



Goodwyn Mills Cawood

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March 25, 2025

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

REFERENCE: PROPOSAL FOR MASTER PLAN DESIGN SERVICES

PROJECT: EFFINGHAM COUNTY RECREATION COMPLEX

Dear Ms. Carver,

Goodwyn Mills Cawood, LLC (GMC) sincerely appreciates the opportunity to submit this proposal for Master Plan design services 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 in developing the base file, otherwise 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 master planning services to be provided, as well as the related fees and the schedule.

The following is our understanding of the programmatic elements / proposed structures that will be shown in the master plan (*each proposed structure will be addressed in a separate proposal and sent to the Owner for review and approval*):

1. All-inclusive ADA – Accessible Playground (*design and drawings for Phase I only included in this proposal*)
2. Paved Parking Lot (*design and drawings for Phases I and II included in this proposal*)
3. Annex / Office Building Renovation Building (*design and drawings proposal to be sent separately*)
4. Effingham Navigators Programming Space Building (*design and drawings proposal to be sent separately*)
5. Equipment/Storage Room/Building (*design and drawings proposal to be sent separately*)
6. Department of Public Health and future expansion (*by others*)
7. Gymnasium
8. Library



## **SCOPE OF SERVICES**

### **Phase I: Pre-Design**

Provide an overall plan showing road circulation, parking, amenities, proposed structures, and landscape areas based on project goals and site constraints. During this phase of work, the GMC landscape, civil, and architecture teams will work together to develop a base map that includes any known easements, setbacks, and utilities.

The master plan will also ensure that access and surrounding spaces within the site for the existing and planned facilities on site such as the **Playground, Storage Building, Effingham Navigators Programming Space Building, Office Building, Gymnasium, Library, Fields,** and the **Department of Public Health** are taken into consideration on the master plan design.

GMC will produce an overall conceptual master plan incorporating the proposed improvements with one or more options for your review. We will meet with you and other stakeholders to obtain input for the proposed concepts.

Based on the owner's comments and input, GMC will finalize the master plan. All recommendations will be presented on the master plan illustrating what the proposed conditions will look like. Deliverables will include the following:

- Initial master plan sketches (up to three options)
- Illustrative hardline master plan (with direction by owner to proceed)
- Existing conditions plan
- Demolition plan
- Project narrative
- List of proposed improvements and program
- Schematic massing renders

We will provide you with a pdf/electronic version suitable for reproduction.

### **Coordination with Governing Jurisdictions**

Upon notice by the owner, GMC will assist in identifying governing bodies relevant to the project and project approval. If required, GMC will facilitate coordinating meetings with identified bodies to vet potential hurdles regarding infrastructure, zoning, and/or land use and to discuss the project, understand expectations, and identify necessary approvals.



**Phase II: SD, DD, CD**

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

**Architectural/Engineering Services**

**Basic Design Services**

- Architecture

**Added Design Services**

- Civil Engineering
- Landscape Design

Provide drawing set for permit / construction incorporating the design agreed upon in Phase I.

GMC will produce a complete drawing set for the master plan project incorporating the proposed improvements for your review. We will meet with you and other stakeholders to obtain input for the proposed master plan.

Based on the owner's comments and input, GMC will finalize the drawings set for the master plan project. All recommendations will be presented on the master plan illustrating what the proposed conditions will look like. Deliverables will include the following:

- 1) Civil Drawings
  - a) Civil Permit (including Landscape Drawings, Land Disturbance, GSWCC, & NOI)
  - b) Civil Construction Drawings (including DD & CD Sets with Hydrology)
  - c) Civil CA (up to 4 submittals & 2 RFIs, 1 punch/inspection)  
\*Civil fees exclude playground related design, design of site structural walls (if needed), and traffic study/analysis.
- 2) Landscape Drawings
  - a) Landscape Construction Drawings (including irrigation performance spec)
  - b) Landscape CA (one punch and follow up inspection)
  - c) Playground Hardscape/Landscape & Playground Spec Construction Drawings (*cost not included in this proposal*)
  - d) Playground CA (*cost not included in this proposal*)  
\*Once GMC have received a confirmed design approach and budget for the playground we will provide a detailed estimate.
- 3) Final Coordinated Construction Documents Set

We will provide you with a pdf/electronic version suitable for reproduction.



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Procurement and Capital Projects Manager, Effingham County Board of Commissioners

### **COMPENSATION**

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

<b><u>Phase I: Pre-Design</u></b>	<b><u>Fee</u></b>	
Master Plan	\$	40,000
Jurisdictional Coordination	\$	4,000

Finalized Renderings: **\$5,000** for the first view, **\$3,500** for each additional view.

Phase I Compensation: \$49,000.00

<b><u>Phase II: SD, DD, CD, CA</u></b>	<b><u>Fee</u></b>	
Civil	\$	56,000
Landscape	\$	69,900
Final Coordinated CD Set	\$	14,100

Finalized Renderings: **\$5,000** for the first view, **\$3,500** for each additional view.

Phase II Compensation: \$145,000.00

**TOTAL COMPENSATION: \$194,000.00**

### **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.

### **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**.



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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 Phases I and II of this work by September 30th, 2025, assuming notice to proceed is given by April 15th, 2025. If given after April 15th, 2025, the team can complete the work in roughly **five months** from NTP. A detailed schedule for Phases I and II will be sent to the Owner once GMC receives NTP.

### **CONTRACT**

GMC proposes using 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.

Sincerely,

**GOODWYN MILLS CAWOOD, LLC**

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

AGREED:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
By

\_\_\_\_\_  
Date