



**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 [Budget](#) / [Funding](#)
  - 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.

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**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
  - Introduce team/committee members and general summary of project and budget
- Per our calendar/planning needs:
  - Plan for Thursdays @ 1:00 pm [Estimated Schedule](#).
  - Please request agenda items 1 week in advance. EMail [mccormickarts@gmail.com](mailto:mccormickarts@gmail.com)
  - Minutes / Reports and Updates will be prepared for transparency and communication
  - Brief 30 min "Touchpoints" available to stakeholders as needed. Not a committee meeting.
- If you have any questions, concerns, or input:
  - 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
  - In the event of a conflict, our lead staff and ED will help to ease any challenges
  - 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](#)

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*To contact Heather McNally, Director of Programs and Development  
please email [mccormickarts@gmail.com](mailto:mccormickarts@gmail.com) / (864) 602-0331*

## MACK Capital & Maintenance Committee Contact List

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

\*\* Authorized MACK representative. Email/call with any questions or needs for this project.

[mccormickarts@gmail.com](mailto: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
  - 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](#)
  - [Please complete the Committee Application Here](#)
  - 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 - [2/25/21](#) 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
  - 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





**MACK Rehabilitation**  
 Projected Payment Schedule  
 2-Feb-21



2021

2022

	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	TOTALS
<b>Arch and Eng Basic Services Fees</b>	\$0	\$8,142	\$4,825	\$4,825	\$4,825	\$8,444	\$8,444	\$8,444	\$1,809	\$1,809	\$2,262	\$2,262	\$2,262	\$2,262	\$2,262	\$2,262	\$2,262	\$2,262	\$10,856.25
Schematic Design Confirmation																			\$14,475.00
Design Development/Estimating																			\$25,331.25
Construction Documents																			\$3,618.75
Bidding and Permitting																			\$18,093.75
Construction Phase Services																			\$36,500.00
Separate Payment MEP Fee																			\$108,875.00
<b>Sub-Total Professional Fees</b>																			\$970,000.00
<b>Estimated Construction Cost</b>																			\$3,000.00
<b>Estimated Reimbursable Expenses</b>																			\$39,214
<b>Grand Totals</b>																			\$1,080,795

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 actually completed and the rhythm of the project. Other soft costs such as hazardous materials testing, special inspections, furniture, etc will also need projected to develop total project cost and complete payment schedule.

**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**

- A) 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



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

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.

\* Required

1. Email address \*

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2. What do you appreciate most about the Historic Keturah Hotel / MACK (Building) from a historic perspective?

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3. When considering the facilities/building and how the MACK currently offers programs and access - what works?

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4. .... and what doesn't?

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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
- Cultural center identity - all are welcome and encouraged to visit and enjoy arts
- Legacy - Naming opportunities, capture historic relevance
- COVID / CDC Safety Recommendations

Other:  \_\_\_\_\_

6. Open-ended: ANY & ALL suggestions are appreciated and will be considered. Thank you for supporting this critical project, and the arts!

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