

April 23, 2007 Revised June 5, 2007

Mr. Marlon Brown, County Manager
Gadsden County Board of County Commissioners
5-B East Jefferson Street. Quincy, Florida 32351

RE: Proposal No. 06-16: A/E Services to Conduct a Facilities Space Needs Study

Dear Mr. Brown:

Akin & Associates is pleased to submit this fee proposal for the above referenced project.

Project Objective:

The overall goal of this study is to analyze the identified buildings (see attachment "A") containing judicial, constitutional and BOCC offices, and project office space requirements for the next 10-20 years based on additional staff requirements due to anticipated growth of Gadsden County's population. Also included in the services, is an outlined Master Plan of when renovation and/or development will occur, as well as a cost analysis for appropriations to match this outlined Master Plan. The study findings may also indicate the addition of a third courtroom; need to co-locate departments of like functions in the same facility; and need to provide judicial offices in close proximity of courtroom/courthouse facilities.

Specific Tasks:

To accomplish the above objective, we shall:

1. Obtain or create drawings of each building of sufficient detail to permit determination of gross area, efficiency of space layout; and of sufficient quality to use for report notations.
2. For indicated buildings, conduct a condition assessment to determine suitability for remodeling and/or expansion.
3. Obtain Gadsden County Specific U.S. Census' population growth pattern and use this and other economic models to project office needs for the next 20 years.
4. Interview identified department heads to seek their input on building condition, space utilization, and expansion/relocation options.
5. Prepare a master plan report that clearly documents the study findings including remodeling/expansion needs in 5, 10 and 20 years and associated costs for each building and cycle.

Proposed Fees:

For the scope of work outlined above, we proposed a lump-sum fee of **\$32,097** as outlined on attachment "B". This attachment further identifies the basic scope to be accomplished for **initial \$19,945 P.O.** The balance of work can be accomplished if additional funds are secured or more drawings received. We will bill monthly for work completed, up to 80% after draft submittal and balance billed on final submittal. Additional Services and Reimbursable Expenses beyond the scope of work described herein shall be in accordance with the attached hourly rates (attachment "C") and standard expense reimbursement rate.

We will begin work as soon as we receive a Purchase Order or authorization letter. I would like to personally thank you for this opportunity and look forward to working with you and your staff again. Please call me at 385-2546 or 443-6496 if I can be of further assistance.

Sincerely,

AKIN & ASSOCIATES ARCHITECTS, INC.

Akin S. Akinyemi

Akin S. Akinyemi, R.A. - Principal

Brandt A. Helt
Chairman

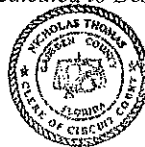
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Akin & Associates Architects, Inc.
2603 W. Tharpe Street, Suite A. Tallahassee, Florida 32303.
Phone: 850-385-2546. Fax: 850-385-7063

www.aa-architectplus.com

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Attest:

Murrel Strouhan Jern
Nicholas Thomas, Clerk

GADDEN COUNTY FACILITIES ASSESSMENT

Attachment "A"

BLDG #	FACILITY NAME	ADDRESS	CITY	ZIP	YEAR BUILT	SF
001	Courthouse	10 W. Jefferson Street	Quincy	32351	1913	23,450
002	EMS Department	412 E Jefferson	Quincy	32351	1930	2,440
	003-Fire Coordinator (Part of #002)					
	994-Records Center (Old Jail)	402 S. Adams St.	Quincy	32351		
	(Deleted during 4/25/07 negotiation)					
006	Livestock Pavilion/Annex	2140 West Jefferson St.	Quincy	32351	1951	3,180
015	Road & Bridge Dept. (Office bldg. only)	1284 High Bridge Rd.	Quincy	32351	1960	4,160
018	Chamber of Commerce	233 N. Madison St.	Quincy	32351	1935	2,040
019	Supervisor of Elections	16 S. Madison St.	Quincy	32351	1914	9,000
	021-Quincy Library Contents (Part of #043)					
024	Tax Collector & Property Appraiser	3 South Calhoun St.	Quincy	32351	1954	5,040
030	Soil Conservation Office	2400 W. Jefferson St.	Quincy	32351	1988	3,730
035	Services, County Commissioners	5 E. Jefferson St.	Quincy	32351	1909	23,000
040	Judicial Complex	20 N. Adams St.	Quincy	32351	1938	16,274
043	WA Woodham Justice Center	339 E. Jefferson St.	Quincy	32351	1950	39,515
049	Recycling Dept (Office Area)	18216 Blue Star Highway	Quincy	32351		
Totals:						131,829

This represents a total of **12** buildings, of which **4** are courtesy review only. Courtesy Review types are color coded as follows:

Not County owned but leased from other entities and contain county offices

(Future space need projection only, no building condition analysis)

Owned by the County but leased to other entities

(No current space utilization study, but evaluate building condition and possible future usage)

Evaluate only the office area of the building

Buildings for which we have found drawings.

Attachment "B"

Fee Estimate for: **GADSDEN COUNTY FACILITIES ASSESSMENT**



Akin & Associates
Architects, Inc.
Rev. Date: 06/05/07
Base Contract Additional Service*

Project Phase / Tasks	PRINCIPAL/DCR REVIEW	PROJECT ARCHITECT	CADD OPERATOR	ADMIN. SUPPORT	Sub-Total		
1. Buildings Plans Documentation and Analysis							
Compile and review all available drawings and notes	8		16				
Where necessary create CADD Drawing of Building Floor Plan(s)	8	4	32	8			
Visit site to cross check documentation/obtain missing info.	20		20				
Total Estimated Hours	36	4	68	8		116	
Hourly rates:	\$135.40	\$74.47	\$56.96	\$54.16			
Sub-Total Estimated Costs	\$4,874	\$298	\$3,873	\$433		\$9,479	\$7,213 \$2,265
2. Buildings Condition Analysis							
Total Estimated Hours	24	6	12	0		42	
Hourly rates:	\$135.40	\$74.47	\$56.96	\$54.16			
Sub-Total Estimated Costs	\$3,250	\$447	\$684	\$0		\$4,380	\$3,069 \$1,311
3. Census Data Analysis							
Total Estimated Hours	16	2	8	4		30	
Hourly rates:	\$135.40	\$74.47	\$56.96	\$54.16			
Sub-Total Estimated Costs	\$2,166	\$149	\$456	\$217		\$2,988	\$2,332 \$656
4. Personnel Interviews							
Total Estimated Hours	16	0	4	16		36	
Hourly rates:	\$135.40	\$74.47	\$56.96	\$54.16			
Sub-Total Estimated Costs	\$2,166	\$0	\$228	\$867		\$3,261	\$2,097 \$1,154
5. Report Preparation/Review meetings/Revisions							
Prepare Masterplan Report/Cost Estimates	28	4	16	16			
Attend review meeting, mark-up changes and refine as necessary	16						
Prepare final report	16	4	24	8			
Total Estimated Hours	60	4	40	24		128	
Hourly rates:	\$135.40	\$74.47	\$56.96	\$54.16			
Sub-Total Estimated Costs	\$8,124	\$298	\$2,278	\$1,300		\$12,000	\$5,233 \$6,767
Allowance for Travel, Reproduction, and other reimbursables							
(Report will be submitted electronically, reproduction costs or printing request will be billed at cost plus 10%)							\$0
Allowance for Civil/Struct., Mech./Elec. Engineering Support							
(Requests will be submitted as needed)							\$0
Total Proposed Fees:						\$32,097	\$19,945 \$12,153

* Additional (i.e. "delayed") Services consists of 4 of the 12 buildings (Livestock Pavillion, Road & Bridges, Soil Conservation, and Recycling dept. offices) plus over half of the report preparation costs.

AKIN & ASSOCIATES ARCHITECTS, INC.
PROFESSIONAL SERVICES HOURLY RATES*

Principal-in-Charge	\$135.40/hour
Associate/Project Manager	\$118.47/hour
Senior Project Architect/Planner/Programmer	\$101.55/hour
Project Architect/Planner/Programmer	\$97.64/hour
Architect/Planner/Programmer	\$84.62/hour
Specification Writer	\$84.62/hour
Production Manager	\$73.23/hour
Construction Administrator	\$74.47/hour
CADD Manager	\$84.62/hour
Interior Designer	\$67.70/hour
Job Captain/CADD Operator II	\$56.96/hour
Drafter/CADD Operator I	\$47.39/hour
Assistant Programmer/Interior Design Intern	\$44.00/hour
Technical Secretary/Spec. Writer Asst.	\$54.16
Support Staff	\$33.85/hour

* All rates include overhead and a profit margin of 10%, but do not include reimbursable expenses (mileage, per diem, plotting, printing, etc.), which will be billed per the contract terms.



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Board of County Commissioners

Agenda Request

Date of Meeting: February 6, 2007

Date Submitted: January 16, 2007

To: Honorable Chairman and Members of the Board

From: Marlon Brown, County Manager
Arthur Lawson, Sr., Assistant County Manager

Subject: Approval of Architectural Consultant for Facilities Study

Statement of Issue:

This agenda item seeks Board approval to authorize staff to negotiate with Akin & Associates Architects, Inc. as the top ranked Consulting firm to conduct a Facilities Study for the County.

Background:

On April 4, 2006 the Board authorized staff to solicit a Request for Proposal (RFP) for a firm to conduct a comprehensive facilities space and needs study for the Board of County Commissioners, Constitutional Officers and other Public officers. In order to gain more insight into current and future space needs, a facilities space and needs assessment needs to be conducted. Such an assessment will determine current utilization of existing space, including growth projections for future needs, records storage and parking. The study should determine trends in population growth and the corresponding relationship between population and county employees.

Analysis:

Three Consulting firms submitted proposal in response to the RFP. The three firms were Evergreen Solutions, LLC, Akin & Associates Architects, Inc. and Johnson Peterson Architects. Those three firms were evaluated by a three member evaluation committee appointed by the County Manager. The evaluation committee evaluated and scored the firms based upon criteria that was pre-established in the RFP. After reviewing and scoring the proposals, the committee felt that it was necessary to require presentations from each of the firms. Based on the scoring criteria applied, the evaluation committee ranked Evergreen Solutions, LLC as the top ranked firm. The committee's combined evaluation rating is attached. (Attachment 1). After the presentations, the committee unanimously agreed to recommend Akin & Associates Architects, Inc. In their presentation, this firm clearly addressed the specific needs and objectives of the RFP and

had a better understanding of the County's overall desired results from a facilities study. As a result of both the scoring and the presentations, it is recommended that the Board authorize staff to negotiate a contract with Akin & Associates Architects, Inc. as the overall top ranked firm.

Fiscal Impact:

A contract will have to be negotiated with the approved firm. The cost for such services will depend upon the negotiated fees for services.

Options:

1. Approval of Akin & Associates as the top ranked firm.
2. Authorize the County Manager to negotiate a contract and the Chairman to execute the contract upon review by the County Attorney.
3. Do not approve the top ranked firm and authorize staff to negotiate with another firm.
4. Provide direction to staff

Recommendation:

Option 1 & 2

Attachment:

1. Evaluation Form
2. Introduction letters/ background information from Consulting Firms



GADSDEN COUNTY
Board of County Commissioners

EDWARD J. BUTLER
GADSDEN COUNTY GOVERNMENTAL COMPLEX
DEPARTMENT OF MANAGEMENT SERVICES

MARLON BROWN
County Manager

ARTHUR LAWSON, SR.
Assistant County Manager

5-B East Jefferson Street
Post Office Box 920
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District 2
DERRICK E. PRICE
District 3
BRENDA A. HOLT
District 4
EDWARD J. DIXON
District 5

February 8, 2007

NOTICE OF BID AWARD

RE: Facilities Space Needs Study
Proposal No. 06-16

Dear Vendors:

On February 06, 2007, the Board authorized staff to negotiate with Akin & Associates, Inc., of Tallahassee, FL to conduct a Facilities Space Needs Study for Gadsden County.

Please be advised that if a bid protest is filed, it must be filed within the time prescribed in Section 5 of the Procurement Policy of the Gadsden County Board of County Commissioners. Failure to file within that time frame shall constitute a waiver of proceedings under that section of the policy.

Thank you for your bid and interest in doing business with Gadsden County.

Sincerely,

A handwritten signature in cursive script, appearing to read "Arthur Lawson, Sr.", is written over a horizontal line.

Arthur Lawson, Sr.
Assistant County Manager

AL/sf

C: Bid File
Marlon Brown, County Manager
Davin Suggs, OMB Director
Spencer Bowens, Facilities Manager