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January 31, 2024

Mr. Greg Higginbotham, CPA
County Administrator
Madison County Board of Supervisors
125 West North Street
Canton, MS 39046

re: Proposal for Architectural and Engineering Services
Madison County Tax Assessor and Collector Building

Dear Mr. Higginbotham:

Thank you for providing us the opportunity to submit a fee proposal on the above referenced project. The following is an outline of the Project Scope and Scope of Services for the work to be performed along with associated fees.

Project Scope

Per our previous phone discussion we understand the project scope to consist of a new building intended to house the offices of the Madison County Tax Assessor and Collector and is to be located at City Center in Ridgeland Mississippi on Highway 51. Further, we understand this scope of work will include the design and implementation of a multi-lane and multi-station drive-thru building for the purpose of bill pay.

Defined scope of work will be as follows:

- Design and layout of site plan, exterior design and interior floor plan for spaces of lobby, reception, tellers, multiple sized offices, and ancillary support spaces of a total square footage to be determined during the programming phase.
- Interior Design of finishes, colors, and millwork as required and directed.
- Structural, HVAC, Plumbing, Fire Protection, and Electrical/Communication/Security systems.
- Design of drive-thru building as required and directed.

Scope of Services

The scope of services for this project will be normal and customary basic services, including review and verification of existing conditions, programming, schematic design, design development, construction documents, bidding, and construction administration phases. Our services will include the consulting services and coordination of Civil, Landscape, Structural, Mechanical, Plumbing, Fire Protection and Electrical Engineers. Services will also include coordination of Owner provided equipment.

We propose to use the following engineers and consultants:

- Landscape Architect: Andy McCrory
- Civil Engineer: Ron McMaster and Associates
- Structural Engineering: Spencer Engineers
- Mechanical/Plumbing/Fire Protection Engineering: ERG Engineers
- Electrical Engineering: The Power Source

All trades will be coordinated and incorporated into one concise set of construction documents and specifications as a final construction package.

Upon completion of each development phase, we will submit a set of drawings to your office for review and comment by all parties. Once final approval of completed construction documents is obtained, we will stamp, sign and provide the required number of sets for bidding.

We will further assist the county in procuring public bids along with writing/reviewing construction contracts.

Schedule

Upon your approval of this proposal we have a team ready to proceed immediately. Once released to start work, we will work with you and your staff to develop a full development schedule.

The schedule will be contingent upon the review and approval process of each phase by you and your staff with limited changes to the defined scope of work. As a part of the design process, we will work with the local jurisdictions for Site Plan and Architectural approvals. Upon completion of final construction documents we will submit for city and county permit review.

Professional Fees

Fees for the Scope of Services described above shall be as follows:

- **Architectural and Engineering Fees will be at a rate of 6% of Construction Cost.**
- Fees will be charged at the completion of each development phase in increments of:
 - 5% Programming and Preliminary Design
 - 10% Schematic Design
 - 20% Design Development
 - 40% Construction Documents
 - 5% Bidding and Negotiating
 - 20% Construction Administration (billed on a monthly basis).

Normal and customary reimbursable expenses (printing, travel, etc.) shall be billed at a rate of 1.15 x actual cost.

Any additional services required beyond the above Scope of Services will be billed at our current prevailing hourly rates upon approval to proceed.

Current Hourly Rates

- Principle \$195.00
- Senior Project Manager/Architect \$180.00
- Project Manager/Architect \$140.00
- Interior Designer \$105.00
- Construction Administration \$105.00-140.00
- Administration \$70.00

Services Not Included

Services not included in the proposal are:

- Any special consultants required by the Owner ie. special lighting, music design, and equipment (teller/bill collector, pneumatic tube, access control, low-voltage camera systems, security systems, etc).
- Illustrative plan renderings beyond what is required by local jurisdiction for planning reviews
- Finished architectural scale model
- Reimbursable expenses
- Design of future or existing building demolition and renovation beyond scope of services outlined above
- Owner provided furniture, furnishings, equipment, access control, and signage (interior and exterior).

Please do not hesitate to call if you have any questions or concerns; otherwise, please indicate your acceptance of these services and fees by your signature below, returning a copy to Dean and Dean.

Sincerely,

Dean and Dean/Associates
architects p.a.



J. Alan Grant, AIA, NCARB
Principal

Authorization

Madison County

Title

Date