



March 17, 2023

Ms. Debra Howington, C.P.M., Buyer
Hall County Financial Services, Purchasing Division
2875 Browns Bridge Road, 4th Floor
Gainesville, GA 30504
dhowington@hallcounty.org

**Re: Hall County Task Order 2023-026 Sheriff's Office Training Center
Proposal for Professional Architectural Services**

Dear Ms. Howington:

Precision Planning, Inc. (PPI) is pleased to offer Hall County (Client) this proposal for professional architectural services related to design of a new Training Center building. The scope of services below is based upon the Task Order request, pre-proposal conference, and experience with similar projects. This project shall be contracted utilizing terms of PPI's Demand Services agreement with Hall County dated October 10, 2017, with current hourly rates.

Project Understanding

PPI understands that the Client plans to construct a new Sheriff's Office Training Center building at the Hall County Sheriff's Office Training Center located at 2684 Allen Creek Road, Gainesville, GA 30507. The project will include an approximately 20,000 square foot building, outside gun cleaning area, and loading dock. Architectural services have been requested as outlined below.

Project Scope of Services

I. Schematic Design

- A. PPI will attend a kick-off meeting with the Client to confirm goals and objectives for the project; to review space program requirements; and to review conceptual level plans previously prepared and note any potential concerns, challenges, or changes.
- B. PPI will review survey information and geotechnical testing information provided by the Client.
- C. PPI will prepare a Schematic Site Plan, Schematic Floor Plan and Schematic Exterior Rendering for submittal to the Client. Up to two (2) revisions are included.
- D. PPI will prepare a Schematic level Opinion of Probable Cost (OPC) for submittal to the Client.

II. Construction Documents

- A. After approval of the Schematic Design, PPI will prepare Construction Documents (drawings and specifications) suitable for permitting, procurement, and construction of the project. Disciplines shall include civil engineering, architecture, interiors, mechanical/plumbing/fire protection engineering and electrical/low voltage engineering.
- B. PPI will assist the Client with permitting of the project, including submittal of the documents for review by governing agencies, addressing comments as requested, and conducting a final walk-through to obtain required approvals.

III. Procurement and Construction Contract Administration

- A. PPI will assist with issuing the project for bid, including attendance at a pre-bid meeting, answering requests for information, issuing addenda, attending bid opening, checking bidder references, and making a recommendation of award of the contract for construction.
- B. PPI will attend a pre-construction conference with the Client and successful Contractor.
- C. PPI will visit the site every other week for up to twelve (12) months, prepare photographic field reports, and certify the Contractor's Pay Applications.
- D. PPI will review shop drawings and submittals [no more than two (2) revisions of each are included].
- E. PPI will review the Contractor's Requests for Information and Change Proposal Requests.
- F. PPI will perform a punch list walk-through and will certify Substantial Completion of the project.
- G. PPI will perform a final walk-through to certify final payment.
- H. PPI will attend an 11-month walk-through with the Client and Contractor to review any outstanding warranty items prior to expiration of the Contractor's 1-year warranty.

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 after approval of Schematic Design, or services required due to significant changes in the project including, but not limited to, size, quality, complexity or Client's schedule
3. Land Surveying
4. Retaining wall design
5. Fixture, furniture and equipment design and specification
6. 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, invoicing the Client based on actual man-hours spent. Refer to the attached Sealed Fee Proposal with estimated breakdown of manhours.

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

Sincerely,



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

LH/kb

Attachments: Standard General Conditions, Task Order Form and Fee Proposal
2. Statement of Qualifications
3. Schedule of Work

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.



Hall County Government
FINANCIAL SERVICES

Task Order #2023-026
Demand Services Contractors for
Professional Architectural Services

POST OFFICE DRAWER 1435
GAINESVILLE, GA 30503

770.535.8270 | f. 770.531.6711

For the provision of

Hall County Sheriff's Office Training Center
Architectural Design

DIRECTOR
Wesley Geddings

Date of Issue: February 24, 2023

Mandatory pre-bid meeting: March 2, 2023 @ 10 am
at the Hall County Sheriff's Training Center

Date to return by: March 10, 2023 by 2 pm

PROJECT DESCRIPTION

Hall County Sheriff's Office is requesting bid proposals for Training Center Architectural Design. All Terms and Conditions remain intact as written in contract: RFQ #43-001 Demand Services Contractors for Professional Architectural Services.

PURPOSE OF REQUEST

This task order is for a project to build a new training center building that is approximately 20,000 square foot at the Hall County Sheriff's Training Center located at 2684 Allen Creek Road, Gainesville, GA 30507. This project will include the following work:

- Build new Training Facility
- Outside Gun Cleaning area
- Loading Dock

SCOPE DETAILS

- See attached site plans
- See attached facility rooms square footage estimates

Revised 09/16/2022 AGP

MANDATORY COST PROPOSAL

Company Name: Precision Planning, Inc.

Bidder's Name: Elizabeth A. Hudson, RA, Executive Vice President

Bidder's Signature: 

Date: March 17, 2023

Consultants are to bid one (1) lump-sum cost for project for Demand Services Contractors for Professional Architectural Services listed below. You are to provide back-up information to support the dollar amount listed and attach to the proposal. Evaluations for selection of award of this Task Order will be based on the best value to the County.

A. Architectural Design for Training Center: Not to Exceed \$ 437,540.00
(Refer to Schedule of Hourly Rates Breakdown attached)

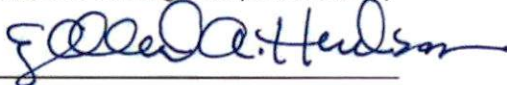
An officer of the bidding company must sign below. If awarded, the County will sign and execute the Task Order #2023-025, Notice-To-Proceed and a Purchase Order. The bid must be signed by the Consultant upon replying to the bid.

Questions: Please address all questions to the Issuing Officer, Debra Howington at dhowington@hallcounty.org.

IN WITNESS WHEREOF, said Parties have hereunto affixed their signature and seal on the day, month, and year first above written:

Precision Planning, Inc.

(Consultant's Full Legal Corporate Name)

By: 

Title: Executive Vice President

Print Name: Elizabeth A. Hudson, RA

HALL COUNTY, GEORGIA

By: _____


Richard Higgins, Chairman
Hall County Board of Commissioners

Attestment: _____

Jennifer Rivera, County Clerk

Sworn to and subscribed before me this

15th Day of March, 2023

Notary Public: 

Notary commission expires: 4/6/2023

PLACE SEAL OR STAMP



Sworn to and subscribed before me this

____ Day of _____, 2023

Notary Public: _____

Notary commission expires: _____

PLACE SEAL OR STAMP

HALL COUNTY SCHEDULE OF HOURLY RATES

<u>Billing Category</u>	<u>Hourly Rate 2023</u>	<u>Estimated Hours</u>	<u>Total</u>
Principal in Charge	\$185.00	80	\$14,800.00
Sr. Project Architect	\$140.00	1000	\$140,000.00
Project Architect	\$120.00		\$0.00
Senior Project Manager	\$150.00	100	\$15,000.00
Project Manager	\$125.00		\$0.00
Job Captain	\$100.00	800	\$80,000.00
Intern Architect	\$90.00		\$0.00
Interior Designer	\$90.00	N.T.E.	\$15,000.00
CADD Technician	\$80.00		\$0.00
Senior Civil Engineer	\$140.00	300	\$42,000.00
Civil Engineer	\$120.00	200	\$24,000.00
Senior Landscape Architect	\$140.00		\$0.00
Landscape Architect	\$90.00		\$0.00
Project Administrator	\$90.00	40	\$3,600.00
Senior Project Assistant	\$80.00		\$0.00
Project Assistant	\$70.00		\$0.00
Structural Engineer	\$140.00	N.T.E.	\$23,900.00
Mechanical/Plumbing/Electrical Engineer	\$140.00	N.T.E.	\$53,500.00
Low Voltage Engineer	\$140.00	N.T.E.	\$16,600.00
Cost Estimator	\$110.00	24	\$2,640.00
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
SUB-TOTAL			\$431,040.00
<u>Reimbursable Expenses:</u>			
Printing, mileage, photographs, and other consumable documents			\$6,500.00
TOTAL PROPOSED FEE NOT TO EXCEED:			\$437,540.00