

**Notes From Architectural services for Police, Fire and Town Administration Pre-Proposal
Meeting January 9, 2023**

Attendees: 11

1. Has a Phase 1 Environmental been done for the properties and does the Team need to include these services?
 - a. A Phase I Env. Has not been done for any of the properties. These services are not anticipated to be needed under this contract.
2. Do these projects require LEED or other similar design services?
 - a. LEED, etc. is welcome as a project design consideration, but cost will dictate final design.
3. Is a high-level budget known for each project?
 - a. These projects will likely involve multiple funding sources including the Town, State and FEMA. The exact participation of each party is still being determined. Based on preliminary planning budgets the total construction costs are anticipated to range from:
 - i. Town Hall - \$400K-\$600K
 - ii. Polic Department – \$400K-\$600K
 - iii. Fire Department - \$2.5M-\$3M
4. Time frames for each project?
 - a. The Town Hall and Police Department are retrofit projects within existing buildings that are currently leased. The current lease term is up to 18 months. Assume commencement of construction in 18-24 months.
 - b. The Fire Department will be a new building on a new site. The site selection is currently underway. Assume commencement of construction in 6-12 months.
5. Does the owner have a preference to use Construction Management at Risk, Design Build or other non-standard procurement methods?
 - a. No, the Town is seeking efficient and cost-effective delivery of these facilities. The selected firm shall provide recommendations on these and other options for construction contracting.
6. Is the Fire Department Volunteer or Career Based
 - a. Career Based as part of Town government.
7. Are emergency services communications coordinated across all projects?
 - a. 911 calls originate from Haywood County and then patch directly to the Police Department or Fire Department.
8. Should the team include specialty design services?
 - a. Yes, proposed teams should include all necessary design services typical for Police/Fire and Town Hall facilities.
9. How is the 10 page limit being addressed in the Submittal requirements?
 - a. SOQ should be no more than 10 pages front and back (20 pages of content).

- b. **Section 4-Experience** (Provide five (5) projects of similar size and scope completed by the firm within the past ten (10) years...) and **Section 5-Schedule** (Provide a proposed schedule for each of the three projects...) can be an Appendix and will not be part of the 10 page maximum.
- 10. Are as-built plans of the old buildings available and are mechanical details included?
 - a. Plans for the old Town Hall/Police Department are available (some electrical, mechanical and other details are included).
 - b. No plans have been located as yet for the Fire Department.
- 11. During the tour of the existing Fire Department the Fire Chief shared the following additional information:
 - a. Fire Department needs longer bays to accommodate a ladder truck
 - b. Pull-through bays are preferable
 - c. Individual sleeping rooms are preferable
 - d. No 3-phase power is needed
 - e. All facilities on one level are preferable
 - f. design needs to include Hazard Materials decontamination zones (Hot/Medium/Cold)