



# SCOPE OF PROFESSIONAL SERVICES

**Proposal For:** DeKalb County School District  
Sam Moss Center  
  
East DeKalb Campus  
*Administrative Offices*

**Date:** 9/1/2023  
**CDH Proposal No.:** 23082.00  
**Client Contact:** Karen Harris  
**Revision No.:** 1

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## Scope of Services

Scope of the work for this project is to provide professional services for the renovation of approximately 22,000 square feet of the East Campus Alternative Facility, located at 5831 Memorial Drive, Stone Mountain, GA 30083. The area of the facility to receive the renovations includes the current spaces, (suites 5851, 5849, 5847, 5845, 5939, 5831) to create a connecting corridor to join the suites internally and create a more fluid and cohesive office space.

- Interior scope of work is to include:
  - Assessment of all building systems, including RTU's, HVAC, Electrical, etc. for deficiencies
  - Remove building walls separating Suites to create contiguous space
  - Demolish individual restrooms where needed and create gang restrooms to support @ 50 people
  - Replace ceiling grid, tiles and lighting as required
  - Replace existing flooring
  - Paint interior throughout
  - Assess warehouse space and include a receiving area for checking in and out materials/equipment
- Exterior scope of work is to include:
  - Repair existing sidewalk
  - Asphalt driveway replacement
  - Remediate ADA Parking and sidewalk that does not meet ADA Compliance Requirements
  - Directional signage/Building signage
  - Wheel stop replacement
  - Marquee signage
  - Exterior door hardware not in compliance
  - CMU Repair as needed
  - Pressure wash and paint exterior
  - Remove Iron Fence

The program will follow the attached exhibit, "SCOPE OF SERVICES", as provided by the District Project Manager, Karen Harris. Based on a preliminary understanding of the scope and services, the design team estimates the construction cost to range between \$3,300,000 and \$4,950,000.

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## Design Development Services

CDH will provide professional architectural and engineering services to create all customary documents contract documents for permitting, bidding and negotiations, as well as contract administration per the task order agreement between the District and CDH Partners.

Furniture – Provided as separate services, upon request. It is anticipated that the furniture will range between \$500,000 and \$600,000.

- Selection and Specification of Office Furniture
- Bidding and Negotiation Assistance
- Installation Oversight

It is anticipated that the design services will require approximately 4 months to complete with a scheduled commencement in September 2023. Permitting will be submitted in advance of 100% CD's in an effort to expedite the timeline. However, the permitting process with the county has been taking anywhere from 4-8 months to complete. Construction is anticipated to be approximately 90-120 days.

During the contract administration phase, the design team will provide bi-weekly site visits, not to exceed:

- Eight (8) visits by the architectural team
- two (2) visits by the MEP team per discipline
- two (2) visits by the architectural team for punch list review

## Fee Proposal

CDH proposes to perform the listed services on a lump sum basis of two hundred forty-seven thousand five hundred dollars and no cents (\$247,500.00) that includes all reimbursable expenses.

Design Development	\$ 70,250.00
Contract Documents	\$104,000.00
Contract Administration	\$ 73,250.00
Reimbursables	Included
Basic Services Fee	\$247,500.00
Furniture Selection and Installation Oversight	\$ 66,000.00

### Exclusions

The following services are excluded from the architect's scope of services but may be necessary for the implementation of basic services:

- Site Survey (this will be required for civil scope of services)
- Interior Renderings
- Environmental Surveys and Hazardous Material Surveys
- Construction Material Testing Services
- Graphic Design
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*The intent of our proposal is based upon providing all customary Architectural and Engineering services required for the prescribed scope of services.*

CDH Partners, Inc.



Date: September 1, 2023