

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Precision Planning Jail Design Services Proposal

DATE: October 13, 2026

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL - N/A

() OTHER

CAPITAL - \$2,320,400.00 Not to Exceed
(From Jail Bond Proceeds)

COMMISSION ACTION REQUESTED ON: October 19, 2026

PURPOSE: To request approval of Precision Planning, Inc.'s proposal to provide architectural and engineering design and construction-phase services for the proposed Habersham County Jail and Sheriff's Office project for a total fee not to exceed \$2,320,400.00.

BACKGROUND / HISTORY

- Habersham County is planning a new Adult Detention Center adjacent to the existing Jail and Sheriff's Office. The proposed facility is expected to include approximately 350 inmate beds, jail support space, and administrative space, with an estimated hard-construction budget of \$52,000,000.
- Precision Planning, Inc. serves as an on-demand consultant to the County and submitted a proposal dated August 26, 2026, for design and construction-phase architectural and engineering services and were enlisted to do preliminary designs for a New Jail in 2018/19 for Habersham County. Precision has preliminary schematic designs already 50% completed and by going forward with completing the design phases with Precision instead of starting over from scratch, will keep the County from having additional costly expenses for the design process.
- The project is expected to use a Construction Manager at Risk delivery method.
- The proposal divides the work into schematic design and CMAR procurement, construction documents and permitting, and construction contract administration.

FACTS AND ISSUES:

- The not-to-exceed fees are \$196,300 for schematic design and CMAR procurement, \$1,319,400 for construction documents and permitting, \$792,700 for construction administration, and \$12,000 for reimbursable expenses.
 - The total fee is only 4.6% for \$50 million in construction. We were able to negotiate this price due to Precision already having worked on this project in 2018/19 and we will be continuing with that design schematic. This may seem like an excessive amount, however, most architecture fees are currently in the 6%-7% range for projects of this magnitude.
 - The proposed schedule begins design work immediately after approval and anticipates construction beginning in the third quarter of 2028, and projects final completion in the first quarter of 2030. This is just an estimated timeline and could be earlier if all plans fall into place as anticipated.
 - Land surveying, utility locating, geotechnical and environmental testing, construction materials testing, special inspections, and other listed additional services are not included in the base fee.
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- The funding for Precision Plannings Architectural and Construction Administration Service will be paid out of the \$52,000.000 Bond Proceeds received in August 2026.
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OPTIONS:

- 1) Approve the proposal as presented
 - 2) Deny the proposal
 - 3) Commission-defined alternative
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RECOMMENDED SAMPLE MOTION: Motion to approve Precision Planning, Inc.'s \$2,320,400.00 not-to-exceed proposal for design and construction-phase services for the Habersham County Jail and Sheriff's Office project; authorize the Chairman and County Clerk to execute the agreement; and confirm the quoted fees remain valid.

DEPARTMENT: County Manager / Sheriff's Office

Prepared by: Brandalin Carnes, County Clerk

Director: County Manager Tim Sims _____

ADMINISTRATIVE

COMMENTS: _____

_____ **DATE:** _____

County Manager



October 1, 2026

Mr. Tim Sims, County Manager
Habersham County Board of Commissioners
130 Jacob's Way
Clarkesville, GA 30523
tsims@habershamga.com

**Re: Habersham County Jail and Sheriff's Office
Professional Design Services Proposal**

Dear Mr. Sims,

Precision Planning, Inc. (*PPI*) appreciates the opportunity to submit this professional design services proposal to Habersham County (*Client*). This proposal is based upon our discussions and past experience with similar projects. We offer the following project understanding, scope and fee proposal.

PROJECT UNDERSTANDING

It is our understanding that the Client is planning a new Adult Detention Center adjacent to the existing Habersham County Jail and Sheriff's Office, with design services to be underway fourth quarter 2026. PPI previously completed Needs Assessment and Preliminary Design services for this facility, which is expected to include approximately 350 inmate beds, jail support space and jail administration space, and the approximate total project budget is \$52,000,000. As an on-demand consultant, PPI has been asked to propose full design and construction phase architecture and engineering services. Construction of the project will be procured using a Construction Manager at Risk (CMAR) delivery approach method. PPI proposes the following scope of services, which may be authorized by the Client phase by phase.

PROJECT SCOPE OF SERVICES

I. Schematic Design and CMAR Procurement Phase

- A. Kick-off meeting with the Client to review project goals and objectives
- B. Review of land surveying and geotechnical testing information (procured separately by Client)
- C. Meeting with the Client and Sheriff's Office representatives to confirm current and future space needs, adjacencies, operational and security objectives
- D. Preparation of a Schematic Site Plan, Schematic Floor Plans and Schematic Exterior Elevations for review and approval by the Client (up to two [2] revisions are included if requested)
- E. Preparation of Schematic Narratives related to proposed building systems for cost estimating purposes
- F. Assistance with procurement of a CMAR, including preparation of a Request for Proposals, answering questions from CMAR candidates, attendance at interviews if requested, checking client references, and making a recommendation of award of a CMAR preconstruction contract
- G. Coordination with the successful CMAR in developing a Schematic Design level cost estimate

II. Construction Documents (CDs) and Permitting Phase

- A. Preparation of CDs and specifications for permitting, pricing and construction to include the following disciplines: Civil Engineering, Landscape Architecture, Architecture, Interiors, Structural Engineering, Mechanical/Plumbing/Fire Protection Engineering, Electrical and Low Voltage Engineering
- B. Up to eight (8) design and value review meetings with the Client and CMAR

- C. Issuance of 50% CDs for Client review and CMAR estimating
- D. Issuance of 75% CDs for Client review and CMAR Guaranteed Maximum Price (GMP) pricing
- E. Review of GMP pricing package assumptions and clarifications for accuracy
- F. Assistance with submitting the project for permitting review, addressing comments, and receiving permit approval
- G. Issuance of 100% conformed CDs for construction

III. Construction Contract Administration Phase

- A. Attendance at monthly Owner, Architect, Contractor (OAC) meetings (*20 OAC meetings included*)
- B. Construction site visits on twice monthly basis to determine that the work is proceeding in accordance with the contract documents, with Issuance of a photographic field report documenting conditions on site upon completion of each site visit (*40 site visits included*)
- C. Attendance at pre-construction conferences for various portions of the work as required by the contract documents
- D. Review of the CMAR's submittals and shop drawings (up to two [2] re-reviews of each included)
- E. Review and responses to construction related requests for information (RFIs) and change order requests (CORs) issued by the CMAR as required
- F. Review and certification of the CMAR's applications for payment
- G. Issuance of Architect's supplemental instructions (ASIs) or work change proposal requests (WCPRs) as required
- H. Certification of Substantial Completion of the project and development of a, Architectural punch list to identify portions of work remaining to be completed
- I. Certification of Final Completion of the project and performance of a final walk-through to confirm completion of punch list items and to recommend final payment
- J. Performance of an 11-month warranty walk-through to address any outstanding items prior to expiration of the CMAR's 1 year warranty

PROJECT ADDITIONAL SERVICES

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

- 1. Additional meetings and site visits required or requested by the Client not listed above
- 2. Design changes or services required due to significant changes in the project including, but not limited to, size, quality, budget, complexity or Client's schedule
- 3. Land surveying and utility locate
- 4. Non-security fixtures, furniture and equipment (FF&E) design
- 5. Administration of multiple procurement phases or construction phases
- 6. Professional renderings
- 7. Cost estimating services
- 8. Commissioning services
- 9. Public meetings and presentations
- 10. LEED Project Administration

PROJECT EXCLUSIONS

PPI is not responsible for any testing services including, but not limited to, soil testing, geotechnical testing and exploration, tests for hazardous materials, any other environmental tests relating to existing conditions, or construction phase materials testing and special inspections.

PROJECT COMPENSATION

PPI agrees to perform these Scope of Services on an hourly basis for the following Not to Exceed (N.T.E.) fees, invoicing according to the attached Schedule of Standard Hourly Rates. The Client may authorize this agreement according to each phase by initialing below.

I. Schematic Design and CMAR Procurement Phase	\$196,300.00	_____
II. Construction Documents and Permitting Phase	\$1,319,400.00	_____
III. Construction Contract Administration Phase	\$792,700.00	_____
<i>Reimbursable Expenses (printing, mileage) N.T.E.</i>	<i>\$12,000.00</i>	
Total N.T.E. Fees	\$2,320,400.00	_____

Reimbursable expenses shall be invoiced per Item H. in the attached Standard General Conditions. Payments to PPI for Basic Services, Reimbursable Expenses, and Additional Services shall be made monthly in proportion to services performed, and any Additional Services authorized by the Client shall be invoiced according to the attached Schedule of Hourly Rates. Payments under this agreement shall be due upon receipt.

Thank you for the opportunity to propose these professional services. If this proposal is acceptable, please authorize below and initial at the bottom of each page where indicated. An executed copy of this agreement may be returned to me by e-mail. PPI looks forward to this opportunity to serve Habersham County!

Sincerely,



Elizabeth A. Hudson, AIA
Executive Vice President, LEED® AP BD+C

Attachments:

- Schedule of Standard Hourly Rates
- Milestone Project Schedule
- Standard General Conditions

LH/kb

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Authorization given this _____ day of

_____, 2026

By: _____

Printed Name/Title: _____

Initials: _____

MILESTONE PROJECT SCHEDULE

I. Schematic Design and CMAR Procurement Phase	
• Kick-off Meeting	September 2026
• Geotechnical Report and Land Survey Completed (under separate contract)	October 2026
• Issuance of Schematic Site Plan, Floor Plan, Elevation for Client Review	January 2027
• Issuance of Final Schematic Design Documents	February 2027
• Issuance of CMAR RFP	March 2027
• Recommendation of CMAR to BOC	May 2027
• Execution of CMAR Preconstruction Contract	June 2027
• CMAR Schematic Design Estimate Completed	July 2027
II. Construction Documents (CDs) and Permitting Phase	
• CDs Kick-off Meeting with CMAR and Client	August 2027
• Issuance of 50% CDs for Review and CMAR Pricing	December 2027
• Issuance of 75% CDs for Review and CMAR GMP Pricing	March 2028
• Issuance of CDs for Permit Review by AHJ and State Fire Marshal	May 2028
• Issuance of CDs for Final Permit Review with Comments Addressed	July 2028
• Issuance of 100% CDs for Construction	August 2028
III. Construction Contract Administration Phase	
	Est. 20 months
• NTP/Ground Breaking	3 rd Quarter 2028
• Substantial Completion	4 th Quarter 2029
• Final Completion	1 st Quarter 2030

2026 STANDARD ARCHITECTURE HOURLY RATES

Senior Principal Architect	\$220.00/Hour
Principal Architect	\$200.00/Hour
Senior Project Manager	\$185.00/Hour
Project Manager	\$165.00/Hour
Senior Project Architect.....	\$170.00/Hour
Project Architect.....	\$150.00/Hour
Job Captain	\$135.00/Hour
Project Coordinator	\$115.00/Hour
Intern Architect/Designer.....	\$105.00/Hour
CADD Technician	\$90.00/Hour
CADD Designer	\$70.00/Hour
Interior Designer.....	\$120.00/Hour
Senior Civil Engineer	\$170.00/Hour
Civil Engineer	\$140.00/Hour
Senior Landscape Architect	\$160.00/Hour
Landscape Architect	\$115.00/Hour
Administrative Coordinator	\$95.00/Hour
Senior Project Assistant.....	\$85.00/Hour
Project Assistant	\$70.00/Hour
Senior Structural Engineer.....	\$170.00/Hour
Junior Structural Engineer	\$150.00/Hour
Senior Mechanical/Plumbing Engineer.....	\$170.00/Hour
Junior Mechanical/Plumbing Engineer	\$150.00/Hour
Senior Electrical Engineer.....	\$170.00/Hour
Junior Electrical Engineer	\$150.00/Hour
Cost Estimator	\$150.00/Hour
Registered Land Surveyor (RLS).....	\$165.00/Hour
Survey Manager.....	\$135.00/Hour
Survey Coordinator.....	\$120.00/Hour
Survey Technician	\$100.00/Hour
Surveying Crew	\$215.00/Hour

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.