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April 13, 2023

Alison Bruton, Purchasing Agent  
Effingham County Board of Commissioners  
804 S. Laurel Street  
Springfield, GA 31329

**Re: 23-IDC RFP-017  
Design Services – Facility Renovation Package  
Modification No. 2**

Ms. Bruton,

Pond is pleased to submit this modification for additional design services for the Effingham County Facility Renovation Package. Our team of architects, landscape architects, and engineers are very interested in providing their expertise to the renovations of your existing buildings. We are committed to meeting the requirements specified in the request for proposal and in the following pages provide more detail as to our approach to accomplishing the work. Pond is fully qualified and capable of performing these design services for the County with Marco Migliaro, AIA acting as your day-to-day Project Manager. Pond's team is comprised of a group of qualified architects and engineers who have the talent and skills to carry out the necessary tasks for the renovations.

### Project Description

The County approved Pond's Contract for the Facility Renovation Package and would like to add one new building to this contract scope and additional mechanical, electrical, plumbing and structural work on the other buildings in the original contract. The new building to the contract is the Rincon Library Building, which needs roofing/ water damage repairs. The County has asked Pond to conduct a structural review of the Rincon Library due to water damage and a provide mold remediation. During the end-user meetings for the Facility Renovation Package, the County noted additional work needed for each of the buildings EMS, Probation Office, Teal House, Cloyo Community Center, Cloyo Fire Department, and Judicial parking lot.

### Scope of Work

#### Rincon Library

- Review Roof Leak at existing scuppers and provide repair details for scuppers.
- Site investigation of existing damaged area.
  - County will need to expose all water damaged area of the existing wall for Pond to review full extent of damaged area that is needed for repair.
- Review damaged joists and provided repair details.

#### EMS Building

- Geotechnical exploration and testing for new structure and paving
- Provide mechanical upgrades.
- Provide electrical service upgrades and new ATS for future or mobile generator.

#### Probation Office

- Provide mechanical upgrades.
- Provide structural design for enclosing the existing carport area.

Teal House

- Provide mechanical upgrades.

Judicial Parking Lot

- Irrigation connections
- Landscaping

Clyo Fire Department

- Provide plumbing changes.

Clyo Community Center

- Provide mechanical upgrades.
- Provide additional plumbing upgrades to interior restrooms.

**Deliverables**

Rincon Library

Design Services and Deliverables are generally outlined as follows:

**100% Construction Documents**

- Working Drawings and drawing performance specifications detailing the work required and all the necessary bidding. General Conditions and Supplementary General Conditions (Front end specification) will not be provided by Pond.
- Submit Construction Documents to Code Enforcement, along with any Authorities Having Jurisdiction (AHJ) for review and approval as required. Coordinate with the project CM as required to obtain permits as needed.

**Bidding** (limited to RFIs and recommendation)

**Construction Administration** (Limited to 2 site visits including final review)

EMS

Design Services and Deliverables as required in addition to original contract for new scope items.

Probation

Design Services and Deliverables as required in addition to original contract for new scope items.

Clyo Fire Department

Design Services and Deliverables as required in addition to original contract for new scope items.

Clyo Community Center

Design Services and Deliverables as required in addition to original contract for new scope items.

Judicial Parking Lot

Design Services and Deliverables as required in addition to original contract for new scope items.

### Updated Schedule

- Notice to Proceed on additional scope items – 4/28/2023
- 25% Schematic Design Submission – 4/14/2023
- County review and provide comments by – 4/28/2023
- 65% Design Document Submission – 6/23/2023
- County review and provide comments by – 7/7/2023
- 100% Construction Documents – 8/18/2023
- Bidding – TBD
- Construction – Estimated 6 Months from Notice to Proceed to Substantial Completion

### Rincon Library Schedule

- Notice to Proceed – 4/28/2023
- Field investigation – 5/3/2023
- 100% Construction Documents – 6/2/2023

### Conditions of Service

- Site visits and meetings with all end users for all projects can be completed in one day.
- County is responsible for exposing all damaged area for POND team to conduct field investigation at the Rincon Library.
- Design and documentation for all buildings and sites will be prepared and bid as a single combined construction project that is part of the original contract. Excluding Rincon Library will be a standalone project.
- Mechanical engineering has been included in this scope for only the buildings outlined above.
- Structural engineering is included for the repairs at the Rincon Library and Probation Office carport.
- Assumed all project site locations will be issued as one bid package for construction and the construction duration will be approximately 6 months from notice of award to substantial completion. Excluding Rincon Library.
- Assumed all exiting building utilities are adequate for all new interior renovations needed. If existing utilities require upgrade, will be an additional fee.

**Fee Proposal**

Based upon our understanding of the scope of work described above, Pond proposes to provide the services outlined above for a Lump Sum Fee of Ninety-Nine Thousand Three Hundred Fifty and 00/100 Dollars (\$99,350.00) for preparation of Construction Documents, Bidding, and Construction Administration for the project.

**Fee Summary**

Rincon Library	\$27,500.00
EMS Building	\$19,470.00
Probation Office	\$16,500.00
Teal House	\$6,820.00
Clyo Fire Department	\$7,370.00
Clyo Community Center	\$14,190.00
Judicial Parking Lot	\$5,500.00
Travel & Expenses	\$2,000.00

**Total Design Cost:** ~~\$99,350.00~~ (Lump Sum) *approved by BOC - \$49,675*

Thank you for this opportunity and we look forward to working with you on this project. Please let us know if you have any questions or need additional information.

Sincerely,

Pond & Company

  
Marco T. Migliaro, AIA  
Project Manager



Melissa D. Phillips  
Associate | Business Development Manager

  
Wesley Corbitt, Chairman

05/02/2023  
Date

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## 1. Scope of Work included in original RFP

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Effingham County is seeking design proposals for the renovation of 3 existing residential structures for office use, demolition of a residential structure, design/engineering of a parking lot to service one of the renovated offices and an expansion of the Judicial Complex parking area. The sites include 902 and 904 N. Pine St. and 204 Early St., Springfield, GA 31329 and 101 E. Tenth St., Rincon, GA 31326.

**902 S. Pine St. - Services include:**

Survey

Mold remediation - The vendor will propose a lump sum to determine the clean-up plan for contractors to include in their construction bid.

Meeting with Probation staff to determine needs and review concepts

Prepare remodeling concepts and permit drawings

Construction Management/Bidding Assistance Services

**904 S. Pine St. - Services include:**

Survey

Parking lot design, including construction drawings

Construction Management/Bidding Assistance Services

**204 Early St. - Services include:**

Survey

Meeting with Sheriff staff to determine needs and review concepts

Prepare remodeling concepts and permit drawings

Construction Management/Bidding Assistance Services

**101 E. Tenth St. - Services include:**

Survey

Meeting with EMS staff to determine needs and review concepts

Prepare remodeling concepts and permit drawings

Construction Management/Bidding Assistance Services

**Judicial Complex Parking Lot Expansion - Services Include:**

Survey

Meeting with staff to determine needs and review concepts

Parking Lot design, including construction drawings

Construction Management/Bidding Assistance Services

Irrigation, landscaping, lighting, signage, security cameras, access control, and ADA requirements will need to be included in construction plans for all locations. Project reporting shall be bi-weekly to the County's Project manager. Reporting will include summary of work complete, next steps, and revised schedules as needed.