

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Change Order to Fire/EMS Headquarters Administration Facility

DATE: March 18, 2024

RECOMMENDATION

POLICY DISCUSSION

BUDGET INFORMATION:

STATUS REPORT

ANNUAL-

OTHER

CAPITAL- \$183,450.00 (SPLOST VII)

COMMISSION ACTION REQUESTED ON: March 18, 2024

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.
-
-

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.
-
-

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

12/5/2023 8:47:12 AM Autodesk Docs://2022-314 Habersham Fire-EMS Headquarters/2022-314 - Habersham Fire-EMS Headquarters - Central-A22.rvt
 © Copyright 2023 by Croft & Associates, Inc. All rights reserved. This document is property of Croft & Associates, Inc. It is to be used only for the specific project referred to or identified herein and is not to be used on other projects, in whole or in part, except by the express written agreement of Croft & Associates, Inc.



- GENERAL FLOOR PLAN NOTES:**
- DO NOT SCALE DRAWINGS. USE DIMENSIONS ONLY.
 - CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND JOB CONDITIONS AND NOTIFY ARCHITECT IMMEDIATELY OF DISCREPANCIES BEFORE PROCEEDING WITH THE WORK. WORK IS TO BE PLANNED SO THAT DISCREPANCIES ARE DISCOVERED WITH ADEQUATE TIME FOR REVIEW BY ARCHITECT WITHOUT DELAY TO SCHEDULE.
 - NO CHANGES, MODIFICATIONS OR DEVIATIONS SHALL BE MADE FROM THE DRAWINGS WITHOUT FIRST SECURING WRITTEN PERMISSION FROM THE ARCHITECT.
 - REQUEST WRITTEN INTERPRETATION FROM THE ARCHITECT FOR LACK OF OR AMBIGUITY OF INFORMATION IN THE DRAWINGS PRIOR TO PROCEEDING WITH THAT PORTION OF THE WORK.
 - DOORS SHALL BE LOCATED 4" FROM THE ADJACENT WALL, UNLESS NOTED OTHERWISE.
 - ALL WALLS OR PORTION OF WALLS WITH TILE FINISH SHALL HAVE CEMENTITIOUS TILE BACKER BOARD IN LIEU OF GYPSUM WALL BOARD.
 - DIMENSIONS ARE TO FACE OF STUD, OR FACE OF MASONRY, OR GRIDLINE UNO.
 - LOCATION OF ALL WALL MOUNTED DEVICES SHALL BE VERIFIED WITH ARCHITECT PRIOR TO INSTALLATION.



Croft & Associates
 3380 Blue Springs Road
 Kennesaw, Georgia 30144
 770.529.7714 (p) 770.529.7716 (f)
 www.croftae.com

NOT FOR CONSTRUCTION

OWNER
HABERSHAM COUNTY
 130 JACOB'S WAY
 SUITE 302
 CLARKSVILLE, GA 30523



HABERSHAM COUNTY
FIRE-EMS
HEADQUARTERS
 DEMOREST MT AIRY HW,
 DEMOREST, GA 30535

No.	Date	Description
A	201X-XX-XX	ISSUE A
ISSUANCE		

PROJECT NUMBER
2022-314
 DRAWN: Author
 CHECKED: Checker
SHEET TITLE
FLOOR PLAN - LEVEL 1

SHEET NO.
A-101

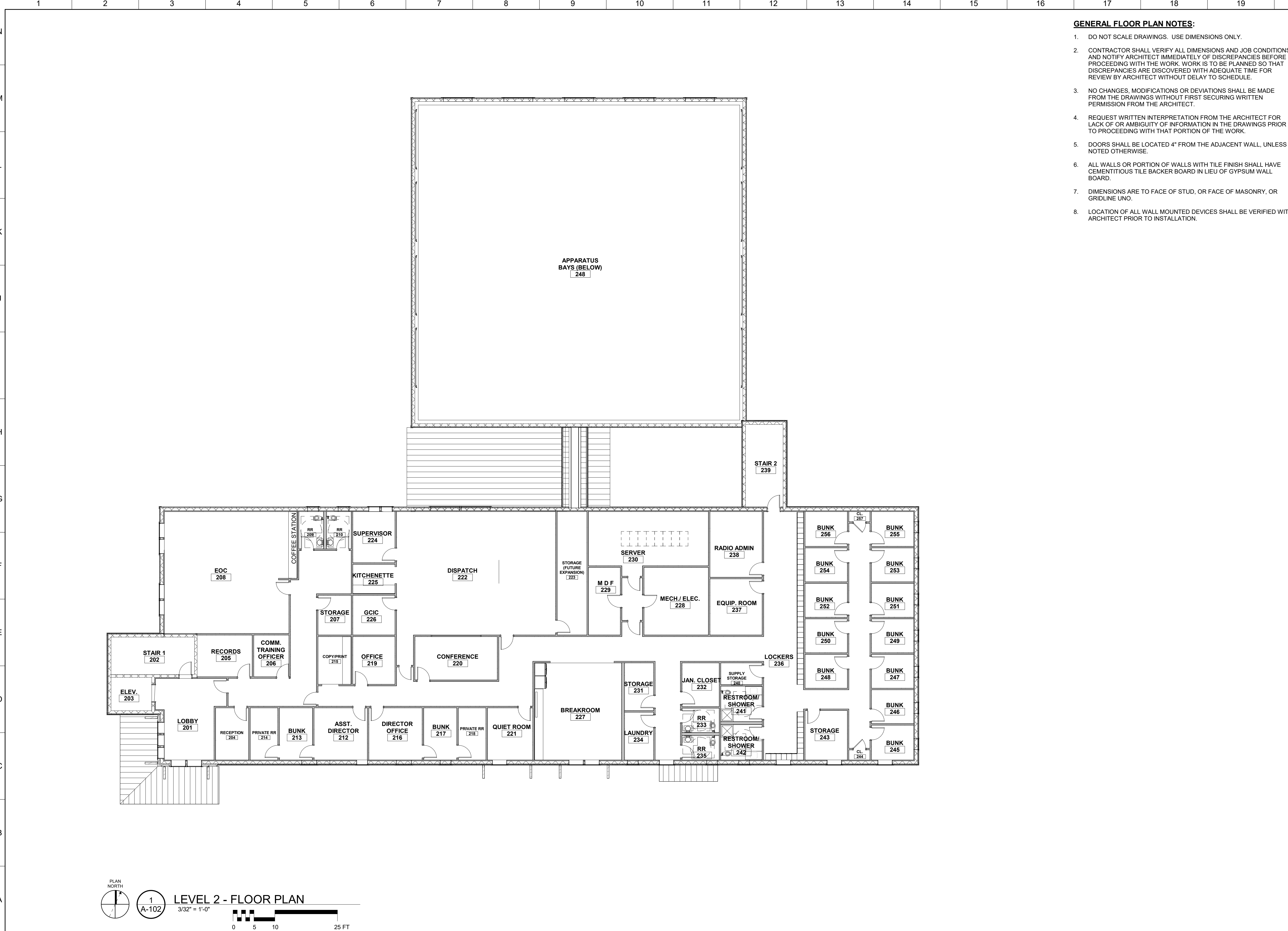
PLAN NORTH

1
A-101

LEVEL 1 - FLOOR PLAN

3/32" = 1'-0"

12/5/2023 8:48:26 AM
 Autodesk Docs://2022-314 Habersham Fire-EMS Headquarters/2022-314 - Habersham Fire-EMS Headquarters - Central-A22.rvt
 © Copyright 2023 by Croft & Associates, Inc. All rights reserved. This document is property of Croft & Associates, Inc. It is to be used only for the specific project referred to or identified herein and is not to be used on other projects, in whole or in part, except by the express written agreement of Croft & Associates, Inc.



- GENERAL FLOOR PLAN NOTES:**
- DO NOT SCALE DRAWINGS. USE DIMENSIONS ONLY.
 - CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND JOB CONDITIONS AND NOTIFY ARCHITECT IMMEDIATELY OF DISCREPANCIES BEFORE PROCEEDING WITH THE WORK. WORK IS TO BE PLANNED SO THAT DISCREPANCIES ARE DISCOVERED WITH ADEQUATE TIME FOR REVIEW BY ARCHITECT WITHOUT DELAY TO SCHEDULE.
 - NO CHANGES, MODIFICATIONS OR DEVIATIONS SHALL BE MADE FROM THE DRAWINGS WITHOUT FIRST SECURING WRITTEN PERMISSION FROM THE ARCHITECT.
 - REQUEST WRITTEN INTERPRETATION FROM THE ARCHITECT FOR LACK OF OR AMBIGUITY OF INFORMATION IN THE DRAWINGS PRIOR TO PROCEEDING WITH THAT PORTION OF THE WORK.
 - DOORS SHALL BE LOCATED 4" FROM THE ADJACENT WALL, UNLESS NOTED OTHERWISE.
 - ALL WALLS OR PORTION OF WALLS WITH TILE FINISH SHALL HAVE CEMENTITIOUS TILE BACKER BOARD IN LIEU OF GYPSUM WALL BOARD.
 - DIMENSIONS ARE TO FACE OF STUD, OR FACE OF MASONRY, OR GRIDLINE UNO.
 - LOCATION OF ALL WALL MOUNTED DEVICES SHALL BE VERIFIED WITH ARCHITECT PRIOR TO INSTALLATION.



Croft & Associates
 3380 Blue Springs Road
 Kennesaw, Georgia 30144
 770.529.7714 (p) 770.529.7716 (f)
 www.croftae.com

NOT FOR
 CONSTRUCTION

OWNER
HABERSHAM COUNTY
 130 JACOB'S WAY
 SUITE 302
 CLARKSVILLE, GA 30523



HABERSHAM COUNTY
FIRE-EMS
HEADQUARTERS
 DEMOREST MT AIRY HW,
 DEMOREST, GA 30535

PLAN NORTH

1
 A-102

LEVEL 2 - FLOOR PLAN
 3/32" = 1'-0"

No.	Date	Description
		ISSUANCE

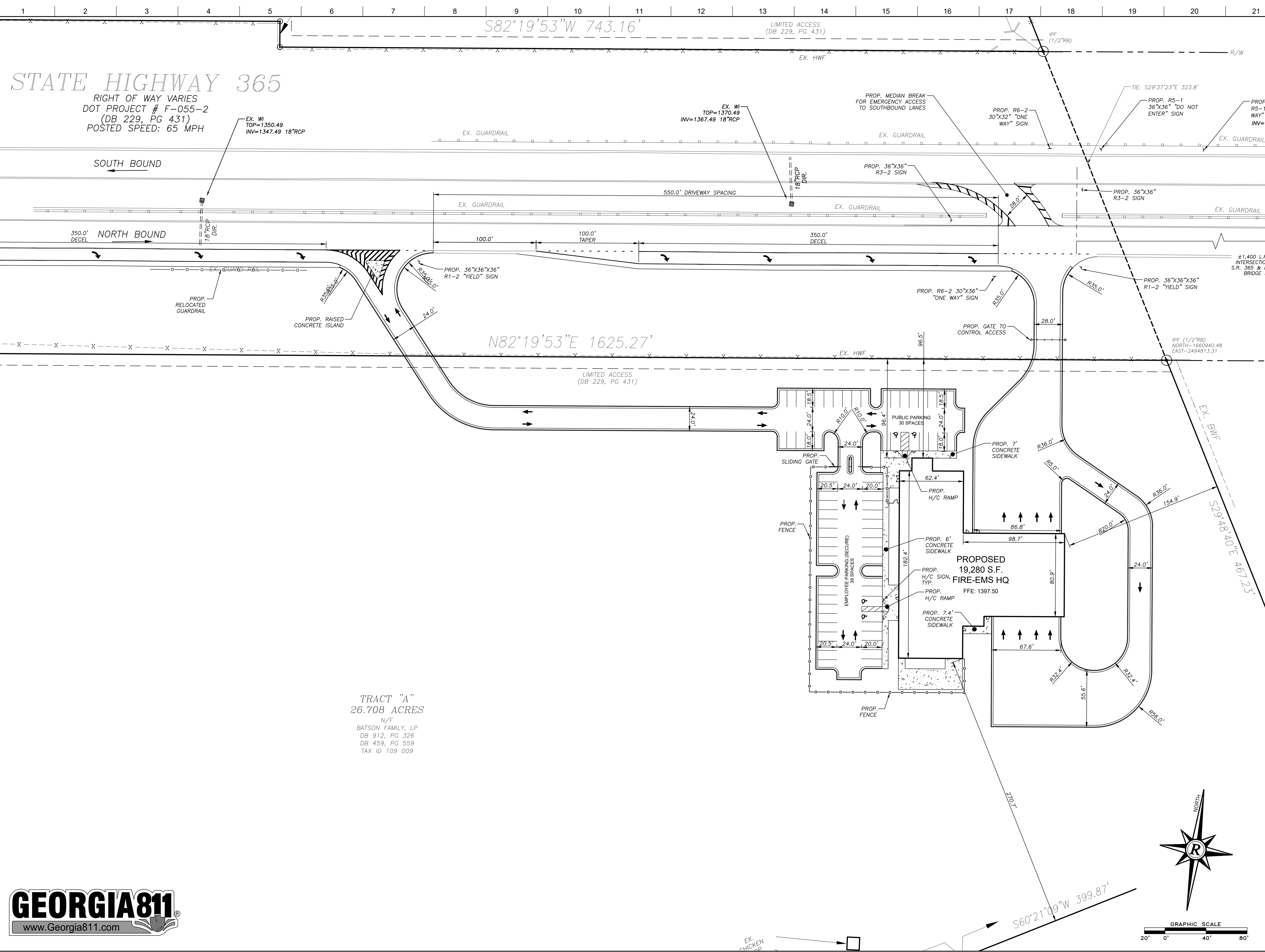
PROJECT NUMBER
2022-314

DRAWN: _____ CHECKED: _____
 Author Checker

SHEET TITLE
FLOOR PLAN - LEVEL 2

SHEET NO.
A-102

10/24/2023 2:19:22 PM H:\Vault\G223095\G223095\HAB-00 - Habersham County Fire and EMS\Production\Engineering\Design\G223095.HAB - Habersham County Fire & EMS\G223095.HAB.SITE.dwg
 © Copyright 2022 by Croft & Associates. All rights reserved. This document is property of Croft & Associates. It is to be used only for the specific project referred to or identified herein and is not to be used on other projects, in whole or in part, except by the express written agreement of Croft & Associates.



TRACT "A"
 26.708 ACRES
 N/F
 BATSON FAMILY, LP
 DB 912, PG 326
 DB 459, PG 559
 TAX ID 109 009



CROFT
 Croft & Associates
 3380 Blue Springs Road
 Kennesaw, Georgia 30144
 770.529.7714 (p) 770.529.7716 (f)
 www.croftae.com

NOT FOR CONSTRUCTION

CLIENT NAME
 HABERSHAM COUNTY
 CLIENT ADDRESS 1
 CLIENT ADDRESS 2



HABERSHAM COUNTY
 FIRE-EMS
 HEADQUARTERS
 DEMOREST MT AIRY HW,
 DEMOREST, GA 30535

No.	Date	Description
A	201X-XX-XX	ISSUE A
ISSUANCE		

PROJECT NUMBER
2022-314

DRAWN: DCB CHECKED: EMC

SHEET TITLE
SITE PLAN

SHEET NO.
C-5