

Staff Report

Subject: Approval of Professional Services Agreement for Pre-Design Phase – Effingham County Office Hwy 119 Renovation

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Department: Project Management, Procurement

Meeting Date: April 1, 2025

Item Description: Consideration to approve a professional services agreement with Goodwyn Mills Cawood, LLC (GMC) to perform pre-design services for the proposed renovation of the County office building located at 768 Hwy 119 in Guyton, Georgia.

Summary Recommendation: Staff recommends approval of the professional services proposal submitted by GMC in the amount of \$80,000 (plus reimbursables) to conduct facility condition assessment, space planning, cost estimating, and feasibility analysis for the renovation project.

Executive Summary/Background:

Effingham County is seeking to renovate its office facility adjacent to the Recreation Complex in Guyton, GA. As an initial step, the County has requested a comprehensive pre-design analysis to determine the scope and feasibility of renovation, potential additions, or reconfigurations to the existing building.

Goodwyn Mills Cawood, LLC (GMC) has submitted a detailed proposal outlining the scope of professional services, including:

- Facility condition assessment (structural, MEP, finishes, fire/life safety, ADA compliance)
- Space planning and conceptual design (up to 3 options)
- High-level cost estimating
- Site feasibility analysis and conceptual site plans
- Field measurement and as-built documentation
- Optional renderings

GMC proposes to complete the work within 8 weeks from notice to proceed.

The base proposal includes \$80,000 in professional services fees, plus reimbursable expenses not to exceed 10% of the total. Services will be billed monthly based on progress.

Alternatives for Commission to Consider

1. Approve the professional services agreement with Goodwyn Mills Cawood, LLC.
2. Do not approve.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Project Management, Procurement

Funding Source: 2025 FY Budget

Attachments: GMC Proposal