

October 29, 2019

Madison County Board of Supervisors  
125 West Street / PO Box 608  
Canton, MS 39046

Attn: Danny Lee  
County Facilities Director

**RE: RE-ROOF VARIOUS BUILDINGS  
MADISON COUNTY, MISSISSIPPI**

Dear Danny:

In response to your October 28, 2019 email regarding providing AE services for Re-Roofing the E-POD and D-POD at the New Jail, Repair the Roof at the Old Jail and Replace the Roof at the Madison Annex, we are glad to provide our proposal.

We would provide the necessary AE services for the Roof Systems Replacement and/or Repair. This would include the following.

- Visual Review of the Existing Roof Conditions.
- Design, Drawings and Specifications necessary for Public Bidding.
- Oversee Bidding and Develop Contractor Construction Contract based on low Bidder.
- Provide Construction Administration Services to include Shop Drawing Review, On-Site Observations to review Contractor's Work and Progress, Review of Contractor's Pay Applications.
- Coordinate Pre-Bid, Pre-Construction and Monthly Construction Progress Meetings.
- Review Contractor's Close Out Documents based on the Specification Requirements.

We anticipate that it would take the following time.

- Approximately 75-90 days to complete the Investigation and Design Phases for all the Roofs.
- 30 – 45 days for Bidding, Board Approval and Developing Contractor Agreements.
- We would recommend that the Re-Roof Work be bid in the early spring, not later than February or March, and the Reroof Work be performed in the summer or early fall which are typically the months with the least rain amounts.

a professional association

We would propose a Base AE fee of 6% of the total cost of the Work as bid, in order to provide the needed AE services itemized above. Reimbursable costs such as printing of documents would be in addition.

Items Not Included in our Base 6% Fee Proposal but can be included if desired by the County are:

- Asbestos Roof Survey, which probably will be required by the MDEQ. The costs for this will vary depending on the size of the roof, but generally will be in the \$2,500-\$3,500 range.
- There will need to be some Core Samples taken for the Jail Roof to determine if the Insulation is wet and needs to be replaced. This will typically cost in the \$1,500 - \$2,500 range.
- As Built Drawings. If no existing Drawings are available, we would measure existing conditions and provide Drawings indicating existing conditions at an hourly rate.

We sincerely appreciate the County's interest in our firm assisting you with this project. This year alone we have provided numerous multiple Reroof Projects for Rankin County, Kosciusko Schools, Rankin County Schools, Yazoo County Schools, Scott County Schools and St. Paul's Church in Vicksburg. Please don't hesitate to contact me if you have any questions or need additional information.

Sincerely,

**JH&H ARCHITECTS/PLANNERS/INTERIORS, PA**

  
J. CARL FRANCO, AIA, LEED AP  
Principal