

October 23, 2023 **(Rev 11/17/2023)**

Mr. Slade Helmly, Program Manager
Albeck Group

Subject: Effingham County Sheriff's Office Training Facility & Magistrate Court

Re: Design Services Proposal

Dear Mr. Helmly:

Thank you for the opportunity to submit a proposal for Design Services for the above referenced project. Under this agreement Cogdell & Mendrala Architects, PC (CMA) proposes to assist in providing documentation required for the scope of work described below.

I. SCOPE OF WORK

- A. Develop Architectural Contract Documents and assist during the Bidding and Contract Administration phases for the ±15,000 SF addition of a Sheriff's Office Training Facility & Magistrate Court located at the Effingham County Sheriff's Office, 130 First St Ext, Springfield, Georgia.
- B. Services to be provided:
 1. Provide plans, details, and specifications for the facility as listed above. The design scope will include Architectural services, Interior Design, Programming, Structural Engineering, Fire Protection Design, Mechanical Engineering, Plumbing Engineering, Electrical Engineering, Telecommunications Design, Civil Engineering, Site Surveying, Geotechnical Services, Landscaping Design services, Special Inspections & Testing Services, and NPDES Inspections.
 2. See Program Manager provided exhibits regarding preliminary anticipated scoping of the facility.
 3. Provide design trips as follows:
 - a. Programming will provide an allotment of up to four (4) design meetings
 - b. During design a total of four (4) site visits to verify existing conditions and a total of six (6) design meetings.
 4. Delivery Method: Design-Bid-Build.
 - a. Assist during bidding in responding to questions and RFIs pertaining to the drawings and/or specifications.
 5. Contract Administration (CA):
 - a. CA shall include a total of twenty-six (26) site visits to observe construction and a total of twenty-four (24) Owner/Architect/Contractor meetings. It is assumed that site visits and OAC meetings will be conducted simultaneously. This estimate assumes a maximum of a twelve (12) month construction period.

II. EXCLUSIONS AND ASSUMPTIONS

- A. The design of any areas outside of those described in Basic Services above are excluded.

- B. The design services assume the following design phases Schematic Design, Design Development, and Construction Documents. A half-size set of drawings will be produced for the Owner at each phase.
- C. The design services do not include Commissioning Services, Wetlands Delineation or Permitting Services, Irrigation Design, Offsite Utility Extension Services, Traffic Study, and Utility Encroachment Design/Permitting, Special Inspections & Testing, Site Lighting Design.
- D. Audio/Visual Design Consultation is not included in the base fee.
- E. The design services do not include FF&E selection and/or purchasing.
- F. The design services do include cost estimating services.
- G. The design services do include interior design services.
- H. Full Architectural Programming services of the facility are included in the base fee.
- I. The design services do not include a digital building model as a deliverable. As-built documents will be provided in AutoCAD format.
- J. The design services shall include typical design compliance with industry standards and building code compliance. Owner shall assist and provide final review of any other specialized requirements or certifications.
- K. It is understood that the Architects and their Consultants internal standards may exceed the Owners requirements.
- L. It is understood that all permitting fees shall be paid by the Owner.
- M. The Architect's proposed fee is contingent on the Owner's acceptance of the proposed design schedule.
- N. Accelerated services are excluded from this agreement.
- O. It is assumed that the Owner's sustainability objective is meeting code minimum requirements.
- P. The Architect makes no assurances that the items identified as the scope of work will all be able to be accommodated under the established stated cost of limitation or stated probable construction cost. It is understood that the design intent is to design to the SCL and to incorporate alternates as tools to manage the project budget. Per industry standards the alternates shall be valued at approximately 5% of the project budget.

III. DELIVERABLES

- A. Cogdell & Mendrala Architects, PC will furnish the Client one set of reproducible drawings and specifications of the Contract Documents to be used by the Client for reproduction as needed.
- B. Architect will furnish two (2) digital exterior renderings, revised once per phase, to depict design.

IV. STATED COST LIMITATIONS

- A. Owner's Stated Cost Limitations have not been expressed at this time.
- B. Probable Construction Cost:
 - 1. ± \$5,250,000.00
 - 2. Estimated probable cost does not include the Owner's contingency.
 - 3. Estimate considered size, scope, location of the project and the current bidding conditions.
 - 4. Estimate assumes receiving bids from at least four (4) qualified General Contractors.
 - 5. Estimate Assumes General Contractors to receive bids from at least four (4) qualified Subcontractors per trade.
 - 6. Current market volatility allows for no cost guarantees.
- C. Further development is required to understand full scope of project. Design team will establish cost model at conceptual design to refine scope of project moving forward to ensure that the project remains in budget.

V. PROPOSED FEE

- A. Cogdell & Mendrala Architects, PC will provide basic design services based on a not to exceed hourly basis of \$450,775.00 (Four-Hundred & Fifty Thousand, Seven Hundred & Seventy-Five Dollars) for the services identified above.
 - 1. Fee includes \$6,500.00 (Six Thousand & Five Hundred Dollars) not to exceed reimbursable allotment.
 - 2. If the scope of the project expands beyond the preliminary budget, the base fee will be reevaluated and potentially amended commensurately.
 - 3. The following additional services have been identified as services the design team will provide at lump sum agreements:
 - a. Topographical Survey w/ Utility Locate: \$14,350.00
 - b. Geotechnical Investigation: \$10,500.00
 - c. Programming: \$18,375.00
- B. The total fee for base services and identified additional services is \$494,000.00 (Four-Hundred & Ninety-Four Thousand Dollars).

VI. CHANGES IN SCOPE

- A. Items shown to be included in the scope of work are based on our knowledge of the project to date. It is possible that, as work progresses, there may be Owner required revisions that become necessary, but were not included in this proposal. Performing any other service, within the Architect's area of practice, other than those listed herein will be considered Additional Services.
- B. Any significant changes to the Architectural plan, after commencement of the Architectural work, will result in Additional Services.
- C. The Architect will perform the additional service on an hourly or hourly not to exceed basis using the rates published herein.
- D. A written amendment describing the scope of the additional service, time frame for making the changes and fee cap, if applicable, is required prior to proceeding.
- E. Construction administration fees for design and administration of Change Orders that require design or redesign activities shall be as follows:
 - 1. 5% for design and 3% for Construction Contract Administration multiplied by the cost of the work of the change, unless the Owner and Design Professional agree that the fee is not commensurate with the services required, in which case payment shall be based on the hourly rates plus reimbursable expenses.

VII. HOURLY RATES

- A. Our current hourly rates are:
 - 1. Principal Architect: \$180.00
 - 2. Registered Interior Designer \$180.00
 - 3. Registered Architect \$150.00
 - 4. Roofing Consultant* \$135.00
 - 5. Project Manager \$120.00
 - 6. Project Designer \$105.00
 - 7. Architectural Intern \$ 90.00
 - 8. CADD Technician \$ 85.00
 - 9. Clerical \$ 70.00

* Roofing Consultant is IIBEC Roofing Consultant & IIBEC Registered Roofing Observer.

- B. Consultant hourly rates can be provided by request.
- C. The hourly rates are current as of the date of this proposal but are typically adjusted each year. For all hourly basis fee arrangements, invoices will be based on the prevailing rates at the time work is performed.
- D. Reimbursable expenses are included as an allotment in basic services and include expenses incurred by the Architect and the Architect's consultants directly related to the project. A 5% markup will be included for expenses incurred for printing and shipping.
 - 1. Reimbursable Expenses include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:
 - a. Transportation and authorized out-of-town travel and subsistence;
 - b. Permitting and other fees required by authorities having jurisdiction over the Project;
 - c. Printing, reproductions, plots, and standard form documents;
 - d. Postage, handling, and delivery;
 - e. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
 - f. Physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
 - g. If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
 - h. All taxes levied on professional services and on reimbursable expenses;
 - i. Site office expenses;
 - j. Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
 - k. Other similar Project-related expenditures.

II. PAYMENT

- A. Fees will be invoiced monthly as work progresses and are due within thirty (30) days of the invoice date. It is our understanding that payment will be made upon receipt of a correct invoice with all required documentation and acceptance of all work or services billed thereunder by the Owner.
- B. Owner has requested that invoice on basic scope of services be done as hourly.
- C. Should the project be terminated prior to completion, the Architect shall be paid to the level to which the work has been completed.

This quote is valid for 60 days from the date of the proposal. If the fee is acceptable, please sign and attach it as an exhibit to the Agreement to be executed.

We appreciate your consideration in procuring our services and look forward to your response.

Respectfully yours,



Eric J. McManus, AIA, NCARB
Design Principal

Attachment: N/A

Authorized Signature of Acceptance of Fee Proposal

Date