

**NOTICE TO PROCEED**

TO: POND & Company

RE: NOTICE TO PROCEED

Task Order 23-IDC RFP-017 – Design Services – Facility Renovation Package

Please consider this your NOTICE TO PROCEED on the above referenced project. In accordance with the terms of the contract, work is to commence within 24 hours receipt of the Notice to Proceed unless otherwise agreed and to be completed within \_\_\_\_ calendar days from that time.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

Effingham County Board of Commissioners

\_\_\_\_\_  
Wesley Corbitt, Chairman

**ACCEPTANCE OF NOTICE:**

Receipt of the above Notice to Proceed is acknowledged.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

49 Park of Commerce Way, Suite 203 T: 912.704.6985  
Savannah, Georgia 31405 www.pondco.com

November 16, 2022

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**

Ms. Bruton,

Pond is pleased to submit this proposal 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 completed a Facility Condition Assessment and Programming Needs plan in 2021. The Probation office was formerly located at 902 N. Pine St. until black mold was found in the structure, prompting abandonment of the building. 904 N. Pine St. was formerly used by the Development Services Department until vacated in 2021. A recent structural report deemed the building foundation not worthy of salvage. The plan is to demolish the structure and add parking for the historic courthouse and Probation office. 204 Early St. is currently being used by Juvenile Justice and needs a comprehensive upgrade. 101 E. Tenth St. was recently acquired by the County to be remodeled as an EMS sub-station. The County is looking for these buildings to be partially renovated of selected interior elements from the original facilities assessment report as outlined in the scope of work in 23-IDC RFP-017.

### **Scope of Work**

#### **902 S. Pine Street**

- Survey
- Complete pre-renovation asbestos, lead paint, and mold surveys at the 1,676-square feet house
- Building survey and investigation
- Meeting with Probation staff to determine needs and prepare schematic plan
- Prepare construction drawings
- Interior renovations to existing buildings and site including irrigation, landscaping, electrical, lighting, security cameras, access control, signage, and ADA requirements
- Bidding assistance services
- Construction administration services

904 S. Pine Street

- Survey
- Complete a pre-demolition asbestos survey of the 1,843-square foot house
- Demolition of existing building structure
- Geotechnical evaluation for new parking lot
- Parking lot design including construction drawings
- Landscaping, parking lot lighting, and ADA requirements
- Bidding assistance services
- Construction administration services

204 Early Street

- Survey
- Complete pre-renovation asbestos and lead paint surveys of the 1,793-square foot house
- Building survey and investigation
- Meeting with Sheriff staff to determine needs and prepare schematic plan
- Prepare construction drawings
- Interior renovations to existing buildings and site including irrigation, landscaping, electrical, lighting, security cameras, access control, signage, and ADA requirements
- Bidding assistance services
- Construction administration services

101 E. Tenth Street

- Survey
- Complete pre-renovation asbestos and lead paint surveys of the house
- Building survey and investigation
- Meeting with EMS staff to determine needs and prepare schematic plan
- Prepare construction drawings
- Interior renovations to existing buildings and site including irrigation, landscaping, electrical, lighting, security cameras, access control, signage and ADA requirements
- Bidding assistance services
- Construction administration services

700 N. Pine Street (Judicial Complex Parking Lot Expansion)

- Survey
- Meeting with staff to determine needs for parking lot expansion
- Parking Lot design, including construction drawings
- Landscaping, parking lot lighting, and ADA requirements
- Bidding assistance services
- Construction administration services

## **Deliverables**

### **902 S. Pine Street**

Design Services and Deliverables are generally outlined as follows:

#### **Schematic Design / 25% Documents:**

- Site Survey
- Schematic floor plan

#### **Design Development / 65% Construction Documents:**

- Drawing performance specifications, Demolition Plan, Floor Plan, Reflected Ceiling Plan, Toilet Enlargements, Millwork Elevations / Details, Door Schedule / Details, and Finished Plans
- Site/ landscaping plans
- Electrical and plumbing plans
- Asbestos, lead paint, and mold surveys and reports
- Structural and mechanical drawings are not part of this scope of work

#### **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**

- Provide bid documents for bidding
- Address any bidding questions from bidders
- Provided feedback as required on the provided bids and a bid comparison

#### **Construction Administration**

- Attend Pre-Construction meeting with Owner and selected contractor
- Meeting attendance by AE at monthly meetings (estimated 6 months)
- Submittal and RFI review are included
- A/E to review applications for payment, signing, and forward to the County Project Manager
- Answer RFI's
- Substantial Completion Inspection including generation of a punch-list
- Final Completion Inspection
- Record Drawing preparation is included

### **904 S. Pine Street**

Design Services and Deliverables are generally outlined as follows:

#### **Design Development / 65% Construction Documents:**

- Drawing performance specifications, building demolition plan, site plan for new parking lot, and landscaping plan
- Geotechnical report
- Asbestos and lead paint surveys and reports

#### **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.
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- Final Completion Inspection
- Record Drawing preparation is included

204 Early Street

Design Services and Deliverables are generally outlined as follows:

**Schematic Design / 25% Documents:**

- Site Survey
- Schematic floor plan

**Design Development / 65% Construction Documents:**

- Drawing performance specifications, Demolition Plan, Floor Plan, Reflected Ceiling Plan, Toilet Enlargements, Millwork Elevations / Details, Door Schedule / Details, and Finished Plans
- Site/ landscaping Plans
- Electrical and plumbing plans
- Asbestos and lead paint surveys and reports
- Structural and mechanical drawings are not part of this scope of work

**100% Construction Documents:**

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- Answer RFI's
- Substantial Completion Inspection including generation of a punch-list
- Final Completion Inspection
- Record Drawing preparation is included

101 E. Tenth Street

Design Services and Deliverables are generally outlined as follows:

**Schematic Design / 25% Documents:**

- Site Survey
- Schematic floor plan

**Design Development / 65% Construction Documents:**

- Drawing performance specifications, Demolition Plan, Floor Plan, Reflected Ceiling Plan, Toilet Enlargements, Millwork Elevations / Details, Door Schedule / Details, and Finished Plans
- Site/ landscaping Plans
- Electrical and plumbing plans
- Asbestos and lead paint surveys and reports
- Structural and mechanical drawings are not part of this scope of work.

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- Answer RFI's
- Substantial Completion Inspection including generation of a punch-list
- Final Completion Inspection
- Record Drawing preparation is included

700 N. Pine Street (Judicial Complex Parking Lot Expansion)

Design Services and Deliverables are generally outlined as follows:

**Design Development / 65% Construction Documents:**

- Drawing performance specifications, site plan for new parking lot, and landscaping plan.

**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.

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- Meeting attendance by AE at monthly meetings (estimated 6 months)
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- Final Completion Inspection
- Record Drawing preparation is included

**Updated Schedule**

- Notice to Proceed – TBD
- Pond's Earliest Start Date – 1/9/2023
- Site Visit/ Meeting with end users – 1/11/2023
- 25% Schematic Design Submission – 2/8/2023
- County review and provide comments by – 2/22/2023
- 65% Design Document Submission – 4/19/2023
- County review and provide comments by – 5/3/2023
- 100% Construction Documents – 6/14/2023
- Bidding – TBD
- Construction – Estimated 6 Months from Notice to Proceed to Substantial Completion

**Conditions of Service**

- Site visit and meetings with all end users for all projects can be completed in one day.
- One Schematic Plan will be developed for 902 S. Pine St., 204 Early St., and 101 E. Tenth St. If additional plans are requested, they will be at an added fee.
- Structural and Mechanical engineering is not included.
- 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.
- All building renovations are assumed to be interior alterations only. Exterior renovations/ additions to the existing building would be an added fee.
- Assumed all exiting building utilities are adequate for all new interior renovations needed. If existing utilities require upgrade, will be an additional fee.
- Minor alterations to existing toilet rooms to facilitate upgrades for ADA requirements.

**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 Three Hundred Four Thousand Eight Hundred Thirty-Nine and 75/100 Dollars (\$304,839.03) for preparation of Construction Documents, Bidding, and Construction Administration for the project.

**Fee Summary**

25% Submission	\$34,375.40 (Lump Sum)
65% Submission	\$60,136.08 (Lump Sum)
100% Submission	\$47,854.60 (Lump Sum)
Bidding	\$3,361.92 (Lump Sum)
Construction Administration	\$69,969.28 (Lump Sum)
Geotechnical (Terracon)	\$5,337.75 (Lump Sum)
Environmental (Terracon)	\$13,090.00 (Lump Sum)
Survey/ Civil (TR Long)	\$65,714.00 (Lump Sum)
Travel & Expenses	\$5,000.00

**Total Design Cost: \$304,839.03 (Lump Sum)**

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



Stephen G. Harrill, AIA  
Vice President



Melissa D. Phillips  
Associate | Business Development Manager