

March 19, 2025
April 04, 2025 Revised

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



RE: **PROFESSIONAL FEE PROPOSAL – ADVANCE PLANNING / CONCEPT DESIGN**
Union County - 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) – South Piedmont Regional Medical Examiner's Office (the project) to be located at the parcels 09057011 and 09057011A.

PROJECT UNDERSTANDING

Union County wishes to contract with CPL for professional design services as described herein for a new Medical Examiners facility. At this time our design services will be limited to Advance Planning / Concept Design. Once the project is programmed and the overall scope is further defined, our team will submit a proposal for design services to complete the project and amend contracts.

The purpose of the advance planning phase is: To define the needs of the stakeholders, outline the building project requirements (including building / site / infrastructure needs), and create a comprehensive program.

- +/- 10-15k sf facility, programming will determine final proposed size.
- Funding is through the State, 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.
- Little Diversified is the AOR for the for the Jail Facility which is on the West adjacent parcel to our site. There will be shared coordination for utilities, site circulation, etc. that our team will be involved with alongside Little's team, our project will be tracking ahead of the Jail Facility.
- Site development scope and due diligence; Refer to "Exhibit 002" for Timmons Group scope of services



**PROFESSIONAL FEE PROPOSAL
ADVANCE PLANNING / CONCEPT DESIGN**

Union County
South Piedmont Regional Medical Examiner's Office
Monroe, NC
March 19, 2025
April 04, 2025 Revised

Page 2 of 4

Union county stakeholders identified: The current County Medical Examiner, Michelle Lancaster former executive county manager acting as owner representative, and Union County Facilities department.

SCOPE OF SERVICES - Advance Planning / Concept Design

Design Services Include: Civil Engineering / Architecture / Medical Examiner Planning / Mechanical, Electrical, Plumbing, and Fire Protection Engineering narratives.

Other Services Include: Surveying, Environmental, Transportation

As part of the programming and scope validation process various programming options will be considered. The design team will evaluate these options at key points in the Advance Planning phase. This will involve coordination among the entire design team.

As an essential component in creating and validating the project goals, objectives, vision and an accurate estimate; the design team will prepare a detailed program document that defines not only the spatial requirements of the facility but also primary adjacencies, equipment, building engineering systems, and structural systems. Along with the program document, deliverables will also include Architectural and Civil block planning, and a preliminary budget analysis from the design team. These, along with the CMR's estimated cost of construction, will all be formatted into one Advance Planning document.

- Meeting 1:
 - Kick-Off and Introduction of the project
 - Questionnaires
 - Initial program interpretation
 - Site visit with design team and owner
- Meeting 2:
 - Programming – Expand upon the program requirements.
 - Visioning – establish an understanding of the desired look and feel of the project.
 - During this period the design team will perform due diligence efforts including but not limited to survey / environmental / traffic analysis / Etc.
- Meeting 3:
 - Final program and area calculations workshop.
 - Visioning documents from previous Owner and Stakeholder engagement meetings.
 - Architectural and Civil block planning depicts a conceptual level of spatial analyses of both the building and site development.
- Meetings 4:
 - Final conceptual Architectural and Civil block planning.
 - Conceptual exterior massing design.
 - Preliminary budget analysis and recommendations.
 - Provide an overall visual understanding and look and feel of the project.
- At the end of this task we expect that the project scope and associated preliminary Project budget / Construction budget is approved.



**PROFESSIONAL FEE PROPOSAL
ADVANCE PLANNING / CONCEPT DESIGN**

Union County
South Piedmont Regional Medical Examiner's Office
Monroe, NC
March 19, 2025
April 04, 2025 Revised

Page 3 of 4

SCHEDULE – Refer Exhibit 003

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.
- Payment of all invoices in accordance with this agreement.

ASSUMPTIONS

1. If the project is delayed more than 30 days, this may trigger a request for additional services as a part of project restart.
2. Delivery method is understood to be Construction Manager at Risk. We anticipate that the CMR will be integrated into the team prior to project kick-off.
3. Cost estimating is not included.
4. Renderings limited to conceptual exterior massing.
5. Refer to Timmons Group proposal for other assumptions.

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 to provide the scope of services for a not-to-exceed base fee as indicated.

FEE SCHEDULE	FEE
Architecture / Medical Examiner Planning / MEP/FP Engineering	122,500.00
Task S01 – S05 (Timmons Group - Refer to "Exhibit 002")	48,500.00
Task W01 – W02 (Timmons Group - Refer to "Exhibit 002")	9,700.00
Task TR01 (Timmons Group - Refer to "Exhibit 002")	17,300.00
Task E01 – E02 (Timmons Group - Refer to "Exhibit 002")	9,700.00
Reimbursables Allowance (primarily travel for MWL)	8,500.00
Fee Total	216,200.00



**PROFESSIONAL FEE PROPOSAL
ADVANCE PLANNING / CONCEPT DESIGN**

Union County
South Piedmont Regional Medical Examiner's Office
Monroe, NC
March 19, 2025
April 04, 2025 Revised

Page 4 of 4

ADDITIONAL SERVICES

Any items not contained in our Scope of Services or contrary to the assumptions 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. Brad Norvell (bnorvell@cplteam.com)



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

April 4, 2025

CPL
Attn: Mr. Brad Norvell
6302 Fairview Road
Charlotte, NC 28210

**RE: South Piedmont Regional Autopsy Center
Proposal – Advanced Planning/Concept Design
Union County, North Carolina**

Brad:

We are pleased to offer you this proposal to perform Surveying, Environmental, Transportation, Civil Engineering and Landscape Design services for the proposed South Piedmont Regional Autopsy Center which will be in Union County, North Carolina.

Our proposed scope of services is described in Exhibit A.

If this proposal meets with your approval, please sign the agreement on the following page and return a copy to my attention. Please note that fees quoted are valid for sixty (60) days from the date first written above.

Thank you for the opportunity to provide you with this proposal, and we look forward to continuing working with you on this very exciting project.

If you have any questions or comments concerning this proposal, please feel free to call me at (704) 376-1073 or via e-mail at brian.crutchfield@timmons.com.

Sincerely,

Brian V. Crutchfield, PE, PLS
Principal



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

ACKNOWLEDGED AND ACCEPTED:

On behalf of the Client, this Agreement, including Exhibit A [Scope of Services], is accepted and agreed to as of the date written below.

By: _____

Name: _____

Title: _____

Date: _____

EXHIBITS: The following Exhibits are attached hereto and expressly made part of this Agreement.

☒ EXHIBIT A - SCOPE OF SERVICES



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

EXHIBIT A – SCOPE OF SERVICES

Under this Agreement, Timmons Group will provide professional services relative to the proposed regional autopsy center located in Union County, North Carolina

Project Description and Assumptions

- The proposed project involves the construction of a new regional autopsy center that may serve up to eight (8) or more of the surrounding counties and will be located on Union County parcels 09057011 & 09057011A total, approximately 36 acres.
- The parcels are currently in the Town of Wingate ETJ and must be in annexed into the Town limits.
- Union County is planning the construction of a new jail (design by others) that will share the property with the autopsy center. Timmons Group will be providing survey, environmental, transportation and preliminary civil engineering and master planning services that will account for both projects.
- Client/Owner will coordinate site access and will provide any necessary documentation for field staff performing the work.
- Timmons Group anticipates the Client/Owner will facilitate the completion of the necessary access permission forms for the U.S. Army Corps of Engineers (USACE) for the wetland/stream confirmation.



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

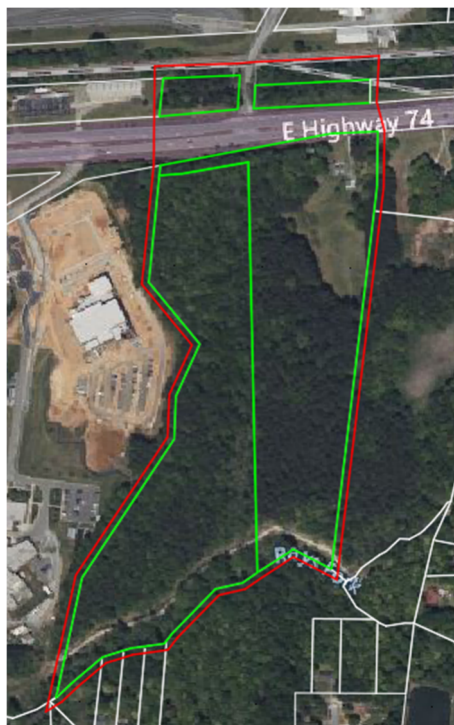
P 704.602.8600
F 704.376.1073
www.timmons.com

Survey Services

All land surveying efforts provided by Timmons Group will meet or exceed the Minimum Standards of Land Surveying in North Carolina as adopted by the Board under regulatory authority of Title 21, Chapter 56, Section .1600 of the North Carolina Administrative Code, and the North Carolina G.S. 47-30 Requirements.

Under this Agreement, Timmons Group will provide professional services relative to the project located in Union County, NC and being known as PIN's: 09057011 & 09057011A.

Exhibit A-1



Task S01 – Control and Boundary Survey

Timmons Group Land Surveyors will provide a Boundary Survey of Union County PIN's: 09057011 & 09057011A and is approx. 36 acres.

See Exhibit "A-1" above for the approximate limits of the property boundary surveying work (outlined in green). This task will include the following items:

- Research, fieldwork and office calculations necessary to accurately locate the property boundaries according to the requirements established by NC General Statutes.
- 5/8-inch diameter Iron rebar with green caps to be set as primary horizontal control



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

- points along the traverse. The existing property corners will be tied into the traverse.
- Horizontal datum for basis of bearing shall be the North Carolina Coordinate System of 1983 (NCCS83) based upon NAD83, 2011 epoch.
- Field location and mapping of possible encroachments along the perimeter of the property will be noted based on physical evidence on the date of the survey.
- Interior site improvements are not included in this task.
- Any missing corners will be re-set with 5/8-inch diameter rebar.
- Deliverable will be an AutoCAD digital file of the boundary to be used as a base for the civil engineering design work and the topographic survey scoped below. A signed and sealed boundary plat and a Metes & Bounds Legal Description will be delivered if requested.
- This survey will be performed without the benefit of a Title Commitment so all encumbrances may not be shown.
- Recording a Boundary Plat is not included in this task.

Task S02 – Topographic Survey

Timmons Group Land Surveyors will provide a topographical survey for the project site utilizing aerial Light Detection and Ranging (LiDAR) and traditional methods. The survey will include 1' contouring, planimetric data and storm and sewer structure invert data, trace invert data 1 structure from the topo limits. Items shown as obscured on the aerial survey (signs, valves, roads, culverts, etc.) will be field located. Horizontal datum for basis of bearing shall be the North Carolina Coordinate System of 1983 based upon NAD83, 2011 epoch. Vertical Datum shall be North American Vertical Datum of 1988 (NAVD 88). Topographic Survey area is outlined in RED on Exhibit "A-1". Area is approx. 40 acres. Individual trees will be located (location and size only) along the approximately 400 linear feet of right of way. Wooded areas within the property will be outlined. Deliverable will be a digital AutoCAD file and a signed and sealed topographic survey plat. Property, easement and right-of-way lines will not be surveyed. These lines will be shown on the survey from County GIS or using the lines from Task S01, if awarded.

Task S03 – Wetland Flag Location

Timmons Group Land Surveyors will locate the wetland flags, delineated by others, and show the locations on the topographic map. The location is not yet known. The wetlands area is assumed to be along the creek along the southern property line. If wetlands are present on other parts of the property, additional fee may be required.

Task S04 – Recombination Mapping

Timmons Group Land Surveyors will prepare a Recombination Plat to the governing municipality's requirements. This task includes the time for mapping and the application and review process. Deliverable will be a signed and sealed Mylar plat. Recoding the plat is not included in this task.

**This fee is contingent upon being awarded Task S01-Control and Boundary Survey.*



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

Environmental Services

Task W01 – Wetland/Stream Delineation

Timmons Group will review existing, readily obtainable environmental information on the site such as U.S. Geological Survey (USGS) mapping, aerial photography, National Wetlands Inventory (NWI) mapping, and soil survey information. A wetland delineation of the subject property will be performed in accordance with the 1987 U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual and appropriate Regional Supplement. A stream determination will be conducted using the North Carolina Department of Environmental Quality (NCDEQ) Stream Identification methodology, version 4.11. The flagged wetland limits will be GPS located for mapping purposes (Note that GPS location is for confirmation and planning purposes and is not a substitute for traditional field survey, and in the event wetlands and streams may be impacted by the project jurisdictional features should be located by traditional survey means). A preliminary wetland delineation map showing the approximate size, shape and location of wetlands and/or waters of the U.S. present on the subject property will then be prepared.

**Flagging will be collected as part of Task S03.*

Task W02 – Wetland/Stream Confirmation

Timmons Group will facilitate the confirmation of wetland and stream locations through feature flagging and submittal of a Preliminary Jurisdictional Determination (PJD) request package to the USACE. This package will consist of a narrative, delineation map, wetland delineation field data sheets, and stream data forms. Timmons Group will conduct a site visit with the USACE to review the site conditions, flagged wetland limits and confirm findings. A PJD or an informal Delineation Concurrence (DC) for the wetland delineation will be obtained from the USACE. Although there are no state mandated stream buffers for this location, DWR will be copied on all USACE correspondence and offered the opportunity to attend the USACE site visit.

Transportation Services

Traffic engineering services have been requested to determine the impacts associated with the proposed Union County Autopsy Center Development. The proposed development will be located at 3508 Highway 74 East Monroe, NC. Included in this proposal is our understanding of the project, an outline of the proposed scope of work, and a lump sum fee. Timmons Group (TG) will coordinate with the NCDOT and Project Team throughout the project.

A traffic impact analysis (TIA) is a specialized study which assesses a development's impact on the surrounding transportation network. The analysis is an essential step in the development review process that assists developers and public agencies in making land use decisions that affect traffic and transportation operations in the area.

SCOPE OF SERVICES

The following is an outline of the proposed scope of services. The parties acknowledge that the scope of services may change following consultation with the NCDOT and/or local municipal agencies. It is understood that if the scope of services change following any such consultation, TG



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

will provide a revised proposal or an addendum to this agreement outlining any such changes and associated costs.

Study Area

Based on previous experience with the NCDOT, the following study area intersections are assumed. Study area intersections will be confirmed with the NCDOT in a scoping meeting prior to the onset of the study:

- US-74 at Person Road (easternmost intersection) *
- US-74 at Edgewood Road / Site Access*
- US-74 at Bivens Street*

Peak hour (7:00 am – 9:00 am and 4:00 pm – 6:00 pm) turning movement traffic counts will be collected by TG at the existing study area intersections listed above.

Task TR01 – Traffic Impact Study

The project involves the tasks and methodology that are outlined below:

- Perform peak period (7:00 a.m. – 9:00 a.m. & 4:00 p.m. – 6:00 p.m.) turning movement traffic counts at the study area intersections noted above.
- Collect other necessary data relating to the study area and adjacent transportation network.
- Review all pertinent information including: land use plans, traffic accident data, and developments, and/or roadway improvements planned in the study area which may impact this development.
- Project future ambient network volumes using an area wide growth factor (to be determined in the project scoping meeting).
- Add and distribute traffic from other approved TIAs within the study area provided by the Town / NCDOT.
- Calculate (using the 11th Edition of the *Institute of Transportation Engineers Trip Generation Manual*) and distribute site-generated traffic to reflect the full build-out of the proposed development.
- Conduct a capacity / operational analysis for the aforementioned intersections for the following four (4) conditions (AM and PM peak period)
 - Existing Year Traffic Condition
 - Build Year Traffic Condition Without Site Traffic
 - Build Year Traffic Condition With Site Traffic
 - Build Year Traffic Condition With Site Traffic & Recommended Improvements
- Provide recommendations to improve the level of service (LOS) at any study area intersection that demonstrates a deficient level of service due to the traffic generated by the proposed development.
- Produce a TIA that documents all findings and recommendations.
- This task assumes a maximum of two (2) virtual meetings (including the assumed scoping meeting). It is assumed that two (2) TG staff members will participate in the meetings.



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

This proposal assumes one (1) TIA construction phase and one (1) building program. Any additional analysis required due to either a) a change in TIA construction phasing, b) a change in the building program, c) comments provided by reviewing agencies*, or d) the addition of theoretical construction scenarios for planning purposes will be considered additional services (as describe below).

*This proposal assumes one (1) TIA submittal. Any actions beyond this (i.e., improvement negotiations, additional analyses / calculations, etc.) will be considered additional services (as described below).

Civil Engineering and Landscape Design Services

Task E01 – Pre-Design and Due Diligence

This task will include site analysis, pre-design coordination and will include the following;

- Review the survey, geotechnical, environmental and any other available documents including Union County GIS.
- Schedule and attend a Pre-Design meeting with Union County and the Town of Wingate to review the project.
- Meet with the Client and Owner to discuss programming for the project (autopsy center and jail) including size of the buildings, required parking and access.
- Prepare at least three (3) concept (hand) sketches for the project.
- Meet with the Client and Owner to review the concept sketches, discuss benefits and shortcomings of each.
- Prepare a final concept sketch incorporating the comments from the previous meeting and provide to the Client and Owner for final review.
- Meet with Union County to discuss existing water and sanitary sewer service.
- Develop a conceptual utility extension plan and provide to the Client and Owner for review.
- Request a Hydrant Flow Test from Union County.
- Request a Willingness to Serve letter from Union County for water and sanitary sewer.

Task E02 – Annexation

Timmons Group will assist the Client and Owner with annexation of the subject parcels into the Town of Wingate. The scope will include preparation of an Annexation Exhibit and assistance with applications as required for final acceptance by the Town.



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

Special Conditions and Exclusions

The following special conditions and exclusions shall apply to the technical services to be provided on this project:

Special Conditions:

- All project expenses such as printing, mileage, postage, and courier are included in the lump sum or fixed fees.

Exclusions:

- ALTA/NSPS Land Title Survey and associated title research
- Geotechnical and Structural services
- Phase I, II or III Environmental Site Assessments
- NC SAM/WAM Quality Assessments
- Formal Flagging of Jurisdictional Ordinary High Water Mark at Impact Locations
- Protected Species Coordination/Surveys
- Historical or Cultural Resource Coordination/Surveys
- Pre-Application Meetings
- Jurisdictional Feature Impact Permitting
- Design of utility extensions beyond the project area is not included in this proposal.
- Design of Irrigation is not included in this proposal.
- Design of Site Lighting, Photometrics, Camera Systems, Site Security Systems (including fences and gates), or related work. TG will denote locations of these items on the plans as provided by others.
- Regional stormwater, water, or sewer studies or related work.
- Right-of-way or offsite easement or property acquisition or negotiations
- Sewer Pump Station and Offsite Force Main upgrades or design
- Private building or site fire control systems, fire pumps, and associated work.
- Any offsite improvements other than those specifically noted above
- The scope of services does not include permit fees or impact/capacity fees, application fees, cost of public notices, mitigation costs, etc.
- The following transportation services will be provided for an additional fee; additional study area intersections, additional traffic counts, additional TIA phases, additional analysis/calculations, improvement negotiations, additional meetings, design of transportation/infrastructure improvements, detailed written responses to address review comments, TIA updates based on review comments, deviations from the original scope
- Any items not specifically noted in the scope of services.



610 E. Morehead St.
Suite 250
Charlotte, NC 28202

P 704.602.8600
F 704.376.1073
www.timmons.com

Fee Summary

Task S01 – Control and Boundary Survey	\$ 16,400	Fixed Fee
Task S02 – Topographic Survey	\$ 26,600	Fixed Fee
Task S03 – Wetland Flag Location	\$ 2,500	Fixed Fee
Task S05 – Recombination Mapping	\$ 3,000	Fixed Fee
Task W01 – Wetland/Stream Delineation	\$ 4,500	Fixed Fee
Task W02 – Wetland/Stream Confirmation	\$ 5,200	Fixed Fee
Task TR01 – Traffic Impact Study	\$17,300	Fixed Fee
Task E01 – Pre-Design and Due Diligence	\$8,200	Fixed Fee
Task E02 – Annexation	\$1,500	Hrly-NTE

Thank you again for the opportunity to provide a proposal to CPL for professional services on this project. We will proceed upon receipt of a signed contract.

Sincerely,

Brian V. Crutchfield, PE, PLS
Principal

March 19, 2025
April 04, 2025 Revised

DESIGN SCHEDULE

Design schedule may be adjusted depending on execution of contract(s), scheduling of meetings, or other external factors such as the project stakeholders or design teams' availability. We agree to provide services to the Client in the most expeditious manner practical and will collaborate with both Union County and the CMR in establishing the overall design and project schedule.

- April 2025 - January 2026 (Anticipated Duration of Overall Design schedule)
- April 2025 – July 2025 - Advance Planning / Concept Design Duration
 - Weeks 1-4: Data Collection, Programming, Visioning Preparation
 - Weeks 5-6: Analysis & Synthesis & Preliminary Planning
 - Weeks 7-9: Program Refinement, Concept Creation & Development
 - Weeks 10-12: Final development and assembly of deliverables
 - Weeks 13-16: CMR cost estimating and reconciliation period
- Civil (Timmons) due diligence efforts will primarily run parallel to the Advance Planning / Concept design schedule. Upon contract execution the team can immediately begin to develop target dates for each of the tasks listed within their contract.
- December 2025 identified as potential release of early site packages