

Staff Report

Subject: Approval of Design and Architectural Services Contract for the Effingham County Office Building Renovation

Author: Danielle Carver, Procurement and Contracts Manager

Department: Procurement / Facility Maintenance

Meeting Date: September 2, 2025

Item Description: Consideration to approve a professional services agreement with GMC for architectural and engineering services associated with the renovation of the Effingham County Office Annex Building located off Hwy 119 in Springfield, GA

Summary Recommendation: Staff recommends approval of the agreement with Goodwyn Mills Cawood, LLC for the full scope of design, documentation, bidding, and construction administration services in the amount of \$270,720, plus reimbursables.

Executive Summary/Background:

Effingham County intends to fully renovate its 16,000 sq. ft. Office Building adjacent to the Recreation Complex to modernize workspaces for agencies such as DFACS, Department of Juvenile Justice, Action Pact, Ready2Connect, Family Connection, and Victim & Witness Services.

Following preliminary studies and coordination with County stakeholders, Goodwyn Mills Cawood, LLC (GMC) submitted a proposal dated August 15, 2025, outlining a comprehensive design and project delivery process, including:

- Schematic Design
- Design Development
- Construction Documentation
- Permitting and Bidding
- Construction Administration

The design focuses on comfort, safety, modern workspace standards, and the inclusion of collaborative and agency-specific facilities. The estimated project construction cost is \$4,230,000.

GMC's proposed fee for basic services is 6.4% of construction cost (\$270,720), plus reimbursable expenses and optional rendering services (not to exceed \$5,000 per view).

Key technical features include:

- Full HVAC system redesign using split heat pump systems and dehumidifiers
- Complete electrical and lighting upgrades with LED fixtures, surge protection, and new main panels
- Plumbing upgrades with accessible fixtures and modern hot water systems
- Fire alarm and communication systems aligned with NFPA standards
- Structural modifications as needed to accommodate new space layouts, with reinforcement of existing CMU walls and selective demolition

Alternatives for Commission to Consider:

1. Approve the agreement with Goodwyn Mills Cawood, LLC.

2. Do not approve the agreement and direct staff to pursue alternative design service providers.
3. Table the item and request additional review or revisions to the proposal.

Recommended Alternative: 1

Other Alternatives: 2, 3

Department Review: Procurement, Engineering

Funding Source: Capital Improvement Budget FY26

Attachments: GMC Design Proposal (August 15, 2025)