

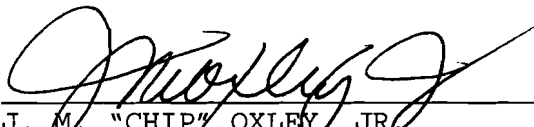
NOTICE TO PROCEED

To: SMITH-MCCRARY ARCHITECTS, INC.  
9485 REGENCY SQUARE BOULEVARD  
SUITE 410  
Jacksonville, FL 32225

Date: 9-22-03  
Project:  
Programming & Schematic  
Space Planning Services  
Nassau County, FL

You are hereby notified to commence work in accordance with the scope of services outlined in the Proposal dated August 28, 2003 for the Tax Collector, Property Appraiser, Supervisor of Elections, Sheriff's Administrative Offices, Library Expansion, and Public Works Remodeling. Also included is the Schematic Space Planning for the temporary utilization of the temporary courthouse facility. The cost shall not exceed the lump sum fee of \$76,500.00 as set forth in the proposal and the exact hours and work must be indicated on a submittal for payment. You are to fully complete the Project in a total of 120 calendar days after the date of this Notice to Proceed. The Date of Completion of all work is therefore January 20, 2004.

CLERK OF COURTS  
NASSAU COUNTY, FLORIDA

  
J. M. "CHIP" OXLEY, JR.  
Clerk of Courts

Receipt of the above Notice to Proceed is hereby acknowledged:

By: Tom McCrary this the 23rd day of  
September, 2003.

By: Thomas A. McCrary

Title: Principal

**RECEIVED**  
SEP 23 2003  
Smith • McCrary Architects, Inc.

**SMITH • McCRARY ARCHITECTS INC.**

NORTH REGENCY EXECUTIVE PARK  
9485 REGENCY SQUARE BLVD. SUITE 410  
JACKSONVILLE, FL 32225  
TEL (904)724-2216 FAX (904)724-2027

August 28, 2003

Mr. J.M. "Chip" Oxley, Jr.  
Clerk of Circuit and County Courts  
Nassau County, Florida  
P. O. Box 456  
Fernandina Beach, FL 32035-0456

RE: Fee Proposal for Programming and Schematic Space Planning Services

Dear Mr. Oxley:

In accordance with your request, we have prepared this proposal for Programming Services for the Tax Collector, Property Appraiser, Supervisor of Elections, Sheriff's Administrative Offices, Library Expansion and Public Works Remodeling. Also included is Schematic Space Planning for the temporary utilization of 191 Nassau Place (Temporary Courthouse) by the Constitutional Officers, Sheriff's Administration and County Commissioner's Board Room.

**Scope of Work**

The following sequence of events is envisioned by the ~~County~~ *Clerk*.

1. Completion of new Judicial Center.
2. Vacating of 191 Nassau Place.
3. Remodeling of 191 Nassau Place as temporary location for the Tax Collector, Property Appraiser, Supervisor of Elections, Sheriff's Administrative Offices and Board Room.
4. Concurrent remodeling of 213 Nassau Place (Public Works) for more efficient space utilization and to accommodate organizational changes.
5. Demolition of the 14<sup>th</sup> Street Annex.
6. Construction of new facilities for the Constitutional Officers and the Library on the site of the former Annex.
7. Remodeling of 191 Nassau Place for the balance of the Sheriff's Office.

Programming Services include:

- Staff and Area Summaries for each group, including net area, gross area, and anticipated expansion.
- Individual Program Data Sheets for each space within each group, including type, size, adjacency requirements, security requirements, special mechanical/electrical requirements, millwork requirements, furnishings, fixtures and equipment.
- Adjacency diagrams.
- Parking requirements – staff and visitors.
- Space Standard drawings for each function showing approximate size of work station or office, square feet, furnishings and special needs.
- Documentation of existing facilities as available from existing drawings.

Schematic Space Planning Services include:

- Plan layout of 191 Nassau Place for temporary utilization by the Constitutional Officers, Sheriff's Administration and County Commissioner's Board Room. The intent is to minimize remodeling costs for temporary spaces.
- Plan layout of 213 Nassau Place for Public Works.
- Schematic Space Plans are used for confirmation of program areas and adjacencies. They do not include mechanical, electrical or structural engineering drawings, schedules or details, and are not intended as construction documents.

**Proposed Fee:**

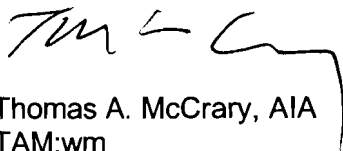
A Lump Sum Fee of \$76,500, broken down as follows:

Programming: A Lump Sum Fee of \$41,500 for programming, based on \$0.50/sf for 83,000 square feet of space, including 55,000 sf for 191 Nassau Place, 15,000 sf for 213 Nassau Place, and 13,000 sf for the Library Expansion.

Schematic Space Plans: A Lump Sum Fee of \$35,000, based on \$0.50 sf for 70,000 square feet of space for 191 and 213 Nassau Place.

Please let me know if you have any comments or questions.

Sincerely,



Thomas A. McCrary, AIA  
TAM:wm