



**Goodwyn Mills Cawood**

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October 11, 2024

Danielle Carver.  
Procurement and Capital Projects Manager  
Effingham County Board of Commissioners  
804 S. Laurel Street  
Springfield, GA 31329

(Via email)

**REFERENCE:** Scope of Work / Pre-Design Proposal

**PROJECT:** Effingham County Animal Shelter I  
Located at 307 Highway 119 South, Springfield, GA 31329

Dear Ms. Carver,

Goodwyn Mills Cawood LLC (GMC), sincerely appreciates the opportunity to present this proposal to provide Professional Architectural Services for the Pre-Design of the above referenced project. This is an exciting project and one that our firm enjoys being a part of.

This proposal is a result of several assumptions made by GMC that will ultimately need confirmation by you with respect to program, budget, schedule and the full scope of services you require. With that, the following is an understanding of the scope of services, the related fees, and the schedule.

**I. PROJECT DESCRIPTION**

It is our understanding Effingham County wishes to expand and renovate their existing Animal Shelter and would like to undertake a feasibility study to understand appropriate next steps. This will be a comprehensive analysis to help your team determine what scope will fit your vision and budget. The anticipated scope of services is enumerated below.

**II. SCOPE OF SERVICES**

**Facility Condition Assessment**

This proposal includes an assessment of the conditions of the existing facility. This comprises building systems (structural, mechanical, electrical, and plumbing systems), as well as building finishes and fire protection systems as applicable. The team will produce a report based on this assessment with any scope that will be required or recommended for a renovation, demolition, or addition. The proposed scope of work is as follows:

- a. Walk-thru to perform preliminary assessment of existing facility in order to determine required depth of investigation.
- b. Establish extent of necessary exploratory demolition, if required, and coordinate efforts of third-party contractors to be hired by the Client.



- a. Perform a detailed, on-site visual observation of the existing finishes, code compliance, accessibility (ADA), and life safety, to document the general conditions. Perform visual observations for deterioration of materials, non-compliant conditions, or other deficiencies of the facility.
- b. Perform a detailed, on-site visual observation of the existing structure, if required, to document the general condition, arrangement, and size of structural elements. Perform visual observations for deterioration of materials, damages, modifications, weakness in structural members or connections, settlement, or other structural deficiencies of the Primary Structural System.
- c. Perform a detailed, on-site visual observation of the existing MEP and fire protection systems, to document the general conditions. Perform visual observations for deterioration of materials, damages, modifications, weakness in loads or capacities, or other deficiencies of the facility.
- d. Provide a written report of findings and general recommendations for rehabilitation, if required.

#### **Space Planning Analysis/Test Fit Concept Floor Plan**

This proposal includes up to three design options, showing colored floor plans for various concepts such as an addition or interior space reconfiguration. This could also include 3D diagrammatic "white box" renderings. Building systems narratives of what is being proposed / recommended are included. Engineering drawings will not be produced during this phase (not in scope).

- a. The engineering team will review architectural concept drawings for proposed renovation or additions and determine impact on building systems and potential retrofit or alterations required for the existing facility.

#### **Conceptual Cost Estimate**

GMC will provide a high-level cost estimate based on recent experience with comparable projects on a cost-per-square foot basis.

## **II. SCOPE OF SERVICES (cont.)**

#### **Site Feasibility Analysis/Concept Site Plan (If Required)**

This proposal includes up to three concept site plans, including feasibility analysis of any proposed addition or site reconfiguration. Our team will work with yours to determine whether this is generally feasible prior to commencement of this scope of work.

#### **Facility As-Builts (If Required)**

If no existing drawings of the facility are available, our team will field measure to create as-built documentation of the building as required based on the desired scope.

#### **Renderings (If Required)**

If warranted, our team can also create fully developed "prime time" renderings of any and all design concepts.



**III. COMPENSATION**

- a. Based upon our experience with similar projects, compensation is proposed as follows:

Facility Assessment, Space Planning Concepts, and Cost Estimate: **\$38,000**  
Structural Design Services: **\$2,000**  
Mechanical and Plumbing Design Services: **\$2,500**  
Electrical Design Services: **\$2,500**

Site Plans: **\$5,500**  
Facility As-Builts Measurement: **\$7,500**  
Finalized Renderings: **\$5,000** for the first view, **\$3,500** for each additional

**b. Reimbursable Expenses**

Expenses directly related to the Project will be reimbursed by the Owner in addition to the compensation outlined above, and will be invoiced to the Owner with no markup. Normal reimbursable expenses include costs associated with travel as well as costs of reproduction (for progress prints and final documents for Owner), and communication (postage, delivery, and handling of documents) GMC recommends an allowance of 10% of the professional fee be budgeted.

- c. **Payment Schedule:** Monthly Based on Progress.

**IV. OWNER'S RESPONSIBILITY**

The Owner will employ a Designated Representative with the authority to make decisions and to serve as the primary point of contact for the Design Team. This person is **Danielle Carver**.

**V. SCHEDULE**

The GMC team can complete this work by **December 30<sup>th</sup>, 2024**, assuming notice to proceed is given by November 1<sup>st</sup>, 2024. If given after November 1<sup>st</sup>, the team can complete the work in roughly **eight weeks** from NTP.



**VI. CONTRACT**

Due to the conceptual nature of this work, GMC can proceed with the above listed scope based on a signed proposal. If a more formal document is desired, GMC proposes to use AIA Contract Documents.

Goodwyn Mills Cawood, LLC. enthusiastically looks forward to participating in this significant project and welcomes an opportunity to discuss any additional concepts or thoughts you may have regarding this Proposal. If this proposal meets your expectations, please authorize by signing below and we will proceed with the creation of the Contract.

Authorized by:

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Name	Signature	Date
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**GOODWYN MILLS CAWOOD, LLC.**

Ana Manzo, NCARB, LEED® Green Assoc.  
Savannah Practice Leader, Architecture