



City of Jackson

MEMO TO: The Honorable Mayor Dwain Hahs and
Members of the Board of Aldermen

FROM: George Harris

DATE: February 1, 2023

SUBJECT: Renovations to the Missouri Room for Municipal Court

The proposed task order is for the creation of two offices within a portion of the Missouri Room for use in Municipal Court. The scope of work for technical services includes:

1. Design of the offices including structural, electrical, and HVAC. The design will result in a deliverable of procurement documents for the project.
2. Consultation during the procurement (bidding) phase of the project.
3. Construction phase services, including shop drawing review and construction observation.

The \$12,000.00 estimate is a not-to-exceed amount and the expected cost for each phase is anticipated to be:

Phase 1: \$7,000 to \$8,000 (\$7,500)
Phase 2: \$1,000 to \$1,500 (\$1,250)
Phase 3: \$2,500 to \$4,000 (\$3,250)

The expected duration of each phase of the project is shown below and indicates the project should be completed within this calendar year.

Phase 1: 2 months
Phase 2: 2 months
Phase 3: 4 months