

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Change Order to Fire/EMS Headquarters Administration Facility

DATE: December 12, 2023

RECOMMENDATION

POLICY DISCUSSION

BUDGET INFORMATION:

STATUS REPORT

ANNUAL-

OTHER

CAPITAL- \$183,450.00 (SPLOST VII)

COMMISSION ACTION REQUESTED ON: December 18, 2023

PURPOSE: To request Commission approval for additional square footage on Fire/EMS Headquarters Administration Facility.

BACKGROUND / HISTORY: The Capital Projects Manager is requesting to finalize the design square footage for the future Fire/EMS Headquarters Administration Facility. The RFP for the Architectural Design Services states that the scope has not been finalized and has the total square footage at 22,523. CROFT, who was the firm selected for Architectural Services, has now finalized the additional square footage, which needs to be added to the design fee.

FACTS AND ISSUES:

- a. The original design fee was \$447,150 for 22,523 sf = \$19.85/ design square foot.
 - b. Change Order fee is \$183,450 for 9,274 sf added = \$19.78/ design square foot.
 - c. The original design square footage was 22,523.
 - d. The finalized design square footage is 31,797.
 - e. The design change order adds and/or increases the square footage of the following spaces:
 - Fire, 1st Floor:**
Reception, admin/offices, bunkrooms/locker room, laundry area, kitchen area, dining area, gear locker, wash/decon rooms, supply/storage, electric/mechanical rooms, fire sprinkler/riser, and 4 apparatus bays.
 - EMS, 2nd Floor:**
Stairs, elevator, lobby, records, reception, admin/offices, server room, GCIC, radio admin room, dispatch, EOC, kitchen area, breakroom, laundry area, bunk rooms, and showers/restrooms.
 - f. The final square footage could only be determined once the Architect was selected.
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OPTIONS:

- 1) Approve the design change order to CROFT for a total of 31,797 square feet.
 - 2) Deny the design change order to CROFT for a total of 31,797 square feet.
 - 3) Commission defined alternative.
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RECOMMENDED SAMPLE MOTION: Move to approve the design change order to CROFT for a total of 31,797 square feet.

DEPARTMENT:

Prepared by: Jerry Baggett

Capital Projects Manager & Director of Public Works, Habersham County, Georgia

ADMINISTRATIVE

COMMENTS: _____

_____ **DATE:** _____
County Manager

October 30, 2023

Habersham County
Purchasing, Finance Department
130 Jacobs Way, Suite 302
Clarksville, GA 30523

**RE: Revised Fee Proposal
Fire/EMS Headquarters Administration Building
Contract #2022-005 / PO #104313**

Mr. Baggett:

We are submitting this proposal for review and approval due to the increase in scope / square footage from the original proposal which was based on the RFP dated March 7, 2022, and Addendum No. 1 dated February 15, 2022, to provide architecture and engineering services for the project referenced above.

Original Area 22,523 S.F.

Current Area 31,797 S.F. (41% Increase)

DESIGN ASSUMPTIONS

1. The construction budget for this project is estimated to be \$12,400,000.00.
2. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and if required will be provided on an hourly basis.
3. Attendance at meetings with code review officials and end users are not included in the base services of this fee proposal
4. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project.
5. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
6. Geotechnical services are not included as a part of this proposal and will be provided by the owner. Material and Soil Report shall be provided to CROFT at the start of the project.
7. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations. Environmental reports shall be provided to CROFT at the start of the project.
8. Preparation of renderings, 3D views and videos are not included as part of this proposal but can be accomplished as an additional service.
9. Waterproofing consultant services are not part of this proposal.
10. Value Engineering is not included as a part of this proposal.
11. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design documents by the owner will be additional services.

12. Issue of Special Inspections Schedule is included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect, and local authority if required. Contractor is required to correct deficiencies based on the reports. Final certification letter, "Final Report of Special Inspections Acceptance," to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.
13. Energy Management System design is not included as a part of this proposal.
14. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
15. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
16. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
17. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are included as a part of this proposal.
18. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
19. Permit set(s) will be submitted to authorities having jurisdiction. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing one round of comments from the review officials. Additional comments will be addressed on an hourly basis.
20. Bidding of General Contractors is included as part of this proposal.
21. Construction cost estimates and project budgeting services are not included as a part of this proposal.
22. This proposal is based on a 11-month construction duration.
23. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
24. The site-specific as-built drawings are meant to record existing conditions. They are not intended for the purpose of appraisals, planning review, permit application process, pricing, or construction. CROFT assumes no liability for existing conditions and is not intending to assume risk. Additionally, CROFT does not make warranties, either expressed or implied of merchantability and fitness of the document or information recorded therein.
25. This proposal is good for sixty (60) days from the date of the proposal.
26. If services provided by this proposal have not been completed within Twelve (12) months of the date of this proposal, through no fault of CROFT, extension of CROFT's services beyond that time shall be compensated as Additional Services.
27. Reimbursable expenses will be billed at 1.15 times actual cost.

PROFESSIONAL FEES

Professional fees for the project scope as outlined above will be as follows:

	Original	Add-Service
▪ Programming	\$ 7,500	\$ 0
▪ Concept/Schematic Design.....	\$ 42,500	\$ 19,810
▪ Design Development.....	\$107,600	\$ 48,175
▪ Construction Documents.....	\$191,550	\$ 88,845
▪ Construction Administration.....	\$ 98,000	\$ 26,620

PAYMENT TERMS AND CONDITIONS

Progress billings will be sent monthly based on effort expended with the balance of the fee for each phase due upon delivery of the respective phase. Invoices are due upon receipt.

ADDITIONAL SERVICES

Additional services or changes to the project scope, as defined above, will be proposed, and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

Thank you for the opportunity to submit this proposal and we look forward to working with you to accomplish this project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

Croft & Associates

Earl Smith
Vice President, Local Government



APPROVAL

Accepted by:
Jerry Baggett
Public Works Director/Capital Projects Manager

Signature

Date