

December 12, 2018

Dr. Dan Morrill
Charlotte-Mecklenburg Historic Landmarks Commission
2100 Randolph Road
Charlotte, NC 28207

Re: Excelsior Club Feasibility Study

Dear Dan,

Neighboring Concepts is pleased to submit a fee proposal related to a feasibility study for the above referenced project. This proposal is based on our understanding of the project based on information discussed. This fee proposal outlines the services needed to facilitate the requested scope. This proposal is being provided to you in three parts. Part-A provides a written description of our understanding of the requested project scope. Part-B describes our understanding of the work that is to be delivered to the Historic Landmarks Commission (HLC). Finally, Part-C illustrates a summary of design fees required to perform the scope described herein. Any scope beyond that described in the three parts of this proposal shall be evaluated as further additional services on an individual basis.

PART-A: PROJECT UNDERSTANDING

Neighboring Concepts understands that it is the HLC desire to develop a Feasibility Study for the Historic Excelsior Club located at 921 Beatties Ford Road in Charlotte, NC. The study will incorporate the building parcel and the two adjacent parcels which includes the existing parking lots. The study will include potential uses of the building based on various options but not include the marketing value of those potential uses. If marketing value of the options are important, another consultant who provides this service will have to be retained outside of this scope of work.

PART-B: PROJECT SCOPE

Based on our understanding of the project scope, Neighboring Concepts anticipates the following services:

Scope of Services Breakdown:

Neighboring Concepts proposes the following Scope of Work:

1. Survey of Existing Facility/Research

Neighboring Concepts and its team will investigate the existing conditions, research plans and documents of the existing facility as required and develop updated conceptual floor plans. All plans will be developed on the latest version of AutoCAD software and will be utilized to further evaluate the building and also be available for future use.

2. Architectural Evaluation

The architect will evaluate the conditions of the existing building relative to potential life safety hazards, building code/ADA compliance and potential zoning/parking issues. Even though a structural engineer is not included in the project scope, we will evaluate the overall structural conditions of existing building structure based on physical inspection only.

3. Mechanical/Plumbing/Electrical Evaluation

The various consultants will evaluate the conditions of the existing building relative to current condition and capacities of the existing mechanical, plumbing, fire protection and electrical systems. A written assessment will be provided relative to the existing condition and what would be required based on each optional concept.

4. Develop Site Analysis and Three Optional Concepts

Based on the information above, our team will develop a site analysis to include zoning, parking, pedestrian and vehicular circulation, etc. We will also develop three optional design concepts for consideration. The three options will be as follows:

- Preserving and renovating the existing building as is to meet all the current building code requirements.
- Demolish most of the existing building interior, design new space and preserve as much of the existing exterior façade as possible.
- Demolish the entire existing facility and design a new facility with an exterior façade that relates to and respects the character of the historic building's façade.

5. Develop Estimated Budget Based on the Various Options

We will develop a cost per square foot estimate for each option based on current construction cost numbers of similar construction. Actual costs of future improvements will need to be provided by a contractor based on more detailed documents to be provided by the design team in a future phase.

Deliverables:

- A. A written report will be prepared incorporating all the information gathered including floor plans of the existing facility, the written assessment, conceptual drawings and probable cost information.
- B. A summary of our report will be provided in a PowerPoint presentation and included on a CD for the Historic Landmarks Commission. We will also include 5 bound hard copies of the report.

PART-C: SUMMARY OF FEES

Our fees will be hourly up to a total of \$10,000 (maximum not to exceed) with a \$2,500 discount based on the breakdown as shown below and the attached hourly rates:

Breakdown of Fees

Survey of Existing-----	\$ 1,000.00
Architectural Evaluation-----	\$ 1,500.00
Mechanical/Plumbing/Electrical Evaluation-----	\$ 2,000.00
Site Analysis and (3) Optional Concepts-----	\$ 2,500.00
Develop Probable Costs-----	\$ 1,500.00
Final Report-----	\$ 1,000.00
Total Proposed Fees (Hourly up to maximum) -----	\$ 10,000.00
(Pro-Bono Services Discount)	\$ 2,500.00
Total Proposed Fees (with discount)	\$ 7,500.00

Normal reimbursable expenses for travel, printing, etc. are included in our fees. We have not included services related to Environmental Assessment, site and utility surveying, and other items not indicated in the scope of services. Additional services will not be performed until authorization is received in writing from the Owner. If the scope of work changes significantly from what is indicated in the scope of services, we will need to equitably adjust the fee.

Proposed Schedule:

Neighboring Concepts is prepared to begin this project immediately upon the acceptance of this proposal and a Notice to Proceed. We will have the Building Assessment completed no later than ten (10) weeks following the Notice to Proceed.

Sincerely,



Darrel J. Williams, FAIA
Neighboring Concepts, PLLC

Approved By:

Historic Landmarks Commission

Date _____