has been an Electrical Engineer for over 25 years and is registered in 34 states. He has designed electrical distribution systems, fire alarm systems, telecom and lighting for everything from industrial and educational facilities to churches, medical facilities and corporate data centers. He founded Optima Engineering in 1992 and has overseen its growth since inception. He advises and develops sustainable engineering strategies for all types of clients and facilities. He frequently speaks to various organizations on the topics of renewable energy, energy efficiency and energy tax opportunities.

Education: *University North Carolina - Charlotte* - Masters Business Administration, 1991
North Carolina State University - BS Electrical Engineering, 1984

Professional Affiliations: CEFPI, AEE, USGBC - State Advocacy Chair, Membership Committee, General Circle Elected Representative, LEED AP BD+C



George Fowler, III P.E., LEED AP - Lead Plumbing / Fire Protection Engineer

George is the engineer responsible for the plumbing & fire protection design. George has extensive design experience with large solar thermal projects; compressed air, medical gas distribution, natural gas & many other systems. George's responsibilities include project coordination, client relations, construction administration and quality control. George joined Optima Engineering in June of 2004.

Education: *University North Carolina - Charlotte* - BS Mechanical Engineering, 1995

Professional Affiliations: ASPE – Certified in Plumbing Design, USGBC – LEED AP



Byron L. Ford, P.E., LEED AP – Principal / Lead Mechanical Engineer

Byron provides HVAC Production and Quality Control. He develops mechanical plans and specifications, performs field surveys and oversees coordination between all design trades and construction administration on typical projects.

Education: *North Carolina State University* - BS Mechanical Engineering, 1994

Professional Affiliations: ASHRAE, NCHCA, USGBC

STRUCTURAL CONSULTANT

Taylor & Viola Structural Engineers



J. Kirk Viola, P.E.
President / Structural Engineer

- **Owner of Taylor & Viola Structural Engineers, P.C.**
- **Role: Principal-in-Charge of Structural Engineering**

Kirk Viola's engineering experience stems from employment at Carolina Steel Corporation, from 1981 through 1989. During his eight years of employment at Carolina Steel, Kirk first served as a Design Engineer in the Greensboro office, and later transferred to the Hickory office where he was the Drafting Manager and then Chief Engineer (1987 through 1989). He is now President and Owner of Taylor & Viola Structural Engineers, P.C., and oversees all firm projects and quality control.

EDUCATION North Carolina State University - Bachelor of Science, Civil Engineering, Magna Cum Laude (1981)

PROFESSIONAL REGISTRATIONS NC; SC; TN; FL; MD; OH; PA; VA; WV; MS; UT

PROFESSIONAL AFFILIATIONS Professional Engineers of North Carolina (Past Central Piedmont Chapter President), National Society of Professional Engineers, American Concrete Institute, American Institute of Steel Construction (AISC), Concrete Reinforcing Steel Institute, Catawba Valley Chamber of Commerce, St. Aloysius Catholic Church

FIRM HISTORY & CONTACT INFORMATION

- 308 15th Street SE, Hickory, NC 28602
P.O. Box 2616, Hickory, NC 28603 Email: kviola@taylorviola.com
Phone: (828) 328-6331 Fax: (828) 322-1801 Web: www.taylorviola.com
- Year established: 1988 Corporation Date: 08/01/1989
- Full Time Staff: 13



SERVICES PROVIDED

- The firm is fully computerized and currently utilizes AutoCAD Architecture 2012, AutoCAD Revit Structure 2012, RAM Analysis and Structural Systems, EnerCalc Version 6, and SDS/2 Structural Steel Detailing Software. Taylor & Viola Structural Engineers serves regional architects, engineers, and industry in providing their structural design needs.

HISTORY & PROJECT EXPERIENCE

- Joseph M. Taylor, P.E. began a private practice of structural engineering on January 1, 1988. The decision to start his own practice was made after retiring from 30 years of service as Chief Engineer at Carolina Steel Corporation, Hickory Plant. On August 1, 1989, J. Kirk Viola, P.E. joined Mr. Taylor and started the engineering firm known as Taylor & Viola Structural Engineers, P.C.
- **TOWN / CITY HALL EXPERIENCE:** Cramerton Town Hall - Cramerton, NC
Elgin Town Hall - Elgin, SC
Elk Park Town Hall - Elk Park, NC
Gamewell Town Hall - Gamewell, NC
Holden Beach Town Hall - Holden Beach, NC
Lincolnton City Hall & Fire Department - Lincolnton, NC
Longview Town Hall - Longview, NC
Maiden Town Hall - Maiden, NC
Shelby City Hall - Shelby, NC
Statesville City Hall - Statesville, NC
Stokesdale Town Hall - Stokesdale, NC
Sunset Beach Town Hall - Sunset Beach, NC
York City Hall - York, SC

TOWN HALL

Town of Stokesdale, North Carolina



OWNER CONTACT:

Carolyn Joyner
Town Clerk
8329 Angle Perdue Road
(336) 643-4011

ROLE:

Architect of Record

SCOPE:

Programming + Concept
Schematic Design
Construction Documents
Construction Admin.

SIZE:

6,600 SF
14.11 Acres

CONSTRUCTION

DATES:

February 2010 - Dec. 2010

COST:

\$1,242,000 - Original
Contract Sum
\$1,228,173 - Final

CHANGE ORDER:

1

www.scn-architects.com



Stokesdale is a community anticipating exponential growth. To prepare for the future, therefore, the town tapped Stewart-Cooper-Newell to help them design and build a new Town Hall. (The building is the second phase of a larger project. The first phase included the design and construction of a park, which was funded through a PARTF grant.)

The procession to the new Town Hall begins at the street. A roundabout circles the monument sign and a specimen evergreen tree, used for decoration at Christmas. With parking on each side, the roundabout allows for vehicle off-loading at a plaza created by decorative brick pavers.

The Plaza leads visitors past the neoclassical columns and through the main entry into a double-height lobby. From there, visitors can access a small conference room, public restrooms, and the community room with seating for 100 guests and 7 officials.

Controlled access is also available to the offices and private conference rooms, administrative facilities and a high density filing system.

Project Architect -

James C. Stewart, AIA, NCARB, CSI

Quality Control -

Jim Stumbo, AIA, LEED AP BD+C, NFPA

P/M/E Engineer Optima Engineering

Structural Engineer Taylor & Viola Eng.

TOWN HALL + POLICE DEPARTMENT

Town of Holden Beach, North Carolina



CONTACT:

David Hewett, Town Manager
110 Rothschild Street
(910) 842-6488

ROLE:

Architect of Record

PROJECT SCOPE:

Schematic Site Planning
Programming + Concept
Schematic Design
Construction Documents
Bidding + Negotiation
Construction Admin.

SIZE:

15,421 SF

CONSTRUCTION

DATES:

January 2008 - February 2009

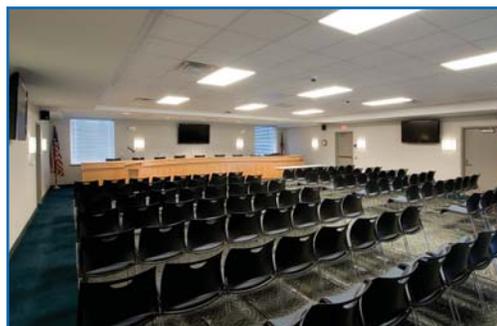
COST:

\$2,755,800 - Original
Contract Sum
\$2,760,616 - Final

CHANGE ORDERS:

3

www.scn-architects.com



The Town of Holden Beach, North Carolina selected Stewart-Cooper-Newell Architects to design its new Town Hall and Police Department complex. Their impetus for the project was largely due to the fact that they were facing a crisis of available space, relative to needed space, and an aging, problematic building in their existing facility.

The new facility includes Town Council Chambers that provides a public hearing area capable of holding 142 citizen occupants and nine council members and their staff.

The new Police Station alleviates the department's prior space constraint issues. It is designed to accommodate future expansion and growth for personnel and equipment storage.

Project Architect

James C. Stewart, AIA, NCARB, CSI

Quality Control

Jim Stumbo, AIA, LEED AP BD+C, NFPA

Structural Engineer Taylor & Viola Eng.

 Stewart · Cooper · Newell
Architects

TOWN HALL + POLICE DEPARTMENT RENOVATION

Town of Sunset Beach, North Carolina



CONTACT:

Linda Fluegel (Ret.)
Town Administrator
(910) 232-2983

ROLE:

Architect of Record

SCOPE:

Programming + Concept
Schematic Design
Construction Documents
Construction Admin.

SIZE:

4,517 SF Town Hall
6,919 SF Police Dept.

CONSTRUCTION DATES:

October 2004 - Nov. 2005

COST:

\$981,905 - Original
Contract Sum
\$1,130,219 - Final

CHANGE ORDERS:

2

www.scn-architects.com



The Sunset Beach Town Hall housed both the Town Administration and the Police Department. The rapid growth in Sunset Beach and Brunswick County led to a greater need for municipal services, thus rendering the existing Town Hall inadequate in size.

The Town Council decided to add onto the original structure. This new addition will now house the Police Department, and the original building will be renovated to house the expanded administrative services.

Stewart Cooper Newell Architects simultaneously provided design services for the new Sunset Beach Fire Station.

Project Architect -

James C. Stewart, AIA, NCARB, CSI

Quality Control -

Jim Stumbo, AIA, LEED AP BD+C, NFPA

Structural Engineer Taylor & Viola Eng.

HISTORIC CITY HALL RENOVATION

City of York, South Carolina



CONTACT:

Charles Helms
10 North Roosevelt Street
Public Works Director
(803) 684-7172

ROLE:

Architect of Record

SCOPE:

Schematic Design
Construction Documents
Construction Admin.

SIZE:

4,858 SF Addition
8,010 SF Renovation

CONSTRUCTION

DATES:

March 2011 - March 2012

COST:

\$1,034,908 - Original
\$1,063,733 - Final

CHANGE ORDER:

1

www.scn-architects.com



After completion of a new Fire Station for the City of York, and renovation of the York Police Department headquarters, the City leaders resolved to seek assistance in renovating and expand the existing City Hall. Building on the success of those projects, Stewart-Cooper-Newell guided the renovation of this historic facility, which was designed to be more user-friendly while improving the efficiency of various city operations inside.

Due to the design guidelines and requirements of York's historic district, Stewart-Cooper-Newell had to design spaces for the necessary functions of the building without altering the original, exterior footprint. To further ensure the design's adherence to these guidelines, we consulted with a local historic preservation specialty firm, Craig Gaulden & Davis, Inc.

Project Architect Ken Newell, AIA LEED AP BD+C
Quality Control Jim Stumbo, AIA, LEED AP BD+C, NFPA
P/M/E Engineer Optima Engineering
Structural Engineer Kirk Viola, PE

HISTORIC TOWN HALL + POLICE DEPARTMENT RENOVATION & ADDITION

Town of Cramerton, North Carolina



CONTACT:

Michael Peoples
Town Manager
155 North Main Street
(704) 824-4337

ROLE:

Architect of Record

SCOPE:

Programming + Concept
Schematic Design
Construction Documents
Construction Admin.

SIZE:

15,342 SF

CONSTRUCTION

DATES:

February 2011 - March 2012

COST:

\$898,500 - Base Bid
\$1,225,836 - Original
Contract Sum
\$1,232,729 - Final

CHANGE ORDERS:

6

www.scn-architects.com



Steady growth in the progressive, largely residential Town of Cramerton called for a major renovation of its Historic Town Hall. Constructed in 1916, the Cramerton Town Hall was cramped and ill-suited to accommodate the needs of the Town Administration and Police Department.

Stewart-Cooper-Newell Architects was commissioned by the Town to renovate the facility and create a new, functional layout that provides more space and allows for future growth. The new plan allowed the Town Commissioners & Administration to occupy the entire first floor, while the Police Department was moved to the unoccupied second floor. Due to public access requirements, an elevator and stairwell were added to the facility.

Because additional construction was needed to accommodate these features, our design team used the requirements as an opportunity to design an attractive addition to the public entrance side of the facility. **This project was primarily funded through USDA.**

Project Architect Ken Newell, AIA, LEED AP BD+C
Quality Control Jim Stumbo, AIA, LEED AP BD+C, NFPA
Structural Engineer - Kirk Viola, PE

 Stewart · Cooper · Newell
Architects

MUNICIPAL FACILITIES

Public Facility Design Experience



Holden Beach, NC
Town Hall + Police Dept.



Lincolnton, NC
City Hall and Fire Dept.



Sunset Beach, NC
Town Hall



North, SC
Town Hall + Police Dept.



Elgin, SC
Town Hall

Since Stewart-Cooper-Newell's establishment in 1971, we have worked with countless municipal entities in 25 states to help them study, assess, plan and construct / expand public facilities that meet their specific needs and enable them to best serve their citizens. Listed below is not comprehensive of all public sector clients for whom we have performed similar work in the past, but is rather a sampling of some of these projects.

York, SC - City Hall Renovation and Addition
 Elizabeth City, NC - City Hall, Public Safety and Public Works Facilities
 Stokesdale, NC - Town Hall
 Holden Beach, NC - Town Hall, Administration and Police Department
 Lincolnton, NC - City Hall and Fire Department Renovation and Addition
 Elgin, SC - Town Hall and Space Needs Assessment
 North, SC Town Hall and Police Department Renovation
 Gastonia, NC City Hall Renovation
 Sunset Beach, NC Town Hall Renovation & New Police Department
 Bessemer City, NC Town Hall Renovation
 Elizabethtown, NC Town Hall - ReRoof
 Cramerton, NC Town Hall & Police Dept. Renovation and Addition
 Claremont, NC City Hall Renovation
 Lee County, SC I.D.C. - Public Works
 Lee County, SC Fire & EMS Facility
 City of York, SC Recreation Center Renovation
 City of York, SC Senior Center
 City of York, Police Dept. Renovation
 City of York, Fire Dept. Headquarters
 York County, SC - EOC and Communications Renovation
 Rock Hill, SC York Tech College Maintenance Facility
 Kings Mountain, NC Public Works Renovation & Addition
 Beaufort, SC Burton Wells Senior Center Expansion
 Rowan County, NC Emergency 911 / Emergency Operations Center
 Pasquotank County, NC - Public Safety and Municipal Complex
 Holden Beach, NC Operations Center & Maintenance Facility
 Gastonia, NC - West Gastonia Boys & Girls Club Facility
 Danville, VA - Public Safety Facility Complex
 Maumelle, AK - Police Department, Fire Department and Municipal Courts
 Washington, NC - Fire, Rescue and EMS Facility
 Wake County, NC - Fire and EMS Study and Prototype Station Design
 Hickory, NC - Fire Station
 St. John's Island, SC Fire Station HQ, & Station No.3 Design-Build
 Hilton Head Island, SC Fire Substations
 Mt. Pleasant, SC Fire Station
 Sumter, SC Police Department
 Clarendon County, SC Space Needs Study
 Barnwell Co., SC County Jail
 Conway, SC Public Safety Facility



March 27, 2013

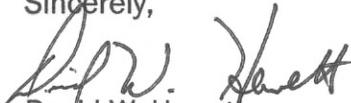
To Whom It May Concern,

The Town of Holden Beach worked with Stewart Cooper Newell Architects to design and construct a new Town Hall/ Police Department facility and an Emergency Operations Center.

Jim Stewart was the primary contact on our projects. He provided a high level of professionalism during the process. He took great care to understand our office dynamics, the customers we service and the key components we were trying to implement into our new buildings. Mr. Stewart was good at staying on task and helped resolve issues by making suggestions, offering creative options and understanding the Town's needs. We established a wonderful working relationship with Mr. Stewart during the process and now have two beautiful buildings as a result.

If the need ever arises, we look forward to continuing our business relationship with Stewart Cooper Newell Architects. I would highly recommend Stewart Cooper Newell Architects to anyone who is seeking a company to fulfill their architectural needs.

Sincerely,


David W. Hewett
Town Manager



**Letter of Recommendation
Stewart-Cooper-Newell Architects**

To Prospective Client:

I am writing to express my appreciation for the design services Stewart-Cooper-Newell provided the Town of Cramerton. The Cramerton Town Hall and Police Department is a facility that our community can be proud of for many years to come.

This historical mill office building that is almost 100 years old presented significant issues but due to the design team's close interaction and partnership with the key stakeholders, as well as their sensitivity to design, budget, and schedule, we now have a functional layout that provides more space, allows for future growth, all while maintaining the historical significance of the building that so many citizens are proud of.

Stewart-Cooper-Newell is extremely professional and knowledgeable, and responds quickly to both facility and client needs. They were able to work with USDA Rural Development which provided the funding for the project while meeting all of the necessary requirements for Federal reporting. The Town of Cramerton continues to be pleased with the building and the outcome of their design.

Sincerely,

Michael C. Peoples
Town Manager
Town of Cramerton, NC
155 North Main Street
Cramerton, NC 28032
(704) 824-4337

CLIENT REFERENCES

Municipal Projects

Mr. Rob Robinson

Telecommunications Director

Rowan County, North Carolina
232 N Main St, Suite 202
Salisbury, NC 28144
(704) 216-8510
rob.robinson@rowancountync.gov

Mr. Don Chamblee

Public Works Director

Lincoln County, North Carolina
115 W. Main St.
Lincolnton, NC 28092
(704) 736-8495
dchamblee@lincolncounty.org

Mr. Rodney Bunch

County Manager

Pasquotank County, North Carolina
P.O. Box 39
Elizabeth City, NC 27907
(252) 335-0865

Mr. Marty Mitchell

Facility and Fleet Services Director

Apex Town Hall
73 Hunter Street
Apex, NC 27502
(919) 249-3434

Mr. Richard Olson

City Manager

City of Elizabeth City, North Carolina
P. O. Box 347
Elizabeth City, NC 27907
(252) 337-6864
rolson@cityofec.com

Mr. Craig Hampton

Special Projects Director

City of Fayetteville, North Carolina
433 Hay Street
Fayetteville, NC 28301
(910) 433-1786
champton@ci.fay.nc.us

Mr. Trey Eubanks

City Manager

City of Mauldin, South Carolina
P.O. Box 249
Mauldin, SC 29662
(865) 962-0285

Mr. Julian Walls

Facilities Manager

One Town Center Court
Hilton Head Is., SC 29928
(843) 342-4587
JulianW@hiltonheadislandsc.gov

Mr. Bobby Boland

Retired - Lee County Administrator

Lee County, South Carolina
PO Box 705
Camden, SC 29021
(803) 427-1346
bolandrobert@bellsouth.net

Mr. Charles Helms

City Manager

City of York, South Carolina
10 North Roosevelt Street
York, SC 29745
(803) 684-7172
chelms@yorkcitysc.com

*** Please note that the above list of references is not exhaustive.
We will gladly provide additional contacts upon request.*

ANTICIPATED PROJECT APPROACH

Cost Control / Budget Control and Quality Assurance

Delivering projects within budget and on-time are critical factors that we use to determine if a project is “successful.” As an owner, you place a tremendous amount of trust in your Architect during the design and construction of a new building (or renovation) project. You trust us to listen to your needs, you trust us to design a building that meets your visual standards, and most importantly, you trust us to make every effort possible to deliver your project to you when you need it, while keeping your project within your spending limits.

To ensure this happens on every project, we begin by meeting with you and asking a lot of questions, and then creating a Program spreadsheet of every space your building requires and how big you want each space to be - for example, a conference room with seating for 12 people. At the end of this meeting, we have a complete list of all the components of your facility and their respective sizes. At this point in our process, we have our first budget checkpoint. If we are on target, we move forward with your permission. However, if we are not in budget, then we can go back and examine each space to find ways to get the project back within budget. In terms of schedule, this saves you a great deal of time (not to mention cost) as we can check the validity of your preliminary budget and desires before any critical design decisions or pathways are ever established.

Once your project enters the design phase, we have a number of methods to ensure that your project remains on schedule and within your budget. The most important of these are our budget projections at the completion of each phase of design. Before your project receives bids you will have received at least five budget projections from our Team. This information helps us make decisions about potential bid alternates and upgrades. It also allows us to help you, our client, communicate with your stakeholders about why decisions are made with a concern for cost and budget. Budget reviews and schedule checks are also part of our quality control process. Quality is not something developed for a specific project. It is something that must *be part of the design team’s culture*, supported daily, on every project, from the top of the organization down to the architectural intern. This core competency has led to a long list of impressive facilities and satisfied clients who can attest to our success at meeting their most stringent quality requirements. This begins in the earliest meetings by making sure that the Town’s level of quality is clearly understood and translated into the design, the Construction Documents and Specifications, and finally the budget. Constructability reviews, value analysis, scope of work clarifications, selection of materials and schedule sequencing all impact the ability to provide a quality product. Quality continues with qualifying and selecting good, solid subconsultants, and crafting a workable schedule with them that has achievable goals. By keeping the **entire design team involved**, we are better equipped to manage the different schedules and design that go into your facility. Internally, we regularly hold full-staff and project-team meetings to review progress, address issues quickly and check schedule adherence. Other quality checks and management techniques during the design and planning phases include a program review with the full team and subconsultants, review of the drawings at the Schematic, Design Development and Construction Documents stages by the Principal-in-Charge, **Subconsultant drawings review by the Project Architect**, and Specifications review by the Principal-in-Charge before it is released with the Bid documents. In short, we are never satisfied with our quality process. We review each project at its completion to gain new insights on how to improve our level of service to our clients.

PROFESSIONAL FEES

Reimbursables

HOURLY RATE

Senior Architectural Principals	\$150.00 /hr.
Junior Architectural Principals	\$120.00 /hr.
Architect	\$110.00 / hr.
Project Manager	\$100.00 /hr.
Architect In Training	\$ 80.00 /hr.
Architectural Technician	\$ 70.00 /hr.
Construction Administrators	\$ 85.00 /hr.
Senior Engineering Principals	\$150.00 /hr.
Junior Engineering Principals	\$120.00 /hr.
Project Engineers	\$110.00 /hr.
Engineer	\$100.00 /hr.
Engineer In Training	\$ 75.00 /hr.
Engineering Technician	\$ 65.00 /hr.
Senior Planning Principals	\$130.00 /hr.
Junior Planning Principals	\$100.00 /hr.
Senior Interior Design Principals	\$130.00 /hr.
Junior Interior Design Principals	\$ 90.00 /hr.
Interior Designer/CAD	\$ 60.00 /hr.
Business / Office Manager	\$ 70.00 /hr.
Clerical & Word Processing	\$ 45.00 /hr.

REIMBURSABLES SCHEDULE

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Postage / Shipping / Courier ----- Cost x 1.20

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