

MACK Committee Meeting: MACK Capital & Maintenance Committee 2021

Meeting: February 25, 2021 @ 1:00 pm

- I. Welcome
 - A. Meeting Logistics
 - B. Introduce team members
 - C. Committee Overview
- II. Essential Needs Boudreaux

Will remain early on agenda to address any immediate needs Boudreaux may have.

- III. Staff Report
 - A. MACK Capital & Maintenance Report 2/2021
 - 1. Project <u>Budget</u> / <u>Funding</u>
 - 2. Architect Contract
 - **3.** Schedule
 - 4. Roles & Responsibilities
- IV. Professional Team Reports
 - A. Architectural Team Report
 - 1. Next Steps
- V. Q & A on Agenda Items
- VI. Adjourn

Next Meeting: March 11, 2021 @ 1:00 pm

* Onsite stakeholders meeting. Time TBD.

MEETING NOTES:



MACK Capital & Maintenance Committee 2021 - Overview

Please complete the Committee Application Here to participate in this milestone project!

PURPOSE: To effectively and efficiently oversee the MACK Rehabilitation Project to completion.

CURRENT BUDGET / FUNDING: Click here for Project Budget

PROFESSIONAL ARCHITECT DOCUMENTS: Click here for Architect Contract

Click here for MACK Draw Schedule

Click here for Meeting Topics / Milestones

*Pending MEP, revision, stakeholders input, Post-COVID, programmatic needs, and final renderings

COMMUNICATION:

First, thank you for being willing to serve on this committee, but especially throughout this milestone project. In order to be the high-performing team we need and are fully capable of, we would like to establish a few introductory elements to aid in our success.

- We will have a lead meeting on (2/25/21)
 - Plan for a ZOOM meeting to allow us to record our progress and discussion: 45 -60 min
 - o Introduce team/committee members and general summary of project and budget
- Per our calendar/planning needs:
 - o Plan for Thursdays @ 1:00 pm Estimated Schedule.
 - o Please request agenda items 1 week in advance. EMail mccormickarts@gmail.com
 - o Minutes / Reports and Updates will be prepared for transparency and communication
 - o Brief 30 min "Touchpoints" available to stakeholders as needed. Not a committee meeting.
- If you have any questions, concerns, or input:
 - o All points are valid and have place Use the SURVEY to submit stakeholder input
 - We have an excellent professional team to aid with questions and needs
 - A survey will be available to collect your, and additional stakeholder thoughts
 - o In the event of a conflict, our lead staff and ED will help to ease any challenges
 - o Trust, positivity, and quality communication are highly valued

We have a purpose, plan, budget, and funding now we see this through - as a team! We do need to move swiftly, stay on task and each may be asked to help with a specific goal or need. If you cannot attend a meeting - we ensure that you have access to any reports, meeting recording, and updates. We can schedule a brief (>30min.) appointment to keep us moving forward in unison.

For full transparency, our donor, MACK Executive Committee, MACK Board of Directors, MACK Membership, and Stakeholders will also have the opportunity to hear updates and submit stakeholder input for the committee to review and advise accordingly. Meetings and agendas will be recorded and shared.

CURRENT REPORT: Click here for recent report 1/15/2021

MACK Capital & Maintenance Committee Contact List

2/25/21			
Email	First	Last	Role
mccormickarts@gmail.com	Heather	McNally	MACK - Authorized Representative **
HMitchell@boudreauxgroup.com	Heather	Mitchell	Architect - Authorized Representative
KQuinn@boudreauxgroup.com	Karen	Quinn	Architect Firm
robnmck@wctel.net	Roberta	McKee	MACK - Board / Executive Chair
jjgrizzardmack@yahoo.com	Janice	Grizzard	MACK - Executive Director / Business Office
rbranyon@mccormickcountysc.org	Ryan	Branyon	County Building Department
cbarnes@mccormickcountysc.org	Crystal	Barnes	Municipal Partner - County
mkskea@aol.com	Marina	Skea	Advisory - Budget / Finance
805tonia@gmail.com	Toni	Moore	Advisory - Historic / Tourism Partner
mayorroysmith@yahoo.com	Mayor	Smith	Municipal Partner - Town
mccormickpd@wctel.net	Во	Willis	Advisory - Security
mccormicklibrary@hotmail.com	Paul	Brown	Advisory - Community Partner
jaime@clemson.edu	Jamie	Pohlman	Advisory - Community Partner
cdaniels@mccormickcpw.com	Cheryl	Daniels	Advisory - Utilities / CPW
shannon.sears@wctel.com	Shannon	Sears	Advisory - Utilities / WCTEL
Kayla@rushhvac.com	Kayla		Advisory - Utilities / Rush Heating & Air
Erik@rushhvac.com	Erik		Advisory - Utilities / Rush Heating & Air
newbyland@gmail.com	Darrell	Newby	Past Advisory - Survey
stevedorn@dsparchitects.net	Steve	Dorn	Past Advisory - Architect
jstevers@davisfloyd.com	Jim	Steverson	Past Advisory - Architect
laweiss@msn.com	Larry	Weiss	Past Advisory
geneg@wctel.net	Gene	Grazziano	Advisory

Authorized MACK representative. Email/call with any questions or needs for this project. mccormickarts@gmail.com / (864) 602-0331

MACK Capital / Rehabilitation Report - 2/2021

- The first portion of the \$1.1M pledge is available \$250K in MACK Capital Investment Fund
 - o Moves project from "pledge" to actionable and assets are now in MACK name
 - We will not contract beyond the balance of the money market account.
- MACK Capital and Maintenance Committee Overview
 - o <u>Please complete the Committee Application Here</u>
 - Purpose / Goals
 - To effectively and efficiently oversee the MACK Rehabilitation Project to completion.
 - Successful historic preservation
 - Successful compliance, ADA, and safety
 - Successful use of space
 - Successful use of resources
 - Community Development / Arts Engagement
 - CURRENT BUDGET / FUNDING:
 - Click here for Project Budget
 - Click here for MACK 21 Budget
 - Yoder Gift Agreement
 - This is a Donor-advised project. Will present action steps and milestones to the donor at end of 1st quarter.
 - MACK Executive Committee authorized \$40k for MEP related contracts and service on 2/10/2021
 - PROFESSIONAL ARCHITECT DOCUMENTS:
 - Click here for Architect Contract
 - Click here for MACK Draw Schedule
 - Click here for Meeting Topics / Milestones
 - COMMUNICATION:
 - First full meeting <u>2/25/21</u> via ZOOM @ 1:00
 - Estimated Schedule
 - Introduce Team / Leadership:
 - MACK Capital & Maintenance Committee Contact List
 - Roberta McKee (Board / Executive Chair)
 - Heather McNally (MACK Designated Representative)
 *Contact directly for all needs and to request items for the agenda
 - Heather Mitchell (Boudreaux Designated Representative)
- Boudreaux Preservation Consultant and Architectural Partner
 - o 2/10/21 Signed AIA Contract designating The Boudreaux Group as lead architect
 - 2009 Conditions Report was developed by Boudreaux Firm
 - MEP proposal and timeline from Belka (Electrical) and Swaggart (Mechanical) for proposal and timeline
 - Schematic Design
- Stakeholder SURVEY
 - Programs & Place for Phase III Planning



						"Rehabilita	tion acknowled	the need to	alter or ade	to a historic	property to r	neet continuing or changing	
2016 - 2020 Financial Estimates	Estimates					uses while r	etaining the pr cultural center	operty's historic to serve our co	character." mmunity. ~I	Our goal is MACK	to provide a s	neriabilitation advinowedges the need to after the action of instants properly to freet continuing or changing uses while retaining the property's historic character." Our goal is to provide a safe, accessible and fully functioning cultural center to serve our communityMACK	
Project Plan:	Setting the Vision		ı		ı			ı				ı	Time Period Est.
Project		L		L						ľ	Total Cost	Funding Source	
MACK Schematic Plan										s	22,000.00	MACK Capital Fund	Completed 2016/7
MACK MEP Engineering Plan	ng Plan									49	45,000.00	MACK Legacy Fund	Beginning 2020/1
Confirmed to proceed f	Confirmed to proceed for selecting firm and contracting for services as early as Fall/Winter 2020	ting for	r services as early	as Fall/	Winter 2020								3 Months from Contract
Phase One:	Achieving Accessibility	ibilit	>			['] 05	AL: ADA	GOAL: ADA Compliance	e Ce				
Project		ŏ	Construction Cost	cond	20% Contractor bonds, general conditions, overhead and profit	, 0 , 0 , 0	10% Construction Contingency	15% Professional Architecture/ Engineering Fees	Professional Architecture/ ineering Fees	_	Total Cost	Funding Source	
Elevator		L											
Electrical to Support ADA Elevator	A Elevator	€9	38,000.00			€9	3,800.00	€9	5,700.00	€	47,500.00	Partial - SFF	
Elevator Installation (ADA)	(A)	69	152,000.00		30,400.00	8	15,200.00	8	22,800.00		220,400.00		
Restroom/Plumbing Upgrade (ADA)	grade (ADA)	€9	48,000.00	€9	9,600.00	↔	4,800.00		7,200.00	€9	69,600.00		
Front Porch/Balcony													
Redesign and Construct Ramp (ADA)	t Ramp (ADA)	\$	50,000.00	\$	10,000.00	\$	5,000.00	\$	7,500.00	\$	72,500.00		
Total Cost		&	288,000.00	∳	50,000.00	\$	28,800.00	\$	43,200.00	\$	410,000.00		6-9 Months*
Phase Two:	Building Greater Opportunites	O	ortunites			409	IL: Fire S	GOAL: Fire Safety Compliance	nolianc	Q.			
) - -		•	0 0) ;							
Project		ပိ	Construction Cost		20% Contractor bonds, general conditions, overhead and profit	10% Cc	10% Construction Contingency	15% Professional Architecture/ Engineering Fees	Professional Architecture/ ineering Fees	_	Total Cost	Funding Source	
Electrical Upgrade (Continued)	intinued)												
		€9	92,000.00	€9	18,400.00	↔	9,200.00	↔	13,800.00	\$	133,400.00		
Commercial Kitchen													
		49	85,000.00	↔	17,000.00	↔	8,500.00	€	12,750.00	€	123,250.00		
Mechanical Systems:													
Fire Protection System		↔	31,000.00		6,200.00	€9	3,100.00		4,650.00		44,950.00	MC Capital Sales Tax	
HVAC		↔	87,000.00		17,400.00	€9	8,700.00		13,050.00	€	126,150.00		
Back Storm Drainage		↔	25,000.00	↔	5,000.00	₩	2,500.00		3,750.00	↔	36,250.00		
Interior Stairway		\$	20,000.00		4,000.00	\$	2,000.00	\$	3,000.00	\$	29,000.00	MC Capital Sales Tax	
Total Cost		49	340,000.00	\$	68,000.00	€	34,000.00	\$ 2	51,000.00	\$	193,000.00		6-9 Months*
Phase Three:	Creating Cultural Connections	3	nnections			705	AL: Qualit	GOAL: Quality Space & Place	& Place				
.: 		Č			20% Contractor bonds, general conditions, overhead	10% Cc	10% Construction	15% Professional Architecture/		Cost	:		

Masonry Repair									
Repointing Brick	\$	12,750.00	\$	2,550.00	\$	1,275.00	\$ 1,912.50	\$ 18,487.50	
Replacing Brick	\$	11,775.00	\$	2,355.00	€9	1,177.50	\$ 1,766.25	\$ 7,073.75	
Rebuild Balustrade									
	\$	18,500.00	€9	3,700.00	\$	1,850.00 \$	2,775.00	\$ 26,825.00	
Interior									
Third Floor Studios	\$	22,000.00	€9	4,400.00	€9	2,200.00 \$	3,300.00	\$ 31,900.00	
Painting								\$ 6,500.00	
Storage and Space								\$ 15,000.00	
Technology								\$ 15,000.00	
Insulation - Est. needed								\$ 8,000.00	
Kiln - Est. needed								\$ 2,500.00	
Exterior									
Outside Stairs Est. needed								\$ 15,000.00	
Signage								\$ 8,000.00	
Site Improvements								\$ 20,000.00	
Total Cost								\$ 174,286.25	3-6 Months
Total Est. MACK Rehabilitation Cost								\$ 1,077,286.25	If funding was not
									an issue we could
	ı	1	ı			1			functioning
Next: Into the Future									- cultural facility to
									serve the next 35
Park Enhancement									vears hy 2022
Ampitheatre									
Transporation									
Youth Center									
Keep In Mind									
Hazardous Materials Testing									
A & V Consultant									

MACK Rehabilitation																			4		
Projected Payment Schedule																		D 9	BUUDKEAUX	EAU)	
2-Feb-21		2021	21											2022				Inspire	inspired design	-	
			Feb Marc	rch Ap	ril M	May Ju	lne J	uly	Aug S	Sept (Oct 1	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	TOTALS
Arch and Eng Basic Services Fees			SD Confirm(15%)		DD/Estimate (20%)	ate (20%	_	CDs (35%)	35%)	Per	Permit/Bidding (5	ding (5)		Constri	action Ph	Construction Phase Services (6-8 mos.) (25%)	res (6-8 n	nos.) (25)	(%		
						contra	ctor pre	contractor prequalification	noi:												
Schematic Design Confirmation \$10,856.25	356.25	\$2	\$2,714 \$8,142																		\$10,856.25
200	\$14,475.00			\$4,	\$4,825 \$4,8	\$4,825 \$4,	\$4,825														\$14,475.00
Construction Documents \$25,33	\$25,331.25						8\$	\$8,444 \$8	\$8,444 \$8	\$8,444											\$25,331.25
	\$3,618.75									\$1	\$1,809 \$	\$1,809									\$3,618.75
Construction Phase Services \$18,09	\$18,093.75												\$2,262	\$2,262	\$2,262	\$2,262	\$2,262	\$2,262	\$2,262	\$2,262	\$15,832.03
Separate Payment MEP Fee \$36,50	\$36,500.00	\$3	\$36,500																		
Sub-Total Professional Fess \$108,875.00	75.00																				\$70,113.28
Estimated Construction Cost \$970,000.0	00.00											\$	121,250	121,250	\$121,250	s121,250 s121,250 s121,250 s121,250 s121,250 s121,250 s121,250	\$121,250	\$121,250)\$121,250	0\$121,250	\$970,000.0
Estimated Reimbursable Expenses \$3,000.	00.00		\$	\$ 120 \$ 1	120 \$ 2	240 \$	120	\$ 120 \$	120	\$300		\$300	120	\$ 240	\$ 120	5300 5 120 5 240 5 120 5 240 5 120 5 240 5 240 5 240	\$ 120	\$ 240	\$ 120	\$ 240	\$2,880.00
Grand Totals		\$3	\$39,214 \$8,262	\$4,	945 \$5,0	\$5,065 \$4,	\$4,945 \$8	\$8,564 \$8	\$8,564 \$8	\$8,744 \$1	\$1,809 \$	\$2,109 \$	\$123,632	3123,752	\$123,632	\$123,512	\$123,512	\$123,512\$123,512	\$123,512	2 \$123,51	\$1,080,795
												4 9 2 2	or purpo uration c ctually c naterials evelop to	ses of th. of the phrompletectes testing, and projected testing, and projected testing, and projected testing, and projected testing.	is sched ase. Actu if and the special ii	For purposes of this schedule, all fees are divided equally by month across the duration of the phase. Actual invoices will vary based upon percentage of work actuality completed and the rhythm of the project. Other soft costs such as haza materials testins, special inspections, furniture, etc will also need projected to develop total project cost and complete payment schedule.	es are diverse will van of the properties, furniture ete payn	ided equ ry based rject. Otl re, etc w	ally by m upon per her soft c vill also n	ionth acro centage o costs such ieed proji	For purposes of this schedule, all fees are divided equally by month across the duration of the phase. Actual invoices will vary based upon percentage of work exclusily completed and the riythm of the project. Other soft costs such as hazardous materials testing, special inspections, furniture, etc will also need project to develop total project cost and complete payment schedule.



Project Meeting Agenda Page 1

Draft MACK Project Meeting Topics / Milestone Deadlines - February 4, 2021

- I. Schematic Design Work Session #1 -Thursday March 11 at the MACK in person
 - A) (10:30) Engineering Walkthrough discussions with those familiar with maintenance and systems
 - B) (1:00) Project Kickoff, introductions, overview with MACK Capital and Maintenance (C&M) Committee
 - C) Stakeholder input Sessions
- II. Heather McNally provide Summary of Stakeholder Survey Results Due to BDRX by Friday March 19
- III. Schematic Design Confirmation Package Complete Wednesday March 31
- IV. Design Development Work Session #1 Thursday April 15
 - Review Schematic Design and additional Design Progress including elevator tower character and balustrade
 - B) Review kitchen equipment and layout
 - C) Preliminary Code Review meeting with local code official (Heather McNally, BDRX and Ryan only)
- V. Design Development Work Session #2 Thursday May 6
 - A) Review Mechanical and Electrical Systems
 - B) Discuss other technology, AV, security needs
 - C) Review interior finishes, lighting selections
 - D) Overview of Contractor pre-qualification process; establish sub-committee to review contractor qualifications; provide recommendations of local contractors to invite to submit qualifications
- VI. Late May early June BDRX to invite agreed upon list of contractors to submit qualifications. Heather McNally to review and approve invitation letter and selection criteria with sub-committee
- VII. Design Development Package due to Cost Estimator May 27 (copy to Heather McNally)
- VIII. June cost estimating process (2 weeks to estimate, 2 weeks to review and modify)
- IX. Construction Documents Work Session #1 Thursday July 8
 - A) Review Cost Estimate in coordination with design
 - B) If needed, review cost savings recommendations from BDRX and establish priorities
 - C) Review Contractor Qualifications summary from sub-committee and make determination of 3-5 most qualified who will be invited to submit bids
- X. Construction Documents Work Session #2 August 19
 - A) Progress Review and Final Design Coordination and any last MACK input
 - B) Review Bidding and Contractor Selection Process

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 $\textbf{found.} \texttt{Draft MACK Project Meeting Topics} \; / \; \texttt{Milestone Deadlines} \; - \; \texttt{February 4},$

2021

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- XI. Issue Completed Construction Documents to Bidders September 30 (copy to Heather McNally and submit for permitting)
- XII. Suggested Bid Date October 28
- XIII. Approximate Construction Start Date December 1

MACK Capital & Maintenance SURVEY

* Required

This survey will help our MACK Capital & Maintenance Committee explore needs and opportunities for our facility to fully function and fit the needs of our community stakeholders. This survey will be open to the public from March 1 - April 1, 2021.

Our goal is to provide accessible, safe, and equitable programming for all ages and need while honoring and enhancing our historic site. Our mission is to provide art, culture, and education to our region.

1.	Email address *
2.	What do you appreciate most about the Historic Keturah Hotel / MACK (Building) from a historic perspective?
3.	When considering the facilities/building and how the MACK currently offers programs and access - what works?
1.	and what doesn't?
5.	What is most important to you in regards to facility needs and maintenance planning? (Check all that apply)
	Check all that apply. ADA Accessibility including elevator to all floors
	Code Compliance - Fire, Safety, etc.
	Aesthetically pleasing for community and visitors Maintain historic character
	Fully functional - Utilities, HVAC - heating and air, restrooms
	Storage and ease of use / access DHEC / Commercial Kitchen
	Proper lighting and art display needs
	Enhanced technology for innovative and improved programming Access to electricity and proper utility sinks
	Creative design to enhance space and place
	Artisan programatic needs - kiln, studio, piano, youth, dry & wet classroom needs
	Place to sit and enjoy resources
	Place to sit and enjoy resources Cultural center identity - all are welcome and encouraged to visit and enjoy arts Legacy - Naming opportunities, capture historic relevance COVID / CDC Safety Recommendations
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