

EVALIS TAYLOR FOSTER CHILDRESS ARCHITECTS

April 17, 2015

Mr. Cliff Norville, Deputy Administrator
Facility Maintenance and Project Management
Shelby County Support Services
584 Adams Avenue
Memphis, Tennessee 38104

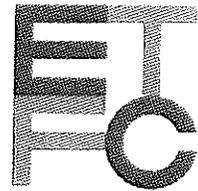
RE: Renovation of the Criminal Justice Center
for Shelby County Government
201 Poplar Avenue, Memphis, TN 38103
RFQ 15-012-20, ETFC Project 21506-1.1

Dear Mr. Norville:

Responding to your request, we are pleased to submit our Architectural/Engineering Fee Proposal for the above referenced project.

1. Project Scope

- A. The scope of the project is limited to the High Rise Tower and the Connector to the Jail Building. Currently there is no design work within the Jail Building to be performed under this Contract, however, this will be clarified once we have had a chance to review the existing assessments as noted below.
- B. Current or past projects that have been completed at the facility
 1. Existing Generator Plant Upgrade: Designed by Canup Engineering. Cliff Norville to obtain documents and provide for ETFC Team review
 2. Existing Air Handling Unit Replacement – Phase 1 (Units 5B & 7B): Designed by Pickering Firm and OGCB. Cliff Norville to obtain documents and provide for ETFC team review.
 3. Proposed Air Handling Unit Replacement – Phase 2 (approx. 20 AHU units): Designed by Pickering Firm and OGCB. Project almost ready to go out for bids. Cliff Norville to obtain documents and provide for ETFC Team review. Cliff to review existing contract status with Pickering and may roll remaining unit replacement for Tower into this contract.
 4. Proposed ADA Assessment Study: Currently underway with John Pruett Architects along with ADA Consultants, Inc. Cliff Norville to verify status and provide assessment report to ETFC Team for review.
 5. Existing Elevator and Escalator Assessment: Performed by the Crump Firm approximately 10 years ago. ETFC Team will need to revisit and provide updated review and assessment under this scope of work.
- C. Current Water Infiltration Issue: currently the CJC has water infiltrating the basement level of the Facility. Will need to provide Assessment under this scope of work. The Building is also experiencing water infiltration through the exterior walls up to level 8. This assessment will need to be included as a part of this scope.
- D. Homeland Security Risk Assessment: Will need to limit Building Access Points for security checks. Provide an enclosed area along the North Side of the Building for Public access and also Jury access.
- E. Review current code update based on scope and amount of work done.

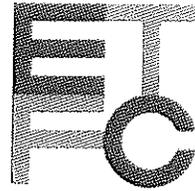


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- F. Space Efficiency: Space planning and new layout potentially for each floor of the Building.
- G. Based on funding, we're probably looking at multiple document packages being issued over the next five years.
- H. Cliff Norville is to locate current floor plans and review with Childress what areas of each floor are in need of apparent renovation and updating.
- I. Current budget funding for the project is:
 - 1. FY 2016: \$6.8m (\$2.8m Interior Renovations, \$3.0m HVAC, \$1.0m Waterproofing)
 - 2. FY 2017: \$7.0m (\$4.0m Interior Renovations, \$3.0m HVAC)
 - 3. FY 2018: \$0.00
 - 4. FY 2019: \$2.5m (Interior Renovations)Total Currently Allocated: \$16.3m

2. Scope of Services

- A. Conceptual Design Phase (to include the interior renovation of the entire Tower Building)
 - 1. Development of current Architectural Floor Plans of the entire existing Building (approximately 444,074 +/- nsf) to use as a basis for further Schematic Design Development.
- B. Schematic Design Phase (to include the interior renovation of the entire Tower Building and Jail Connector along with the new North Entrance Expansion)
 - 1. Consult with Owner to determine Project Goals and Requirements
 - 2. Based upon the Owner's Space Program, prepare preliminary Architectural study drawings and documents illustrating the scale, spatial relationships and form of the components for the project.
 - 3. Provide Final Schematic Design layout with associated preliminary construction cost budget estimates to the Owner for review and approval.
- C. Design Development Phase (to include only for North Entrance Expansion and other interior renovation multiple project packages to be determined based on currently allocated funding of \$16.3M)
 - 1. Actual Design Development Scope of Work, Project Phasing and Sequencing to be determined by results of Schematic Design Phase.
 - 2. Once Project Scope is determined, prepare the Design Development Documents consisting of further developed preliminary Architectural and Engineering Drawings to establish and describe the general size and character of the project. Drawings to include floor plans, ceiling plans, sections, elevations and schedules including outline material specifications.
 - 3. Provide Final Design Development Submittal with updated construction cost budget estimates to the Owner for review and approval.
- D. Construction Document Phase (to include only for North Entrance Expansion and other interior renovation multiple project packages to be determined based on currently allocated funding of \$16.3M)
 - 1. Prepare Architectural and Engineering Bid Documents to obtain permit approval and as required for the construction of the Project including drawings, details and technical specifications
 - 2. Provide Final Construction Document Submittal with updated construction cost budget estimates to the Owner for review and approval.



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3. Assist the Owner in the filing of the required documents for the approval of governmental authorities having jurisdiction over the project.

E. Bidding Phase

1. Assist the Owner in issuing the Bid Documents for pricing and/or bidding including responding to any questions from the Bidders.
2. Issue Addenda as necessary for clarifications.
3. Assist the Owner in receiving the bids including providing an evaluation of the bids and a recommendation of award.
4. Assist the Owner in preparation of the Construction Contract including a review of pertinent Contractor provided Bonds and Insurance.
5. Assist the Owner in issuing a Notice To Proceed (NTP) to begin the Construction

F. Construction Phase

1. Attend Pre-Construction Conference between Owner and Contractor
2. Monitor construction progress and provide periodic observation of the construction work for conformance to Architectural/Engineering drawings and specifications.
3. Attend Construction Progress Meetings and review Construction Scheduling and Sequencing.
4. Review the Contractor's Architectural/Engineering shop drawings, product data and samples.
5. Provide Technical Assistance and Issue Clarifications to Documents as required.
6. Review and Certify Contractor's Monthly Pay Applications.

G. Project Close-out

1. Provide Final Construction Architectural/Engineering Punch List.
2. Issue Project Substantial Completion
3. Review Contractor's Final Close Out Submittal
4. Review and Certify Contractor's Final Application for Payment
5. Provide Record Drawings from Contractor's As-Built Mark-ups

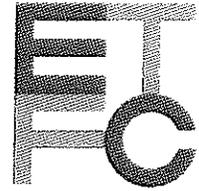
3. Proposed Architectural/Engineering Design Fee

A. Conceptual Design Phase

1. We estimate that it will take approximately 975 Man Hours of time to review, verify, measure and provide up to date Architectural Floor Plans of the entire 444,074 +/- nsf in the existing Tower Building and Jail Connector. At an hourly rate of \$90.00/hour, our fee for this work is \$87,740.00. This equates to \$0.20 per nsf of area if a lesser amount of verification is requested other than the total.

B. Schematic Design Phase

1. To provide a Basic Services Schematic Design Level Documents for the Interior Renovation of the entire 444,074 +/- nsf in the Tower Building and Jail



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Connector along with the North Entrance Expansion. For Schematic Design Level Documents as previously mentioned, our Design Fee would be \$321,731.00

- C. Design Development Phase through Construction Administration Phase for the Basic Services Fee for the North Entrance Expansion and other interior renovation multiple project packages only to be identified based on the currently allocated funding of \$16.3M.

- 1. Our Architectural/Engineering Basic Services Design Fee for this portion of the work is \$1,150,057.00. Basic Services includes Architectural, Interior Design, Civil, Landscaping, Structural, Mechanical and Electrical Design Services. This fee also includes printing, reproductions, plots, standard form documents, postage, handling and delivery in addition to fees paid for securing plans review approval of Authorities having Jurisdiction

- D. Additional Miscellaneous Project Costs for consideration

- 1. Architect's and Consultant's expense of additional professional liability insurance coverage or limits at the Owner's request for a period of five years from the start of design - \$30,000.00
- 2. Environmental Survey Asbestos sampling analysis - \$16,800.00

We feel that it is premature, at this time, to consider possible design fees for other potential special consultants that may be required for the project until we completely identify the actual project scope through the completion of the Schematic Design Phase exercise as identified in Item 3.B above. We anticipate, however, that a potential Exterior Weather and Waterproofing Consultant will be required for the work identified in Item 1.C above, a potential Security Consultant will be required for the work identified in Item 1.D above and also for new Courtroom Designs, and a potential Acoustics, Audio Visual and Data Consultant may be required for new Courtroom Designs as well.

Cliff, I trust this adequately responds to your request regarding a fee proposal. We appreciate the opportunity to work once again with Shelby County Government and Support Services on this very critical project. Thank you again for your consideration of ETFC Architects. We stand ready to begin.

Sincerely,


Michael Childress, AIA, Principal

c: Mr. Rusty Foster, ETFC