

NOTICE TO PROCEED

TO: Hussey Gay Bell

RE: NOTICE TO PROCEED

Task Order 23-REQ-008 – Historic Central School Renovation/Restoration Design and CM

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: _____



October 27, 2022

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

**RE: PROPOSED HISTORIC CENTRAL SCHOOL RESTORATION
 ARCHITECTURAL & ENGINEERING DESIGN SERVICES FEE PROPOSAL
 23-REQ-008**

Dear Ms. Burton:

Hussey Gay Bell is pleased to present to you our fee proposal for Architectural and Engineering design services for the proposed renovation of the historic Central School. 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 **\$410,000.00**, based on the IDC rates. The proposed fee breaks down as follows.

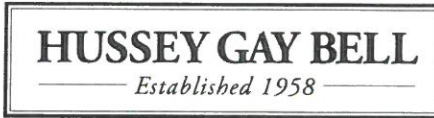
| | |
|----------------------------------------|-----|
| HGB Architecture and Interiors | 51% |
| HGB Civil Engineering | 10% |
| HGB Structural Engineering | 4% |
| HGB Survey | 2% |
| Duloherly Weeks P/M/E/FP Engineering | 23% |
| Duloherly Weeks Low Voltage/IT/Telecom | 2% |
| Whitaker Geotech | 4% |
| Arrowood Haz-Mat Report | 1% |
| Accelerate Cost Estimating | 3% |

As instructed during the RFP process, the above fee also includes topo survey, Geotech report, low voltage/IT/telecom design, and Haz-Mat (lead and asbestos) testing.

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.

Phase I ESA
 Special Inspections Required by IBC 2018
 Structural Observations Required by IBC 2018
 Deep or Special Foundations
 Traffic Study
 Off-Site Utilities
 Sanitary Sewer Pump Station and Force Main
 Boundary and Easement Plats



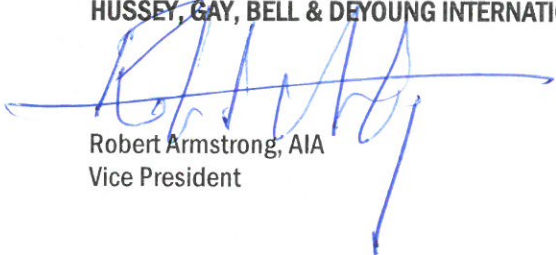
ALTA Survey
Property Staking
Zoning
Site Lighting
Specialty Permitting (GDOT, USACE, Rail, etc.)
Code or Regulation Changes
Wetlands Delineation and Mitigation
Flood Plain Studies and Mitigation
Environmental Studies
LEED Certification
Furniture
Hi-Res 3-D Color Rendering
Value Engineering
Specialty 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
Vice President



Attachment to Task Order 23-REQ-008
IDC - Request for Proposal
23-REQ-008
Historic Central School Restoration
Design Services
October 27, 2022, 11:00 am



HUSSEY GAY BELL
— Established 1958 —



Table of Contents



A. Letter of Interest

October 27, 2022

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

RE: 23-REQ-008 Historic Central School Restoration 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.

Historical Research & Renovation. Hussey Gay Bell has extensive experience working on historic buildings and completing historic renovations. Each project requires intimate attention to detail and communication with the community and, by extension, the neighborhood in which the project is taking place. This team knows what it will take to succeed in ushering historic projects through successful planning and design strategies.

We Are Local And We Know Effingham County. Hussey Gay Bell's office is 33 miles from the project site ensuring the firm's ability to be proactive and efficient throughout the life of the project. We have completed 53 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 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 10/5/22 and answers to questions, dated 10/11/22. 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 ramstrong@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 & Vice President



B. Proposed Schedule

B. Proposed Schedule

| Effingham County - Historic Central School Restoration | 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 | | |
| Design Services | ★ 12/1/2022 | | | | | | | | | | | | | | | | | | | | | | | |
| NTP | | | | | | | | | | | | | | | | | | | | | | | | |
| Programming Concept Design | 6 wks | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Kick-Off Meeting • Design Meeting 1 • Design Meeting 2 • Existing Building Evaluation • Lead/Asbestos Survey • Topo Survey • Geotech Report • Review & Cost Estimate • Presentation Meeting | | | 2 w | | | | | | | | | | | | | | | | | | | | | |
| 1. Schematic Design (30%) | | | 6 wks | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Design Meeting 3 • Design Meeting 4 | | | | | 2 w | | | | | | | | | | | | | | | | | | | |
| Review & Cost Estimate | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Design Development (60%) | | | | | 8 wks | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Design Meeting 5 • Design Meeting 6 | | | | | | | 2 w | | | | | | | | | | | | | | | | | |
| Review & Cost Estimate | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Site/Civil Permit | | | | | | | 10 wks | | | | | | | | | | | | | | | | | |
| 4. Final CD's (100%) | | | | | | | 6 wks | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Design Meeting 9 • Design Meeting 10 | | | | | | | | | 2 w | | | | | | | | | | | | | | | |
| Final Cost Estimate | | | | | | | | | | | | | | | | | | | | | | | | |
| Building Permit | | | | | | | | | 4 wks | | | | | | | | | | | | | | | |
| BIDDING & AWARD | | | | | | | | | | | 8 wks | | | | | | | | | | | | | |
| CONSTRUCTION | | | | | | | | | | | | | | | | | | | | | | | ★ 07/2024 est. | |

C. Project Approach/Work Plan

PROJECT UNDERSTANDING & EXPERTISE:

Per the RFP, we understand that Effingham County is seeking architectural services to complete a major renovation of the Central School for use by the Recreation Department, Elections, Facility Maintenance, Equalization Museum, and a climate-controlled storage facility for County records. Architectural services include assessment, concept plans, cost projections for associated concepts, architectural drawings of the accepted concept and follow-on project management of the addition to be bid in a later released RFP.

Hussey Gay Bell is the most qualified firm for this restoration project because we have extensive experience in this type of project. A similar historic renovation project is provided below followed by our typical project approach.

Historic Effingham County Courthouse (2010)



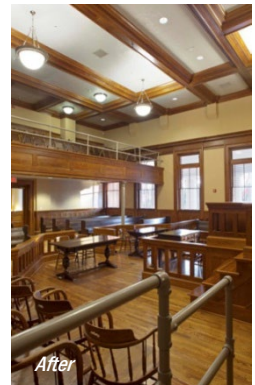
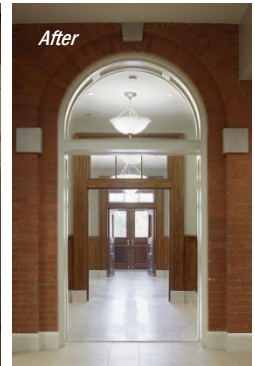
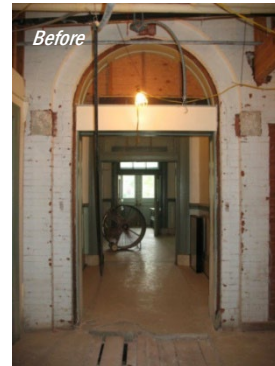
Constructed in 1908, the original Effingham County Courthouse was designed by Hyman Witcover, a local Savannah architect at the time. Due to the historical significance of the building, the design/build team of J.T. Turner Construction, Hussey Gay Bell and Greenline Architecture analyzed the architectural character of the building and followed the Secretary of the Interior Standards for Historic Preservation in renovating the structure. Much of the building, along with the courtroom, was restored to its original 1908 appearance. The building achieved LEED Gold certification with the USGBC and is a recipient of the

2012 Georgia Trust for Historic Preservation, Excellence in Preservation Award.

The original courthouse is a cross-shaped plan and included county legal offices on the first floor. The second floor included the courtroom, judges' offices, and jury rooms. The 1979 addition included modern additions like toilets, elevator and more county offices. Hussey Gay Bell's scope of work was to completely restore the original old 1908 courthouse, per the Secretary of Interior's guidelines for historic preservation.

Exterior repairs included replacing the roof, minor repairs to the dome and decorative balustrade on the roof parapet, restoring and re-glazing all exterior windows, and re-pointing the masonry joints where necessary. Interior work included restoring the interior to its original condition. The many layers of paint, built up over the years, were stripped, in an effort to find the original paint colors. The wood floors, covered by layers of old carpet and tile were stripped and refinished. Some unique interior features included wooden chairs in the jury area and balcony. These wooden chairs were saved and restored. The 1979 addition was completely gutted and now houses county offices. The entire building was brought up to modern building codes, to include life safety, fire alarm, new elevator, fire sprinkler, and ADA accessibility. The entire building also received state of the art plumbing, mechanical, electrical, data, and communications systems. The building is on the National Register of Historic Places.

Size: 16,000 SF | Construction Cost: \$3,400,000





C. Project Approach/Work Plan

Roof Consulting

Hussey Gay Bell is experienced with the design of roof renovation projects, having completed over 35 roof renovation projects in the past 15 years alone. Many of our projects consist of complicated interior and exterior renovations that often times require re-roofing as part of the scope of work. We have the in-house capabilities to fully assist RCSS with this service having a registered architect & roof specialist, Mr. Greg Skinner, AIA, RRC, LEED AP and structural engineers for roof framing and reinforced roofing.

IMPLEMENTATION PLAN/PROGRAMMING PROCESS:

At Hussey Gay Bell, we define architectural programming as the research and decision-making process that identifies the scope of work to be designed. We understand the various programmatic components of your project and have significant experience with expansions/additions of municipal facilities. Hussey Gay Bell understands that programming and its attention to the end-users of buildings is a priority. The advantages of programming are:

- Involvement of interested parties in the definition of the scope of work prior to the design effort.
- Emphasis on gathering and analyzing data early in the process so that the design is based upon sound decisions.
- Efficiencies gained by avoiding redesign as requirements emerge during architectural design.

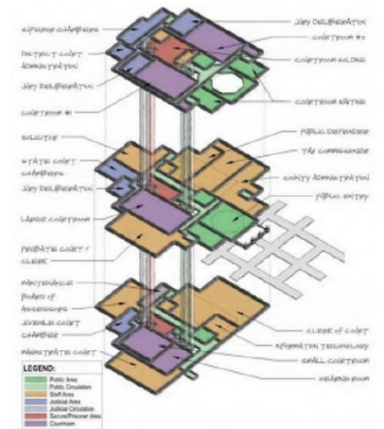
Our goal is a "whole building" design approach intended to create a successful high-performance building. To achieve that goal, Hussey Gay Bell will apply an integrated design approach to the project during the planning and programming phases. Architectural programming is inherently a team process. Individuals involved in the building design should interact closely throughout the design process. The County, as owner, the building occupants, and operation and maintenance personnel should be involved to contribute their understanding of how the building and its systems will work for them once they occupy it.

JUSTICE CENTER SPACE PROGRAM

| Division | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
|---------------------------------------------------------------------------------------------|------|------|------|------|------|------|------|------|
| Courts: | | | | | | | | |
| • 66,000 SF needed in 20 years. | | | | | | | | |
| County Offices: | | | | | | | | |
| • 14,200 needed in 20 years. | | | | | | | | |
| • Existing space to current need indicates lack of standard space for same number of staff. | | | | | | | | |

JAIL/SHERIFF'S OFFICE SPACE PROGRAM

| Division | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
|--------------------------------------------------------|------|------|------|------|------|------|------|------|
| Jail: | | | | | | | | |
| • 73,850 SF needed in 20 years; and | | | | | | | | |
| • 248 Beds | | | | | | | | |
| Sheriff's Office: | | | | | | | | |
| • 21,630 SF needed in 20 years | | | | | | | | |
| • Inmate housing is the largest growth in current need | | | | | | | | |



Programming and Concept Stacking Diagram for Toombs County Judicial Center (from the Feasibility Study)

County Staff Involvement

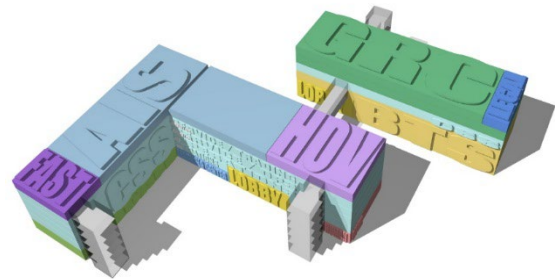
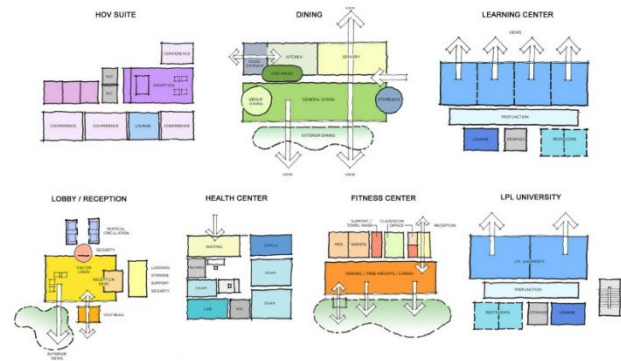
Prior to the beginning of the programming process with the County, the Hussey Gay Bell team will meet with the County staff to develop a list of the stakeholders to be involved. Lines of communication will be established to determine how and when meetings will be called, what the agenda will be, how records of the meetings will be kept, and how decisions are made. Our consensus-building approach for identifying the space needs of the project will include the following:

- A visioning Programming Workshop (if desired);
- Confirmation of required spaces and departments;
- Establishment of the size and relationships of these spaces;
- Review and refinement of plans using 3-D blocking; and
- Project budget and schedule requirements.

The intent of our Programming Workshop is to confirm the mission and vision for your buildings by discussion of such factors as desired culture, growth goals, strengths, weaknesses, opportunities, and strategic plan. Specific project guidelines (function, aesthetics, contextual issues, sustainability, maintainability, budget, schedule) must be addressed to ensure that each

stakeholder's unique definition of a successful project will be identified and documented. Participants are encouraged, at this stage of the project, to include comments and creative contributions within their areas of expertise as well as in areas outside their respective disciplines. The objective of the Workshop is to clearly disseminate their expectations for the project to the design team and for all participants to understand what is needed to make the project a success. This is the first step to establishing the cohesive team that will bring the project into reality. Possible agenda topics include the following:

- Introduce the County's Team to the Design Team.
- 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.



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 master plan the site and locate the new courthouse, parking, and site utilities to allow for future buildings and parking.



C. Project Approach/Work Plan

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.

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

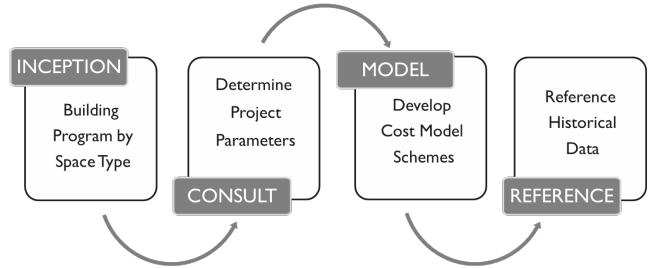
- Begins with Programming & Concepts;
- Milestone Estimates;
- Value Engineering at Each Milestone; and
- Ends with QA/QC to Avoid Change Orders.

Program vs. Budget

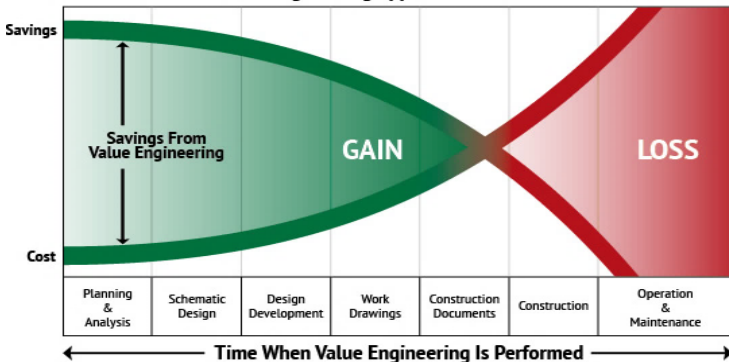
As the preliminary cost estimates demonstrate and confirm, the majority of all project costs reside in 5 core areas:

- 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.



D. Fee

D. Fee

Provided in a separate document.



OFFICE LOCATIONS

329 Commercial Drive, Suite 200
Savannah, GA 31406
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HUSSEY GAY BELL
— Established 1958 —