

MADISON COUNTY PROTECTION GLAZING

May 06, 2020

**LOCATION: MADISON COUNTY CHANCERY CLERK
146 W CENTER ST
CANTON, MS 39046**

ATTENDING

**PAUL BAGLEY
TAYLOR STEWART
DANNY LEE**

**JH&H ARCHITECTS
JH&H ARCHITECTS
MADISON COUNTY BUILDINGS & GROUNDS**

MEETING MINUTES

The purpose of the meeting was to review scope of work. Discussions noted as follows:

01. Tax Assessor

- New storefront above countertops.
- Storefront shall not extend to ceiling.
- Four pass-through openings. Two high openings and two low openings.
- Openings need to accommodate 16" x 18" map books.

02. Planning & Zoning

- L shaped storefront above countertop.
- New wood door to match existing and mag lock access control.
- One large opening for drawings countertop.
- Two openings for lower countertop.
- 6" tall openings. 2'6" opening for drawings.

03. Chancery Clerk

- Z shaped storefront above countertop.
- New storefront must allow access to computers mounted on wall and ADA computer mounted on countertop.
- New wood door to match existing and mag lock access control.
- 3-4 openings at high countertop.
- 6" tall openings.

04. Land Records

- Existing cubicle furniture system in place. Owner would like furniture components made by existing manufacturer.
- 7 cubicles need modified.

05. Tax Assessor (171 Cobblestone Dr)

- New U shaped storefront above countertop.
- New storefront shall not extend to ceiling.
- Vertical supports to match style of existing columns.
- Four pass-through locations.

06. Scheduling

- Board Meeting May 18, 2020.
- Provide for Board meeting by May 14, 2020 for Agenda:
 - i. Minutes from Scope meeting.
 - ii. Timeline for Plans & Specs
 - iii. Timeline for Bid & Construction
 - iv. Preliminary Schematic Estimate

The above represents the author's understanding of the Items reviewed. Please forward any comments directly to the author at tstewart@jhharchitects.com.

Respectfully submitted by,

JH&H ARCHITECTS/PLANNERS/INTERIORS, PA

TAYLOR STEWART
ARCHITECT

**Madison County Protection Glazing
 Design & Construction Schedule
 Preliminary Design
 05.13.2020**

Schematic	20-May-20	(2 weeks)
Design Development	3-Jun-20	(2 weeks)
Construction Documents	25-Jun-20	(3 weeks)
First Ad	25-Jun-20	
Second Ad	2-Jul-20	
Receive Bids	23-Jul-20	(4 weeks)
Notico to Proceed	6-Aug-20	(2 weeks)
Substantial Completion	15-Oct-20 - 29-Oct -20	(10 -12 weeks)

Lead times for storefront/glass 4-10 weeks.

**Madison County Protection Glazing
 Opinion of Probable Cost
 Preliminary Design
 05.13.2020**

Tax Assessor (Canton)
<hr/> \$19,876.50
Planning and Zoning
<hr/> \$37,646.00
Chancery Clerk
<hr/> \$57,377.00
Land Records
<hr/> \$52,947.00
Tax Assesor (Madison)
<hr/> \$41,459.00
Total
<hr/> \$209,305.50

a professional association