

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Change Order to Animal Control Design

DATE: March 9, 2023

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL- \$100,276.00 (SPLOST VII)

COMMISSION ACTION REQUESTED ON: March 20, 2023

PURPOSE: To request Commission approval for additional square footage on Animal Control Design.

BACKGROUND / HISTORY: The Capital Projects Manager is requesting to finalize the design square footage for the future Animal Control Center. The RFP for the Architectural Design Services states that the scope has not been finalized and has the total square footage at 7,650. CROFT, who was the firm selected for Architectural Services, has now finalized the additional square footage, which needs to be added to the design fee.

FACTS AND ISSUES:

- a. The original design fee was \$164,900 for 7,650 sf = \$21.56/ design square foot.
- b. Change Order fee is \$100,276 for 7,978 sf added = \$12.57/ design square foot.
- c. The original design square footage was 7,650.
- d. The finalized design square footage is 15,628.
- e. The design change order adds admin area, intake and adoption areas, isolation areas for both cats and dogs, a surgery spay and neuter room, linen washing and drying room, restrooms for the public and for staff, electrical and mechanical rooms, food stage rooms, a freezer, and a crematory furnace.
- f. The original 7,650 sf was based on 45 dog kennels at 90 sf each and 80 cat kennels at 45 sf each.
- g. The final square footage could only be determined once the Architect was selected.

OPTIONS:

- 1) Approve the design change order to CROFT for a total of 15,628 square feet.
 - 2) Deny the design change order to CROFT for a total of 15,628 square feet.
 - 3) Commission defined alternative.
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RECOMMENDED SAMPLE MOTION: Move to approve the design change order to CROFT for a total of 15,628 square feet.

DEPARTMENT:

Prepared by: Jerry Baggett

Capital Projects Manager & Director of Public Works, Habersham County, Georgia

ADMINISTRATIVE

COMMENTS: _____

_____ **DATE:** _____

County Manager

February 6, 2023

Mr. Jerry Baggett
Habersham County
Purchasing, Finance Department
130 Jacobs Way, Suite 302
Clarksville, GA 30523
jbaggett@habershamga.com

**RE: Revised Fee Proposal
Habersham County Animal Control Headquarters
Contract #2022-006 / Purchase Order #104314**

Mr. Baggett:

We are submitting this proposal for review and approval due to the increase in scope / square footage from the original proposal which was based on the RFP dated March 7, 2022, and Addendum No. 1 dated February 15, 2022, to provide architecture and engineering services for the project referenced above.

DESIGN ASSUMPTIONS

1. The anticipated construction budget for this project is estimated to be \$5,600,000.00.
2. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and if required will be provided on an hourly basis.
3. Attendance at meetings with code review officials and end users are not included in the base services of this fee proposal
4. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project.
5. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
6. Geotechnical services are not included as a part of this proposal and will be provided by the owner. Material and Soil Report shall be provided to CROFT at the start of the project.
7. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations. Environmental reports shall be provided to CROFT at the start of the project.
8. Preparation of renderings, 3D views and videos are not included as part of this proposal but can be accomplished as an additional service.
9. Waterproofing consultant services are not part of this proposal.
10. Value Engineering is not included as a part of this proposal.
11. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design documents by the owner will be additional services.
12. Issue of Special Inspections Schedule is included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect, and local authority if required. Contractor is required to correct deficiencies based on the reports. Final certification letter, "Final Report of Special Inspections Acceptance," to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.
13. Energy Management System design is not included as a part of this proposal.

14. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
15. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
16. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
17. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are included as a part of this proposal.
18. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
19. Permit set(s) will be submitted to authorities having jurisdiction. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing one round of comments from the review officials. Additional comments will be addressed on an hourly basis.
20. Bidding of General Contractors is included as part of this proposal.
21. Construction cost estimates and project budgeting services are not included as a part of this proposal.
22. This proposal is based on a 10-month construction duration.
23. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
24. The site-specific as-built drawings are meant to record existing conditions. They are not intended for the purpose of appraisals, planning review, permit application process, pricing, or construction. CROFT assumes no liability for existing conditions and is not intending to assume risk. Additionally, CROFT does not make warranties, either expressed or implied of merchantability and fitness of the document or information recorded therein.
25. This proposal is good for sixty (60) days from the date of the proposal.
26. If services provided by this proposal have not been completed within Twelve (12) months of the date of this proposal, through no fault of CROFT, extension of CROFT's services beyond that time shall be compensated as Additional Services.
27. Reimbursable expenses will be billed at 1.15 times actual cost.

PROFESSIONAL FEES

Professional fees for the project scope as outlined above will be as follows:

	Original	Add-Service
▪ Programming	\$ 5,000	\$ 1,000
▪ Concept/Schematic Design.....	\$ 30,000	\$ 4,248
▪ Design Development.....	\$ 31,020	\$ 22,500
▪ Construction Documents.....	\$ 62,980	\$ 45,884
▪ Construction Administration.....	\$ 41,900	\$ 26,644

PAYMENT TERMS AND CONDITIONS

Progress billings will be sent monthly based on effort expended with the balance of the fee for each phase due upon delivery of the respective phase. Invoices are due upon receipt.

ADDITIONAL SERVICES

Additional services or changes to the project scope, as defined above, will be proposed, and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

Thank you for the opportunity to submit this proposal and we look forward to working with you to accomplish this project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

CROFT & Associates



Earl Smith

Vice President, Local Government

APPROVAL

Accepted by:

Jerry Baggett

Public Works Director/Capital Projects Manager

Signature

Date

