



February 27, 2023

Mr. Casey Ramsey, Assistant County Administrator  
Hall County Board of Commissioners  
2875 Browns Bridge Road, 4<sup>th</sup> Floor  
Gainesville, GA 30504  
[cramsey@hallcounty.org](mailto:cramsey@hallcounty.org)

**Re: Hall County Government Center  
Proposal for Conceptual Design Services**

Dear Mr. Ramsey:

Precision Planning, Inc. (PPI) is pleased to offer Hall County (Client) this proposal for Conceptual Design Services related to renovations at the Hall County Government Center (HCGC). The scope of services below is based upon your request at our February 23, 2023 meeting. The project shall be contracted utilizing terms of PPI's Task Order agreement with Hall County dated October 10, 2017, with current hourly rates.

**Project Understanding**

PPI understands that the Client plans to continue phased interior renovations at the HCGC based on the Hall County Spatial Needs Assessment report completed by PPI at the end of 2022. Conceptual design was previously completed for the first level and portions of the fourth level, followed by full design and construction of portions of the fourth level work. In order to evaluate future projects in terms of staging and budgeting, the Client is requesting conceptual design of the following levels/departments:

- Lower Level: Board of Elections, Marshals' Office
- Second Level: Shared Conference Center
- Third Level: Planning & Development, Environmental Health, Engineering
- Fourth Level: Human Resources

Design services are proposed as outlined below:

**Project Scope of Services**

**I. Conceptual Design**

- A. PPI will attend a kick-off meeting with the Client to confirm goals and objectives for the project.
- B. PPI will meet with up to eight (8) department representatives to confirm space programming information contained in Spatial Needs Assessment report and make any updates needed.
- C. PPI will utilize existing drawings to prepare CAD As-Built Floor Plans for conceptual design purposes. Note: Field measuring is not included in this scope.
- D. PPI will develop Conceptual Floor Plans for spaces on the Lower Level, Second Level, Third Level and a portion of the Fourth Level and will submit each for review and comment by the Client. Up to two (2) revisions to each Conceptual Floor Plan is included.
- E. PPI will issue Final Conceptual Floor Plans of spaces on each level in hard copy and electronic media.
- F. PPI will develop a conceptual level Opinion of Probable Cost to include hard construction costs and soft costs including design, FF&E, testing and contingencies. (Note: PPI intends to utilize the services of a Construction Management company to estimate hard construction costs and anticipated market escalation).

**Additional Services**

The following additional services may be proposed and billed according to the attached Schedule of Standard Hourly Rates:

1. Additional meetings or site visits required or requested by the Client not listed above
2. Design changes beyond those listed in the scope above, or services required due to significant changes in the project including, but not limited to, size, quality, complexity or Client's schedule
3. Detailed as-built measurements
4. Detailed architecture and engineering services
5. Construction documents and specifications
6. Permitting
7. Bidding or procurement services
8. Contract administration
9. LEED Certification

**Exclusions and Assumptions**

Testing services including geotechnical testing, hazardous materials testing or evaluation, water testing and core sampling are excluded from this scope of services.

**Compensation**

PPI agrees to perform the services outlined above on an hourly basis, **Not to Exceed \$47,860.00**. Refer to the attached Hall County Standard Hourly Rates for the breakdown of estimated man-hours and reimbursable expenses.

Thank you for the opportunity to propose these services to Hall County.

Sincerely,



Elizabeth A. Hudson, RA, NCARB  
Executive Vice President, LEED® AP

c: Katie Crumley, Hall County

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Attachments: Hall County Standard Hourly Rates  
Standard General Conditions

**HALL COUNTY STANDARD HOURLY RATES**

<b>Billing Category</b>	<b>Hourly Rate 2023</b>	<b>Estimated Hours</b>	<b>Total</b>
Principal in Charge	\$185.00	16	\$2,960.00
Sr. Project Architect	\$140.00		\$0.00
Project Architect	\$120.00		\$0.00
Senior Project Manager	\$150.00	144	\$21,600.00
Project Manager	\$125.00		\$0.00
Job Captain	\$100.00	208	\$20,800.00
Intern Architect	\$90.00		\$0.00
Interior Designer	\$90.00		\$0.00
CADD Technician	\$80.00		\$0.00
Senior Civil Engineer	\$140.00		\$0.00
Civil Engineer	\$120.00		\$0.00
Senior Landscape Architect	\$140.00		\$0.00
Landscape Architect	\$90.00		\$0.00
Project Administrator	\$90.00		\$0.00
Senior Project Assistant	\$80.00		\$0.00
Project Assistant	\$70.00		\$0.00
Structural Engineer	\$140.00		\$0.00
Mechanical/Plumbing Engineer	\$140.00		\$0.00
Electrical Engineer	\$140.00		\$0.00
Low Voltage Engineer	\$140.00		\$0.00
Cost Estimator	\$110.00		\$0.00
Senior Survey Manager	\$150.00		\$0.00
Survey Manager	\$130.00		\$0.00
Survey Coordinator	\$100.00		\$0.00
Survey Technician	\$90.00		\$0.00
Registered Surveyor	\$150.00		\$0.00
Surveying Crew	\$175.00		\$0.00
<b>SUB-TOTAL</b>			<b>\$45,360.00</b>
<b><u>Reimbursable Expenses:</u></b>			
Printing, mileage, photographs, and other consumable documents			\$2,500.00
<b>TOTAL PROPOSED LUMP SUM FEE:</b>			<b>\$47,860.00</b>



## STANDARD GENERAL CONDITIONS

- A. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Precision Planning, Inc., the Owner/Client agrees that all such electronic files are instruments of service of Precision Planning, Inc., who shall be deemed the author, and shall retain all common law, statutory law and other rights, without limitation, including copyrights.

Intelligent data, including but not limited to Building Information Modeling (BIM) and 3D Grading/Surface Modeling, are instruments of service. When transmitted, this data shall be for the sole purpose of visualization of design ideas by the Owner/Client and shall not constitute or supplement the contract documents. Differences may exist between these models and the corresponding hard copy contract documents, and Precision Planning, Inc. makes no representation about their accuracy or completeness.

The Owner/Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Owner/Client agrees not to transfer these electronic files to others without the prior written consent of Precision Planning, Inc. The Owner/Client further agrees that Precision Planning, Inc. shall have no responsibility or liability to Owner/Client or others for any changes made by anyone other than Precision Planning, Inc. or for any reuse of the electronic files without the prior written consent of Precision Planning, Inc.

In addition, the Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Precision Planning, Inc. or from any use or reuse of the electronic files without the prior written consent of Precision Planning, Inc..

Under no circumstances shall delivery of electronic files for use by the Owner/Client be deemed a sale by Precision Planning, Inc., and Precision Planning, Inc. makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Precision Planning, Inc. be liable for indirect or consequential damages as a result of the Owner/Client's unauthorized use or reuse of the electronic files.

- B. There shall be no assignments of any portion of the work as described within the above proposal or during any phase of the work without the written consent by Precision Planning, Inc. There shall be no disclosures of the scope of services and/or fees, as outlined within this proposal, to any third parties without the written consent of Precision Planning, Inc. There shall not be any re-use or reproduction of this proposal or design documents without the written consent of Precision Planning, Inc.
- C. Our professional services shall be performed, our findings obtained, and our recommendations prepared in accordance with generally accepted planning, engineering, land surveying, architectural and landscape architectural practices. This warranty is in lieu of all other warranties either implied or expressed. Precision Planning, Inc. assumes no responsibility for interpretation made by others based upon the work or recommendations made by Precision Planning, Inc.

- D. In recognition of the relative risks and benefits of the Project to both the Owner/Client and Precision Planning, Inc., the risks have been allocated such that the Owner/Client agrees, to the fullest extent permitted by law, to limit the liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants shall not exceed \$50,000 or the amount of Precision Planning, Inc.'s total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds.

If Owner/Client prefers to have higher limits of professional liability, the limits can be increased to a maximum of one million (\$1,000,000.00) dollars upon Owner/Client's written request at the time of acceptance of this proposal provided that the Owner/Client agrees to pay an additional consideration of ten percent (10%) of the total fee or \$1,000.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not a charge for additional professional liability insurance.

- E. Precision Planning, Inc. agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner/Client, its officers, directors and employees (collectively, Owner/Client) against all damages and liabilities, to the extent caused by Precision Planning, Inc.'s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Precision Planning, Inc. is legally liable.

The Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors and employees and subconsultants (collectively, Precision Planning, Inc.) against all damages and liabilities, to the extent caused by the Owner/Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Owner/Client is legally liable.

Neither the Owner/Client nor Precision Planning, Inc. shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

- F. In the event the Owner/Client makes a claim against Precision Planning, Inc. at law or otherwise, for an alleged error, omission or other act arising out of the performance of our professional services, and the Owner/Client fails to prove such claim, then the Owner/Client shall bear all cost incurred by Precision Planning, Inc. in defending itself against such claim(s). The reciprocal of this clause (i.e., a claim made by Precision Planning, Inc. against the Owner/Client where failure of proof of claim is established, financial responsibility for Owner/Client's defense shall rest upon Precision Planning, Inc.) is hereby made a part of this agreement.
- G. It is understood and agreed that Precision Planning, Inc. shall not be held responsible for any inaccuracies in any materials, data or records of any other person, firm or agency which are provided to it and/or may be utilized by it in the performance of specific services.



- H. Reimbursable expenses including mileage, photographic enlargements, reductions and reproduction, blueprinting, and courier services shall be billed at a rate of actual cost times 1.1. When overnight stay is required, it shall be billed as actual subsistence cost times 1.1.

NOTE: No back-up data or copies of bills will be provided for reimbursable expenses invoiced under this agreement. Should back-up data be requested, it will be provided for an administrative fee of \$100.00 per monthly invoice requiring verification, plus \$1.00 per copy of back-up data provided.

- I. In the event additional services beyond the scope of work listed above are required by Owner/Client, Precision Planning, Inc. shall perform these services for an amount equal to normal hourly charges on work actually performed upon receipt of an approved Change Order signed by both parties. Precision Planning, Inc. shall submit monthly invoices for services outlined in this agreement. Payment is due upon receipt of invoice. Finance charges of one and one-half percent (1.5%) will be added to any unpaid balance at the end of thirty (30) days (APR 18%).
- J. The Owner/Client or Precision Planning, Inc. may terminate this Agreement without penalty upon giving the other party ten (10) calendar days' notice in writing. In the event either party terminates for convenience, the Owner/Client shall pay Precision Planning, Inc. within seven (7) calendar days of receipt of Precision Planning, Inc.'s invoices for all services rendered and all reimbursable costs up to the date of termination. In addition, the Owner/Client shall pay Precision Planning, Inc. for all expenses reasonably incurred by Precision Planning, Inc. in connection with the orderly termination of this Agreement, including but not limited to associated overhead costs and all other expenses directly resulting from the termination. In the event government regulations are amended or changed in any way, or if the services outlined in this proposal have not been authorized within thirty (30) days of the date of this proposal, fees quoted are subject to renegotiation.
- K. Services required by unexpected events which are outside Precision Planning, Inc.'s reasonable control including, but not limited to, services resulting from extended schedules shall be compensated as additional services.