

March 27, 2007– Regular Session

The Swain County Board of Commissioners held a Regular Session on Tuesday, March 27, 2007. Present were Chairman Jones, Vice-Chair Lindsay, Commissioner Monteith, Commissioner Moon and Commissioner Carson.

Chairman Jones called the regular session to order. Commissioner Moon led with prayer and the pledge.

Adjust Agenda

Commissioner Carson made a motion to adjust the agenda to better facilitate the meeting. Commissioner Moon seconded the motion. A vote was unanimous.

Approval of minutes

Approval of minutes was tabled until the next meeting

Public Comments

Citizens listed on the following sign in sheet expressed their concerns during this regular session:

Swain County Commissioners Meeting
March 27, 2007

Please sign in if you wish to speak during the Public Comment
Period concerning an item on this agenda.

You will be allowed approximately 3 minutes to speak.

Name	Address/Phone #	Subject	Organization
Mike Clampitt		(See comment items)	

Mike Clampitt submitted the following comments:

PUBLIC COMMENT ITEMS 27 MAR 07

- I. Clean up items from past "comment items"
 - A. Mr. King kindly answered by e-mail
 - B. In case you didn't get those answers
- II. Has been requested before in discussion
 - A. Official request now for list of all Swain Co. Com. Appointed Boards publish in "SMT"
 - B. List names and terms of appointments of all members on these boards
 - C. Advertise in "SMT" at least 30 days any vacancy to board positions, application process and where to obtain applications
- III. Government public access channel on cable TV for Bryson City/Swain Co. governments
 - A. Contact with the local cable co. and have been informed basketball, baseball, football games are televised after being recorded
 - B. Request that the County join forces with Bryson City to air live the Alderman meetings, Co. Commissioner meetings, Board of Education meetings, Board of Elections meetings, any other ones of public interest
 - C. And tape to re-air at least three more times a month
 - D. Some people that cannot make the meetings would like to hear sessions, ie. Public comments, votes on items
 - E. Government officials have an obligation to assist the public in keeping them informed
****GOVERNMENT OF THE PEOPLE, BY THE PEOPLE AND FOR THE PEOPLE.**
- IV. Attendance to BOE meetings, and have concern of extreme amount of time of their relocation
 - A. NCGS 163-37

YAHOO! MAIL

Print - Close Window

Date: Fri, 16 Mar 2007 06:33:48 -0700 (PDT)

From: "Kevin King" <kkingswain@yahoo.com>

Subject: Questions

To: resoqxfi@verizon.net

Mike,
wanted to respond to some of your questions.

. The Budget Retreat is not set. It will be set probably the first part of May 07.

I. Deep Creek Arts has been working on the Web site since August and should have it completed by May of 07. We are working with some data conversion for the Tax and Mapping information. We have discussed when to release the site and have determined that we need to wait until all pieces are completed before we publish the site. The new site will be www.swaincountync.gov.

II. I have mentioned the signage to Larry Callicutt for the Town limit. It is, however, not responsibility of the County to mandate where the signs are since BC is their own jurisdiction. I did communicate that the signs needed to be located in the correct location but if it does not get done I cannot control that.

If you need any further answers please do not hesitate to call me. Kevin

§ 163-37. Duty of county board of commissioners.

The respective boards of county commissioners shall appropriate reasonable and adequate funds necessary for the legal functions of the county board of elections, including reasonable and just compensation of the director of elections. (1999-424, s. 3(a).)

*This document (also available in [PDF](#) and [RTF](#) formats) is not an official document.
Please read the [caveats on the main NC Statutes page](#) for more information.*

Finance Officer's Report

Kevin King, Finance Officer, presented a report to the Board for the month of February. Mr. King reported revenues for the month were \$767,379.32. Total revenue year to date is \$7,470,843.22. We have approximately 69.86% of revenues for 2006-2007 fiscal year. Expenditures for the month were \$604,469.17. Year to date we have expended \$6,297,362.10. We have paid out approximately 58.82% of the General Fund appropriations for 2006/2007 fiscal year. Commissioner Monteith made a motion to approve the Finance Officer's report as presented. Commissioner Carson seconded the motion. A vote was unanimous.

Fire Marshal Board Appointment

Chairman Jones made a motion to appoint Phil Carson to serve on the Fire Marshal Board. Vice-Chair Lindsay seconded the motion. A vote was unanimous.

Four Square Board Appointment

Vice-Chair Lindsay made a motion to appoint Glenn Jones to serve on the Four Square Board. Commissioner Carson seconded the motion. A vote was unanimous.

CJMW contract – DSS Facility

Commissioner Moon made a motion to approve the following contract with CJMW for renovations at the DSS facility:

March 16, 2007

RECEIVED
MAR 20 2007
SWAIN COUNTY

Mr. Kevin King
County Manager
Swain County Department of Administration,
101 Mitchell Street
Bryson City, NC 28713

RE: Department of Social Services Renovation and Addition Proposal
Swain County, North Carolina.

Dear Kevin;

Calloway Johnson Moore & West, PA (CJMW) welcomes the opportunity to submit this proposal to provide architectural and engineering services for the proposed renovation and addition of the Swain County Department of Social Services Building.

Scope of Project

Our understanding of the scope of the Swain County DSS Project is based on your meeting with Bryan Moffitt, AIA on February 21, 2007. As discussed, the project as proposed will include the following:

- Replacing the existing stair between the ground and first floor;
- Renovating the ground floor areas to remove doors and relocate openings as shown on the proposed plan sketch (see 4 attachments);
- Renovating the first floor entrance and lobby by enlarging the existing toilets, extending the waiting area, and relocating the reception desk;
- Adding an office adjacent to the stair on the first floor;
- Renovating an existing staff toilet and closet area to provide a handicapped accessible toilet;
- Renovating the office areas to accommodate the office addition;
- Providing a total of twenty (20) offices, two (2) interview rooms, a work room, a break room, and six (6) toilets to the first floor of the facility.

As envisioned it is our understanding that the total area of the proposed renovation for both floors will not exceed 1,700 square feet, and that the total area of the proposed new construction does not exceed 3,000 square feet. The new construction will be Type V-B (non-protected wood frame) to match

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existing wall and eave heights. The exterior will match the existing cedar siding and asphalt shingles. The interior finishes will be consistent with the existing materials and level of finishes present in the building. Based on our current understanding of the project, we anticipate a probable construction cost as follows:

- Renovation: 1,700 SF @ \$90/SF = \$153,000.00
- New Construction: 3,000 SF @ \$200/SF = \$600,000.00
- Sitework (Allowance to modify existing): = \$50,000.00
- Contingency @ 5% = \$40,000.00
- Probable Construction Cost: \$843,000.00

Scope of Services

Based on our understanding of the project scope and our role, CJMW will serve as the Architect of Record and project facilitator providing:

- Coordination of project communication.
- Project schedule.
- Building program requirements and conditions.
- Building construction documents
- Primary representation during construction administration

CJMW proposes to provide professional architectural and engineering services, schematics, design development, construction documents and construction administration for the Building renovation and expansion. Our services will include civil, architectural, structural, HVAC, plumbing, electrical and fire protection design, (if required) consistent with industry standards. We will be responsible for a focused scope of services delineated by phase as follows:

Schematic Design

Working from conceptual plans and program provided, the design team will develop schematic plans, elevations, sections and system narratives that establish the basic size and scope for the project. Specific deliverable items or services for this phase are as follows:

- Schematic site plans, building plans, building sections and primary elevations required to describe the essential space requirements, adjacencies, floor height, circulation, structural bays, exterior finish, fenestration and intended character of the proposed building.
- A schematic narrative or diagrammatic description of the structural, HVAC, plumbing, electrical, fire protection and communication systems selected to meet programmatic requirements.



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- An opinion of probable cost anticipated for construction developed from comparable square foot construction cost data.

Design Development

In the design development phase the project team will refine the schematic design. Working from the schematic drawings and descriptions, CJMW will generate CADD documents that will further describe the size and scope of the project in greater detail; identifying basic dimensions, materials, utilities and systems necessary to establish more specific estimates of probable cost that are essential for project phasing. Specific deliverable items or services for this phase are as follows:

- Scaled site plans, utility plans, parking plans, floor plans, roof plan, basic building sections, typical wall sections and elevations required to more thoroughly describe the size, configuration, and materials proposed for the building and associated parking.
- Diagrammatic plans and/or descriptions of the HVAC, plumbing, fire protection and electrical systems.
- Outline specifications identifying applicable MasterSpec sections and general requirements.
- An opinion of probable cost anticipated for construction developed from comparable square foot construction cost data.
- Code plan outlining the basic code parameters stipulated by the North Carolina State Building Code.

Construction Documents

Construction documents will include civil, mechanical and electrical engineering along with architectural designs and specifications necessary to describe the construction required in accordance with industry standards. Specific deliverable items or services for this phase are as follows:

- Dimensioned site plan, utility plan, localized landscape plan, floor plans, roof plan, building sections, typical wall sections and elevations along with details notes and schedules that describe the essential construction requirements for the building and associated parking.
- Plans, diagrams and schedules for the HVAC, plumbing, fire protection, electrical systems and communication systems anticipated for the facility.

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- Project specifications including applicable architectural and engineering sections in a standard MasterSpec format.
- Final code plan outlining the basic code parameters stipulated by the North Carolina State Building Code.

Bidding

It is our understanding that construction will require a formal bidding phase. CJMW will provide bid services such as; bid forms, pre-bid meeting, addendums or clarifications, and bid tabulation etc., consistent with industry standards. Reproducible documents in hard copy and/or digital format will be provided for producing sets of documents required for bidding, permitting and subsequent construction. Printing beyond typical coordination and review sets during design phases will be provided, upon request, at our standard reimbursable cost.

Construction Administration

CJMW will provide architectural and engineering construction administration services that include; review of pay applications, regular construction meetings, review of shop drawings and submittals, respond to request for information and project close-out documents, etc, consistent with industry standards. Specific deliverable items or services for this phase are as follows:

- CJMW will assist in preparing standard AIA construction contracts if considered applicable.
- Review of shop drawings and submittals related to architectural and engineering components, products, finishes, structures, and systems specified in the construction documents.
- Issuing clarifications in response to request for information (RFI).
- We anticipate **(20)** total jobsite visits provided collectively by each individual representing CJMW or our consultants during appropriate phases of construction. A field report will typically document each visit. The proposal is based on each visit requiring approximately (6) hours for travel, field time and a subsequent report. Additional visits will be provided at a negotiated rate per visit upon request.
- Two punch-list visits, preliminary and final, documented by appropriate architectural and engineering staff participating in the project.
- Final close-out documentation required by the County or funding agency, if considered applicable.



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Fee Proposal

CJMW proposes to provide the above stated professional services for lump sum fee of **(\$80,000)**. This fee is based on the anticipated scope required by CJMW and our consultants to complete the project. The fee also includes our typical anticipated miscellaneous material cost and local travel expense to the jobsite for each phase of the work. Items such as; printing for construction pricing sets and final construction documents are considered a reimbursable expense at 1.2 times our actual cost.

Fee Disbursement Schedule

Schematic Design:	15%
Design Development:	20%
Construction Documents	45%
Construction Administration	20%

Additional Services

Following approval of the Design Development phase, if there are any significant changes to the scope of our services and/or alterations to the project during the design or construction process, CJMW will perform the additional services required for a mutually agreed upon modification to the stated fee. We will not proceed with additional services without your expressed authorization.

Client Responsibilities or Project Limitations

We request that Swain County work expeditiously with the CJMW design team and assist with the timely completion of this project by providing the following:

- Site survey with accurate topography and utility locations for the area bound by the project limits (received).
- Geotechnical evaluation and report for building foundations. (This information is required early in the design process for proper foundation design).
- Recommended environmental testing or evaluation (Phase I & II environmental).



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- Applicable fees and charges or other cost for unusual requirements by jurisdictional authorities.
- The requirement for an off-site sewer line extension is not anticipated, and has not been included in the current scope of services. If required, CJMW consultants can provide this additional service for an agreed upon amount.
- Security, or communication systems design beyond raceways or conduits (For single source responsibility, we recommend coordinating design and installation through a system vendor that provides design and installation).

Project Schedule

CJMW will begin work on the project promptly upon receipt of your authorization to proceed. We anticipate completion of the construction documents for the building approximately (12) weeks from completion of approved schematic drawings.

Payments

Invoices for our services are submitted every month for the portion of services completed prior to that date. Payment in full is expected within thirty (30) days of receipt of the invoice.

Termination, Suspension or Abandonment

In the event that this project is terminated, suspended or abandoned we require seven (7) days written notice and payment for services performed and cost incurred up to the effective date for termination.

Insurance

CJMW carries both general business and architect's and engineer's professional liability insurance coverage for the unforeseen protection of both our firm and our clients. For this project we propose contractual limits of liability of up to \$1 million per claim with a \$1 million aggregate limit. We will share further details of this coverage at your request.

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If you have any questions regarding this proposal or if you wish to discuss any aspect of the project, do not hesitate to contact our office. We are pleased to be working with Swain County on this project, and look forward to this opportunity to be part of your design team.

Sincerely,



Alan D. McGuinn, AIA
Principal



R. Marshall Fields
Principal

(We recommend using a modified AIA B141 Contract, 1997 Edition, as the Form of Agreement for this project)

Upon acceptance, please return one signed copy for our records and retain one copy for your records.



Signature

Kevin S. King, County Mgr.

Printed name and title

4/5/07

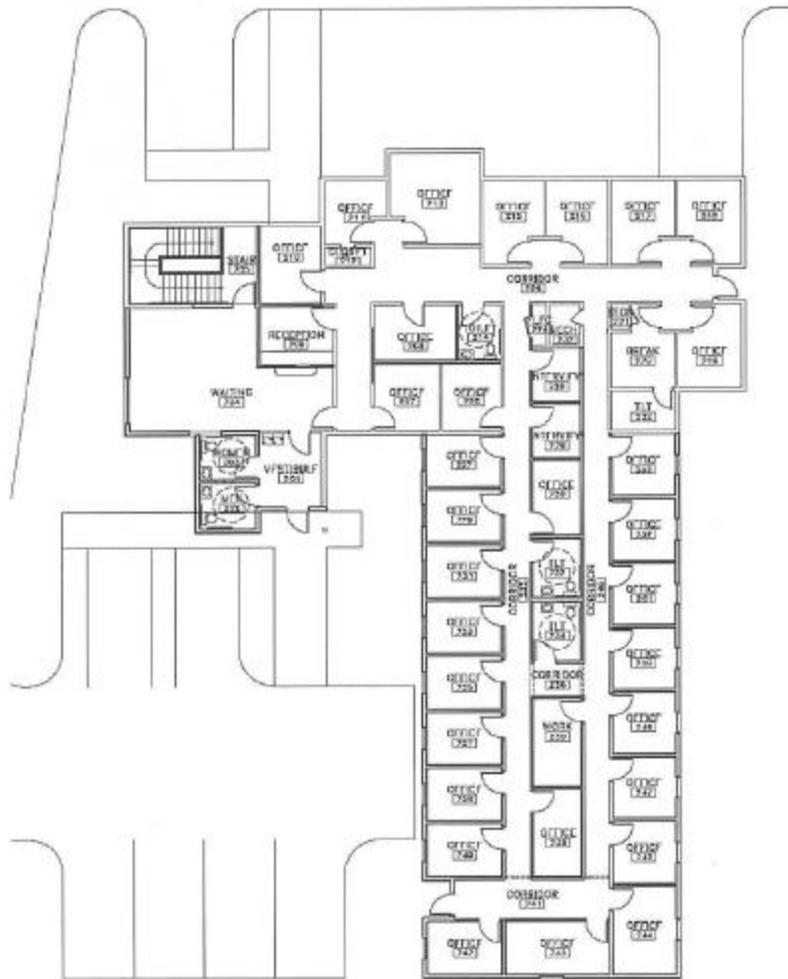
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RMF/ADM/BMM: bbr



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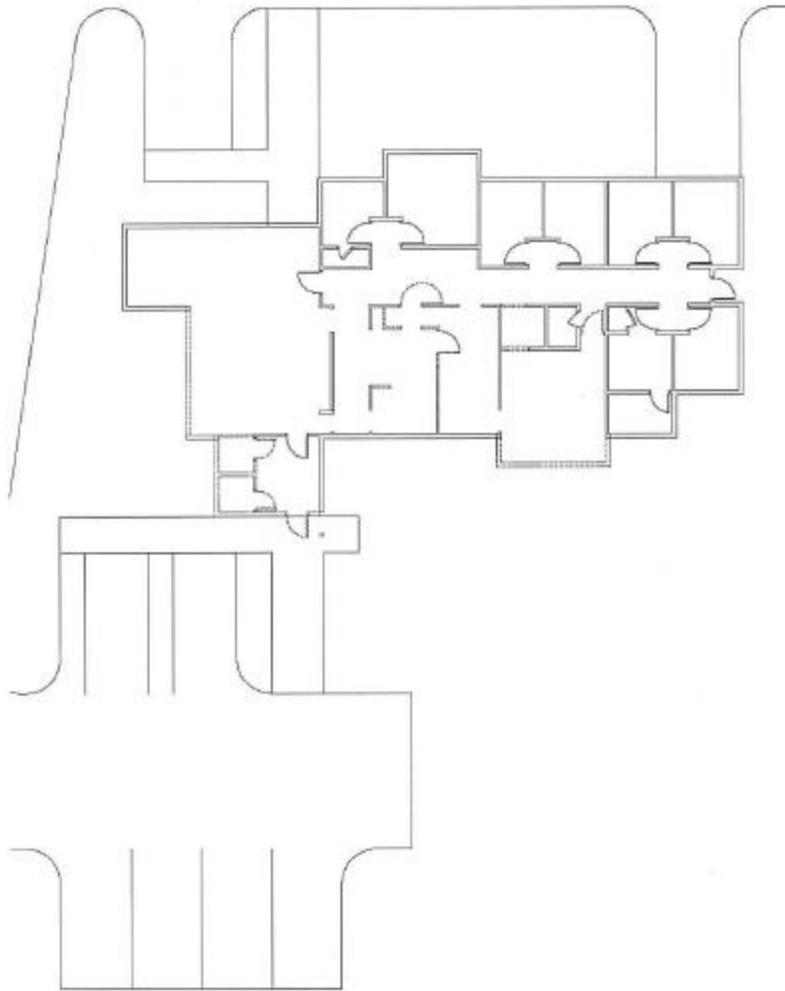
OFFICE ADDITION AND RENOVATION
 DEPARTMENT OF SOCIAL SERVICES
 SWAIN COUNTY

FIRST FLOOR PLAN
 02/18/07
 SCALE: 3/8" = 1'-0"

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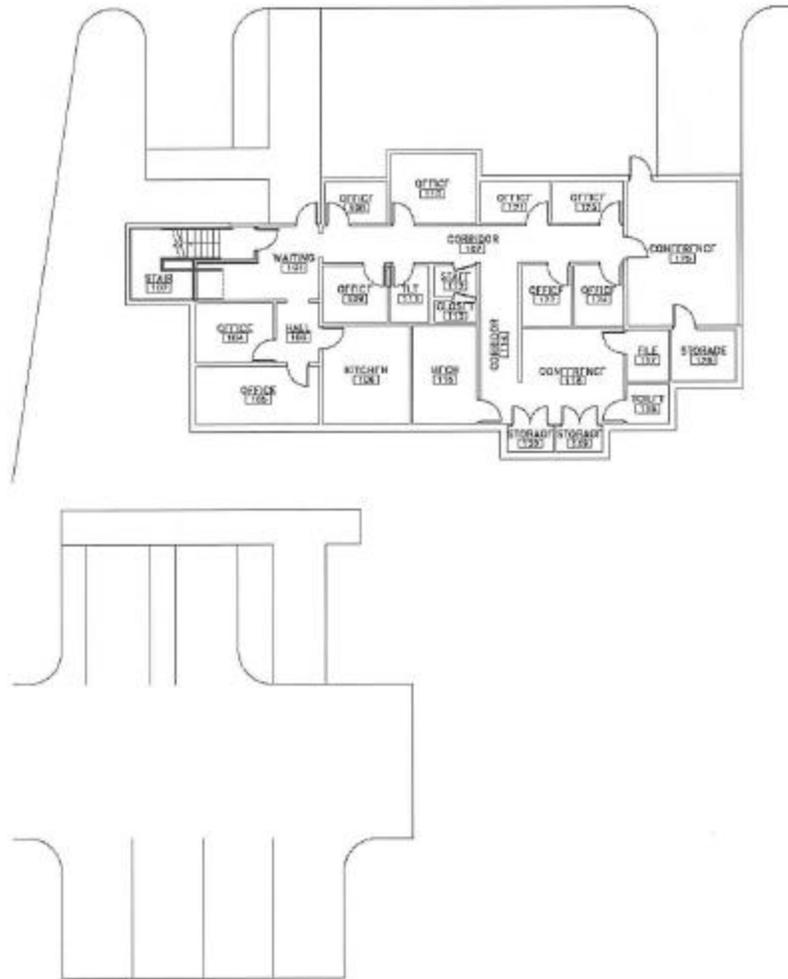
OFFICE ADDITION AND RENOVATION
DEPARTMENT OF SOCIAL SERVICES
SWAIN COUNTY

FIRST FLOOR DEMOLITION
02/16/07
SCALE: 3/8" = 1'-0"

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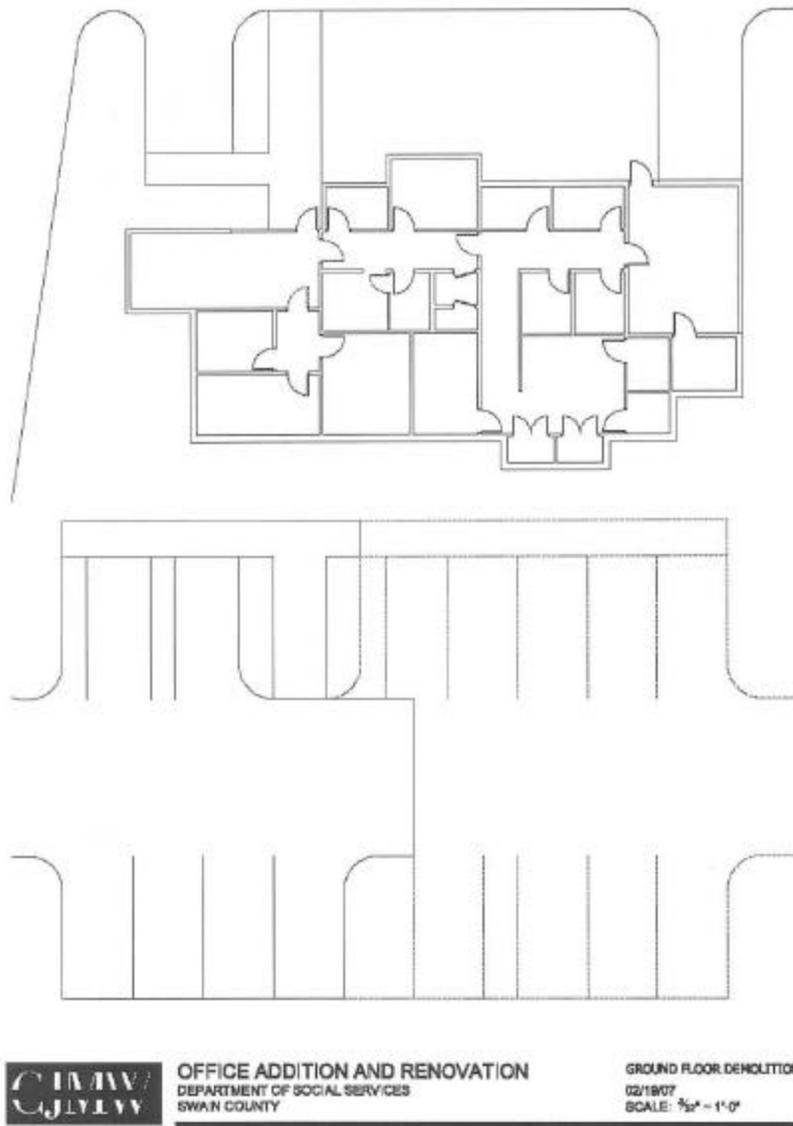
OFFICE ADDITION AND RENOVATION
 DEPARTMENT OF SOCIAL SERVICES
 SWAIN COUNTY

GROUND FLOOR PLAN
 02/18/07
 SCALE: 3/8" = 1'-0"

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Seconded by Commissioner Carson a vote was unanimous.

New Meeting Space

Each one spoke about the need for space.

Inspection's Report

Ervin Winchester presented information to the Board regarding the number of permits issued from December 2006 through February, 2007. For more information, please see the written report submitted.



Informal Discussion

The Board discussed the following:

- Board of Elections space
- Smoking of employees at the Administration Building
- Letter to be sent to Job Corps

Manager's Report

Kevin King, County Manager gave an update on the projects through out the County.

Adjournment

There being no further business to discuss at this time, Chairman Jones made a motion to adjourn. Seconded by Commissioner Carson, a vote was unanimous.

Respectfully Submitted,

Kevin S. King
Clerk to the Board
Swain County Commissioners

Glenn Jones
Chairman
Swain County Commissioners