

September 29, 2025
R1: October 6, 2025

Ms. Linda Whitaker
Project Manager
Union County
1407 Airport Road
Monroe, NC 28110



RE: **PROFESSIONAL FEE PROPOSAL – AMENDMENT 001 - SD, DD, CD, CA
Union County – SPRAC (South Piedmont Regional Medical Examiner’s Office)
Monroe, NC**

Dear Ms. Whitaker:

On behalf of CPL, we are pleased to submit the following design fee proposal for Architectural, Medical Examiner Planning, and Engineering services necessary for Union County (UC) – SPRAC (South Piedmont Regional Medical Examiner’s Office) to be located at the parcels 09057011 and 09057011A.

Our previous design services contract included advanced planning and concept design only. The design team requests additional design service fees as identified as Amendment 001-line items within the Fee Schedule table. Our design services include Schematic Design through Construction Administration as described herein. We understand that our current AIA contract will be amended according to these additional services.

PROJECT UNDERSTANDING

To date we have completed all programming meetings. The general consensus is that the current programmed facility sf has been approved at 15,184 sf per the programming document dated 08/29/2025.

At this time our understanding of the project is as follows:

- Funding for the new medical examiner’s facility is through the State of North Carolina and will be designed to meet the requirements necessary to achieve National Association of Medical Examiner’s (N.A.M.E) accreditation. UC asked that design scope fee should assume that we will not be required to submit documentation through North Carolina SCO, review will be local AHJs only.
- A future Jail Facility is anticipated to be located on the West adjacent parcel to our site and will have no bearing on the site circulation or utility connections currently planned for the new SPRAC



- There is a general understanding of the required off-site D.O.T. scope based on our initial meeting. Further discussion is needed to confirm final D.O.T. requirements and what impact that may have on the design scope, project schedule, and budget. A road connection between the existing Sheriff's Office and the new SPRAC is also expected. The off-site DOT connection to 74 and the road connection between the existing Sheriff's Office and the new SPRAC will be studied individually to understand the cost and schedule impact of each.
- Approximate Total Cost of Work for Construction and Site Activities:
 - Based on an approximate square foot cost of \$1100, assumed building construction and site development cost is approximately \$ 16.4 million.

SCOPE OF SERVICES

Design Services Include: Civil Engineering / Structural Engineering / Architecture / Medical Examiner Planning / Medical Examiner Equipment Design and Specification, Mechanical, Electrical, Plumbing, and Fire Protection Engineering / AV, Security, and Technology Design. Interior Design

TASK I - SCHEMATIC DESIGN

- (4) Virtual Meetings: Review overall project progress, document development, and budget development.
- Deliverables (digital):
 - Preliminary code summary. To include a code abstract compilation of all applicable codes, regulations, ordinances that are required by governmental agencies having jurisdiction.
 - Schematic architectural site and floor plans, roof plan, building elevations and building exterior material designations
 - Schematic civil site plan to include future expansion and flexibility to accommodate future toxicology, utility requirements, site utilities, stormwater management
 - Schematic narrative including basic foundation and framing plan.
 - MEP/FP narratives. Limited drawings may also be provided to assist with preparing the cost estimate.
 - MWL Equipment Schedule and Equipment Procurement
 - Schematic Design Phase Cost Estimate

TASK II - DESIGN DEVELOPMENT

- (2) Virtual Meetings, (3) In Person: Design meetings to review overall documentation development with the primary focus on decisions around MEP systems, equipment selection/placement, security/IT/AV coordination, and finishes, as well as budget development.
- At this stage, the overall project scope is set with no anticipated major changes. The design team will proceed with further development and documentation of the civil site plan, interior and exterior building features, general finishes, structural system(s), major equipment, and MEP/FP line drawings.
- Deliverables (digital):
 - Code summary.



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- Outline specifications.
- Design Development Drawing Set to Owner and CM.
- Photo-quality-colored renderings - limited to two (2) exterior views. No additional renderings are included.
- Design Development Phase Cost Estimate

TASK III – CONSTRUCTION DOCUMENTS

- Meeting 1 (Virtual): Owner review meeting with 50% Construction Documents.
- Meeting 2 (In-Person): Owner review meeting with 90% Construction Documents.
- Prepare for final design drawings and project specifications. CM is responsible for preparing front end bidding specifications with both Owner and Architect review.
- Coordinate drawing submission requirements with applicable review agencies for permitting.
- Deliverables (digital):
 - CPL will provide Construction Documentation in compliance with the North Carolina State Building Code (2024 edition) and other applicable standards.
 - Both drawings and specifications will be provided.
- Construction Document Phase Cost Estimate

TASK IV – CONSTRUCTION PROCUREMENT

- CPL will submit the necessary documentation in digital format to the Local and State authorities having jurisdiction as well as address any review comments that may arise.
- All permits and approvals for the project will be paid for and secured by others.
- CPL will also assist the CM and answer Requests for Information (RFIs), provide clarifications, issue addenda as required to the CMR's subcontractors during the bidding period.

TASK V – CONSTRUCTION ADMINISTRATION

- Attend one (1) pre-construction meeting.
- Attend bi-weekly site visits / OACs throughout construction duration
- Provide construction administration services consisting of the review of submittals, shop drawings, certification of monthly pay requests, responding to RFIs that arise during the course of construction and closeout documentation.

SCHEDULE – Refer Exhibit 002 (in development)



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CLIENT RESPONSIBILITIES

It shall be the responsibility of the client to provide the following:

- Access to the project site during design.
- Reasonable advance notice of scheduled meetings.
- Decisions on critical issues in a timely manner.

INCLUSIONS

1. Geotechnical services
2. Design of site lighting or photometrics
3. Design of full building emergency backup power as a base bid
4. Delegated design of irrigation
5. Attend pre-application meetings during permitting efforts
6. Drawing and specifications for any early bidding packages including:
 - a. Early Site Package – Mass Grading
 - b. Specifications for building generator, switch gear, and other long lead items for early release
 - c. (1) scope validation meeting during each phase of design to address any additional early release packages which will allow all parties to have the appropriate amount of time to respond in the best interest of moving the project forward efficiently and cost effectively.
7. Design of utility connections/extensions on site as necessary
8. PDF As Built drawings
9. Design of retaining wall, if necessary
10. Coordination of N.A.M.E accreditation requirements, verification and documentation.

ASSUMPTIONS / EXCLUSIONS

1. Delivery method is Construction Manager at Risk.
2. Future addition(s) beyond what was identified in the programming and planning deliverables.
3. Permitting or any application fees.
4. Phase I II or II Environmental Site assessments, NC SAM/WAW quality assessments.
5. Protected species or historical resource coordination/surveys.
6. Jurisdictional feature impact permitting.
7. Regional stormwater, water, or sewer studies or related work.
8. Sewer pump station and offsite force main upgrades or design.
9. CPL will incorporate best practice sustainable features as the project's budget and design allows.
10. CPL will coordinate all furniture, fixtures and equipment infrastructure and finish selections. And will provide an overall furniture plan, furniture schedule and furniture specifications for Owner to bid/purchase. CPL can assist with selections from state contracts or as otherwise preferred Procurement of all devices, equipment, and furniture is by owner.
11. CPL's basic telecom/data/security/AV services include:
 - a. Devices are specified and installed by the owner. The design team is responsible for identifying and specifying cabling and pathways (conduit and blank boxes). Locations for security, data, telecom, and AV devices will be identified on the drawings.



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- b. The county's color-coding system will be identified in the specifications for the Owner and CMR to coordinate / implement.
- 12. Grant applications but can be provided as an additional service.
- 13. Design of public utility extension beyond the project limits, including State utility permitting.
- 14. Third-party special inspections are not included in the base scope of work other than preparing the Statement and Schedule of Special Inspections.
- 15. Altering (increasing/decreasing) the project scope, design, and/or budget from our project understanding and assumptions may trigger a request for additional services. A 3% construction contingency is assumed. Any other project contingency is excluded from consideration of this proposal.
- 16. City, county, and/or state review fees are not included in this proposal, recommend that CM includes in their responsibility.
- 17. We do not anticipate the building being sited in a flood hazard area.
- 18. Life cycle cost analysis.
- 19. We anticipate the following items to be delegated design:
 - Cold-formed metal framing, stair systems, structural steel connections, precast concrete, pre-engineered canopies, glazing systems, pre-engineered building systems, temporary shoring or excavation support systems, prefabricated wood or metal trusses.
- 20. Project budget is assumed to be \$20,000,000. Construction budget is assumed to be \$16,400,000 (with remainder of project budget assumed for soft costs, design fees, furniture, etc.).
- 21. Any additional funding received pertaining to the project will trigger an 8% compensation to the Architect based on the amount of the funding, if the construction cost is modified from the assumed \$16,400,000 as this would be an addition to the total construction budget which the lump sum is based on.



COMPENSATION

CPL agrees to provide the professional design services listed in the Scope of Services. Our fee proposal is based upon work-effort projections and applicable billing rates for the scope of work anticipated for this project. We propose providing our scope of services for a lump sum fee as indicated in the following table.

FEE SCHEDULE	FEE
ADVANCE PLANNING / CONCEPT DESIGN	
Architecture / Medical Examiner Planning / MEP/FP Engineering	122,500.00
Task S01 – S05	48,500.00
Task W01 – W02	9,700.00
Task TR01	17,300.00
Task E01 – E02	9,700.00
Reimbursables Allowance	8,500.00
SUB-TOTAL FEE	216,200.00
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Task I – Schematic Design Architecture / Medical Examiner Planning / MEP & FP Engineering	\$220,090
Task II – Design Development Architecture / Medical Examiner Planning / MEP & FP Engineering	\$265,320
Task III – Construction Documents Architecture / Medical Examiner Planning / MEP & FP Engineering	\$414,125
Task IV – Construction Procurement Architecture / Medical Examiner Planning / MEP & FP Engineering	\$79,500
Task V – Construction Administration Architecture / Medical Examiner Planning / MEP & FP Engineering	\$430,970
Civil Engineering	\$108,700
AV, Security, Technology	\$74,900
Design Fee	\$1,590,000

Fee structure continued below.



Additional Services	
Geotechnical Exploration	\$18,400
Seasonal High Water Table Evaluation	\$2,875
Ksat Testing	\$1,725
Shear Wave Velocity Method for Seismic Site Classification	\$1,725
Additional Services Fee	\$24,725
Allowances	
Civil Engineering – Roadway Improvements Allowance – SD Investigation	\$1,500
Civil Engineering – Roadway Improvements Allowance – CDs	\$38,000
Retaining Wall Design Allowance	\$5,000
Reimbursables Allowance for allowable reimbursements as defined in agreement	\$10,000
Allowances Total	\$54,500
Total Amendment 001 Fee	\$1,669,225

ADDITIONAL SERVICES

Any items not contained in our Scope of Services or contrary to the assumptions / exclusions listed above may be deemed additional services. If requested by the Client, additional services will be provided as a fixed fee mutually agreed to in advance by both parties.

CONCLUSION

This document serves as a design fee proposal. The proposed fee is valid for 90 days from the date of this proposal. If these terms are acceptable, we will proceed with negotiating a Standard Design Contract.

We look forward to working with you on the successful completion of this project.
Sincerely,

CPL

Eric Leibenguth, AIA
Principal-in-Charge

cc: Mr. Taylor Bishal (Tbishal@cplteam.com)