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ARCHITECTS

ARCHITECTURE  
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INTERIOR DESIGN

May 31, 2016

Mr. Cliff Norville  
Deputy Administrator  
Shelby County Government  
584 Adams Avenue  
Memphis, TN 38105

**RE: RFP #16-002-45**  
**Architectural and Engineering Services for Shelby County Juvenile Court Facility**  
**Master Plan - Fee Proposal**

Dear Cliff:

**Self + Tucker Architects (STA)** is pleased to submit our fee proposal to provide Architectural and Engineering services for the Shelby County Juvenile Court Facility Master Plan. We believe that our team is uniquely qualified and we are excited about providing the consultant services outlined in the RFQ.

#### **PROJECT DESCRIPTION**

Shelby County presently owns and maintains the Juvenile Court facility at 616 Adams Avenue. Due to the age of the building, major expenditures are necessary to correct and/or repair building deficiencies, infrastructure problems and code compliance issues. The selected consultant shall conduct a comprehensive analysis of the Juvenile Court facility to determine the feasibility of significant investment in the current facility or alternative locations.

#### **SCOPE OF SERVICES**

The RFQ services include, but are not limited to:

1. Evaluate existing site condition, including vehicular and pedestrian accessibility from adjacent roadway, parking areas and their relationship to entries.
2. Evaluate building and utility infrastructure condition. The electrical, HVAC, mechanical, elevators, telecommunications, fire protection and security systems shall be inspected to identify general condition, remaining economic life, deferred maintenance, and potential for energy conservation or improved cost efficiency.
3. Evaluate physical condition of each building component, interior and exterior finishes and structural integrity.
4. Identify current facility deficiencies and ADA Title 2 compliance issues.
5. Complete a Security System assessment.
6. Provide proposed renovations/improvements needed.
7. Provide preliminary scope of work for proposed renovations/improvements.
8. Provide an estimate of probable costs.
9. Provide Needs Assessment and develop alternatives with cost and benefit analysis.
10. Develop recommendations regarding whether Shelby County should renovate the facility or relocate to another building.
11. Design for Sustainability and Stewardship of the environment

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Original building opened in 1935 with multiple modifications and additions completed over time. Site includes the parcel of land on which the court presently sits at 616 Adams Avenue and is served by the surface lot to the north across Washington Avenue.

Information Requested:

1. All existing architectural and engineering drawings and specifications. (County has stated they are having known drawings scanned and they will be transmitted to our team for this study.)
2. Most recent detailed facility audits completed by the Department of Justice, the American Correctional Association and all other agencies having jurisdiction over the Juvenile Court.
3. All studies addressing contamination and remediation issues.
4. Documentation detailing the scope of ongoing projects such as roofing, fire protection, subdividing courtrooms, et al.
5. Capital improvement requests for the facility such as a gymnasium, etc.
6. Previous studies for the complex.

## SCHEDULE

Contract approval by July 1, 2016.

Draft Final Report delivered by mid-October, 2016

Final Document delivered by November, 2016 for use in scheduling the next five years of capital improvement projects.

## WORK PLAN

Phase One – starting July 1

1. Review and analyze existing building documentation
2. Develop questionnaire to identify current and future staffing requirements, operational and space requirements.
3. Onsite Workshop at Juvenile Court
  - a. Review questionnaire response, document facility goals and locate existing departments. (Mid-July)
  - b. Interview key staff within the Juvenile Court including the Judge, Court Manager, Chief Magistrate, Sheriff's staff and Maintenance supervisor to better understand functional requirements and facility issues.
  - c. Onsite investigation of existing facility
4. Record Information and Analysis

Phase Two (Mid-August)

1. Develop three options for the Juvenile Court ranging from long range maintenance of the existing facility to building new on another generic site in the same area.
2. Identify preliminary costs for each option
3. Review with County staff and representatives of the Juvenile Court

Phase Three (Mid-September)

1. Refine options
2. Develop detailed cost estimate
3. Document master plan process and the options developed.

Phase Four – Document Master Plan (Mid-October)

1. Document master plan process and the options developed.
2. Submit Draft Report to County
3. Modify Report per County Comments
4. Submit Final Report

Not included in project scope:

1. Operational analysis or cost impact
2. Concept development
3. Site selection
4. Site surveys, remediation studies, soil borings, etc.
5. Analysis of existing utility use and analysis of potential energy savings
6. Presentation to County Board and Commissions

**FEE PROPOSAL**

Based on our comprehensive assessment of the tasks required to complete this project, we have proposed a fee of \$125,500 (One Hundred Twenty-Five Thousand Five Hundred Dollars) including reimbursable expenses as indicated below.

**THANK YOU! WE ARE READY TO GET STARTED WITH THE WORK.**

If you should have any questions or require additional information, please give me a call at 261-1505 (Office) or 335-6581 (Mobile) or by e-mail at [jtucker@selftucker.com](mailto:jtucker@selftucker.com). Thank you for the opportunity to assist Shelby County and the Juvenile Court with the Master Planning effort.

Sincerely,



Jimmie E. Tucker, AIA, LEED AP  
Managing Principal  
SELF + TUCKER ARCHITECTS, INC.

Cc: Tom Needham, Shelby County Government  
Juan Self, Self + Tucker Architects