

TRANSMITTAL LETTER
AIA DOCUMENT G810



PEREZ • QUIÑONES • HOENSHEL
8431 Baymeadows Way, Studio 1
Jacksonville, Florida 32256
904 • 737 • 4504

PROJECT: Nassau County Courthouse
(name, address)

ARCHITECT'S PROJECT NO: 95081

DATE: July 23, 1996

REVISED: July 29, 1996

If enclosures are not as noted, please inform us immediately.

If checked below, please:

- () Acknowledge receipt of enclosures.
- () Return enclosures to us.

TO: Mr. Walt Gossett
County Coordinator
Nassau County Commissioners
P.O. Box 1010
ATTN: Fernandina Beach, FL 32025

WE TRANSMIT:

- (X) herewith () under separate cover via _____
- () in accordance with your request _____

FOR YOUR:

- () approval () distribution to parties () information
- () review & comment () record
- (X) use () _____

THE FOLLOWING:

- () Drawings () Shop Drawing Prints () Samples
- () Specifications () Shop Drawing Reproducibles () Product Literature
- () Change Order () _____

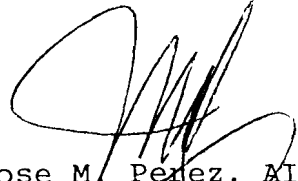
COPIES	DATE	REV. NO.	DESCRIPTION	ACTION CODE
1	N/A		Amendment No. 1 to Original Contract	

ACTION CODE A. Action indicated on item transmitted
B. No action required
C. For signature and return to this office
D. For signature and forwarding as noted below under REMARKS
E. See REMARKS below

REMARKS In accordance with our negotiations, please amend our contract with the enclosed Amendment No. 1 and accompanying Fee Schedule - Attachment 'A'. Please have Mr. Mullins incorporate this into the Agreement.

COPIES TO: Mike Mullins (with enclosures)

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BY:  Jose M. Perez, AIA, President

AMENDMENT NO. 1
SUPPLEMENTAL SCOPE OF SERVICES
FEASIBILITY/PROGRAMMING/
RENOVATION/EXPANDED ADDITION
BELL AND CLOCK TOWER REPLACEMENT
NASSAU COUNTY COURTHOUSE

I. SCOPE OF PROJECT

A. The intent of the project is to determine the exact scope and requirements for the expanded addition and renovation of the historic Nassau County Courthouse. The Feasibility and Programming Phase shall determine the exact Scope of Work. The Design and Contract Document Phase of the Addition and Renovation shall follow. Furthermore, the Clock and Bell Tower has been identified as one of the areas needing immediate attention. Services are defined as follows:

1. FACILITY PROGRAMMING:

- a. Assistance with Programming of the renovated area in conjunction with the 3 story addition. Establishing a realistic level of performance for the project.
- b. Develop and document requirements for the project, covering design objectives, limitations, and criteria; gross area and space requirements; spatial relations; needs for flexibility, and identify special equipment and systems with input from the user.
- c. Review existing Renovation Feasibility Analysis (2/10/95) by Saxelbye and comment on applicability
 - >Evaluation Data
 - >ADA
 - >Life Safety
- d. Establish Renovation Strategies
- e. Review project schedule including studies of various system alternatives and construction phasing.
- f. Review Opinion of Probable Costs.
- g. Meetings with Users and Project Manager.

h. Obtain approval of the County Commissioners and Users.

2. MEASURED DRAWINGS:

a. Existing facilities survey including site visits to assemble, review and document information related to existing conditions.

b. The Consultant shall measure the building as needed to the best of his ability.

c. The renovation of this facility shall require certain assumptions be made regarding existing conditions, and some of these assumptions may not be verifiable without expending substantial time and effort or destroying otherwise adequate or serviceable portions of the building.

d. During the construction document phase, the Contractors on board after 30% documents shall be requested to verify all conditions and report any discrepancies to the Architect.

3. STRUCTURAL EVALUATION:

a. Provide several investigative site visits by a structural engineer.

b. Document and analyze the existing structure impacted by new stair, elevator and mechanical equipment.

4. MECHANICAL/ELECTRICAL EVALUATION:

a. Provide several investigative site visits by mechanical and electrical engineers in order to determine the status and suitability of existing mechanical and electrical systems.

b. Determine the total load calculations for existing building and proposed addition.

c. Study various system alternatives and construction phasing to maintain building operations during construction.

d. Prepare report outlining systems options (advantages/disadvantages) and construction phasing and review with the Owner.

5. EXTERIOR RESTORATION STUDY:

- a. Identify exterior areas i.e. windows, brick, mouldings, fascias, requiring replacement or rehabilitation.
- b. Identify the form and detailing of materials and features important in defining the building's historic character
- c. Identify probable areas to protect and maintain. Analyze protection treatments such as rust removal, caulking, paint removal and re-application of protective coatings.
- d. Identify probable areas to repair with compatible substitute material if same kind is not available.
- e. Identify probable areas to replace. Replacement shall be preferred with the same material or compatible substitute.
- f. Review proposed restoration with the State Historic Office.
- g. Paint colors will be researched to determine the original colors on the existing building, and information will be included for the exterior restoration part of the project.

6. CLOCK AND BELL TOWER:

a. Structural:

1. Provide several investigative site visits by a Structural Engineer to document the existing clock tower structure.
2. Analyze existing conditions and provide structural design and documentation for the replacement of the Clock and Bell Tower with a pre-engineered structure.
3. Review structural calculations and proposed reactions from cupola manufacturers.

b. Architectural:

1. Coordinate all activities for the replacement including Historical State Review.

2. Document existing Clock and Bell Tower in sufficient detail to obtain proposal from several manufacturers.
3. Provide specifications and proposal form for obtaining bids from manufacturers.
4. Review manufacturer's bids, make recommendation and review shop drawing submittals.
5. Provide four (4) site visits during the Construction Phase.

c. Budget

1. The budget for this portion of the work shall be \$430,000.00.

7. RENOVATION: The intent of this portion of the work is to perform architectural and engineering services to implement the elements of the Facility Programming Phase accepted by the County Commissioners. It is also the intent to join the addition, as specified in the original Agreement dated 8-8-95, and the Renovation Work into one project.

- a. Architect to prepare selective phased demolition drawings for the removal of areas and equipment identified in structural, mechanical and electrical evaluations.
- b. Selective removal of existing materials covering original construction to determine state of original historic construction/materials and possibility of reuse and/or repair, prior to preparation of Final Documents.
- c. Construction Documents including structural, mechanical and electrical design work to be included as follows:
 - > Exterior improvements in accordance with Exterior Restoration Study.
 - > Interior improvements as may be identified in the Facility Programming Phase in the Main Courthouse and adjoining Annex.
 - > Incorporate the results of measured drawings, structural evaluation and mechanical/electrical evaluation.

- d. Assist the County in establishing an constructio phasing and moving departments, given all of the improvements to be incorporated in the existing facility and Owner's desire to keep the Courthouse in operation during construction.

8. EXPANDED ADDITION

- a. Increase square footage of addition as follows:

Original addition.....\$ 11,000.00
Expanded Addition..... 5,400 sf

Total Area 16,400 sf

- b. Meet with Owner and Soils Engineer to review foundation options.
- c. Revise the Master Plan to meet the programmed needs in the expanded building with input from Judges Consultant.
- d. Meet with State Historical Preservation Office to review the expanded addition, reneovations and exterior restorations proposed for the facility and obtain approval for same.

9. SCHEDULE:

- a. Schedule shall be prepared and updated by the Architect and submitted as part of each phase review.
- b. Assist County in preparation of Pre-Qualification requirements and documents including evaluation criteria for Contractors to submit prior to bidding. Architect to aid the Owner in the Selection of Pre-Qualified Contractors.
- c. Mechanical/Electrical evaluation to determine how to maintain operations with minimum disturbance including HVAC in the existing facility while the addition is under construction.
- d. Phasing plan to maintain functions at courthouse and relocation of departments and personnel after the addition is completed.

- e. Prepare construction documents including selective demolition for bidding 60% documents by 4 to 5 Pre-qualified bidders. Input from bidders to be encouraged during preparation of the construction document to help minimize final costs.
 - f. Evaluate report prepared by others regarding: asbestos, lead based paint and radon and make recommendations on removal, encapsulation or other means to address these hazardous materials during construction. (Specifications for handling these materials will be prepared by others and can be incorporated as an Appendix in our documents).
10. **TERMS:** The terms of original Owner/Architect Agreement dated 8-8-95 shall govern this Supplemental Scope of Work, including, but not limited to the following:

- >Schematic Phase
- >Final Design
- >Project Submittals for the Schematic and Final Design Phase.
- >Construction Administration Phase
- >Nassau Counties Responsibilities


11. **FEE AMENDMENT** (See Attachment 'A')

Original Contract Amount.....	\$	145,000.00
Amendment #1.....	\$	296,201.00

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TOTAL FEE	\$	441,201.00
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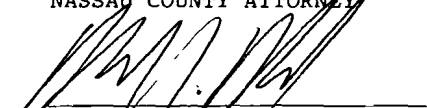
BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA


Jim B. Higginbotham, Chairman

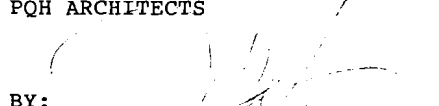
ATTEST:


T. J. Greeson
Its: Ex-Officio Clerk

APPROVED AS TO FORM BY THE
NASSAU COUNTY ATTORNEY


Michael S. Mullin

PQH ARCHITECTS

BY: 
Jose M. Perez, AIA

NASSAU COUNTY COURTHOUSE
ADDITION/RENOVATION

FEE ALLOCATION
JULY 16, 1996

ITEMS	ADDITION	RENOVATION	SUPPLEMENTAL SERVICES	REIMBURSABLES	EARNED TO DATE	
<hr/>						
A. ORIGINAL CONTRACT						
1. Basic Addition	\$ 133,000.00				\$ 9,440.00	
2. Supplemental			\$ 7,000.00		\$ 2,000.00	
3. Reimbursables						
a. Travel				\$ 1,000.00	\$ 1,000.00	
b. Reproduction				\$ 4,000.00	\$ 403.86	
B. RENOVATION PROPOSAL						
1. Programming			\$ 7,410.00		\$ 7,410.00	
2. Measured Drawings			\$ 8,250.00		\$ 8,250.00	
3. Structural Evaluation			\$ 1,926.00		\$ -0-	
4. MEP Evaluation			\$ 7,159.00		\$ 7,159.00	
5. Restoration Study			\$ 6,360.00		\$ 4,770.00	
6. Clock/Bell Tower			\$ 17,650.00		\$ 17,000.00	
7. Renovation Documents		\$ 167,450.00			\$ 20,000.00	
8. Reimbursables						
a. Travel				\$ 1,523.00	\$ 211.00	
b. Reproduction				\$ 5,000.00	\$ -0-	
C. PROJECT EXTENSION						
1. Extension/Expanded Scope	\$ 67,450.00					
2. Reimbursables						
a. Travel	Fernandina Bch		Tallahassee			
b. Reproduction	(.28 x 96 ml x 50 trips) + (.28 x 320 ml x 2 trips)			\$ 1,523.00		
c. Long Distance/Postage				\$ 4,000.00		
				\$ 500.00		
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TOTALS	\$441,201.00	= \$200,450.00	+ \$177,019.00	+ \$ 55,755.00	+ \$ 17,546.00	\$ 77,643.86
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FEE SUMMARY:						
		ORIGINAL CONTRACT AMOUNT	\$145,000.00			
		AMENDMENT NO. 1	\$296,201.00			
		TOTAL FEE	\$441,201.00			