

January 15, 2020

Ms. Stephanie Grove, County Administrator
c/o Jefferson County Commission
124 E Washington Street
Charles Town, WV 25414



Subject: Proposal to Provide Architectural and Engineering Services for the Jefferson County Commission – County Complex Project

Ms. Grove:

Thank you for providing ZMM Architects and Engineers the opportunity to submit a professional design services proposal for the Jefferson County Commission – County Complex Project. Based upon the information contained in the Request for Proposals (RFP), as well as the discussion regarding the project scope on December 17, 2019, ZMM understands that the project will include the construction of a new building for the Jefferson County Commission. The new facility will possibly house a variety of functions including the Assessor's Office, Sheriff's Tax Office, County Commission administrative offices & meeting room, the Department of Engineering, Planning & Zoning offices and others. These offices are currently located in a variety of existing buildings, including some that were constructed more recently (1950-1960), that continue along East Washington Street, adjacent to the Jefferson County Courthouse. The courthouse, constructed in 1836, is a red (painted) brick building in the Georgian style with a prominent porch with Doric columns that sits at the intersection of Washington Street and George Street.

The original intent (stated in the RFP) is for the Jefferson County Commission is to demolish some of the existing structures and construct a new administrative building (or courthouse annex) that will consolidate these important functions into one convenient and secure structure. A facility of this size will house all of the current office spaces noted above, while providing space for future growth. Since the proposed site for the project includes many of the structures identified above, temporary relocation of these offices will be part of the planning and design process. It is important to note, however, that the first phase of the project will include conducting a programmatic and space planning analysis with the intent of developing multiple strategies to address the current and future space needs for Jefferson County – and that the scope and budget will be developed through this process. Another option that will be explored is the construction of a Judicial Annex, and the renovation of the St. Margaret's Annex into an administrative complex.

Phase 1: Feasibility Study / Conceptual Design Phase Scope of Work

As noted above, the intent of the first phase of the project will be to develop a feasibility study to help establish the final project scope and budget. This study will include programming, conceptual design (site and building), historical analysis, and estimating, which will be incorporated into a comprehensive feasibility study. The feasibility study will determine the projected cost of the proposed County Complex by examining costs associated (or deferred) with maintaining and improving the existing facilities compared to site development costs and building construction costs – and will also explore funding / financing options. The feasibility report will commence with a review of previous studies, as well as the production of as-built plans of the existing county facilities. Additional items to be addressed in the study include:

Site Analysis

During the site analysis ZMM will examine the site, including topography, utilities, and zoning regulations. A preliminary survey and geotechnical investigation will also be undertaken. The result of this analysis will be a strategy for site development, building placement and massing, as well as parking and site circulation.

Deliverables:

- Site Survey Proposal/Report
- Geotechnical Proposal/Report
- Preliminary Site Concepts, Including Parking Strategies
- Preliminary Building Massing Diagrams

Historic Analysis

The historic analysis phase will run simultaneous with the site analysis. ZMM's team will examine the historic nature of all structures that may be impacted by the project, as well as all other relevant historic resources. This process will include a preliminary discussion with the State of West Virginia Historic Preservation Office to determine their expectations for the project. The goal will be for the new facility to complement the existing courthouse, with a focus on preserving this critical facility.

Programming/Space Planning/Sustainability (Energy Efficiency)

The intent of this effort will be to ascertain current and future space needs. Important adjacencies of the various building functions, work flow, public interaction, growth, as well as appropriate finishes will also be developed during this phase. This effort will be accomplished through a series of meetings (or departmental interviews) with the staff assigned by the Jefferson County Commission.

ZMM will also assist the Owner with establishing the appropriate level of sustainability, and reduced energy consumption, for this project through discussions with the Jefferson County Commission and members of the design team.

Deliverables:

Kickoff Meeting(s) Minutes

Departmental / End User Meetings Minutes

Furniture / Equipment Inventory

Programming Document:

- List of Space Requirements
- Area (SF) Standards
- Adjacency Matrix

Sustainability (Energy Efficiency) Plan

Conceptual Design

During the conceptual design phase, the project team will begin to develop site plans, floor plans, space plans, elevations, and massing that supports the facility program, budget, and site constraints. This preliminary information will be reviewed with the State Fire Marshall to verify compliance with Life Safety Codes. To help inform the development of these preliminary documents, the engineering staff will review potential engineering systems (structural, mechanical, electrical) that will support the design. The interior design team will begin the production of "fit plans" during the conceptual phase, and make preliminary finish selections.

At the end of this phase, ZMM will meet with the Jefferson County Commission to present the proposed design(s), as well as the projected construction cost. As part of our effort to ensure our ability to meet Jefferson County Commission's budget, ZMM will rely on both historic bidding data as well as independent estimates to verify the project budget. Any comments generated during this presentation will be incorporated into the feasibility study, and the approval of the Owner will be sought prior to commencing the design development phase.

Deliverables:

Preliminary Site Plan

Preliminary Floor Plan

Preliminary Elevations

Massing Model (Computer Animation)

Conceptual "Fit Plans"

Preliminary Finish Selection

Projected Cost

Phase 1: Feasibility Study / Conceptual Design Fee Proposal

ZMM Architects and Engineers propose to provide the services noted above for a stipulated sum fee of forty-nine thousand five-hundred dollars (\$49,500.00). This fee includes all anticipated project expenses including out of office printing, mileage, and other travel expenses. The proposed fee will be billed monthly based upon project progress.

Please note that the Jefferson County Commission has the right to terminate the contract/agreement, after Phase 1 completion, for any reason.

Phase 2: Design Development, Construction Documents, Bidding, and Construction Phase Services Scope of Work

Once the feasibility study has been completed, and with the authorization of the Jefferson County Commission, ZMM will commence with the development of construction and bidding documents, assist with bidding, and provide construction phase services as outlined below:

Design Development/Construction Documents

ZMM will continue to develop the project with the additional level of complexity required to produce a detailed set of construction documents for the facility. Detailed site plans will be developed that illustrate the site layout, coordinate utilities, manage the site storm water, and address any other site regulatory requirements. Architectural sections, details, and specifications will be developed that will convey the design to the contractors that will construct the facility. Final decisions regarding the interior design including material and furniture selections will be developed in conjunction with the Jefferson County Commission. Engineering systems, including HVAC, power, lighting, and data will be developed to support and enhance the architectural design and space planning.

At the end of both phases, the project (and updated estimate) will again be reviewed with the Owner prior to proceeding to the next phase. Once the construction document phase is complete, plans will be submitted to all regulatory authorities to complete the permitting process.

Deliverables:

Architectural and Engineering Plans and Specifications including:

- Site Civil: Utility Plans, Grading, Site Lighting, Signage
- Architectural: Plans, Elevations, Sections, Details
- Interiors: Space Plans, Furniture Plans, Finish Plans, Signage, Window Treatment
- Structural: Foundations, Framing, Details
- Mechanical: HVAC, Plumbing
- Electrical: Power, Data, Lighting

Coordinated Bidding Documents

Architectural Rendering(s) and Finish Boards

Projected Total Project Cost

Required Permits (Building, Zoning, Fire – Life Safety)

- Building Code Permits
- Planning & Zoning Site Plan Approvals
- Fire Marshal Approval
- West Virginia DOH Highway Entrance Permit Approval
- West Virginia DEP – Construction Stormwater NPDES Permit
- Any Other Permits and Approvals Deemed Necessary

Please note that ZMM will assist with permit preparation; however, permit fees will be the responsibility of the Owner.

Bidding

ZMM will coordinate the bidding and contractor selection process with the Jefferson County Commission. All bidding and contractor selection requirements that are included with the bidding documents will be coordinated with the requirements of the Commission. This work will include the production of an advertisement for bids, a mandatory pre-bid meeting for interested contractors, the issuance of any required clarification (addenda) throughout the bid process, and the bid opening.

Deliverables:

Advertisement for Bid

Addenda

Contractor Recommendation

Construction

During the construction phase the ZMM team will provide additional resources to help manage a timely flow of information between all parties (Owner, Architect, and Contractor). ZMM employs in-house construction administrators (who will assist the project manager) and an administrative assistant who tracks all information (incoming and outgoing) during the construction phase to ensure that the design team is being responsive to project needs.

During construction the design team will continue to be engaged in assuring that the equipment and systems being provided, and installed, comply with the design intent. Standard construction phase services include:

- Attend regularly construction progress meetings.
- Review and respond to shop drawings and submittals.
- Respond to Requests for Information (RFI's) generated during construction.
- Review and respond to change order proposals as needed.
- Participate as needed in progress update conferences with Owner.
- Make site visits to review construction progress & generate inspection reports for each visit.
- Assist with developing a punch-list of remaining work.
- Complete a substantial and final completion inspection.
- Attend eleven-month warranty walkthrough.
- Assist as needed in the startup and project closeout process.

Our goal throughout this process will be to act as part of your team, with the objective of ensuring the seamless delivery of the proposed Jefferson County Commission – County Complex Project.

Deliverables:

Review and Process Shop Drawings

Review and Process Payment Applications

Attend Progress Meetings

Issue Timely Responses to RFI's (Contractor Questions)

Prepare "Punch-list"

Coordinate FFE Installation

Phase 2: Design Development, Construction Document, Bidding, and Construction Phase Services Fee Proposal

ZMM Architects and Engineers propose to provide the services noted above for a fee equal to 7.5% of the construction budget established at the completion of the Feasibility Study. This amount will be reduced by forty-nine thousand five-hundred dollars (\$49,500.00) to account for the design effort expended in completing the initial study. This fee includes all anticipated project expenses including out of office printing, mileage, and other travel expenses. The proposed fee will be billed monthly based upon project progress.

Please let me know if you have any questions or concerns regarding the proposed scope and fee proposal. If you find the scope and fee acceptable, I will prepare a standard AIA Agreement for your review. Thank you again for the opportunity to assist the Jefferson County Commission with the design of the County Complex Project. We appreciate your consideration of ZMM's proposal, and look forward to continuing our work with the Jefferson County Commission.

Respectfully Submitted,

ZMM Architects and Engineers



Adam R. Krason, AIA, NCARB, LEED-AP
Principal