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ARCHITECTS

ARCHITECTURE

PLANNING

INTERIOR DESIGN

August 31, 2016

Maurice Denbow
Administrator
Shelby County Sheriff's Office
Suite 9-26, 201 Poplar Ave.
Memphis, TN 38103

**RE: Shelby County Sheriff's Office Radio Shop Expansion and Renovation
STA Mktg #M16-152**

Dear Moe:

Self + Tucker Architects (STA) appreciates the opportunity to work with you as the Architect for the proposed Shelby County Sheriff's Radio Shop Expansion and Renovation. This is an exciting project and Team STA along with our proposed engineers all look forward to assisting the Shelby County Sheriff's Office with this project.

PROJECT DESCRIPTION

The existing space for renovation is Building B located at 11670 Memphis Arlington Road. Building B is made up of a 3,700 sf pre-engineered frame metal building (PEF) attached to a 1,500 sf concrete block structure. Approximately 2/3s of its area is presently conditioned space.

All 5 bays of the building's pre-engineered structure will be remodeled into conditioned space. In addition, the building will be expanded by moving the back wall under the 'shed roof' area 18'8" to the north. This will add approximately 2,200 sf of conditioned building area.

The roof of one of the building's 28 ft wide bays will be raised vertically by approximately Six (6) feet to accommodate the fit-out of the larger, County vehicles within the relocated Radio Shop. 6ft x 14ft overhead doors will be installed at both ends at this bay.

Based on meetings with the staff of the Shelby County Sheriff's Office staff, STA has developed a Preliminary Floor Plan to indicate how Building B should be renovated and expanded to accommodate the relocation of the Radio Shop from Building C. A copy of the Floor Plan is attached to our Proposal.

We have determined that the existing pre-engineered metal building was manufactured by Ceko. We have met with a representative of Rose Construction at the Site to confirm that the roof of the building can be raised and to determine the approximate cost to do this work.

PROJECT CONSTRUCTION BUDGET

With input from Rose Construction, we have determined that the Construction Cost based on the current scope of the complete renovation is approximately \$300,000. The project includes approximately 3,700 SF of interior space. The Shelby County Sheriff's Office has indicated that

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Construction Budget is approximately \$275,000 or \$74.00 per SF. Consequently, it may be necessary to either phase the work or increase the available funding. In addition, we will have to use the funds very strategically to have the desired effect and impact. The primary cost will be for new concrete slab on the North Side, Raising the Roof, new partitions, new doors and hardware, as well as, new finishes, HVAC system, plumbing fixtures, power and lighting. Once we begin the project design development we can provide a more detailed and specific cost estimates. Sustainable Materials will to be incorporated where economically feasible.

SCOPE OF DESIGN WORK

The major tasks required to complete the Architectural and Engineer Services are as follows:

- Code Research, Programing and Schematic Design
- Design Development Plans and Specifications (including demolition and removal, electrical and structural)
- Opinion of Probable Cost
- Focus on Sustainable Design and Construction
- Construction Documents
- Submitting Drawing for Approval by the Memphis and Shelby County Construction Code Enforcement and the Office of the Tennessee State Fire Marshal. Due to the importance of compressing the Project Schedule, we will have preliminary meetings with representatives from both agencies to facilitate and expedite their review processes.

Our Basis Services will include Programming, Schematic Design, Design Development, Construction Documents and Permits, Bidding and Construction Administration. The Supplement Services are Creating Renderings and Opinion of Probable Cost.

Innovation Engineering Services and Toles and Associates are our proposed Consulting Engineer. The members of the project team are:

Innovative Engineering Solutions (IES)

- JEREMIAH WATSON, PE, CPD, LEED AP, Plumbing and Fire Protection
- RYAN HERTTER, PE - Mechanical and Electrical

Toles & Associates (T&A)

- JAMES TOLES, PE - Structural

ASSUMPTIONS ON WHICH THE SCOPE OF WORK IS BASED:

Schematic Design (SD) PHASE

- Floor Plan
- Code Research and Agency Interface (MSCCCE, etc.)
- Coordination with Mechanical, Plumbing and Electrical Engineers
- Furniture Layout
- Interior Elevations
- Renderings
- Opinion of Probable Cost

Design Development (DD) PHASE

In the DD phase we act in accordance with the SD Review Comments and we will also add information to the SD drawings to further develop the design solutions. In this phase we will also identify any special aspects that are to be implemented and do research into the special requirements. We will determine the best way to convey the information during the CD Phase and will begin preparation of the specifications. In addition, we will confirm whether the project is within the target budget

DD Deliverables

- Floor Plans (Including Mechanical, Plumbing and Electrical Drawings)
- Reflected Ceiling Plan
- Interior Elevations
- Furniture Layout
- Enlarged Plan with Dimensions
- DD Phase Specifications
- Opinion of Probable Cost

Construction Document (CD) PHASE

During the CD Phase we will produce the Construction Documents, Details and Specifications to indicate how the implementation of the proposed improvement will be accomplished. The construction documents will be used by the various trades during construction.

CD Deliverables

- Life Safety Plan
- Floor Plans (Including Mechanical, Plumbing and Electrical Drawings)
- Reflected Ceiling Plan
- Enlarged Plan with dimensions, notes and references
- Interior Elevations
- Construction Details
- Color and materials selections for finishes
- Final Technical Specifications and Bidding Documents

PROJECT SCHEDULE

The anticipated project schedule is indicated below.

- Notice to Proceed: TBD
- Schematic Design Phase: Two Week
- Design Development: Two Weeks
- Construction Document Phase: Three Weeks
- Review and Approval by MSCCCE: Two Weeks
- Bidding: Two Weeks
- Contract Execution/Mobilization: TBD
- Construction: 60 Days
- Substantial Completion (Contingent on Confirmation by Contractor)

At the end of the end of each Phase we will present our proposed design solutions and get your approval before proceeding with the next Design Phase.

Maurice Denbow
Sheriff's Office Radio Shop Renovation and Expansion
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FEE PROPOSAL

We look forward to assisting the Shelby County Sheriff's Office to implement improvements at 11670 Memphis Arlington Road. We propose to provide the Project Management along with Architectural and Engineering Services for a lump sum fee of **\$27,900**.

Our proposal **INCLUDES** fees for the plans review by Memphis & Shelby County Code Enforcement and Printing Cost for Review Documents. These costs will be a reimbursable expense. We estimate review fees of **\$400** and printing cost are approximately **\$500.00**

You should anticipate making payments to STA based on the following schedule.

- Schematic Design Submittal 20%
- Design Development Submittal 20%
- Construction Document (90% Owner and MSCCCE Review) Submittal 30%
- Bidding and Contract 5 %
- Construction Administration 25%

TOTAL \$27,000

The reimbursable cost of **\$900.00** will be billed after the drawings have been submitted for review by Memphis and Shelby County Construction Code Enforcement (MSCCCE).

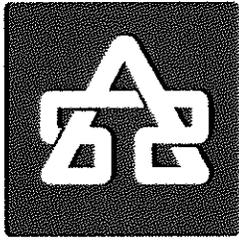
Please let me know if you have any questions. We are excited about working with the Shelby County Sheriff's Office and we look forward to getting the work underway.

Sincerely,



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

Cc: Nycole Alston, Shelby County Sheriff's Office



SELF+TUCKER
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SELF + TUCKER ARCHITECTS STANDARD BILLING RATES As of January 1, 2016

Classification	Billing Rate
1. Principal	200.00
2. Senior Project Manager	150.00
3. Project Manager	120.00
4. Associate Project Manager	100.00
5. Interior Designer	95.00
6. Project Coordinator	85.00
7. CADD Specialist	75.00
8. Administrative Staff	60.00

OTHER SERVICES

- 1. Mileage for all travel if destination is greater than a 30-mile radius from office will be billed at \$.53 per mile.**
- 2. Airfare, meals, hotel/motel, and auto rental expenses will be billed at 1.15 times the expense incurred.**
- 3. Consultants will be billed at 1.15 times actual rates.**
- 4. Printing, reproduction and delivery expenses will be billed at 1.15 times cost.**