

March 12, 2018

Mr. Shelton Vance, Comptroller
Madison County Mississippi
125 West North Street
Canton, Mississippi 39046

**RE: PROPOSAL TO PROVIDE A REVIEW & REPORT FOR
RENOVATION OF EXISTING WARNOCK OFFICE BUILDING
158 WEST CENTER STREET / CANTON, MISSISSIPPI**

Dear Shelton:

Attached for your review is the JH&H proposal for Architectural and Engineering Services to provide a Review and Report of the Existing Rudy Warnock Office Building in Canton, Mississippi. Please don't hesitate to contact us if you have any questions or need any additional information.

1. PROJECT INFORMATION

The Project includes the Review of the Existing Two-Story Building of approximately 5,000 square feet located on West Center Street on the Square in Canton owned by Rudy Warnock. The Building, when renovated, would be used for County Offices and Functions.

2. ARCHITECT'S SCOPE OF SERVICES

The Architect will provide the following Basic Services.

A. Visual Review of the Existing Building Conditions. This would include a review of the General Overall Building Condition, an Overview of the Existing Mechanical and Electrical Building Systems, a Visual Review of the Roof and Building Envelope to assess their General Condition and a Visual Review of the Interior Building Condition.

B. A General Overview of the Building Code Requirements as they may possibly pertain to the Renovation of the Building.

a professional association

J. CARL FRANCO, AIA, LEED AP

PAUL J. BAGLEY, AIA, LEED AP

RANDALL LEWIS, AIA, CSI

A. BRUCE WOOD, AIA

C. A Report to include Findings and Analysis along with Projected Ballpark Cost Figure for Renovation. This could also include one meeting with County Staff and Board to review the Report.

D. Visual Assessment of the Building Structure and an Analysis of the Load Rating for the Second Floor.

It is understood that the Study is based on Visual Observations that easily can be observed without Detailed or Destructive Investigation. The Analysis and Opinions will be based on the AE's Standard of Care of similar studies and Past Experience with similar buildings. Since Destructive Investigation and Detail Analysis are not being provided, it is understood that other conditions may exist that are not visually observable or anticipated.

3. OWNER'S RESPONSIBILITIES

The Client's Responsibilities consist of the Client providing all known Owner Information, including existing building drawings, if any, to the Architect.

4. ITEMS NOT INCLUDED

A. It is understood that the Services to be provided do not include Destructive Investigation or Detail Analysis of the existing Structural Systems or other Building Systems.

B. No Programming or Drawings are to be included in this Report. (If desired by the Owner, these can be provided for an Additional Fee.)

C. No Property Surveys or Testing is to be provided other than as specifically listed in Section 2, Architects Scope of Services.

D. No Hazardous Material Survey (Asbestos, Lead Paint, Mold, etc.) is included

4. COMPENSATION

A. The Architect's Fee for the Services as contained in Section 2, paragraphs A, B and C shall be based on the attached Hourly Rates Not-To-Exceed \$11,000.00.

B. Lump Sum Cost of \$1,500 for Visual Structural Assessment of the Building Structure as noted in Section 2, paragraph D.

* Item B is in Addition to the Not-To-Exceed Hourly Rate Fee contained in Item A of "COMPENSATION."

Maximum Not-To-Exceed Fee is \$12,500.00

5. HOURLY RATES

Principal – Carl Franco	\$175/Hour
Engineer	\$150/Hour
Project Manager / Architect	\$125/Hour
CADD/Technician	\$85/Hour

6. PAYMENT OF SERVICES

Payment for the Architect’s Services is due within 30 days of Completion of Services performed by the Architect.

7. SCHEDULE

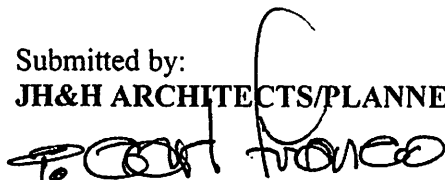
It is anticipated that it will take 3-4 weeks, after receipt from the Client of the Notice-To-Proceed with Services, to complete the Review and Report.

8. MISCELLANEOUS

- A. Should the Scope of the Project or AE Services required change from those contained herein, the Architect will be entitled to Additional Compensation as mutually agreed by the Client and Architect.
- B. Client Representatives are Shelton Vance and Danny Lee.

We thank Madison County for this opportunity to provide services to assist the County.

Submitted by:
JH&H ARCHITECTS/PLANNERS/INTERIORS, PA



J. CARL FRANCO, AIA, LEED AP
principal