

## New Orange County Detention Center

### Request For Proposal



Relationships. Resources. Results.



Orange County Purchasing Department  
Attn: David Cannell, Purchasing Agent  
200 S. Cameron Street  
Hillsborough, NC 27278

LaBella Associates, PC  
J. Michael Barnes, PE, LEED AP  
1000 CentreGreen Way, Suite 200  
Cary, NC 27513  
(919) 653-0003  
mbarnes@labellapc.com

**Section 1. Completed Responders' Certification Form & Notarized Non-Collusion Affidavit**

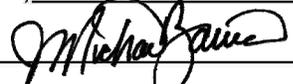
**RESPONDER'S CERTIFICATION FORM**

I have carefully examined the Request for Qualifications, the sample Agreement for Design Consultant Services and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the professional design consultant services for Orange County in accordance with the instructions, terms, conditions, and requirements incorporated in this Request for Qualification. I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

NAME OF FIRM: LaBella Associates, PC

BY: (printed name) J. Michael Barnes, PE, LEED AP

SIGNATURE: 

MAILING ADDRESS: 1000 CentreGreen Way, Suite 200

CITY/STATE/ZIP CODE: Cary, NC 27513

TELEPHONE NUMBER: 919-653-0003

FAX NUMBER: 704-332-6177

**ACKNOWLEDGEMENT OF ADDENDA**

Responder hereby acknowledges receipt of all Addenda through and including:

Addendum No.	Date	Acknowledgement
<u>1</u>	<u>5/20/15</u>	<u></u>
<u> </u>	<u> </u>	<u> </u>
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**Section 1. Completed Responders' Certification Form & Notarized Non-Collusion Affidavit**

**NON-COLLUSION AFFIDAVIT**

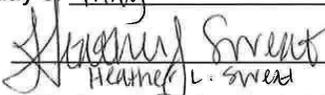
State of North Carolina  
County of Orange

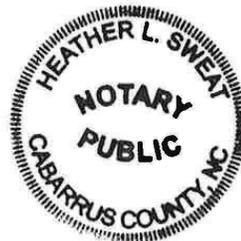
Proposal Request No. 5203

Keith Garbrick, PE, being first duly sworn, deposes and says that:

1. He/She is the Vice President of LaBella Associates, PC, the proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer firm or Person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposers, or to fix any overhead, profit or cost element of the proposal price of the proposal of any other proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Orange or any person interested in the proposed contract; and
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

  
\_\_\_\_\_  
Signature  
Vice President  
\_\_\_\_\_  
Title

Subscribed and Sworn to Before Me,  
This 21<sup>st</sup> day of May, 2015  
Notary Public   
My Commission Expires: December 15, 2018  
Mecklenburg County, North Carolina



**Section 1. Completed Responders' Certification Form & Notarized Non-Collusion Affidavit**

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

\*\*\*\*\*

I, Keith Garbrick, PE (the individual attesting below), being duly authorized by and on behalf of LaBella Associates, PC (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES X, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This 21 day of May, 2015.

[Signature]  
Signature of Affiant  
Print or Type Name: Keith Garbrick, PE  
State of North Carolina Mecklenburg County

Signed and sworn to (or affirmed) before me, this the 21<sup>st</sup> day of May, 2015

My Commission Expires: December 15, 2018  
[Signature]  
Notary Public  
Heather L. Sweat

(Affix Official/Notarial Seal)



## Section 2. Introduction



**LABELLA ASSOCIATES, PC**

*Formerly Pease Engineering & Architecture, PC*

**1000 CentreGreen Way**

**(919) 653-0003 | f. (704) 332-6177**

**Contact: Michael Barnes– mbarnes@labellapc.com**

### Firm Background

LaBella Associates was formed in **1978** with a goal of building strong relationships with our clients that drive successful results. We provide services that take a project from start to finish—from an initial study to determine a project’s feasibility to construction administration and start up, and everything in between.

### LaBella Today

LaBella has grown significantly over the years, expanding and improving to now offer full-service architecture, engineering, environmental consulting, and planning services. With a staff of over 320 members, and fifteen office locations, our clients can rest assured that LaBella Associates has the resources and knowledge to implement successful projects within budget and on time. In 2010, we merged with Pease Engineering and Architecture, one of the most established firms in NC with over 75 years of experience. Together, we have an unsurpassed record of performance, stability and diversity and are well respected for the quality of our design and construction documents, and our ability to work with a wide range of building users. We continually seek better and more cost-effective ways to meet budget requirements, delivering innovation and maximum value. In recent years, LaBella Associates has been included in the Engineering News Record (ENR) Top 500, as well as winning awards for projects at the local, regional and national levels.

### Our Philosophy

Our approach to all project types can be summarized simply... **Relationships. Resources. Results.**

### Relationships.

There’s a reason LaBella’s motto is “Relationships. Resources. Results.” Relationships come first, and LaBella is committed to achieving client trust and loyalty by demonstrating professional, fair and ethical



practices. Client satisfaction is our number one priority and we are committed to building partnerships that will last a lifetime. Strong client relationships offer significant mutual benefits. Increased level of client satisfaction results in a collaborative effort and improved level of understanding on how we can improve your business!

### Resources.

Our full service firm has an array of talents and resources in-house to apply to your project. Our staff of experienced professionals excels at finding and bringing together the human, technical, and financial resources needed for successful projects.

### LaBella’s full service expertise includes:

- **Architecture and Interior Design**
- **Civil/Municipal Engineering**
- **Planning & GIS Services**
- **Transportation Engineering**
- **Mechanical, Electrical, Energy, Plumbing and Process Engineering**
- **Grant Writing & Administration**
- **Structural Engineering**
- **Environmental Services**
- **Survey and Construction Inspection**

## Section 2. Introduction

### Results.

LaBella Associates strives for excellence with every project we take on. Successful project execution means completing projects on budget, on time and beyond client expectations. Our firm is proactive when it comes to assessing and predicting project challenges, and flexible in our approach to problem solving. We want our clients to know that we're committed to each and every project from start to finish. The LaBella team will work hard to ensure each phase of the project is completed efficiently and effectively.

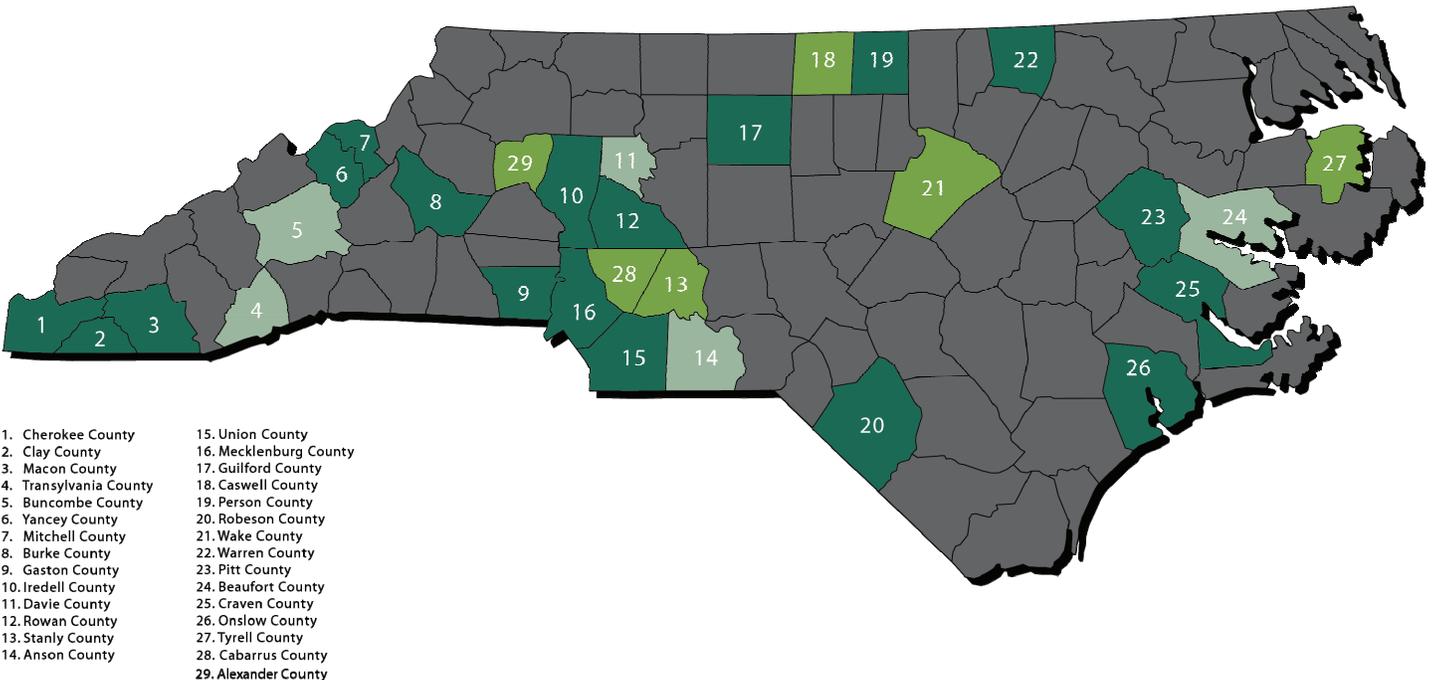
### Principals of the Firm & States in which they are Registered

- J. Michael Barnes, PE, LEED AP– Vice President (NC, SC, NY)
- Roger Layman, AIA, LEED AP– Vice President (NC)
- Keith Garbrick, PE– Vice President (NC, NY, AL, SC)
- Don Garbrick, PE– Vice President (NC, NY, FL)

### Prior Names of the Business Entity

- J.N. Pease & Company, 1938-1962
- J.N. Pease Associates, 1962-1999
- Pease Associates, 2000-2010
- Pease Engineering and Architecture, PC. 2011-2014

### LaBella Criminal Justice Projects in North Carolina



#### Over 35 Years Experience

Over the past 35 years, LaBella has developed a core group of architects and engineers who specialize in law enforcement design. We offer realistic and practical solutions that meet the ever-increasing demands placed on local, county and state governments.

Projects range from space planning studies for jail expansions to maximum security prisons.

- Jail Construction or Renovations
- Jail Planning
- NC Department of Safety

May 21, 2015

David E. Cannell  
Purchasing Agent  
Orange County  
200 S. Cameron Street  
PO Box 8181  
Hillsborough, NC 27278

Reference: **New Orange County Detention Center**

Dear Mr. Cannell,

The New Orange County Detention Center will be more than a jail. The site has a very high profile at the southern “gateway” to Hillsborough. At LaBella, we know that every public project is an opportunity to build the community. We’ll make sensitive use of the land and design a facility that will be a source of pride for Orange County. Our expertise will provide the management process that gives everyone confidence as the design proceeds.

Our firm engages the local leadership and makes the design uniquely yours. We have all the engineering disciplines in one firm, a seamless organization. Utilizing building information modeling (BIM) technology, we can coordinate all of the building functions, from integrating technology to modeling furniture, fixtures, and equipment. We can deliver the model to you to help enhance your operations for years to come.

We’ve got an office nearby off Weston Parkway in Cary. We know the risks of rock, or “pumping clay” and the community of contractors who work in Durham and Orange Counties. We’ve built relationships with regulators and reviewers at the agencies that pay dividends to you. We’ll work to encourage local participation and to create a unique image that is just right for Orange County and Hillsborough.

### Why LaBella

- Experience designing detention centers for North Carolina counties
- Cost effective design for Cherokee County can be a successful example
- Leading detention center *operations* expert is on our team
- We have on-going projects in Orange County and can start immediately on your design
- All engineering, architecture, and design disciplines in one organization for seamless communication

The LaBella Team offers a high quality staff that has excellent planning and design experience and capabilities. The individuals listed in this package are committed to seeing this project through from inception through completion. This team has worked together on multiple projects and has developed into a cohesive team that will prove to be an asset to Orange County. With a strong commitment to prompt, courteous and personal service we believe we can provide fast, efficient solutions as unique projects and challenges arrive.

With Regard,



J. Michael Barnes, PE, LEED AP | Vice President  
919-653-0003 | mbarnes@labellapc.com  
mbarnes@labellapc.com

## Section 4. Experience

### INTRODUCTION

- **LaBella Project Team has the Right Experience**
- **Our experience serves as a solid foundation for a specialized project like the Orange County Jail**

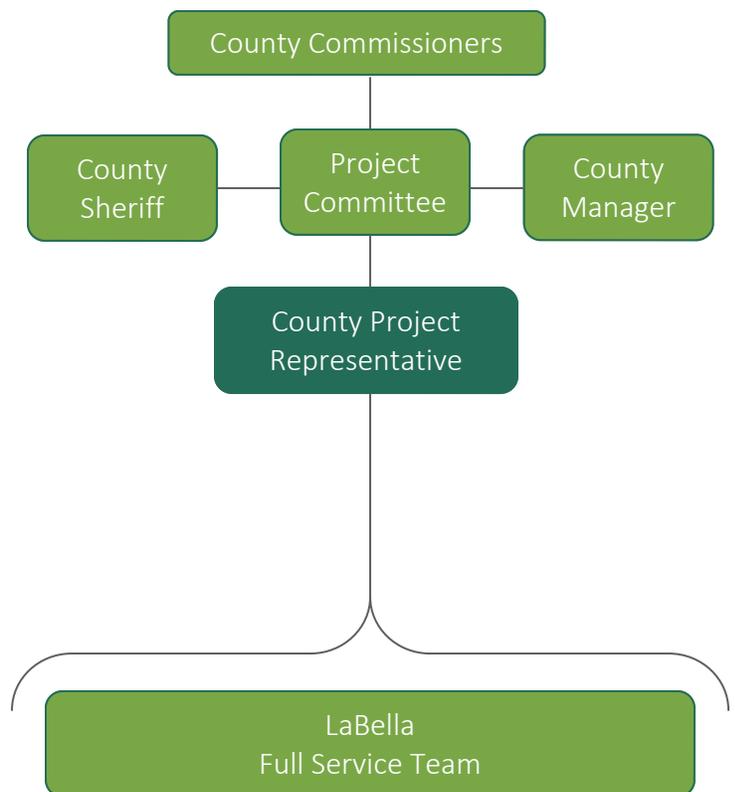
LaBella Associates is presenting its team to develop the new Orange County Detention Center as described in the Request for Proposals. LaBella Associates is a full service Architectural and Engineering firm with extensive experience in the design and development of jail facilities. Our LaBella Justice Facility Group’s full service capabilities have been employed in the design and development of more than 25 county jail facilities in North Carolina and over 50 throughout the U.S.

LaBella’s team and project managers have had extensive experience with North Carolina Counties and with correctional facility projects throughout the State. We have the experience to help Orange County decision makers distinguish what will work from what won’t. Our experience will provide a solid foundation for a specialized project like the development of the Orange County Detention Center.

We look forward to employing our extensive experience with county jail facilities to develop a successful and effective project (okay?) for Orange County.

### PROJECT MANAGEMENT STRUCTURE

- **Define communication, accountability and reporting**
- **Project committee provides oversight and periodic review, County Project**



The diagram above illustrates the anticipated lines of accountability and reporting associated with a successful project management structure. A Project Committee would oversee the project and be responsible to the Commissioners for the successful completion of the project. The Project Committee would decide major programmatic issues, periodically review the progress of the project and decide major budget and schedule issues.

The County Project Representative would take day-to-day responsibility for progression of the project, would be the liaison between the Committee and consultants, and would maintain an overview of the many components of the ongoing project. The Project Representative’s overall task is to promote the County’s interests and work with the consultants to minimize costs, optimize the schedule, address issues and, where necessary, refer them to the Project Committee for consideration. The Project Representative would also maintain a record of

## Section 4. Experience

### CONCEPTUAL DESIGN APPROACH

- Jail design must begin with operation, which determines operational costs, effectiveness and safety
- Staffing, maintenance and materials are all key considerations

actions and decisions to establish an institutional memory regarding the project.

A jail, in particular, is far more than a mere building or shelter. In fact, a jail is a tool or resource for the use of corrections staff in processing, staging, housing and managing inmate populations. While the form of a secure jail facility is defined by the design, that form must actually be determined by the facility's function. Jails and other secure facilities must support and accommodate many critical activities. These activities are complex, dynamic, and potentially dangerous. The manner in which the form of a jail facility supports these complex and interrelated activities will determine whether or not it is both cost-effective and safe. This justifies viewing a jail more as a mechanism to be operated than as a building to be occupied. The view of such a facility as a mechanism emphasizes how closely the design must support the operation.

The conceptual design of a Jail Facility must begin with its future operation. Unless the design and operation are consistent, excellent staff efficiency, cost effectiveness and safety are impossible, no matter how superlative the design or operation may be in other ways. The design must reflect the intended method of operation and the facility must be operated in fact as it was designed to be. Facilities in which the design assumes an arbitrary or hypothetical method of operation or have come to be operated in a manner inconsistent with the design are unsafe, expensive to operate, and staff inefficient.



Staffing is a major contributor to Jail Facility costs. Staffing a single post 24 hours per day and 7 days per week requires more than 5 employees. In many instances, the design layout is the predominant factor driving the number of posts and thus the number of staff required for operation. To be effective, optimization of staffing efficiencies must begin in the planning phase and continue throughout the design process to ensure a layout that is as efficient as possible.

Jail Facilities also require materials and equipment of unusual quality and durability. Examples are numerous and include security systems, locking systems, specialized plumbing fixtures and security glazing. These specialized and highly durable components are acquired at a premium and are a factor in higher Jail Facility construction and maintenance costs.

Of course, it is imperative in selecting jail materials and equipment to avoid inferior grades that could be easily damaged in a detention environment or otherwise fail prematurely. However, it is also possible to error by resorting to blanket specifications calling for the most durable and specialized of equipment in every instance. In fact, there are many opportunities to strategically reduce costs by utilizing slightly less durable grades of materials where the most durable are not essential. This is value engineering in Jail Facility design. An excellent example is locks, which are expensive and

## Section 4. Experience

of which there are hundreds in any jail. While the most expensive lock may be required for a sallyport on the secure perimeter, lighter and less costly locks are suitable in other areas. The LaBella Justice Facility Team will generate significant cost savings in Orange County by applying this type of detailed analysis and value engineering throughout the design of the new jail.

Equipment maintenance within a secure facility can be a risky, time consuming, and expensive operation. Unnecessary entry of maintenance personnel and their tools into secure areas poses a security risk, delays repairs and requires staff escorts. Alternate means of access to mechanical and other equipment should be provided wherever possible. Steps should also be taken to ensure that systems are isolated so as to minimize the potential need for widespread shutdowns for repairs.

Mechanical, electrical and other design decisions must be scrutinized carefully to ensure that every opportunity is taken to develop a facility which can be operated and maintained in a secure and cost-effective manner. The cost and risk associated with maintaining and repairing equipment which can only be accessed from within a secure area must be assessed and more durable equipment substituted as appropriate to reduce those costs and risks. Equipment and systems involved in critical functions must also be reviewed. A similar strategy to employ components with enhanced durability must be implemented where justified by the need to ensure the reliability of critical functions.

The LaBella Justice Facility Team’s client approach is summarized as follows:

- **Understand and respect Orange County’s needs. Although we are experts, this will be Orange County’s facility, not LaBella’s.**
- **Utilize methods that are effective, but flexible. If**

**a given approach isn’t working for Orange County, modify it. If it doesn’t work for the County, it cannot possibly work for The LaBella Justice Facility Team.**

- **No surprises. Stakeholders, owner's representatives and other decision makers are to be kept informed. Earn Orange County’s trust by always safeguarding and looking out for the County’s interests.**
- **Identify the affected Orange County stakeholders in any decision making process. See that each has the information needed to make an informed decision and that it is presented clearly, free of jargon.**
- **Distinguish policy and operational issues from technical questions. Policy issues are to be decided by Orange County, not by the LaBella Justice Facility Team. Orange County decision makers are to be advised whenever a technical matter being addressed by the LaBella team may have a policy or operational implication. Ensure that decision makers are provided a clear basis to develop a good conceptual understanding of technical impacts.**
- **Identify issues and conflicts early, while there is still time to deal with them and facilitate a resolution.**
- **Communicate. Jail projects are complex and involve multiple teams, stakeholders and decision makers. It is virtually impossible to have too much communication in such projects.**

The LaBella Justice Facility Team believes that the “step building” sequential approach to the design and development of the Orange County jail project will provide the best result. LaBella’s Justice Team can help to ensure that the new facility is as efficient, effective and inexpensive as possible by continuing that process.

The LaBella Justice Facility Team proposes to

## Section 4. Experience

proceed sequentially with a step-wise process, successively relying upon each preceding step as a basis or foundation for those that follow. As the level of detail increases, this approach will allow for successive reviews and evaluations of the evolving project to achieve the best facility design possible.

### STEPS IN ORANGE COUNTY’S NEW CORRECTIONAL FACILITY DESIGN & DEVELOPMENT PROCESS

- ⇒ Approach and then provide a Conceptual Design.
- ⇒ Develop and review Schematic Design.
- ⇒ Develop and review Design Development and Project Manual.
- ⇒ Preparation of Final Design/ Construction Bidding Documents.
- ⇒ Preconstruction and Bidding Phase.
- ⇒ Construction.
- ⇒ Transition and Occupancy Phase.

The LaBella Justice Facility Team suggests the following sequential approach for proceeding with the design and development of the new facility:

### SCHEDULE

- The LaBella Justice Facility Team will describe the project throughout as a set of tasks and evaluate their interdependence and sequential relationships. Some tasks must happen before others and the results of some inquiries will obviate the need for others. Some tasks may proceed in parallel, others must follow in sequence. Some tasks should be completed as soon as possible; others must be accomplished no later than a particular date. The LaBella Justice Facility Team will evaluate these relationships and prioritize tasks on the critical path and those requiring an uncertain time to complete. The

LaBella Justice Facility Team will proceed in parallel with a variety of tasks wherever feasible.

- Projects such as the Orange County Jail Facility project are dynamic and multi-faceted. The LaBella Justice Facility Team will keep Orange County and other team members both informed and coordinated. As the project evolves, needless or redundant activities will be identified and abandoned. As information is developed, assignments will be modified to reflect changing priorities.
- The LaBella Justice Facility Team’s experience will allow us to be proactive in the acquisition of information, understanding of agency policies and development of innovative approaches. The LaBella Justice Facility Team knows where to get the information, whom to talk to, and how various constraints may impact potential solutions. The LaBella Justice Facility Team can move quickly and decisively without the delays inherent in “figuring it out.”
- In The LaBella Justice Facility Team’s experience, the following techniques serve to streamline the project process:
- Articulation of a clear vision to guide LaBella Justice Facility Team members, and reliance upon principle centered leadership will streamline the process by providing a foundation for effective team performance. These techniques will allow The LaBella Justice Facility Team to approach Orange County’s project intelligently, to function as a learning organization, and to maximize our effectiveness. Relying upon these, we will constantly re-evaluate and “fine tune” our approach as we develop a better understanding of Orange County’s project requirements. Our goal will be to perform in a responsive manner and to do it right the first time.
- Partnering and the development of appropriate client relationships will also streamline the process. Proper relationships with stakeholders

## Section 4. Experience

and decision makers facilitate communication and improve our ability to fully comprehend customer needs and sensitivities. The LaBella Justice Facility Team’s success in understanding and responding to local priorities relies upon our customer relationship and effective communication.

- Prompt and effective communication is essential to expedite the project process. While relying upon a team approach, a single individual, supported by a designated backup, will be responsible for all project communications. There will be no confusion as to whom Orange County should contact and the left hand will always know what the right is doing.

The development of a new Orange County jail is an important, complex project which will impact the County financially, and in other ways, for decades to come. Orange County must consider whether or not the selected consultant can provide vital leadership in this process. Without this leadership from the selected consultants, successful accomplishment of the project will be difficult.

### TEAM LEADERSHIP

The team assembled by LaBella has the experience and expertise to develop comprehensive and realistic solutions to a wide variety of issues and challenges encountered in a project of this complexity and magnitude. The LaBella team has the extensive design, construction phase experience to guide the County to a successful project conclusion. The entire LaBella team will respond to effective leadership by listening, focusing on client needs, generating good ideas and remaining committed to achieving the best possible results for the project and the client.

Nothing is as essential to effective team leadership as prompt and effective communication. Mike Barnes, as principal-in-charge, will be responsible for all project communications. Mike will remain available,



responsive, informed as to all aspects of the project and will be a primary resource in the exchange of information. Mr. Barnes also has a proven ability to keep county officials and stakeholders informed and involved in the decision making process. LaBella has found that partnering and the development of appropriate client relationships are essential to successful management of a project like the new Orange County jail. Proper relationships with stakeholders and decision makers facilitate communication and improve our ability to fully understand customer needs and sensitivities. Mike Barnes exemplifies this philosophy and has proven his ability to foster effective communication and trusting customer relationships.

Mark Kuvka, AIA, will serve as Project Manager on the project. Mark has extensive experience providing leadership on County jail projects. In the past, Mark has served as team leader, project executive or principal in charge on 17 major jail projects and has been directly involved in several additional correctional renovation and master planning projects. Mark Kuvka is a technical expert as well as a leader with the experience and instincts to coordinate and direct a large team of professionals from multiple disciplines. Mark is skilled at quickly recognizing project challenges and acting both strategically and decisively to keep a project on track.

## Section 5. Project Team

### Organizational Chart



**J. Michael Barnes, PE, LEED AP**  
Principal-In-Charge



**LEAD**

**Mark Kukuvka, AIA**  
Project Manager



**DESIGN**

<b>Roger Leeson, AIA</b> <i>Project Architect/ Quality Control Professional</i>	<b>William Merkovsky</b> <i>Architectural Designer</i>	<b>Heather Miller, PE, LEED AP</b> <i>Site/Civil Engineer</i>
<b>Dan Hill, PE</b> <i>Structural Engineer</i>	<b>Rick McClung, PE</b> <i>Mechanical/Plumbing Engineer</i>	
<b>Chuck Lind, PE</b> <i>Electrical Engineer</i>	<b>Scott Lent</b> <i>Systems Security Engineer</i>	

**CA/CO**

**Don Gaddy**  
*Construction Administrator*

### Project Team Commitment

LaBella is committed to keeping the originally-assigned project team through project completion.

## Section 5. Project Team

### J. Michael Barnes, PE, LEED AP

Mike has practiced engineering in the area of construction and facilities assessment since 1995. His background includes projects of virtually every type of construction including residential, commercial, educational, recreational, utility, industrial, and highway. His experience includes project management, building investigations/evaluations, claims avoidance and quality control.



#### Selected Project Experience

##### **Cherokee County Justice Center, Murphy, North Carolina**

Phase 1 was a 31,000 SF/158-bed jail, 11,567 SF sheriff's office and jail utilizing a metal building structure with pre-engineered metal cells thereby reducing construction costs over more conventional construction systems. Phase II and Phase III will relocate other county offices.

##### **Clay County Government Center and Jail , Hayesville, North Carolina**

55,000 SF complex: 32,000 SF courthouse, 12,000 SF/48-bed jail, 6,000 SF sheriff's office and 5,000 SF county manager's office. Pease developed a program for the county that would serve departmental needs for the next 10 years and a master plan.

##### **Mitchell County Jail, Bakersville, North Carolina**

QA/QC for a 19,077 SF complex: 11,596 SF/40-bed jail, 7,481 SF sheriff's office. The new Mitchell County Jail and Sheriff's Office is situated adjacent to the existing county courthouse. The first floor consists of jail operations and also has a separate entry for the sheriff's office on the second floor. An enclosed courtyard, created from the new building connecting to the existing courthouse, will allow for future expansions.

##### **NC Department of Correction Central Prison Regional Medical Complex, Raleigh, North Carolina**

Site design for Regional Medical Complex, which include a 90-bed Regional Medical Center and 200-cell Regional Mental Health Facility.

#### Principal-In-Charge

- North Carolina State University, Master of Science Civil Engineering (Construction Engineering & Management)
- North Carolina State University, Bachelor of Science Civil Engineering (Construction Option)
- North Carolina State University, Bachelor of Science Construction Management
- Registered Professional Engineer | NC, SC, NY
- LEED Accredited Professional
- American Water Works Association

##### **Burke-Catawba District Confinement Facility Conditions Assessment, Morganton, North Carolina**

48,200 SF facility that includes sheriff's administration, magistrates office, courts and full-service kitchen, and 37,179 SF of detention area to accommodate 160 inmates.

##### **Burke-Catawba Confinement Facility Conditions Assessment & Design, Morganton, North Carolina**

Various renovations to the facility originally designed by LaBella (Pease), including a refurbished kitchen, refinished cells, cel showers, and padded cells, pre-manufactured building structure with security mesh over an existing courtyard, light fixture lens cover replacement and , moisture control for ceiling exhaust in cells.

## Section 5. Project Team

### Mark E. Kukuvka, AIA

Mark has 25 years of experience specializing in the programming, design, and project management of county projects and criminal justice facilities. Serving as project manager, Mark serves as client liaison and oversees quality control and completion of key design elements.



#### Project Manager

- University of Cincinnati: BArch, Architecture
- Registered Architect | NY
- AIA: Committee on Architecture for Justice
- American Jail Association
- Construction Specifications Institute

#### Project Experience

##### **Burke-Catawba District Confinement Facility Conditions Assessment, Morganton, North Carolina**

48,200 SF facility that includes sheriff's administration, magistrates office, courts and full-service kitchen, and 37,179 SF of detention area to accommodate 160 inmates.

##### **Delaware County, Correctional Facility and Public Safety Building, Delhi, New York**

Project Manager for a new \$23.5 million, 110,000 sf, 100 bed facility.

##### **Chenango County, Correctional Facility and Public Safety Building, Norwich, New York**

Project Manager for a new \$26 million, 127,700 sf, 129 bed facility.

##### **Warren County, Correctional Facility and Public Safety Building, Lake George, New York**

Project Manager for a new \$27 million, 128,400 sf, 154 bed facility.

##### **Monroe County, Jail Expansion, Rochester, New York**

Project Manager for a \$53 million, 220,000 sf, 400 cell jail expansion.

##### **Steuben County, Jail and Public Safety Building, Bath, New York**

Project Manager for a new \$11.5 million, 100,000 sf, 150 bed facility.

##### **Broome County, Jail and Public Safety Building, Binghamton, New York**

Project Manager for a new \$35 million, 225,000 sf, 400 cell facility.

##### **Schoharie County, Jail and Public Safety Building, Schoharie, New York**

Project Manager for a new \$7.7 million, 80,000 sf, 80 bed facility.

##### **Steuben County, Jail Pod Addition, Bath, New York**

Project Manager for a 53,300 sf, 96 cell addition and renovation.

##### **Franklin County, Jail and Public Safety Building, Malone, New York**

Project Manager for a new \$7 million, 40,420 sf, 85 bed facility.

##### **Sullivan County, Jail, Monticello, New York**

Project Manager for population analysis, program needs assessment, and site selection for a 300-400 bed jail and public safety building. Total project cost of \$75 million.

## Section 5. Project Team

### Roger L. Leeson, AIA, LEED AP

Roger is the lead architect for North Carolina projects. For thirty years he’s been designing and managing public projects including K-12 school facilities, higher education, and civic buildings. His experience includes major site developments with multiple buildings, renovation-addition projects including indoor air quality remediation, geo-thermal heat pump installations and factory-built construction. He’s been a leader in the realms of sustainable design as a LEED AP and an implementer of alternative delivery methods such as integrated project delivery.



#### Selected Project Experience

##### **City of Wilmington- Police Headquarters\* Wilmington, North Carolina**

Principal Architect for a new headquarters for the Wilmington Police Department. The project required development of eleven acres of land in an older industrial area and was complete in 2007. The 85,000 sq ft building was designed as three distinct masses, housing the public facilities and “non-sworn staff”, the patrol and detective divisions along with locker and workout facilities, and the booking/holding, evidence, forensics lab, and special divisions such as equestrian and swat patrols, traffic and gang task force, etc.

##### **City of Wilmington- Convention Center\* Wilmington, North Carolina**

Principal Architect for a new development on a riverfront site. The building is 100,000 sq ft with a 30,000 sq ft main exhibit hall with a 600 car parking garage. The project anchors the northern end of the Wilmington “Riverwalk” revitalizing the downtown waterfront. Interior and exterior express the transportation heritage of the city and the site itself. This project is LEED Silver certified with naturally day-lit main exhibit spaces.

##### **New Hanover County- District State Highway Patrol and Division of Motor Vehicles Headquarters and Office\*, Wilmington, North Carolina**

Principal Architect that provided programming and

##### **Project Architect/Quality Control Professional**

- Ball State University, Bachelor of Science, Environmental Design
- Ball State University, Bachelor of Architecture
- Registered Architect | NC
- LEED Accredited Professional
- American Institute of Architects (Past President)
- Council of Educational Facility Planners International–NC Chapter (Past President)

schematic design for a dual use Department of Motor Vehicles and State Highway Patrol Headquarters Office. The facility is approximately 50,000 sq ft with separate entrances and spaces for two functions of state government. The project included offices, evidence handling, and police functions for the Highway Patrol and public functions for Drivers License, tags, and driver training.

##### **Wake County Public School System, Knightdale High School\*, Knightdale, NC**

Studio Leader and QA/QC for the first “Green” prototype high school in Wake County. Designed to LEED standards, although the project did not seek USGBC certification.

##### **Wake County Public School System, Centennial Campus Middle School\*, Raleigh, NC**

Studio Leader and QA/QC for a project with a unique partnership between NCSU and Wake County Schools to locate a laboratory middle school on the new Centennial Campus.

\*Experience prior to LaBella

## Section 5. Project Team

### William A. Merkovsky

Since 2001, Bill has been practicing architecture producing renderings, construction documents and specifications for projects across a variety of markets, and has been a great addition to the Charlotte office for the last two years. Bill is the “expert in residence” for Revit and Building Information Modeling at LaBella



#### Architectural Designer

- University at Buffalo: Bachelor of Architecture

#### Project Experience

##### **Delaware County Public Safety Building & Correctional Facility, Delhi, New York**

Architectural support for the new \$23.5 million, 110,000 s.f., 100 bed facility.

##### **Warren County Correctional Facility and Public Safety Building, Lake George, New York**

Architectural support for a new \$27 million, 128,400 s.f., 154 bed facility.

##### **Suffolk County Jail, Yaphank, New York**

Prepared 3-D modeling of campus, schematics, drawings, and was responsible for the development of CADD software standards/ procedures for \$280 million, 800,000 s.f. jail providing 1,200 cells.

##### **Broome County Correctional Facility Addition, Binghamton, New York**

16-bed medical unit addition and conversion of the existing gymnasium into a new 48-bed dormitory housing unit.

##### **Herkimer County Correctional Facility and Public Safety Building, Herkimer, New York**

180,000 s.f. building, which includes 29,000 s.f. of public safety office space.

##### **Wayne County Jail Renovation, Lyons, New York**

29,000 s.f. jail renovation to an existing public safety building.

##### **Monroe County Jail Expansion, Rochester, New York**

Architectural support for a \$53 million, 220,000 s.f., 400 cell jail expansion.

##### **Allegany County Facilities Master Plan Study, Belmont, New York**

Architectural support for study that included existing and future physical space needs of all County administrative agencies, jail cell space, and court system.

##### **Monroe County Crime Laboratory, Rochester, New York**

New \$30 million, four-story, 45,000 s.f. building that houses laboratories and lab offices.

##### **Yates County Courthouse and Public Safety Building, Penn Yan, New York**

Architectural support for additions and renovations. Architectural Technician for the design of a 14,200 s.f. two-story facility.

##### **Town of Greece– Police Headquarters, Greece, New York**

Architectural support for a new 25,000 sf police headquarters. Project includes police administration, criminal investigations, road patrol, intake & holding cells, evidence collection and processing along with associated site improvements for public and private access.

## Section 5. Project Team



### Heather Miller, PE, LEED AP

Site/Civil Engineer

**Certifications:** Professional Engineer: NC, LEED Accredited Professional

**Affiliations:** American Water Works Association, USGBC

**Project Experience:** Heather Miller has practiced civil engineering since 2000 with emphasis in serving local governments. Her experience includes planning, design, permitting, and construction administration and observation of water and wastewater systems and sidewalks. Her experience also includes site design and permitting involving grading, roads, drainage and erosion control.



### Dan Hill, PE

Structural Engineer

**Certifications:** Professional Engineer: NC, NY, PA

**Affiliations:** American Concrete Institute, OSHA 40 Hour HAZWOPER Certified

**Project Experience:** Dan is a Senior Structural Engineer with 18 years experience. He has a wide variety of building types encompassing a multitude of structural systems including concrete, masonry, wood, steel superstructures, foundations, and lateral analysis for seismic and wind forces. He has extensive knowledge in building codes, ACI codes for concrete masonry, AISC code for structural steel and ASCE.



### Richard W. McClung, PE, CPD, LEED AP BD+C

Mechanical & Plumbing Engineer

**Certifications:** Professional Engineer: NC, DE, NY, Certified Plumbing Engineer, LEED Accredited Professional

**Affiliations:** ASHRAE, American Society of Plumbing Engineers

**Project Experience:** Mr. McClung has been involved in the design and the construction of building mechanical and electrical systems for over 40 years. This experience includes federal, state, institutional, education, commercial, healthcare, and criminal justice as well as industrial applications. Project types have included master plans, feasibility studies, budget planning, energy studies, facility conditions evaluations, design documents, bidding, construction administration, management and commissioning. His roles have included Design Engineer, Project Manager and Principal in Charge. He has managed well over 775 projects and has been involved in the mentoring and training of other Design Engineers and Project Managers. Mr. McClung is knowledgeable in a broad range of mechanical systems including HVAC, energy plumbing and fire protection.

## Section 5. Project Team



### Chuck Lind, PE

Electrical Engineer

**Certifications:** Professional Engineer: NC, NY, PA, ME

**Project Experience:** Chuck has 24 years of electrical engineering experience, specializing in design, estimation, specification and field support of various projects. His responsibilities include design of lighting, fire alarm systems, communications and power distribution systems in a variety of educational, commercial, industrial and institutional facilities. Provides supervision and coordination/ training for staff development.



### Scott Lent

Systems Security Engineer

**Affiliations:** Electrical Association of Rochester

**Project Experience:** Scott has over 40 years of extensive experience in all phases of planning and design of institutional projects. As Security Systems Designer, Scott's responsibilities include the design and specification of: power distribution and convenience outlets; interior and exterior lighting; life safety systems including emergency and exit lighting, inverters, generators, and emergency power distribution systems meeting latest codes for detention facilities;.security systems utilizing touch screen operated door control and monitoring, card access control and identification, CCTV, intercom system, guard duress and watch tour systems. He has a working knowledge of national electrical codes, fire protection codes, ADA codes, and other State and federal regulations



### Donald R. Gaddy

Construction Administrator

**Certifications:** Licensed Plumber

**Project Experience:** Don Gaddy has over 40 years of experience as a project manager and senior mechanical engineering technician for LaBella, with primary responsibility for projects requiring construction administration. His ability to maintain relationships with many of the area construction companies brings a collaborative approach to resolving field conflicts that may arise. Don provides our clients with an expertise in construction techniques and installation. He takes a personal interest in every project he observes, insuring every owner is satisfied when construction is finished.

## Section 6. Construction Administration

When it's time to bid the project, we can adopt the delivery method of your choice. Of the various methods, Construction Manager at Risk (CMAR) comes closest to taking full advantage of the building information model (using Revit software) you've requested.

With this project, a method that provides a vetting of qualified contractors (invited list, prequalification) paired with competitive bidding of sub contracts provides the greatest opportunity for local contractor and business participation. Construction Manager at Risk (CMAR) with a "guaranteed maximum price" can provide this structure. It is also particularly useful for projects that require early release of subcontracts or complex coordination between contractors. We have recent experience with his method at both the PORTAL at UNC Charlotte and on-going with the complicated renovation of the City of Gastonia Water Treatment Plant.

During Construction, LaBella provides a specialist, a trained engineer, for construction administration and observation. This team member handles the day-to-day communication and administration of the contractors. The project manager and project



architect visit the site periodically, according to the schedule of work to take place. Their role is to verify compliance with the project goals, and foresee issues that might impact the success of the design. We've discovered that the combination of specialized expertise of the observer and the overall vision and management skills of the project architect and manager, are used to best advantage with this approach.

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## Section 7. Local Participation

For public projects, bringing the local community of contractors into the process is important. We've found that with large complex projects, the most successful approach is to encourage local subcontractors to provide competitive bids. We can coordinate an "outreach" to the local community via document services and advertisements to make them aware of the project and encourage participation. In some cases, a public meeting can be scheduled to identify interested subcontractors, allow for questions, and provide assistance with bid preparation if needed. This can be accomplished with the CM at Risk model, or another construction method of your choosing.

## Section 8. Current Ongoing Projects

### Listing of projects for which the firm is under contract

#### Gastonia Water Treatment Plant Renovation & Upgrade

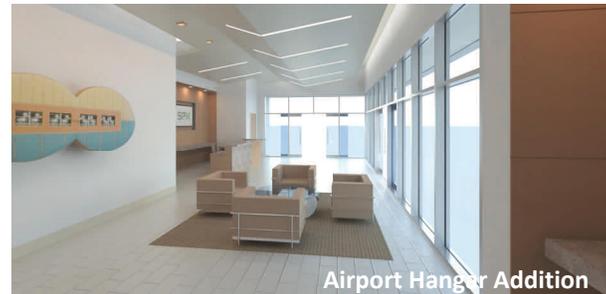
Gastonia, NC  
 Project Start Date: December 10, 2013  
 Expected Completion Date: 2018 (In Construction Documents)  
 Total Project Cost: \$58 million



Gastonia Water Treatment Plant

#### WSOC-TV Sprinkler Renovation (3 Phases)

Charlotte, NC  
 Project Start Date: September 30, 2011  
 Projected Completion Date: 2016 (In Construction)  
 Total Project Cost: \$1 million



Airport Hangar Addition

#### Okoye Medical Office Building

Charlotte, NC  
 Project Start Date: April 10, 2014  
 Projected Completion Date: Fall 2015 (In Permitting)  
 Total Project Cost: \$750,000

#### Charlotte-Douglas International Airport Hangar Additions

Charlotte, NC  
 Project Start Date: May 14, 2013  
 Phase: 85% complete, in Construction  
 Projected Completion Date: Summer 2015 (In Construction)  
 Total Project Cost: \$1.73 million

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### Ability to devote staff resources to complete this project

LaBella Associates, P.C. has maintained a constant workload for the past 18 months. Our 30 person staff, in North Carolina, is comprised of architects, engineers and technical support personnel. **We are currently wrapping up several smaller projects and will be available to start on this project immediately.**

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### Cost savings with existing trips

Our office in the Triangle is off Weston Parkway in Cary. We're just a few miles from the site near Hillsborough. This proximity makes it easy to keep travel costs under control. With our disciplined construction administration process, most site visits can be predicted and included in the lump sum fee if you desire. Costs for additional trips will be nominal, because of the minimal time and mileage.

## Section 9. Firm's Previous Experience

### Cherokee County Justice Center

#### Murphy, NC

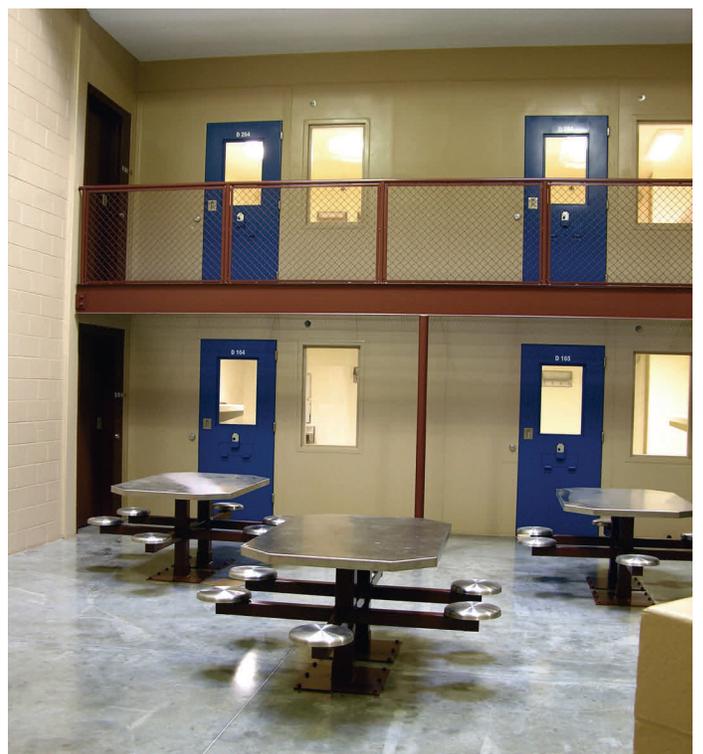
As a part of the new Cherokee County Justice Center, LaBella planned and designed the 11,567 SF sheriff's office and 31,000 SF, 158-bed jail. The \$1.4-million sheriff's office and \$7-million jail are Phase I of the master plan, developed on a site located just a few miles from the heart of Murphy, NC. Future plans for the site include 300-seat and 150-seat courtrooms that tie into the jail and sheriff's office. Other departments, such as the Clerk of Court, will move into the courthouse, which is scheduled as Phase II. Phase III will relocate other county offices.

The design of the Justice Center allows each building to grow as necessary without impacting other building or governmental functions. The sheriff's office was relocated to support the needs of the jail and respond to the current space needs. The new building houses the Drug Task Force team, sheriff's and detectives' offices, squad room and processing laboratory for property and evidence. The jail is sustainable, with doctors' offices, laundry rooms and kitchen. It is equipped with the latest technology for detention facilities—including video visitation—and includes maximum, medium and minimum security housing.

\* Work completed under LaBella's former name Pease Engineering & Architecture



<b>Reference:</b> Sheriff Keith Lovin ( <i>Retired</i> ) (828) 321-3837	<b>Original Contract Amount:</b> \$10,000,000
<b>Project Manager:</b> Michael Barnes, PE, LEED AP	<b>Change Orders:</b> (2%)- (\$214,000)
<b>Number of Beds:</b> 150	<b>Total Project Cost:</b> \$9,700,000
<b>Year Complete:</b> 2008	



## Section 9. Firm's Previous Experience

### Clay County Government Center Jail

#### Hayesville, NC

##### Mission

Clay County's mission for the Government Center was to consolidate all county offices into one governmental complex. Offices were previously located in bank, retail and other facilities throughout town. The new Government Center offers efficiency, accessibility and a single location for all county services.

##### Program and Master Plan

Pease worked with the county to develop a program that would serve departmental needs for the next 10 years as well as a master plan that would support department expansion for decades to come. The master plan gives special consideration to the placement of the buildings, while taking advantage of natural landscape features for roads, walkways, utilities and vistas.

##### Image

Establishing its prominence on the site, the Government Center sits up high, against a backdrop of mountains. The design features traditional courthouse references with columns and architrave that have been articulated in a more modern style. The building has several tiers that terminate with a sloped roof, mimicking the mountainous landscape.

The two-story lobby features clerestory windows and exposed trusses that reference mountain cabins in the area. A large wall with classical proportions stands at the end of the lobby by the monumental stair, with an inscription by Thomas Jefferson. The exterior and interior walls allow natural light to flow throughout the building, while the windows frame the view of the surrounding mountains.

\* Work completed under LaBella's former name Pease Engineering & Architecture

<b>Reference:</b> Paul Leek, County Manager (282) 389-0089	<b>Original Contract Amount:</b> \$16,000,000
<b>Project Manager:</b> Michael Barnes, PE, LEED AP	<b>Change Orders:</b> 2%-\$256,818
<b>Number of Beds:</b> 48	<b>Total Project Cost:</b> \$12,500,000
<b>Year Complete:</b> 2007	



## Section 9. Firm's Previous Experience

### Chenango County Correctional and Public Safety Facility

#### Norwich, NY

The challenge of this project was to design a 129 bed (150 bed capacity) Direct Supervision facility on a narrow hillside site. The building utilized the exterior envelope as the maximum security barrier so that this facility did not have to have a perimeter security fence. All exterior recreation yards are directly connected to each housing unit to minimize inmate movement.

In addition to the functions of a public safety building, the project incorporates a defense training area, a full maintenance garage, and a kitchen that is shared with the County Office of the Aging meals program. Multi-purpose training rooms have also been added to provide the necessary in-service training onsite. The project also includes a new state-of-the-art E911 Communications Center.

<b>Reference:</b> Sheriff Ernest Cutting Chenango County Jail (607) 334-2000	<b>Original Construction Amount:</b> \$20,210,906
<b>Project Manager:</b> Mark Kukuvka, AIA	<b>Change Orders:</b> 1%- \$202,100
<b>Number of Beds:</b> 166	<b>Total Project Cost:</b> \$26,000,000
<b>Year Complete:</b> 2004	



## Section 9. Firm's Previous Experience

### Warren County Public Safety and Correctional Facility

#### Lake George, NY

LaBella conducted a study which included a population assessment, programming, concept plans, estimates, projections, and staff efficiency review, Warren County decided to build a new facility.

Constructed next to the County Office Complex and near residential and commercial areas of Lake George, this facility was designed to blend into the community. Part of this blending utilized the exterior envelope as the maximum security barrier so that this facility did not require a perimeter security fence.

This full service public safety facility incorporates patrol functions including traffic reconstructions, scuba unit, emergency response unit, and ATV units, in addition to the typical arrest processing functions.

The facility incorporates a blend of linear, dorm, and direct supervision housing units. Constructed next to the County Office Complex and near residential and commercial areas of Lake George, this facility was designed to blend into the existing municipal complex. Commissioning was planned, designed and managed by in-house engineers.



<b>Reference:</b> Captain Michael Gates, Warren County Municipal Center (518) 743-2500	<b>Original Construction Amount:</b> \$20,106,412
<b>Project Manager:</b> Mark Kukuvka, AIA	<b>Change Orders:</b> 1.5%- \$301,596
<b>Number of Beds:</b> 186	<b>Total Project Cost:</b> \$24,000,000
<b>Year Complete:</b> 2004	



## Section 9. Firm's Previous Experience

### Delaware County Public Safety/Correctional Facility

#### Delhi, NY

The challenge of this project was to design a new, 100 cell direct supervision facility on a tight site. The building utilized the exterior envelope as the maximum security barrier so that this facility did not require a perimeter security fence. All exterior recreation yards are nested within the complex and not outside the secure building perimeter. The project consists of a new sheriff's administration/probation office, an emergency management office, and space for the STOP-DWI coordinator.

The facility is approximately 108,000 square feet, and commissioning was planned, designed and managed by in-house engineers.

**Reference:**  
 Sheriff Thomas Mills  
 (607) 746-2336

**Original Construction Amount:**  
 \$19,309,501

**Project Manager:**  
 Mark Kukuvka, AIA

**Change Orders:**  
 2% - \$386,190

**Number of Beds:**  
 103

**Total Project Cost:**  
 \$20 Million

**Year Complete:**  
 2003



## Section 10. Outside Consultants

LaBella will not retain any outside consultants on this project. All services will be provided in-house.

## Section 11. Willingness to affiliate with MWBE

Diversity is a mindset at LaBella. From the projects we pursue to the partnerships we build, we strive to make a difference by seeking out diversity—in viewpoints, backgrounds, relationships and opportunities.

Since our outreach program began in 1990, we have become a leading advocate for developing diversity in the design industry. A large part of our success can be attributed to the implementation of major initiatives with various government agencies during extensive renovation and new construction design efforts in the early years of our program. At that time, there were four major components: employing minority personnel, retaining minority consultants, purchasing contracts with minority-owned businesses and joint partnerships with minority-owned companies.



Today our initiative has expanded to include open-end contracts with women-owned and small business enterprises for services such as project specifications, construction administration and surveying, as well as diversity internship programs with local colleges and universities. Overall, our diversity program has successfully benefited our clients, our firm, and a wide range of qualified minority owned businesses.

## Section 11. Quality Control and Assurance

LaBella was recognized by the North Carolina State Construction Office for one of the **“Top Ten Best Managed Projects of 2014 and 2015”**. The PORTAL at UNC Charlotte shows how our process yields great results for our clients.

Quality documents are a signature at LaBella. The firm’s disciplined process for quality control uses a team approach to ensure exceptional construction documents. We’re an integrated Engineering and Architecture firm, so our engineers and architects work side by side. LaBella Associates is currently using building information modeling (BIM) software for a fully integrated (IPD) engineering and architecture design for a major utility plant in Gaston County. This experience can be a benefit to you.

The LaBella project manager is responsible for all Quality Control and Assurance on a project. Our Project Manager, Mark Kukuvka, AIA, selects a Quality Control Professional (QCP), Roger Leeson, AIA, LEED AP, and other reviewers, as necessary, to perform an in-depth review of the project documents; periodically and at each design phase.

Final document sets, including engineering drawings and calculations, are reviewed periodically and near the completion of each project phase. The Project Manager and Design Team make adjustments according to the check lists the QCP confirms. The QCP issues a statement of review and initials the



UNC Charlotte PORTAL Building

Quality Control title block on each drawing. The Project Manager performs continuous quality assurance and provides a QC report to the project manager. This independent in-house review confirms that the documents of each engineering discipline are coordinated and work together to clearly define the work to be performed by the contractor.

The IPD process, using building information modelling (BIM) software, provides the deliverable model you’ve requested. The coordinated model is the basis for the construction documents and can be adapted, post-construction, for a wide variety of building management functions.

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## Section 13. Pending Litigation

LaBella Associates does not currently have any pending disciplinary actions, nor have any been taken in the last ten years, with any state or federal regulatory bodies or professional organizations. A high standard of professional integrity is key to our corporate identity.

Client relationships are our greatest asset. Our talented team draws on their collective years of experience to anticipate issues before they become problems. In the event a client is dissatisfied, we will work to make it right.

## Section 14. Hourly rates for professional fees

### Architectural/Engineering Services

Principal.....	\$140
Project Manager.....	\$125
Senior Project Engineer/Architect.....	\$110
Senior Engineer/Architect.....	\$105
Project Engineer/Architect.....	\$95
Engineer/Architect.....	\$85
Procurement Specialist.....	\$85
Environmental Analyst/Tech III.....	\$85
Interior Designer .....	\$80
Senior Designer/Technician .....	\$90
Designer/Junior Engineer .....	\$70
Drafter/Tech II .....	\$65
Drafter/Tech I .....	\$50
Administrative Support .....	\$45

### Planning Services

Senior Planner/Environmental Specialist .....	\$100
Planner .....	\$90

### Construction Administration/Inspection

Resident Engineer .....	\$90
Construction Manager .....	\$75
Inspector III .....	\$80
Inspector I/II .....	\$70

### Survey

Licensed Surveyor .....	\$100
Instrument Assistant .....	\$65

### Reimbursable expenses

Reimbursable expenses can be handled in a variety of ways depending on what the client prefers. Our typical method of handling reimbursable expenses for the Anson County area would be to pass through the following with no markup.

- Mileage multiplied by the current IRS stated rate
- Large Format Printing (i.e. plans)
- Specifications (Final bound specifications)

Expenses such as normal printing, faxes, telephone, pdf's, and single large format prints done in-house for coordination or review purposes are considered an overhead expense and are not passed through to the client.

## Section 15. Orange County Standard Contract Agreement

LaBella Associates is willing to sign the Orange County Standard Contract Agreement for Design Consultant Services if we are awarded this project.