

July 3, 2023

Mr. Daniel Edwards, CCM, PEM
Senior Capital Projects Manager
Town of Apex, NC
73 Hunter Street
Apex, NC 27502

Re: Town of Apex Comprehensive Facility Study

Mr. Edwards:

Creech & Associates, PLLC is pleased to present you with a proposal for design services to complete a comprehensive facility study, including a space needs analysis, and facility master plan for the prescribed user groups and facilities within the Town of Apex government. The following is a general understanding of the project scope:

- The intent is to analyze current utilization of existing facilities, determine current and future needs for space, and generate a master plan to address deficiencies of the user groups identified in Attachment A.
- The purpose of this analysis will be to coordinate capital planning with the facilities master plan.
- The process is estimated to encompass 9 months from the initial staff interview and is scheduled to commence in July 2023. The starting date is pending the completed contract approval by the town.

The fee is structured around the eight (8) tasks identified in our proposal and listed below. The final deliverable will be an 8.5 x 11 formatted electronic document that provides a comprehensive summary of each task and the relative findings and conclusions. A breakdown of the deliverables by task and their associated fees are as follows:

Task 1: Project Startup and Kickoff Meeting with Advisory Committee

- A. Coordinate project scope and schedule with the Advisory Committee
- B. Receive from the town various data required and requested to initiate the study: organizational charts, CAD files, any facility condition studies, drawings of existing facilities, and other completed studies including Town Hall, the Parks and Recreation Master Plan, and the Public Works Operations Study.
- C. Discuss pre-pandemic and post-pandemic adaptations to space standards.
- D. Initiate project ShareFile site for data transfer.
- E. Kickoff meeting with the Advisory Committee to identify goals. *(Meeting 1)*

FACILITY CONDITION ASSESSMENT

Task 2: Facility Documentation and Assessment

- A. Utilize town provided drawings of each facility as a base to conduct site visits as needed to field verify current conditions for the 21 facilities/sites listed in Attachment B.
- B. Provide a Property Conditions Assessment per ASTM E 2018 -15 of the facilities through visual observation only. No selective demolition to observe unseen conditions will be performed.
- C. Include a non-invasive review of architectural and engineering systems and components in terms of their general condition, serviceability, deficiencies, and the useful remaining life of applicable systems as well as recommended renovations, major repairs, or replacement with estimated costs, respectively.
- D. Include the following engineered systems to be surveyed; Architectural, Mechanical (HVAC and Plumbing), Electrical, Fire Protection and Life Safety systems including Fire Alarm.
- E. Review of security systems at each facility.
- F. Review of the electrical charging stations at each facility including electrical vehicle charging stations.
- G. Include a review for ADA compliance status for facility access/ egress, restrooms, as well as obvious code and safety related components.
- H. Provide documentation of the condition of the observed conditions including photographs and a written report. No load analysis of any type will be performed.
- I. Additional clarifications listed in Attachment D.

SPACE NEEDS ASSESSMENT

Task 3: Profile Departments & Conduct Staff Interviews

- A. Create and distribute survey documents.
- B. Organize and analyze survey results.
- C. Interview the department heads for the 22 user groups listed in Attachment A.
- D. Discuss staff operational models implemented during the pandemic that were successful and planned to continue that implicate the need for space.
- E. Field verify each facility associated with the user groups in Attachment A to calculate each department's footprint within the building.

Task 4: Forecast Future Personnel

- A. Analyze data from alternate sources including the town database that contain growth indicators applicable to staff growth benchmarking.
- B. Create tables that compare multiple growth metrics.
- C. Utilize the selected forecasting metric to illustrate growing space needs in five-year increments for the next twenty years.
- D. Apply the growth logic to support spaces and offices or expansion strategies.

Task 5: Facilities Space and Infrastructure Needs

- A. Compare the current space utilization with the current needs from the surveys and interviews.
- B. Analyze overage and shortage of areas within current facilities and opportunities for improved efficiency.
- C. Create a detailed building program for each user group listed in Attachment A that accounts for current staff and future projections including support spaces.
- D. Vet the initial programs with the Advisory Committee and approve direction. *(Meeting II)*

FACILITIES MASTER PLAN

Task 6: Facilities Master Planning

- A. Create a town map that identifies facility locations, vacant property owned by the town, and the proposed building sites.
- B. Complete a location analysis that incorporates existing and proposed public safety buildings. Additional clarifications listed in Attachment D.
- C. Prepare 2 study options of facility master plans in a narrative format for the 37 locations in Attachment C to address the assessed space needs defined in Task 5.
- D. Prepare a site master plan with proposed new facilities for a maximum of 2 properties to include the following:
 - 1) Two (2) sketch plan options of each existing or future site for review and selection
 - 2) Conceptual level design CAD site plan of the selected option illustrating parking, circulation, and landscaping.
 - 3) Diagrammatic 2-dimensional rendering of the approved plan
 - 4) *One of the site master plans will be the existing Fire Station #3 site and potential for the property.*
- E. Prepare an interior renovation master plan of existing facilities for a maximum of 3 buildings to include the following:
 - 1) Two (2) sketch plan options of floor plan diagrams at the department suite level
 - 2) Square footage and department summaries of each option
 - 3) Conceptual level design CAD floor plan diagram of the selected option at the department suite level
- F. Meet with the Advisory Committee to review and approve direction. *(Meeting III)*
- G. Additional clarifications listed in Attachment D.

Task 7: Cost Estimating

- A. Provide rough order of magnitude (ROM) cost estimates for the five (5) master planning options and/or recommendations from Tasks 6D and 6E.
- B. Produce the cost estimate using the Unifomat II system of classifying cost by building element with fully loaded unit rates to include labor, material, and equipment. Unifomat II lends itself to cost control and analysis as well as value engineering. We can also provide an estimate in Masterformat (CSI) should you require it.
- C. The estimate for each option provided will be a Class 4 estimate in line with the American Association of Cost Engineers (AACE) international system and guidelines.
- D. Discuss and identify available funding and revenue sources to assign priority and phasing.
- E. Phasing strategies to consider the physical needs derived from the facility assessment, the needs identified in the space assessment, and some form of the town's priority system.
- F. Meet with the Advisory Committee to review and select the model and associated master plan options for recommendation. *(Meeting IV)*

Task 8: Development of Deliverables and Final Report

- A. Refine the selected master plan option as necessary to align with review comments and capital budgets.

- B. Document the final recommendations and direction for future development that address the components of Tasks 6-7.
- C. Compile an 8.5 x 11 format final report to document the study.
- D. Document the entire process from the kick-off meeting to the final recommendations.
- E. Provide a final draft to the town for review.
- F. Modify report based on town feedback and suggestions on final draft.
- G. Quality Control review of entire document.
- H. Present the final report to the Advisory Committee. *(Meeting V)*
- I. Present the final report to the Town Council.
- J. Prepare and submit an electronic copy of the final report.
- K. Prepare and submit three (3) hard copies of the final report.

A breakdown of lump sum fees by each major category is as follows:

• Space Needs Analysis	\$46,560.00
• Facility Conditions Assessment	\$194,615.00
• Facilities Master Planning	\$79,025.00
• <u>Police and Fire GIS Location Analysis</u>	<u>\$29,700.00</u>
• Total	\$349,900.00

The Advisory Committee will be established by town leadership and will include key personnel to provide oversight and guide the study. There will be a total of five (5) meetings with the Advisory Committee included in this scope, in addition to the interview schedule. There will be a total of one (1) presentation to the Town Council for the final report. A recurring conference call or net meeting will be established twice monthly to maintain open communications throughout the study.

All reimbursable expenses are included in the base fee with the condition that all deliverables will be submitted in electronic format and no hard copies will be required beyond three copies of the final report. Any additions to the scope of work outlined in this proposal, including but not limited to site visits, presentations, deliverables, etc. will be considered an additional service and will be billed hourly per the rates in Attachment E. All additional services must be authorized in writing prior to commencing work.

Creech & Associates appreciates the opportunity to serve the Town of Apex. If you have any questions, please feel free to contact us.

Yours truly:

Creech and Associates, PLLC



Brent J. Green, LEED AP
Principal

ATTACHMENT A

List of 22 user groups to be included in the Space Needs Assessment scope of work:

1. Administration
2. Diversity, Equity, & Inclusion
3. Town Clerk
4. Budget and Performance Management
5. Economic Development
6. Communications
7. Information Technology
8. Police (3 user groups)
9. Fire Administration
10. Fire Stations (3 user groups)
11. Parks, Recreation & Cultural Resources Administration
12. Community Development & Neighborhood Connections
13. Water Resources Operations
14. Water Resources Engineering
15. Public Works (3 user groups)
16. Transportation & Infrastructure Development

ATTACHMENT B

List of 21 structures and/or properties to be included in the Facility Conditions Assessment scope of work.

1. Apex Water Reclamation Facility (Middle Creek location only)
2. Chamber of Commerce – Depot
3. Community Center Phase 1
4. Community Center Phase 2
5. Fire Station # 1
6. Fire Station # 2
7. Fire Station # 3
8. Fire Station # 4
9. Halle Cultural Arts Center
10. Police Station
11. Public Works Administration
12. Public Works Operations
13. Public Works Operations Covered Storage
14. Purchasing and Inventory
15. Purchasing and Inventory Covered Storage
16. Town Hall
17. Parks/Rec Maintenance Building – Laura Duncan Road
18. ACP Classroom/Restroom
19. Parks/Rec Maintenance Building – Evans Road
20. Public Works Storage Yard
21. Warehouse Storage Yard

ATTACHMENT C

List of 37 structures and/or properties to be included in the Facility Master Plan narrative scope of work. Specific locations for master plan studies to be determined.

1. Apex Water Reclamation Facility
2. Chamber of Commerce – Depot
3. Community Center Phase 1
4. Community Center Phase 2
5. Electrical Main office
6. Electrical Warehouse
7. Electrical covered storage
8. Fire Department Administration
9. Fire Station # 1
10. Fire Station # 2
11. Fire Station # 3 (includes master plan for property/lot on site as part of Task 6-E)
12. Fire Station # 4
13. Fire Station # 5
14. Fire Station # 6
15. Halle Cultural Arts Center
16. Mason Street Municipal Building
17. Police Station
18. Public Works Administration
19. Public Works Operations
20. Public Works Operations Covered Storage
21. Purchasing and Inventory
22. Purchasing and Inventory Covered Storage
23. Senior Center
24. Town Hall
25. Tunstall House
26. Parks/Rec Maintenance Building – Laura Duncan Road
27. ACP Classroom/Restroom
28. Parks/Rec Maintenance Building – Evans Road
29. Pleasant Park - Amenity Building
30. Pleasant Park - Signature Fieldhouse
31. Pleasant Park - Maintenance Building
32. Public Works Storage Yard
33. Warehouse Storage Yard
34. Electric Storage Yard
35. Fire Storage Yard
36. Perry Road Storage Yard
37. Old Raleigh/Apex Peakway

ATTACHMENT D

Additional Clarifications

Task 2: Facility Conditions Assessment

A. Civil Engineering scope of work includes the following:

- 1) Parking
- 2) Accessibility
- 3) Pavement Conditions (asphalt and concrete)
- 4) Site grading and drainage
- 5) Site erosion
- 6) Water and Sewer service
- 7) Landscaping
- 8) Other miscellaneous observations

B. Systems Engineering scope of work includes the following:

- 1) Prepare a Facility Condition Assessment Report covering the existing Mechanical, Electrical, Plumbing, Fire Protection systems, security systems, and electrical charging stations.
- 2) The report will include system descriptions, major equipment inventory, remaining useful life, and any recommendations.
- 3) Any major renovations or repairs of MEPFP systems noted in the recommendations will include an opinion of probable cost to implement.

C. Architectural scope of work includes the following:

- 1) Accessibility: complete a cursory level evaluation of the facility to determine compliance with applicable accessibility guidelines, including the Americans with Disability Act (ADA). This will typically include utilizing the ADA Checklist for Existing Facilities as part of our assessment tools.
- 2) Structural Systems: observe the structures for visible signs of distress and will report our findings. Review available structural drawings for information regarding the design load criteria of the existing structures and the building codes to which the structures were designed. We will not provide or review any structural calculations as part of this assessment.
- 3) Roof Systems: visually evaluate the condition of accessible roof systems, accessories, and details. In addition, where applicable we will discuss existing roof warranties. Please note that the previous solar study did not include a roof assessment that parallels this study's scope.
- 4) Building Exterior Elements: visually observe the exterior wall systems, windows, and door systems for visible evidence of deficiencies, continuity of seals, and other types of distress and report findings. Visual observations will be based on those conditions that can be observed from ground level, lower roof levels and using binoculars.
- 5) Interior Finishes: visually observe the interior areas of the property and will report upon their general condition. Capital expenditure will also be included for the renewal of interior finishes.
- 6) Fire and Life Safety: provide general observations of the fire protection and fire alarm systems in use at the property to determine the manufacturer, age, information about the types of systems and materials in use. We will note the general condition from our on-site observations

and interviews with relevant on-site staff. If a more detailed code 2 analysis is required by the client, a specialty consultant in relation to these systems can be retained at additional cost.

- 7) Conveyance Systems: perform general observations of the vertical transportation systems (where present) to determine the age, manufacturer, and capacity of the existing systems. Use this information to determine the remaining service life of components. If a more detailed analysis is required by the client, a specialty consultant in relation to these systems is at additional cost.
- 8) Once the onsite assessment is complete, our team will then begin to develop a 10-year capital expenditure forecast for each building which details each deficiency and capital renewal item identified. Each deficiency and capital renewal item will be provided with an opinion of cost. This will result in a 10-year expenditure forecast that can be utilized to develop a strategic capital plan. Expenditure will also be categorized and ranked so that strategic decisions can be made and direct funding sources to the most critical needs. The opinions of cost will be developed with our in-house cost estimators. Our cost estimating practice maintains both local and national historical cost information that we will be able to rely upon to develop our cost estimates.
- 9) After the capital expenditure forecast is reviewed with the project stakeholders, we will then begin to prepare the facility condition assessment report for each of the listed properties. The focus of the report will be to provide comprehensive and defensible information that will support strategic decisions about the observed conditions and any issues at the properties. The report will include an overall executive summary detailing the financial information, description and condition statements, and photographic documentation.
- 10) In addition to the cost tables, a database of identified capital expenditures will be provided so that the town can manage the data for future budget reporting and planning purposes. The database will include the location, recommendation, opinion of cost, expenditure category and type, and recommended year of completion. The data will be formatted so that it can be presented in Microsoft PowerBi. This tool will help the town be able to plan capital projects across the facilities by being able to identify similar type projects across the portfolio into a single project/bid package. We can also provide the assessment data in an excel table format to be incorporated into any existing capital management software.

Task 5: Facility Master Plan

D. Location Analysis scope of work includes the following:

- 1) Conduct meetings with fire department, police department, and town officials.
 - a) Develop an understanding of the community served.
 - b) Review of the services provided within the existing deployment and baseline performance.
 - c) Review of community expectations
 - d) Assess the current condition of fire facilities through the “eyes” of a responder.
- 2) Fire Department
 - a) Create a base map illustrating the town and municipal limits including the HIPEX fire district, transportation network, physical and natural barriers as they relate to current fire station locations and response areas.
 - b) Examine ISO distance requirements for fire companies to determine any gaps in coverage in relation to high-risk properties.

- c) Geographically plot fire and EMS historic emergency incident locations to determine intensity of requests by area. Separate call type (Fire/EMS) maps based upon hour of day and day of week.
 - d) Model response travel time geographic capability
 - 1. Determine any gaps or redundant coverage areas in relation to service demand levels.
 - 2. Overlay of Mileage/population/service demand coverage statistics.
 - 3. Travel model benchmarks based at least upon NFPA 1710 or 1720 as appropriate or locally adopted objectives. Considerations of turn/stop time reductions and roadway obstacles will be considered.
 - 4. Model first alarm capability (ERF) based upon dispatch protocols using the fire department's critical tasking policy.
 - e) Examine and map current population levels, geographic density, socioeconomics, and age composition as it relates to provision of fire and EMS services.
 - f) Fire incident calls records data analysis"
 - 1. Temporal changes (hour of day/day of week, annual changes over 5 years)
 - 2. By call type
 - 3. Response times (including turnout if data is available) for both Fire and EMS units by call type.
 - 4. Impact of mutual aid received and given.
 - 5. First alarm performance for structural fires that occurred.
 - 6. Simultaneous call level and effect on available units
 - 7. Resource use on calls (# of units)/Utilization (time on task)
 - 8. Frequent addresses responded (also geographically represented)
 - 9. Station area first due unit reliability
- 3) Police Department
- a) Create a base map illustrating the town and municipal limits, transportation network, physical and natural barriers as they relate to current police station locations and response areas.
 - b) Geographically plot police historic emergency incident locations to determine intensity of requests by area. Separate call type priority level maps based upon hour of day and day of week.
 - c) Examine and map current population levels, geographic density, socioeconomics, and age composition as it relates to provision of police services.
 - d) Police incident call records data analysis:
 - 1. Temporal changes (hour of day/day of week, annual changes over 5 years)
 - 2. By call type
 - 3. Response times (including turnout if data is available) for police units by critical call type.
 - 4. Simultaneous call level and effect on available units
 - 5. Resource use on calls (# of units)/Utilization (time on task)
 - 6. Frequent addresses responded (also geographically represented)
- 4) Jurisdictional Assessment
- a) Assessment of structural risks in the community, its impact upon the town as a whole and how the most significant or vulnerable properties relate to current deployment of the fire facilities and police services. Special regard given to multistoried structural development and impact on fire services.

- b) Analysis of potential development (Commercial, residential, transportation) changes in the town and the impact upon population change and workload of the fire & police services.
 - c) Examine population projections and aging of population composition. Project it's impact upon the fire and police services.
 - d) Examine Socioeconomic factors that impact the fire and police service demand for services.
- 5) Fire Department Future Planning
- a) Using a unique methodology of combining future population, structural risk assessment, and demand for services projected into a cellular level scoring system to identify the optimal locations for future fire stations.
 - b) Benchmark coverage of the matrix score based upon current conditions and upon planned development and infrastructure changes in transportation. Barriers, natural and man-made will be taken into consideration.
 - c) If appropriate due to gap in coverage or a recommended closure of station due to architectural review of structure or site needs, locate additional fire station locations.
 - d) Develop a timing/threshold level table for new stations opening.
 - e) Project apparatus needs so that the size of the station needed can be used as a basis for approximate acreage of sites.
 - f) Realignment of first due areas
 - g) Degree of benefit to be gained through implementation of new station(s) opening.
 - h) Extent to which it achieves established performance targets (NFPA 1710/1720 or local adopted guidelines)
 - i) Potential negative consequences
- 6) Police Future Planning
- a) Determine through queuing analysis the probability of wait for police services for critical as well as all events (includes non-urgent events).
 - b) Evaluate unit level relative to workload to assess the need for additional units.
 - c) Assess the need for additional units based upon city growth in population and/or service area.
 - d) Degree of benefit to be gained through implementation of new staffed units.
 - e) Determine new location for police precinct if the facilities architectural review recommends alternative site.
 - f) Potential negative consequences
- 7) Civil Master Planning scope to include the following:
- a) Provide Land Planning for new building or expansion on existing or future sites.
 - b) Review dimensional limitations (setbacks, buffers, etc.) on existing or potential sites.
 - c) Preliminary grading analysis
 - d) Review availability of water and sewer and capacity
 - e) Preliminary stormwater control measure sizing
 - f) Parking study

ATTACHMENT E

2023 Hourly Rates

CREECH & ASSOCIATES

Principal	\$225.00
Senior Associate	\$190.00
Project Manager	\$190.00
Associate	\$180.00
Lead Designer	\$180.00
Project Designer I	\$145.00
Project Designer II	\$155.00
Project Designer III	\$165.00
Architect I	\$160.00
Architect II	\$170.00
Architect III	\$180.00
BIM Designer I	\$130.00
BIM Designer II	\$140.00
BIM Designer III	\$150.00
Interior Designer I	\$140.00
Interior Designer II	\$150.00
Interior Designer III	\$160.00
Intern Architect	\$80.00
Administrative	\$75.00

Consultant hourly rates can be provided upon request.