

**NOTICE TO PROCEED**

TO: Hussey Gay Bell

RE: NOTICE TO PROCEED

Task Order 23-REQ-007 – CEM Gym Expansion Design and Construction Management

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: \_\_\_\_\_



20 October 2022

Ms. Alison Burton, Purchasing Agent  
**EFFINGHAM COUNTY BOARD OF COMMISSIONERS**  
 804 S. Laurel Street  
 Springfield, GA 31329

**RE: PROPOSED CLARENCE MORGAN GYM OFFICE EXPANSION  
 ARCHITECTURAL & ENGINEERING DESIGN SERVICES FEE PROPOSAL  
 23-REQ-007**

Dear Ms. Burton:

Hussey Gay Bell is pleased to present to you our fee proposal for Architectural and Engineering design services for the proposed office expansion to the Clarence Morgan Gymnasium. Please see below for our proposed fees.

#### **BASIC DESIGN SERVICES**

Basic Design Services includes architectural design, interior design, civil engineering and landscape design, structural engineering, and P/M/E/FP engineering. We will provide the necessary construction documents (drawings and specifications) to obtain the basic building permits, and allow for competitive bidding and construction of the proposed addition. The scope of work for basic design services includes design, permitting, bidding, construction administration, and project closeout. Also included is detailed cost estimating. We propose to provide Basic Design Services for a not-to-exceed fee of **\$198,000.00**, based on the IDC rates. The proposed fee breaks down as follows.

HGB Architecture and Interiors	47%
HGB Civil Engineering	15%
HGB Structural Engineering	10%
SDC P/M/E/FP Engineering	25%
Accelerate Cost Estimating	3%

The above fee is based on the 2019 conceptual expansion plan, that is approximately 6,000 SF.

#### **POSSIBLE ADDITIONAL SERVICES**

These services are not included in Basic Design Services above. If any of these services are required or desired, we can negotiate an acceptable fee at the appropriate time. Some of these may not be applicable to this project.

- Topographic Survey
- Geotechnical Report
- Phase I ESA
- Special Inspections Required by IBC 2018
- Structural Observations Required by IBC 2018
- Deep or Special Foundations
- Traffic Study
- Off-site Utilities and
- Sanitary Sewer Pump Station and Force Main
- Boundary and Easement Plats
- ALTA Survey
- Property Staking
- Zoning
- Site Lighting
- Specialty Permitting (GDOT, USA COE, Rail, etc.)
- Code or Regulation Changes
- Wetlands Delineation and Mitigation
- Flood Plain Studies and Mitigation



Environmental Studies  
LEED Certification  
Furniture  
Hi-Res 3-D Color Rendering  
Value Engineering  
Specialty Consultants (A/V, IT-Low Voltage, Food Service, etc.)  
Commissioning  
Fire Demand Analysis

**REIMBURSABLE EXPENSES**

Reimbursable expenses include overnight postage (FedEx, UPS), outside printing, out of town travel (we consider Effingham County to be local), and any associated permitting fees. Reimbursable expenses will be marked up by 10%. We recommend a reimbursable allowance of **\$3,000.00**.

If you have any questions, please give me a call. Thank you for this opportunity and we are looking forward to working with Effingham County on another successful project.

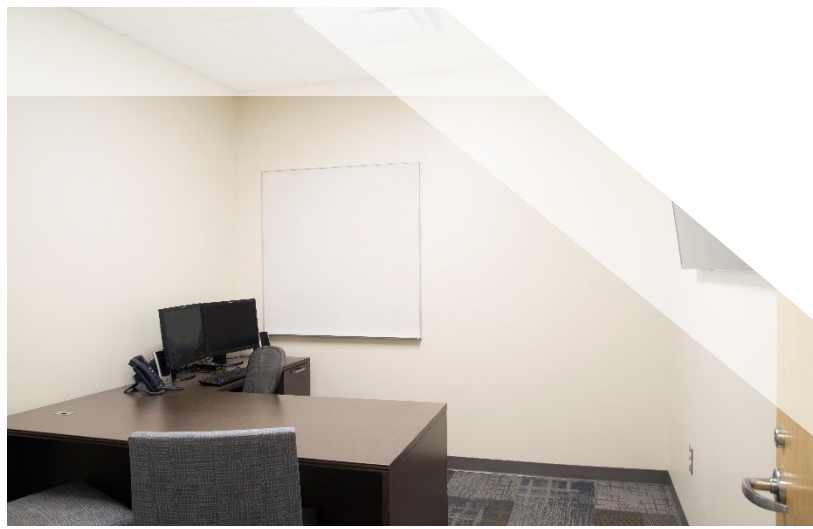
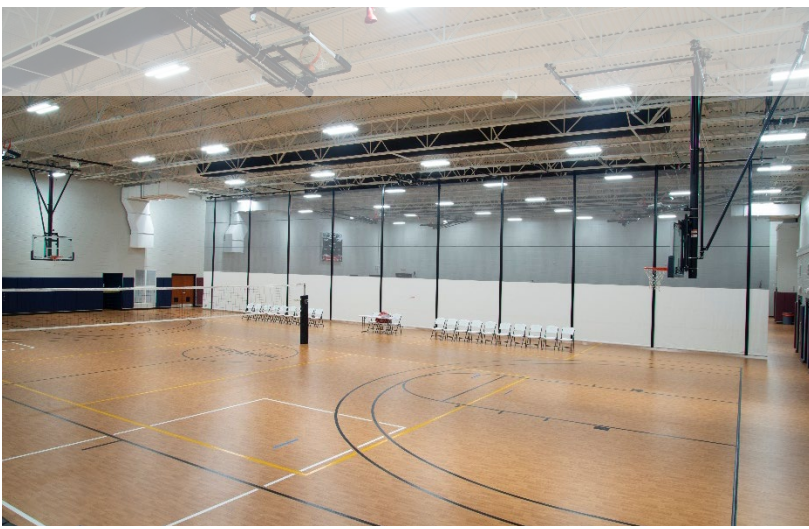
Sincerely,  
**HUSSEY GAY BELL & DEYOUNG INTERNATIONAL, INC.**

*Robert Armstrong, AIA*

Robert Armstrong, AIA  
Vice President



Attachment to Task Order 23-REQ-007  
IDC - Request for Proposal  
23-REQ-007  
2022 Clarence E. Morgan Gym Office Expansion  
Design Services  
October 20, 2022, 11:00 a.m.







## A. Letter of Interest

October 20, 2022

Ms. Alison Bruton  
 Purchasing Agent  
 Effingham County Board of Commissioners  
 804 S. Laurel Street  
 Springfield, GA 31329

### RE: RFP, 2022 Clarence E. Morgan Gym Office Expansion – Design Services

Dear Ms. Bruton and Members of the Selection Committee:

Hussey, Gay, Bell & DeYoung International, Inc. (herein referred to as “Hussey Gay Bell”) respectfully requests consideration for the subject project. A few select points about the enclosed qualifications:

**Local Government, It’s What We Do.** Hussey Gay Bell is a regionally recognized, award-winning A-E firm specializing in the design of Government, Judicial, Civic, Fire, Public Safety, and Police Facilities. Hussey Gay Bell’s seasoned team of experts understands and embraces the unique requirements and design considerations each of these facilities require to be successfully delivered and provides a range of services including feasibility studies, needs assessments, programming, master planning, design, and construction administration services for these highly specialized facilities. Hussey Gay Bell’s architects, interior designers and engineers work closely with Elected Officials, Directors, Department/Office Heads, and other stakeholders to design facilities that consider short- and long-term needs – to design facilities that embrace your programmatic needs now but also provide for growth provisions well into the future. We design facilities that enhance safety and well-being, facilities that reduce stress through smart design, facilities that embrace the local community design standards, and facilities that embrace the latest trends in design.

**We Are Local And We Know Effingham County.** Hussey Gay Bell’s office is 45 minutes from the project site ensuring the firm’s ability to be proactive and efficient throughout the life of the project. In addition to designing and completing the original Clarence E. Morgan gym as well as providing the master plan concepts for future expansion to the gym, we have also completed 52 other projects for Effingham County. We know the community, the staff, the permitting process and most importantly, the essence of Effingham County. There is no learning curve.

We are eager to continue our work on this project and with Effingham County and trust our experience, suitability and experience on similar projects will best serve the interests of all stakeholders. The firm commits to the requirements specified in this RFP. I acknowledge receipt of Addendum No.1 dated September 12, 2022; Addendum No. 2 dated September 27, 2022; and Addendum No. 3 dated September 29, 2022 and we appreciate the opportunity to submit our qualifications to highlight our expertise. We look forward to your favorable consideration. Please contact me directly at 912.354.4626 or [armstrong@husseygaybell.com](mailto:armstrong@husseygaybell.com) if you have any questions or desire additional information in making your selection.

Sincerely,  
**HUSSEY, GAY, BELL & DEYOUNG INTERNATIONAL, INC.**

Robert Armstrong, AIA  
 Principal



B. Proposed Schedule

B. Proposed Schedule

Effingham County - 2022 Clarence E. Morgan Gym Office Expansion Design Services	2022			2023												2024														
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP								
NTP	★ 12/1/2022																													
Programming Concept Design ▪ Kick-Off Meeting ▪ Survey ▪ Design Meeting 1 ▪ Design Meeting 2 ▪ Presentation Meeting ▪ Geotech Report ▪ Review & Cost Estimate	4 wks																													
1. Schematic Design (30%) ▪ Design Meeting 3 ▪ Design Meeting 4 Review & Cost Estimate	2 w		6 wks																											
2. Design Development (60%) ▪ Design Meeting 5 ▪ Design Meeting 6 Review & Cost Estimate			2 w		6 wks																									
3. Site/Civil Permit						10 wks																								
4. Final CD's (100%) ▪ Design Meeting 9 ▪ Design Meeting 10 Final Cost Estimate						6 wks			2 w																					
Building Permit								4 wks																						
BIDDING & AWARD									8 wks																					
CONSTRUCTION											9 months												★ 07/2024 est.							

## C. Project Approach/Work Plan

### PROJECT UNDERSTANDING & EXPERTISE:

Per the RFP, we understand that Effingham County is seeking architectural and engineering design services to perform needed services to prepare an expansion of the current Clarence E. Morgan Gym. The expansion will provide additional office space for the Recreation Department, office space for the Effingham Emergency Management Agency, and create an Emergency Operations Center with auxiliary facilities that will also serve as a multi-purpose community room.

Hussey Gay Bell is the most qualified firm for this expansion project having designed and completed the original gym as well as provided the master plan concepts for future expansion to the gym. We also have extensive experience with expansions/additions, multi-purpose community spaces, and emergency operations. In addition to expansions/additions projects, Hussey Gay Bell often designs buildings with shell space to build out in the future. Similar project experience is provided below followed by our typical project approach.



*Effingham County Clarence E. Morgan Complex Phase 2 – New Gym, Springfield, GA*

### Facilities with multi-purpose community spaces:



*Floyd Adams Jr. City Services Complex; SMPD Central Police Precinct; Penn Ave Resources Center – Savannah, GA*

### Facilities with emergency operations:

- Public Safety Complex, Forsyth County, GA
- Hall County Sheriff's Office, Gainesville, GA
- Emergency Operations Center, North Charleston, SC
- Goshen Road Public Safety Building, Effingham County, GA
- Floyd Adams, Jr. City Services Complex, Savannah, GA



### Expansion projects:

- Effingham County Jail & Sheriff's Office, Springfield, GA
- W. Harold Pate Courthouse Annex Building Expansion, Glynn County, GA
- Floyd Adams, Jr. City Services Complex, Savannah, GA
- Savannah Convention Center, Savannah, GA
- Toombs County Justice Center, Lyons, GA
- Pooler City Hall, Pooler, GA

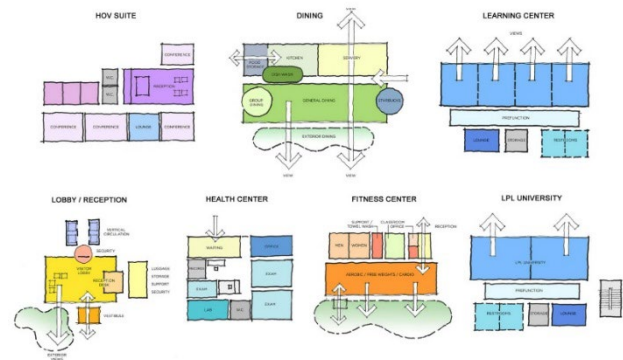




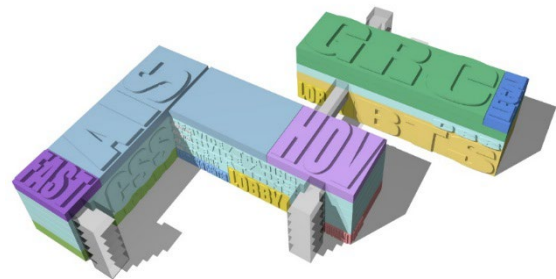


## C. Project Approach/Work Plan

- Discuss goals and visions for the project.
- Review, discuss and prioritize the program objectives.
- Discuss architectural components, including the Judicial Center's contextual setting and site plan options.
- Confirm the initial schedule.
- Discuss workplace synergies and opportunities.
- Discuss design/site concept options and eliminate dead ends.
- Re-state cultural goals, mission, and vision for the project in light of the discussions.
- Confirm the mission and vision statements for the project and for the team.
- Review previous expansion concept designs from Hussey Gay Bell (*exhibit provided on page 10*).



Upon understanding clear goals and objectives for the project, the Design Team will organize and facilitate workshops with the multiple stakeholders and our programming/visioning experts to develop general descriptions of the spaces required to meet their general, specific, short- and long-range needs in all the Program divisions. We will incorporate technology integration, acoustics, lighting, building efficiency, building security and building operational intent. We have found that addressing the programmatic needs requires extensive technical expertise, and communication is key to the ultimate successful development of the project. We work hard to create an open atmosphere where all of the goals and objectives of the user groups and our resulting recommendations are thoroughly understood.



To control potential scope creep post-Program Workshop, it's critical that the County designate an individual or committee of individuals at project kick-off that will ultimately have the authority to make decisions on behalf of the County. When the County requests a change in scope, Mr. Armstrong will immediately work to price out the change and confirm what effects (if any) it will have on the overall budget and schedule. Any changes in scope will be discussed by key decision-makers for the County in the next scheduled meeting and to discuss the impacts on the budget and schedule.

### Programming Deliverables

The usual deliverable is a written architectural program, which is a comprehensive report that includes documentation of the methodology used, an executive summary, value and goal statements, the relevant facts, data analysis conclusions, and the program requirements, including space listings by function and size, relationship diagrams, space program sheets, stacking plans, and flow diagrams. Our comprehensive program will also include project cost estimates and a project schedule. Also included in the deliverables will be concept floor plans, a conceptual site plan and concept elevations and renderings. The site plan will be particularly important because the county intends to eventually relocate all count services to this site. It is imperative to masterplan the site and locate the new courthouse, parking, and site utilities to allow for future buildings and parking.

### Schematic Design, Construction Documents and Schedule

Early in the SD phase, we will want to have a detailed work session with key stakeholders to discuss every aspect of their space. In this session, we will go through every piece of casework, electrical outlet, technology requirements, etc. to ensure that everyone's expectations are met and that we are following the County's guide specifications and requirements. We have found that these work sessions aid in compressing the schedule by ensuring a majority of the decisions are made and agreed to early in the process to avoid backtracking later. We have also built in the standard review times of our documents along the process.



C. Project Approach/Work Plan

**Cost Management**

Our team will work closely with the County and the construction contractor to make sure all costs are accounted for at each phase of the design process. However, the most important estimate will be the first one, during programming and concept design. It is at this point we will establish our path forward, having determined the construction phasing option that maximizes your construction budget.

**Controlling Costs**

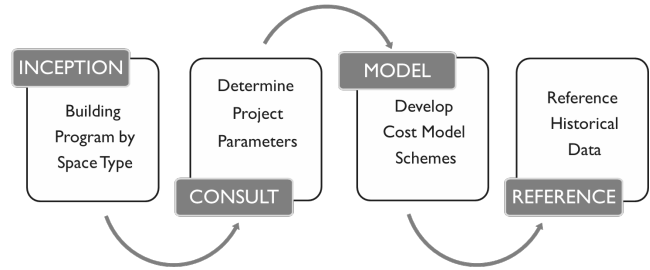
- Begins with Programming & Concepts;
- Milestone Estimates;
- Value Engineering at Each Milestone; and
- Ends with QA/QC to Avoid Change Orders.

**Program vs. Budget**

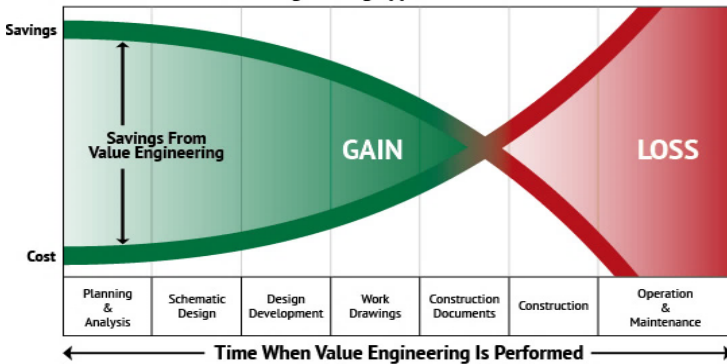
As the preliminary cost estimates demonstrate and confirm, the majority of all project costs reside in 5 core areas:

- 1) Efficiency (“Grossing Factor”): Ultimately, you are paying for the size of the building, and it is critical to confirm the building is not over-programmed. First, wants and needs must be separated. Secondly, the non-programmed space (i.e. circulation, restrooms, etc.) can vary widely. The efficiency of the plan can reduce the overall area.
- 2) Foundation & Structures
- 3) Skin & Roof
- 4) Mechanical Infrastructure
- 5) Electrical Infrastructure

DEVELOPING THE COST MODEL



Potential Value of Value Engineering Applications



**Value Engineering – Optimized Project Value**

With the cost models and ability to reconcile the project budget and scope, value engineering is often times greatly reduced if not eliminated from the design process. However, there are times when budgets or scopes of work change and value engineering is required to regain budget compliance. In these situations, we work closely with the Owner to arrive at the most non-invasive and design sensitive value engineering options, while trying to keep the Owner’s program intact. With timely and accurate pricing, we are able to use the information to develop a roadmap to budget

compliance.

Mr. Robert Armstrong will serve as the team’s leader on this project. Mr. Armstrong will have responsibility and accountability to the County and other key stakeholders. This includes oversight of the total project budget, schedule, and overall design quality.

**Reconciliation**

At each phase of the process, Hussey Gay Bell will review the schedule, budget, quality assurance and confirm that the Owner’s objectives are met. Cost estimates will be incorporated at SD, DD, and GMP milestones. At each milestone, the County will issue approval to proceed to the next phase, including design and estimate, or instruct the team to modify the design to meet the

Owner's budget (if exceeded). A team relationship is critical to the success of the project and ensuring that the final product is reflective not of Hussey Gay Bell's preferences, but of those of the County.

#### **Process of Resolving Issues, Maintaining Project Commitments and Procedures for Solving Complex Project Issues**

At the project kick-off meeting, roles and responsibilities will be defined. Primary points-of-contact will be established for each team member and stakeholder entity. This protocol will help establish effective communication paths and provide the basis for maintaining timely project commitments to bring every issue to a successful resolution. It will also serve as the baseline for solving the many challenging opportunities and issues that will arise over the life of the project and will be the basis for conflict resolution.

As complex issues arise, we will use the following routine methods to address each issue:

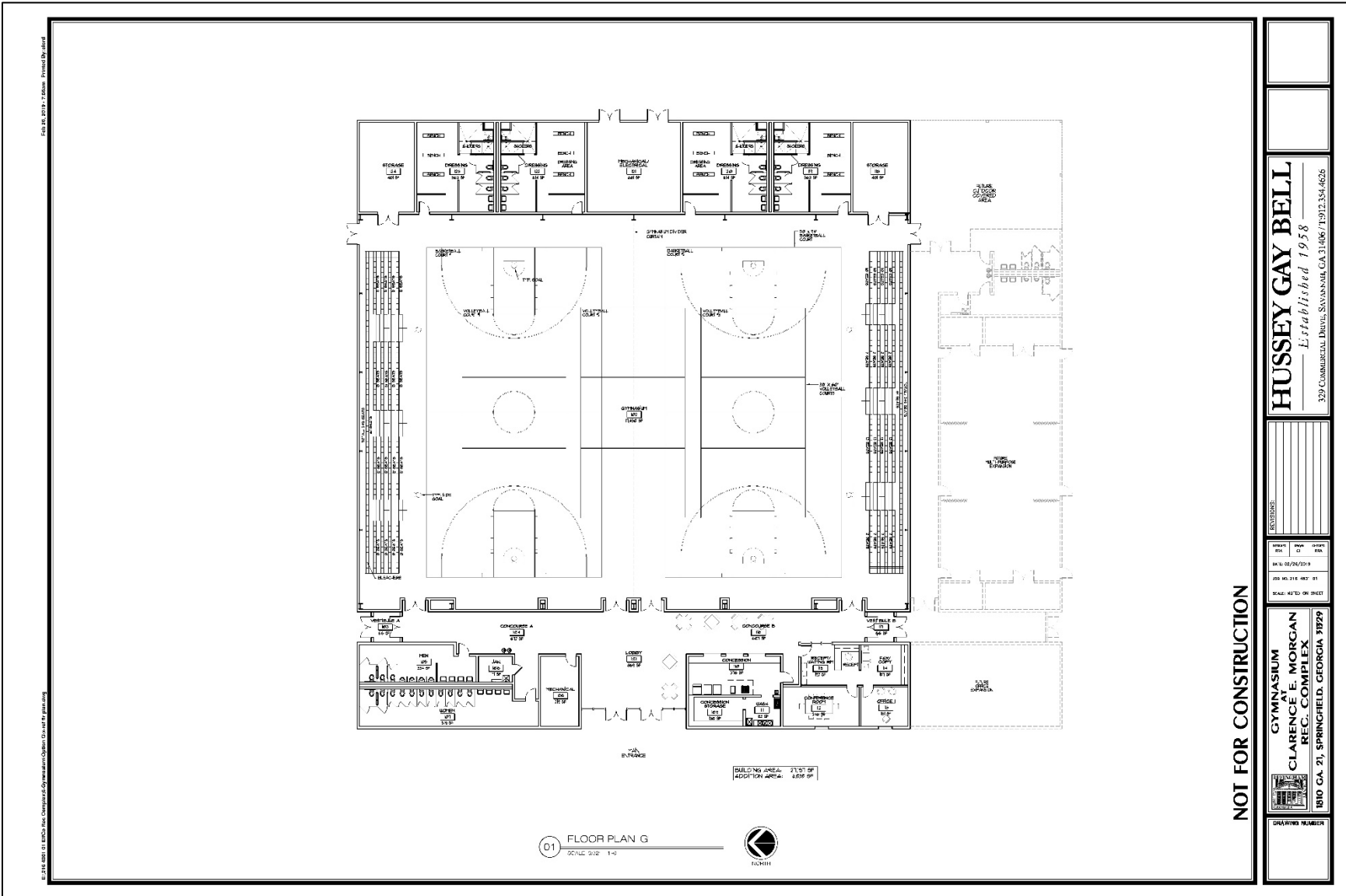
- Break the complex issue(s) into several fewer complex parts.
- Set realistic time frames for solving the core parts of each issue.
- Assign responsibilities to the appropriately qualified team members for each core part.
- Bring the responsible parties together for a collaborative problem-solving session.
- Collect third party advice from experts, if required.
- When several solutions are optimum, work with the team to select the solution that is appropriate for the circumstances and consider budget implications.
- Hold team meetings on a weekly or as-needed basis during the programming, conceptual design, and design phases.
- Hold team meetings on a bi-weekly basis during the construction document and construction contract administration phases.
- Clearly and concisely document the issues, core parts, responsible parties, due dates, possible solutions and final solution in meeting notes.

#### **Methods and Plans of Communication**

With Mr. Armstrong managing all communications, one person will be fully knowledgeable of where the project is and the decisions made as it progresses. In addition to the detailed submittal and review process, Hussey Gay Bell will supplement the decisions and data inputs throughout the process with meeting minutes and recorded email traffic. Day-to-day communications between the County and the design team will flow through Mr. Armstrong.



C. Project Approach/Work Plan



NOT FOR CONSTRUCTION

<p><b>HUSSEY GAY BELL</b> Established 1958</p> <p>229 Commercial Drive, Savannah, GA 31406   719.12.354.4626</p>								
<p>EXTENSION:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NO.</td> <td style="width: 50%;">DATE</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	DATE						
NO.	DATE							
<p>DATE: 10/26/2023</p> <p>JOB NO: 214-007-01</p> <p>SCALE: NOTED ON SHEET</p>								
<p><b>GYMNASIUM CLARENCE E. MORGAN REC. COMPLEX</b></p> <p>1810 GA. 21, SPRINGFIELD, GEORGIA 31729</p>								
<p>DRAWING NUMBER</p>								



D. Fee

---

**D. Fee**

Provided in a separate document.



## OFFICE LOCATIONS

329 Commercial Drive, Suite 200  
Savannah, GA 31406  
912.354.4626

3100 Breckinridge Boulevard, Building  
300  
Duluth, GA 30096  
770.476.7782

322 West Main Street, Suite 2<sup>E</sup>  
Blue Ridge, Georgia 30513  
706.621.4981

1100 Brampton Ave., Suite L-1  
Statesboro, GA 30458  
912.354.4626

1010 Gervais, Floor 3  
Columbia, SC 29201  
803.799.0444

531 South Main Street, Suite 201  
Greenville, SC 29601  
803.799.0444

474 Wando Park Blvd., Suite 201  
Mt. Pleasant, SC 29464  
843.849.7500

4117 Hillsboro Pike, Suite 206  
Nashville, TN 37215  
615.460.7515

[www.husseygaybell.com](http://www.husseygaybell.com)

**HUSSEY GAY BELL**  
— Established 1958 —