



SELF+TUCKER
ARCHITECTS

ARCHITECTURE
PLANNING
INTERIOR DESIGN

August 15, 2016

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

RE: RFQ#16-003-59 - Architectural Services for Shelby County Assessor's Office Renovation – Fee Proposal

Dear Cliff:

Self + Tucker Architects (STA) is pleased to submit our fee proposal to provide Architectural Services for the Shelby County Assessor's Office Renovation. We realize that the extent of the improvements will be limited by the project budget, however, we look forward to applying our extensive experience with interior renovation of older buildings to implement improvements that allow the building to function more efficiently and be more environmentally sustainable. We are excited about providing the required consultant services.

BUILDING HISTORY

The Shelby County Assessor's office occupies the East wing of the building located at 1075 Mullins Station Road. Completed in June of 1935 as the Shelby County Hospital, the building was designed for a capacity of 800 beds with nearly 3 1/2 acres of floor space and a 600-person chapel. Architect W.J. Hanker designed the building, with project leadership provided by Shelby County Commission Chairman E.W. Hale.

This building served as the Shelby County Hospital and Health Care Center for two-thirds of a century (1935-2001) before its transitional reuse as an office building for various county government services and agencies.

After the demand for beds peaked in 1990 when private nursing homes began to accept indigent patients with government insurance, Shelby County Services Director Peggy W. Edmiston noted the change in needs and recommended the building for other uses. The building was later named in her honor. The last patient transferred in August 2001. On June 30, 2006 the building was dedicated the Peggy W. Edmiston Administration Building

SCOPE OF SERVICES

The design & scope of work will concentrate mainly on mechanical, electrical & plumbing systems and interior finish upgrades. **STA will provide all services specified in RFQ#16-003-59, relevant to this project.** A minimum of space-planning, plan reconfiguration may be required based on Owner preference & approval, namely to handle the Consolidation of storage & common areas, as well as, personnel/customer service interface areas space inefficiencies

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1. The project consists of the interior renovation of approximately 60,000 square feet on 2 floors. Carpet, floor tiles and paint and finishes need attention. There's evidence of plaster damage, loose & flakey paint due to moisture infiltration and pre-existent roof leaks. It is anticipated that the entire East wing will be repainted..
2. Redesigning Three (3) Counters in the Answer Center and Personal Property Departments
3. Around 2002-2004 the County began replacing the building's roof-top units on a prioritized basis working with Medfac Engineering. 16 total units were replaced with AAO packaged systems and currently running in good condition.
4. Due to insufficient funds, the ductwork was not replaced. Duct work is internally-lined. Although regular testing for mold & bacteria proves negative, personnel have expressed discontent during system start-up seasons due to particles ejecting from deteriorating liner panels.
5. The mechanical system's electronic controls, dampers, etc. will need replacement, building conditioning runs irregularly & fluctuates from zone to zone throughout the seasons.
6. The east wing's (Assessor's) roof was replaced less than 1 year ago and is in good shape. Therefore, no roof replacement is included in the proposed project scope
7. The building appears dark in many places which clearly suggests lighting issues. Hence lighting needs to be addressed as per IES standards. Lighter shades of paint along with new or re-lamped fixtures may help in improving light quality. The design team will verify capacity of current fixtures to handle (2) additional T8 lamps to preserve current fixtures.
8. Restroom renovations were made during the years 2004-05, the design by Medfac Engineering consolidated the plumbing into 6 restroom groups. One group will need to be upgraded and brought up to code.
9. Camera-work for the existing, circuitous sanitary drainage field should be anticipated due to age of the system & evidenced root growth.
10. Life Safety & ADA upgrades will be made on an as-needs, Owner approved basis. These would include, those upgrades, enforced by local code officials.
11. An Existing Exterior Ramp on the East Side of the building needs to be upgraded. However, that work will be done under a separate contract.

TAX ASSESSOR'S OFFICE RENOVATION BUDGET

The construction project budget is estimated to be \$2.2 million. This amount does not include asbestos abatement and soft costs. The budget will be reviewed along with the design submission estimates.

ANTICIPATED PROJECT SCHEDULE

Proposal from STA	August 15, 2016
Resolution and Contract on Commission agenda	September 15, 2016
Notice to Proceed to STA	November 1, 2016
Bid documents ready for issuance	April 1, 2017
Bids due	May 1, 2017
Resolution and contract on Commission agenda	July 15, 2017

FEE PROPOSAL

Based on our comprehensive assessment of the tasks required to complete this project, we have proposed a fee of **\$141,500** (One hundred Forty One Thousand and Five Hundred Dollars) including reimbursable expenses.

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.

Sincerely,



Jimmie E. Tucker, AIA, LEED AP
Managing Principal
Self + Tucker Architects