

**FORSYTH COUNTY  
BOARD OF COMMISSIONERS**

**BRIEFING  
DRAFT**

MEETING DATE: September 20, 2018

AGENDA ITEM NUMBER: 7

**SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO A CONTRACT WITH WEST & STEM ARCHITECTS, PLLC, TO PROVIDE ADDITIONAL SERVICES FOR THE FORSYTH COUNTY PUBLIC LIBRARY CLEMMONS BRANCH (LIBRARY DEPARTMENT)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_

COUNTY MANAGER

DATE: \_\_\_\_\_

**RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO A  
CONTRACT WITH WEST & STEM ARCHITECTS, PLLC, TO PROVIDE  
ADDITIONAL SERVICES FOR THE FORSYTH COUNTY PUBLIC LIBRARY  
CLEMMONS BRANCH  
(LIBRARY DEPARTMENT)**

**WHEREAS**, on December 13, 2016, Forsyth County entered into an agreement with West & Stem Architects, PLLC to design the new Forsyth County Public Library Clemmons Branch; and

**WHEREAS**, on April 26, 2018 the Commissioners authorized \$200,000 in additional funding to facilitate design enhancements to the Forsyth County Public Library Clemmons Branch; and

**WHEREAS**, in order to meet regulatory requirements and improve the functionality and visual appeal of the Library, the County has requested West & Stem to perform additional services to include designing a curb and gutter system along Stadium Drive, extending the facility roofline, assessing the building elevation, designing exterior and structural enhancements, and other support infrastructure;

**NOW, THEREFORE, BE IT RESOLVED** that the County Manager and Clerk to the Board are hereby authorized to execute a contract amendment on behalf of Forsyth County, with West & Stem Architects, PLLC, in the additional amount of \$16,920.00, consistent with the Amendment Number One, attached hereto and incorporated herein by reference, subject to a pre-audit certificate thereon by the County Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

Adopted this 20th day of September, 2018.

NORTH CAROLINA )

**AMENDMENT NUMBER ONE TO CONTRACT CE170307**

THIS AGREEMENT, made and entered on December 13th, 2016, by and between Forsyth County, North Carolina (the "County") and West & Stern Architects, PLLC (the "Provider"), is hereby amended, as follows:

Reference Article II Compensation; which is amended to read:

**Article II.2**

"For Additional Services designated in Section 41, the Owner shall compensate the Architect as follows: Thirty-Two Thousand Five Hundred and Twenty Dollars (\$32,520). Not to exceed. This fee includes a site survey (\$4,500) community input session (\$6,500) and signage design (\$5,000).

The Proposal attached hereto is incorporated herein by reference."

The Amendment increases the amount of the original contract by \$16,520. It is being executed due to additional scope required.

**Article II.8.2**

"For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus one and twenty-five hundredths percent (1.25%) of the expenses incurred. Reimbursable expenses shall not exceed four thousand four hundred dollars (\$4,400).

The Proposal attached hereto is incorporated herein by reference."

The Amendment increases the amount of the original contract by \$400.00. It is being executed due to additional scope required.

This Amendment is hereby effective upon its full execution.

In all other respects, the Agreement as amended remains unchanged and in full force and effect. The Agreement is attached hereto and incorporated by reference, except as amended herein.

IN WITNESS WHEREOF, the County and the Provider have set their hands and seals as of the day and year first above written.

FORSYTH COUNTY, NORTH CAROLINA

By: \_\_\_\_\_

West & Stem Architects, PLLC

By: Patricia Hill

Social Security Number or Tax Id. No.

26-3556594 EIN



5455 BETHANIA ROAD  
WINSTON-SALEM, NC 27106  
(P) 336.923.2377 : WWW.WESTANDSTEM.COM

August 16, 2018 (revised August 23, 2018)

Mr. Gary Key  
Forsyth County  
Winston-Salem, NC

RE: Clemmons Library Additional Service Request #1

Dear Gary:

This is the formal request for various additional services that have already been discussed and completed. The last communication regarding these changes was an email dated June 19, 2018. The contents of this letter are basically the same as that email. The changes to the scope of the project and associated additional fees for five changes are as listed below. They **total \$16,520 in fees and \$400 in reimbursable expenses.**

1. County requested grading recalculations, preliminary design regarding raising the building elevation. **(total request of \$2430 in fees and \$150 in reimbursables)**
  - a. MLA Scott Miller: 18 hours @\$125=\$2250
  - b. West & Stem Project Architect coordination: 2 hours @ \$90=\$180
  - c. Reimbursables: (prints and mileage) \$150
  
2. Addition of curb and gutter, stairs down from sidewalk to Library front area, and storm sewer along Stadium Drive. **(total request of \$4550 in fees and \$250 in reimbursables)**
  - a. MLA landscape architect/civil engineer: revise development plan for June 11 submittal: 10 hours @ \$110=\$1100.

Mr. Gary Key  
August 16, 2018

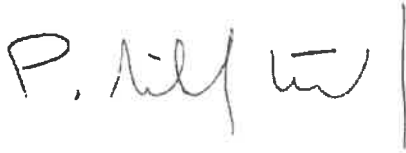
Re: Clemmons Library Additional Service Request #1  
2 | Page

- b. MLA civil engineer: Construction Documents for Stadium Drive curb and gutter and storm sewer-18 hours @ \$110=\$1980
  - c. MLA Scott Miller: Construction Documents for Stadium Drive curb and gutter and storm sewer-6 hours @ \$125=\$750
  - d. West & Stem Project Architect coordination: 8 hours @ \$90=\$720
  - e. Reimbursables: (prints and mileage) \$250
3. Addition of trellis in rear courtyard and redesign of courtyard sidewalk and landscaping to work with trellis layout. **(total request of \$2510 in fees)**
- a. West & Stem Project Architect: 22 hours @ \$90=\$1980
  - b. West & Stem Michael West: 2 hours @ \$140=\$280
  - c. Structural engineer Steve Adams: 2 hour x \$125=\$250
4. Extend front roof out over exposed freestanding columns outside the teen area. This requires structural and architectural redesign. **(total request of \$5520 in fees)**
- a. West & Stem Project Architect: 44 hours @ \$90=\$3960
  - b. West & Stem Michael West: 4 hours @ \$140=\$560
  - c. Structural engineer Steve Adams: 8 hours x \$125=\$1000
5. Addition of second trellis in rear courtyard attached to building outside children's area. **(total request of \$1510 in fees)**
- a. West & Stem Project Architect: 14 hours @ \$90=\$1260
  - b. Structural engineer Steve Adams: 2 hour x \$125=\$250

Mr. Gary Key  
August 16, 2018

Re: Clemmons Library Additional Service Request #1  
3 | Page

Respectfully,

A handwritten signature in black ink, appearing to read "P. Michael West Jr.", followed by a vertical line.

P. Michael West Jr., AIA  
Principal