



January 24, 2023

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  
Modification No. 1**

Ms. Bruton,

Pond is pleased to submit this modification for additional design services 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 approved Pond’s Contract for the Facility Renovation Package and would like to add two new buildings to this contract scope and additional work on a building in the original contract. The first new building to the contract is the Clyo Fire Department Building and the second is the Clyo Community Center Building. The County has asked Pond to conduct a structural review of the Fire Department Building and some additional design review of the existing building facade. The County has also requested for Pond to provide additional design review of the Clyo Community Center Building to give it a design refresh. During the kickoff meeting for the Facility Renovation Package, the County noted additional work needed for the new EMS building at 101 E. Tenth Street. The existing residential building will need some exterior modifications to the existing carport and a new structure for at least one ambulance on the site.

### **Scope of Work**

#### **101 E. Tenth Street**

- Exterior renovations to existing carport
- New ambulance parking structure (prefab)

#### **Clyo Fire Department**

- Structural Review of existing Building
- Review existing opening at overhead doors to accommodate larger opening and doors.
- Building survey and investigation
- Meeting with staff to determine needs and prepare schematic plan and elevations
- Prepare construction drawings
- Exterior alterations to existing building Facade
- Bidding assistance services
- Construction administration services

Clyo Community Center

- Building survey and investigation
- Meeting with staff to determine needs and prepare schematic plan and elevations
- Prepare construction drawings
- Interior renovations to existing building including ceilings, lighting, signage, and ADA requirements
- Exterior alterations to existing building Facade
- Bidding assistance services
- Construction administration services

**Deliverables**101 E. Tenth Street

Design Services and Deliverables as required in addition to original contract for new scope items.

Clyo Fire Department

Design Services and Deliverables are generally outlined as follows:

**Schematic Design / 25% Documents:**

- Schematic floor plan and elevations
- Structural review and recommendations

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

- Drawing performance specifications, Demolition Plan, Floor Plan, Elevations, Door Schedule and Details
- Structural repair details as required

**100% Construction Documents** (as defined in original contract)

- 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** (as defined in original contract)**Construction Administration** (as defined in original contract)Clyo Community Center

Design Services and Deliverables are generally outlined as follows:

**Schematic Design / 25% Documents:**

- Schematic floor plan and elevations

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

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

**100% Construction Documents** (as defined in original contract)

- 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** (as defined in original contract)**Construction Administration** (as defined in original contract)

**Updated Schedule**

The design schedule will align with the updated contract dates if modification is fully executed by 2/6/23.

**Conditions of Service**

- Site visit and meetings with all end users for all projects can be completed in one day.
- Design and documentation for all buildings and sites will be prepared and bid as a single combined construction project that is part of the original contract.
- Mechanical engineering is not included.
- Structural engineering is not included for the Clio Community Center
- 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.
- Exterior renovations to existing building facade for the Clio Fire Station and Community Center are included in this fee, 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 is included.

**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 One Hundred Fifteen Thousand Six Hundred Eighty-Four and 56/100 Dollars (\$115,684.56) for preparation of Construction Documents, Bidding, and Construction Administration for the project.

**Fee Summary**

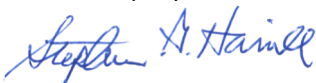
25% Submission	\$25,539.80 (Lump Sum)
65% Submission	\$34,343.92 (Lump Sum)
100% Submission	\$26,758.64 (Lump Sum)
Bidding	\$1,470.84 (Lump Sum)
Construction Administration	\$25,571.36 (Lump Sum)
Travel & Expenses	\$2,000.00

**Total Design Cost:** \$115,684.56 (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

