



December 19, 2025

Tim Callanan  
Effingham County Board of Commissioners

(Via email)

**Goodwyn Mills Cawood**

114 Barnard St  
Suite 114-2B  
Savannah, GA 31401

T (912) 226-1667

www.gmcnetwork.com

REFERENCE: ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL

PROJECT: EFFINGHAM COUNTY HEALTH DEPARTMENT BUILDING  
Located at 802 Highway 119 South, Springfield, GA 31329

Dear Mr. Callanan,

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

Owner-provided digital information related to boundaries, topography, or environmental constraints will be utilized, alongside the site survey provided by the Owner, and Geotechnical report which will be included in a separate proposal unless provided by the Owner. Additionally, GMC will use aerial images and property information available online to construct the base file.

This proposal is the result of several assumptions made by GMC that will ultimately need confirmation by the owner with respect to program, budget, schedule and the full scope of services you require. Subsequent plans may need modifications to better account for any additional information provided at a later date by the owner.

Please find below the understanding of the project scope for the Health Department Building design services to be provided, as well as the related fees and the schedule.

**PROJECT DESCRIPTION**

It is our understanding that Effingham County wishes to improve the existing Health Department building at 802 Highway 119 South, Springfield, GA 31329 into a more efficient and well-organized facility to better serve its employees and visitors, as well as to improve its operational needs and be prepared for the County's growth. For this reason, Effingham County would like to move forward with A/E project for the design of a new 2-story Health Department Building to fit the master plan proposed by GMC during Phase I of the project.



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### **SCOPE OF SERVICES**

We will provide Basic Architectural/Engineering Services (Design, Construction Documents, and Contract Administration Phases):

#### **Architectural/Engineering Services**

##### **Basic Design Services**

- Architecture
- Interior Design (excluding FF&E)
- Structural Engineering
- Mechanical, Plumbing and Fire Protection Engineering
- Electrical Engineering

##### **Supplemental Services**

- Civil Engineering

### **CLARIFICATIONS OF SCOPE AND BASIC SERVICES BY GMC**

1. GMC will provide a pdf/electronic version suitable for reproduction.
2. GMC will coordinate our services with those services provided by the Owner and their consultants (site surveys, geotechnical, etc.) and shall be entitled to rely on the accuracy and completeness of services and information that the Owner and their consultants furnished to GMC.
3. LEED and other green certifications are not included in this proposal.
4. GMC will assist the Owner in the formulation of any special inspection and testing requirements applicable to the Project and shall reasonably coordinate with any Special Inspectors the Owner has retained and the Building Officials or Authorities.
5. In the interest of providing Owner options on bid day, alternates may be provided.

### **PHASES – BASIC SERVICES**

Prior to the commencement of Architectural/Engineering Services, clear Owner direction as to the scope, program, standards, and construction budget will need to be approved and provided to Goodwyn Mills Cawood. The architectural/engineering design services for the project shall be provided in the following phases:



### **1. SCHEMATIC DESIGN PHASE**

The design team will advance the design to a point which will allocate and configure the necessary program elements to provide a functioning facility. The design team will prepare Schematic Design drawings to illustrate the design including floor plans, building elevations, and sections, as well as a written narrative sufficient to define the scope of the project and for a schematic cost estimate. The goal of this phase is to delineate the character of the design, identify basic materials, and define layouts.

The design team will review progress with the designated Owner's Project Representative. The Architect will be responsible for designing the estimated budget and assist the GC/Cost Consultant with value engineering to stay within the budget targets. Design presentations will be made to the appropriate parties for approvals.

### **2. DESIGN DEVELOPMENT PHASE**

Based on the Owner approved Schematic Design and the estimated cost of construction, the design, character, and levels of quality will be further refined in this phase and reviewed with the Owner's Project Representative. A more detailed development of building systems including structural, mechanical, electrical, plumbing, and fire protection will be performed. Preliminary coordination will be initiated.

Design Development drawings including floor plans, interior elevations, sections, wall sections, and outline specifications will be produced. These will be used by the CG/Owner's cost consultant, to develop a more detailed cost estimate at the conclusion of the phase. The Architect will be responsible to design the estimated budget and assist the GC/Cost Consultant with value engineering to stay within the budget targets.

### **3. CONSTRUCTION DOCUMENTS PHASE**

During this effort, GMC will develop the owner-approved Design Development Documents into a final set of Construction Drawings and Specifications, which will serve as the "confirmed" Contract Documents. These documents will include: (1) Working Drawings, (2) Specifications, (3) General Conditions of the Contract, and (4) Supplemental Conditions of the Contract, if required. Certain provisions may be made in the form of "allowances" to compensate for unknowns in the early package releases.

### **4. PERMITTING & CONSTRUCTION CONTRACT NEGOTIATION / BIDDING**

We will meet with the relevant agencies as necessary for permitting and with the contractor as necessary for bidding as well as respond to Contractor questions via Addendum.



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## **5. CONSTRUCTION ADMINISTRATION**

This phase will commence (a) when the Owner issues a written “Notice to Proceed” to the Contractor, or (b) if the Owner has not issued a “Notice to Proceed” to the Contractor, with the first request by the Owner and/or the Contractor to provide the services described in this Section of this Proposal. Our services in this phase will consist of the administration of the Construction Contract to facilitate progress of the work.

Included in this phase is a review of test reports, reviews for each shop drawing submittal for conformance with design intent, periodic site visits, Application for Payment review and certification, authorship of the minutes of the Owner/Architect/Contractor meetings, and written reports to you concerning our site visits. The purpose of the periodic site visits is for GMC to become generally familiar with the progress and quality of the portion of the Work completed and to determine, in general, if the Work being observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. It is anticipated GMC will make bi-weekly site visits in accordance with industry standards during relevant periods of construction.

### **DELIVERABLES**

#### **1. Schematic Design Phase**

- Architectural, Civil, Structural, Mechanical, Plumbing, Electrical, and Fire Protection narratives.
- Architecture floor plans, sections, and elevations (SD level).
- Schematic plans to assist with system selection and construction cost estimating, prepare studies of alternative structural systems (if required), assist in establishing testing requirements, including the coordination of the Geotechnical Investigation.
- Site layout and conceptual utilities design.

#### **2. Design Development Phase**

- Architecture floor plans, sections, reflected ceiling plans, and elevations (DD level).
- Building code summary.
- Structural design (DD level).
- Civil drawings (DD level).
- Preliminary design of electrical service to the building.
- Preliminary plumbing design.
- Preliminary fire protection layouts.



**3. Construction Documents Phase**

- Final architecture, civil, structural, mechanical, electrical, plumbing, and fire protection drawings (CD level).
- Design of electrical service to the building, coordination with utility company, design power, LED lighting, and controls systems, design fire alarm system, design rough-in for low voltage systems.
- Plumbing design for cold water, waste and vent systems to 5-foot line outside of the building, coordination with civil for utility connection locations.
- Performance-based specification for design of fire protection system.
- Construction Specifications.

**As Required:**

Renderings (If required):

If warranted, our team may also create fully developed "prime time" renderings of the design.

**PROJECT BUDGET**

It is our assumption that the estimated project construction cost for a building of 12,571 sqft. is approximately the following (at approx. \$400 x sqft):

**\$ 5,028,400.00** (construction of building only)

*If the scope of the project changes, the construction cost will be modified accordingly.*

**COMPENSATION**

Based on the scope of work listed above, compensation for the services is proposed as follows:

See fees below for basic and supplemental services:

	<b>Fee</b>
A&E Fee (Basic Serv.)	\$ 351,988.00
Civil (Supplemental Serv.)	\$ 30,800.00

Finalized Renderings: **\$5,000.00** for the first view, **\$3,500.00** for each additional view.

	<b>Fee</b>
<b>TOTAL COMPENSATION: \$ 387,788.00</b>	
Schematic Design (15%)	\$ 58,168.20
Design Development (25%)	\$ 96,947.00
Construction Documents (35%)	\$ 135,725.80
Permitting & Contract Negotiation / Bidding (5%)	\$ 19,389.40
Construction Administration (20%)	\$ 77,557.60



**Stated Cost Limitation (SCL) and Fee Adjustment**

The construction cost reflected in this proposal is a preliminary estimate and is subject to revision once pricing from a General Contractor is obtained. Following receipt of verified construction costs, the Architect’s fee may be adjusted to align with the final Stated Cost Limitation (SCL) for the project. Any adjustment will be based on the agreed-upon fee structure or fee formula associated with the project budget. The final fee will reflect the confirmed construction cost and the corresponding fee percentage or calculation method established for the project.

**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 20% 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).

**PAYMENT SCHEDULE**

Monthly Based on Progress. Percentages below do not include reimbursables expenses referenced above.

Proposed payment schedule:

Schematic Design	15%
Design Development	25%
Construction Documents	35%
Permitting & Contract Negotiation / Bidding	5%
Construction Administration	20%

**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 **Tre Wilkins**.



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**SCHEDULE**

It is understood and agreed that time is important for the provision of professional services and the Owner, and Architect shall mutually prepare a Project Design Schedule which will provide for the timely provision of the Architect's services, the Owner's review and approvals, and for the review and approval of governmental authorities having jurisdiction over the project for the orderly progress of the project.

It should be noted that our team is positioned to start immediately.

The GMC team can complete the SD, DD, and CD phases in approximately **7 months** from NTP, assuming notice to proceed is given by January 5<sup>th</sup>, 2026. If given after January 5<sup>th</sup>, 2026, GMC will reassess the project schedule.

**CONTRACT**

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 so we can proceed with the creation of the Contract.

Sincerely,  
**GOODWYN MILLS CAWOOD, LLC**

Ana Manzo, AIA, NCARB, LEED® GA  
Savannah Practice Leader, Architecture

\_\_\_\_\_  
Signed

\_\_\_\_\_  
By

\_\_\_\_\_  
Date

AGREED: