

MOSELEYARCHITECTS

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October 24, 2023; Revised October 27, 2023

RE: Cost of Services Proposal
Architectural and Engineering Services for the Albemarle Charlottesville Regional Jail
RFP# 2024-100623-01
Charlottesville, Virginia

Ms. Lyn Wrigley, Purchasing Agent
Purchasing Department
Albemarle-Charlottesville Regional Jail
160 Peregory Lane
Charlottesville, Virginia 22902

VIA EMAIL: wrigleya@acrj.org

Dear Ms. Wrigley:

In accordance with the Albemarle Charlottesville Regional Jail's request on Thursday, October 19, 2023 in regard to RFP# 2024-100623-01 for Architectural and Engineering Services for the Albemarle Charlottesville Regional Jail (ACRJ) from licensed and qualified engineering and architecture firms to provide services related to assessments, analyses, planning, design, and construction administration of the anticipated renovation of the physical facilities of ACRJ, Moseley Architects is pleased to offer this proposal to ACRJ for the architectural and engineering design and construction contract administration services for the expansion and renovation of ACRJ, referred to hereinafter as the "Project".

In this proposal letter the term "Architect" shall refer to Moseley Architects, "ACRJ" shall refer to Albemarle Charlottesville Regional Jail Board Authority, and "Contractor" shall refer to the General Contractor who will be hired to construct the Project.

Project Scope of Work

Our proposal is based on the following Project scope:

The "Project" is described as the construction of improvements as indicated in the Community Based Corrections Plan Planning Study dated December 22, 2021, as generally summarized below, and indicated on the enclosed Exhibit C.

Demolition of existing east wing of 1975 facility	16,000 SF
Construction of two-story expansion in footprint of east wing	33,100 SF
Renovation of existing housing units	20,704 SF
Renovation and reconfiguration of existing administration areas	14,997 SF
Renovation of corridors and circulation	5,116 SF
New detainee outdoor recreation area	3,000 SF
Associated site work	Approximately 3 acres

The Scope of Work for the food service shall consist of the renovation of the dry storage room, two coolers (one in dry storage and one in the kitchen prep area), and three freezers (one exterior, one in dry storage, and one in the kitchen prep area). All

construction shall occur at the ACRJ present location at 160 Peregory Lane, Charlottesville, VA 22902 and the ACRJ shall remain operational and functional throughout the expansion and renovation period. It is anticipated that the existing 16,000 square foot, single-story east wing of the 1975 facility be demolished and the 33,500 square foot expansion be constructed in the footprint of this existing structures.

It is understood the Project shall be delivered using a design-bid-build delivery method and constructed under a single, stipulated sum construction contract pursuant to solicitation of contractors through a publicly advertised, award-to-low-bid process.

The ACRJ will utilize Downey & Scott, LLC as a program manager for the Project.

It is understood the ACRJ's total project budget for the Project is undetermined and that Moseley Architects prepared a total project budget estimate of \$49,021,414 as a component of the Planning Study dated December 22, 2021, of which the Commonwealth of Virginia has approved \$11,689,250 for reimbursement by same. If the ACRJ adjusts the project size, location, total project scope, or delivery method for the Project then Moseley Architects cost of services may be impacted, and we request the opportunity to review the cost of services with the ACRJ to determine the effect any change would have on Moseley Architects' services.

Consultants to Moseley Architects

Moseley Architects will provide the architectural, interior design, and furniture design services, as well as the structural, mechanical (HVAC, plumbing, and fire protection), electrical, and security engineering services.

Moseley Architects will engage the following consultant team who will provide services with the Moseley Architects' team.

Timmons Group will provide civil engineering, surveying, geotechnical investigation services, landscape architecture design, and site environmental services.

Forella Group will provide construction cost estimating services.

Foodesign Associates will provide food service consulting services.

Shen Milsom & Wilke will provide audio visual equipment and system design consulting services if needed. At this time no services are proposed for Shen Milsom & Wilke.

The Miles Agency will provide Community Engagement and Communications services.

Proposed Services

Our proposed Basic Services consist of normal architectural; mechanical (HVAC and plumbing) engineering; structural engineering; electrical engineering; security engineering; fire protection engineering, and civil engineering services for Schematic Design, Design Development, Construction Documents, and Bid and Award and Construction Administration and Project Closeout/Warranty Phase services.

Civil Engineering Services shall consist of those services described under Tasks PS01 Schematic Design (35%) Services, PS02 Design Development (60%) Documents, PS03 Construction Documents (100%) Services, PS04 County Site Plan Process, and Task CA01 Construction Administration Services from their Proposal dated October 26, 2023, enclosed as Exhibit A, and shall include environmental services.

Landscape architectural services for the Project shall consist of preparation of a landscape plan meeting minimum zoning ordinance requirements, including revisions needed to obtain Authority Having Jurisdiction (Albemarle County) approval. Timmons Group services shall consist of those services described under Task L01 Landscape Design Services from their Proposal dated October 26, 2023, enclosed as Exhibit A.

Timmons Group shall provide services described under Task L02 Site Photometric Plan from their Proposal dated October 26, 2023, enclosed as Exhibit A.

Our proposed Supplemental Services shall consist of Topographic Survey Services; Underground Utility Location Survey Services; Geotechnical Engineering; Preliminary Wetland Assessment; Furniture Design and Procurement Services; Foodservice Design Services, and Community Engagement Services as described herein. Documents will be delivered in a single package consisting of Drawings and a Project Manual consisting of technical specifications, front end documents, and general conditions for the construction contract under Basic Services. Furniture will either be procured through competitive bidding or through purchase from available furniture contracts at the ACRJ's direction.

Detailed Construction Cost Estimating is included under Supplemental Services although is listed in the Basic Services due to its importance to the project delivery.

These services can be summarized as follows as described in our Proposal dated October 6, 2023, in response to the RFP:

Basic Services

Program/Schematic Design

Project Organization

1. Establish ACRJ and Moseley Architects project contacts and stakeholders, including Col. Kumer, Lt. Col. Barnabei, Captain Thomas, and other ACRJ staff and Authority Board members, as well as your representative/project manager and other appropriate regulatory agencies.
2. Discuss desired program for validation of intended use.
3. Discuss and refine the project schedule and phasing issues.
4. Discuss budget parameters and current construction market conditions.
5. Receive relevant documentation from the ACRJ, including the latest completed study and updates.
6. Review project approach and establish communication procedures between ACRJ and Moseley Architects.
7. Review and refine overall project objectives (e.g., planning horizons, priorities, and implementation).
8. Determine sources of required data and information (ACRJ to assist in identifying sources and availability).
9. Identify appropriate benchmark operational parameters.
10. Coordinate stakeholder involvement and consensus-building processes.
11. Determine the lock types, glazing, and other detention equipment needs to meet the ACRJ's expectations as well as the standards of desired use.
12. Conduct community engagement activities with the Miles Agency.

Data Collection and Analysis

13. Review site and the existing jail documentation and observe conditions on-site to include parking, storage, security, and privacy.
14. Conduct topo and boundary survey by our civil engineer, Timmons Group. Refer to Supplemental Services below.

15. Conduct geotechnical and environmental evaluations by Timmons Group. Refer to Supplemental Services below.
16. Confirm the adequacy of existing water and sanitary sewer service to support the expanded facility and other site-related needs with Timmons Group.
17. Document existing conditions. Refer to ACRJ's Responsibilities and Exclusions below.
18. Field measure the facility as required. Refer to ACRJ's Responsibilities below.
19. Assemble information on quantity, location, and physical condition of parking.
20. Review infrastructure (HVAC, electrical, structural, etc., including capacities, physical condition, and any improvements made by the ACRJ).
21. Confirm existing space allocations.

Evaluation of Alternatives

22. Develop and review up to three alternative facility concepts with the ACRJ and your representative/project manager. The three options are described as the following.
 - 22.1. Renovation only and no demolition including replacement of systems and finishes. Target construction cost of \$20 million. It is understood and agreed that this option may not meet the requirements of the Board of Local and Regional Jails' Jail Standards dated March 8, 2018 and as such may not be eligible for the 25% reimbursement.
 - 22.2. "Medium" expansion and renovation. Target construction cost of \$30-35 million. It is understood and agreed that this option may not meet the requirements of the Board of Local and Regional Jails' Jail Standards dated March 8, 2018 and as such may not be eligible for the 25% reimbursement.
 - 22.3. The "Project" is described as the construction of improvements as indicated in the Community Based Corrections Plan Planning Study dated December 22, 2021.
23. Document each alternative in graphic and written format.
24. Conduct public presentations with the community and discussions as desired by the ACRJ.
25. Assist the ACRJ in selecting and refining a preferred concept, finalize construction phasing and sequencing of the plan in accordance with needs and priorities.
26. Develop schematic design based on selected approach.
 - 26.1. Timmons Group services shall consist of those services described under Task PS01 Schematic Design (35%) Services from their Proposal dated October 26, 2023, enclosed as Exhibit A.
27. Identify high performance and energy-efficient design strategies.
28. Identify technology needs with input from the ACRJ.
29. Conduct life safety code analysis.
30. Review and refine design with the users and ACRJ.
31. Prepare construction cost estimate with our cost estimator, Forella Group, and your representative/project manager.
32. Evaluate and review drawings with the ACRJ.

33. Assist with submission to applicable agencies for review and approval process.

Design Development

1. Confirm program compliance with the ACRJ and your representative/project manager.
2. Prepare design development documents.
 - 2.1. Timmons Group services shall consist of those services described under Task PS02 Design Development (60%) Services from their Proposal dated October 26, 2023, enclosed as Exhibit A.
3. Refine building systems options (mechanical, electrical, security, technology, etc.).
4. Finalize site concept.
5. Review cost and schedule with your construction manager.
6. Review documents with users and the ACRJ.
7. Conduct preliminary meeting with Albemarle County code enforcement officials.
8. Assist with submission and approval process to applicable reviewing agencies.
9. Obtain phase approval by the ACRJ.

Construction Documents

1. Prepare submission and coordinate approval of bidding documents including front end documents. Services shall include the development and inclusion of up to six additive alternates to the bid documents none of which include duplicative design meaning developing two designs for the same area or aspects of the project. (The additive alternates shall be defined as items that either included in the Scope of Work or not, not as differing design options.)
2. Prepare Construction Documents (Working Drawings).
 - 2.1. Prepare a 65% Construction Documents submittal to ACRJ consisting of drawings and progress specifications of those section desired by ACRJ. Conduct one round of meetings (no more than three total) to review comments from ACRJ, ACRJ program manager, and ACRJ CxA (Commissioning Agent).
 - 2.2. Timmons Group services shall consist of those services described under Task PS03 Construction Documents (100%) Services and PS04 County Site Plan Process from their Proposal dated October 26, 2023, enclosed as Exhibit A.
3. Prepare project specifications including the development of a Project Manual and the inclusion of Front End and Division 00 specification sections.
4. Identify long-lead items, such as emergency generators and mechanical/electrical equipment.
5. Prepare furniture, fixtures, and equipment (FF&E) specifications, inclusive of detention equipment, cell accessories, wayfinding, and other furnishings.
6. Update total project cost estimate with ACRJ construction manager.
7. Conduct quality control review of documents and obtain ACRJ phase approval.
8. Assist with the submission and approval from applicable departments including the Authority Having Jurisdiction.

Bidding and Award Phase

1. Prepare and distribute bid packages as directed by ACRJ representative/project manager.
2. Conduct pre-bid meeting at the project site with ACRJ representative/project manager. Receive bidder questions and prepare addenda to the bid documents as appropriate. Review proposals for substitute materials/equipment.
3. Assist with contractor pre-qualification process, if desired.
4. Assist the ACRJ and your representative/project manager in receiving bids.
5. Assist the ACRJ and your representative/project manager in reviewing and awarding bids.

Construction Contract Administration

It is understood and agreed that the AIA Document A201-2017 General Conditions of the Contract for Construction and AIA Document A101-2017 Standard Form of Agreement Between Owner and Contractor be used as the Contract Documents between ACRJ and the Contractor.

1. Conduct one pre-construction conference with your representative/project manager.
2. Coordinate phasing with ACRJ staff and your representative/project manager.
3. Conduct construction progress meetings with your representative/project manager twice monthly and issue meeting minutes. Construction duration of 14 months from Notice to Proceed (NTP) to Substantial Completion (SC).
4. Monitor Contractor's construction progress with your representative/project manager. Review and respond to submittals from the Contractor required by the Contract Documents. Review and respond to Requests for Information (RFI's) from the Contractor.
 - 4.1. Timmons Group services shall consist of those services described under Task CA01 Construction Administration Services from their Proposal dated October 26, 2023, enclosed as Exhibit A.
5. Correspond with the Contractor and assist in project issue resolution.
6. Prepare RFP's (PCO's) and administer change orders to the Contract Documents.
7. Monitor quality of work and coordinate with materials testing agency and commissioning agent, if required. Review Building Code required materials testing results.
8. Review Contractor's requests for payment with your representative/project manager.
9. Prepare the punch list - review Contractor's punch list and conduct one punch list review and one back punch review.
10. Verify substantial completion with your representative/project manager.
11. Assemble closeout documents and warranties.
12. Recommend the final application for payment to the Contractor with your representative/project manager.
13. Prepare record drawings and documents.
14. Conduct warranty inspection.

Supplemental Services

Topographic Survey Services

Timmons Group services shall consist of those services described under Task S01 Survey from their Proposal dated October 26, 2023, enclosed as Exhibit A.

Subsurface Utility Engineering Services

Timmons Group services shall consist of those services described under Task S02 Subsurface Utility Designation from their Proposal dated October 26, 2023, enclosed as Exhibit A.

Geotechnical Investigation Services

Timmons Group services shall consist of those services described under Task G01 Geotechnical Engineering from their Proposal dated October 26, 2023, enclosed as Exhibit A.

Preliminary Wetland Assessment Services

Timmons Group services shall consist of those services described under Task E01 Preliminary Wetland Assessment from their Proposal dated October 26, 2023, enclosed as Exhibit A.

Community Engagement and Outreach Services

The Community Engagement services shall consist of a multi-faceted approach to engaging community stakeholders on multiple fronts and via multiple means of engagement consisting primarily of four methods:

1. Conduct three in-person meetings at a community location, local government location, and/or the jails each with press release.
 - 1.1. First meeting shall be conducted as a listening and “idea mining” session.
 - 1.2. Second meeting shall be conducted as proposed suggestions with listening to follow-up questions.
 - 1.3. Third meeting shall be review of three options with associated costs.
2. Conduct three virtual meeting forums each with press release.
3. Conduct two on-line surveys for community input – one for citizens and one for detainees with one press release.
4. Two small group interviews for detainees.

Exhibits and deliverables shall consist of summaries of common themes and ideas that are consistent and most needed by the community stakeholders.

Furniture Design and Procurement

Schematic Design Phase

1. Conduct inventory of furniture to be reused.
2. Prepare preliminary furniture layout.
3. Attend one meeting to review the furniture layout with the ACRJ representatives.
4. Revise the layout based on comments.
5. Prepare preliminary furniture selections.
6. Develop a preliminary furniture budget.

Design Development Phase

7. Attend one meeting to confirm the layout and make preliminary furniture selections.
8. Revise the furniture layout and select the preliminary furniture finishes based on the selected furniture.
9. Attend one meeting to select the furniture finishes.
10. Revise the drawings to include final selections and produce furniture installation drawings.

Contract Documents Phase

11. Prepare technical specifications.
12. Revise the preliminary furniture budget based on the final furniture and finish selections.
13. Prepare the furniture package for bidding or procurement from available furniture contracts.

Quotation Phase

14. Prepare the advertisement for bid or solicit proposals from furniture vendors.
15. Respond to questions from bidders if publicly bid, or furniture vendors if furniture is purchased from available contracts.
16. Attend the bid opening or receive proposals from vendors and review the bids or proposals received.

Contract Administration Phase

17. Prepare a furniture binder consisting of the pieces of furniture to be provided and the selected finishes for use in installing the furniture.
18. Coordinate the furniture installation schedule among the selected furniture vendors and with the Contractor.
19. Observe installed furniture and prepare a punchlist of deficiencies in the Work.
20. Communicate with furniture vendors to resolve outstanding items on the punchlist.
21. Observe the furniture and prepare a punchlist of remaining outstanding items, if any, for final furniture acceptance by the ACRJ.

LEED Related Services

Provide services related to the pursuit of LEED certification (no greater than LEED "Basic" certification) under the LEEDv4 rating system. Cost of services consists of LEED coordination services from Schematic Design through LEED certification following construction completion, development of an energy model for LEED compliance, LEED project registration, Design Application fee, and Construction Application fee. Cost of LEED plaque is excluded. It is understood and agreed that LEED certification is subject to review by third parties and therefore outside the control of Moseley Architects and its consultant team.

Food Services Design Services

Foodesign Associates services shall consist of those services described in their Proposal dated October 27, 2023, enclosed as Exhibit E.

ACRJ's Responsibilities

The ACRJ shall have the following responsibilities.

1. The ACRJ shall provide the Architect with full information about its objectives, criteria, and constraints for the Project.
2. The ACRJ shall respond to the Architect's requests for information and review and respond to information submitted by the Architect in a timely manner.
3. The ACRJ shall designate a representative with whom the Architect shall communicate during the course of the Project, and upon whose instructions and decisions the Architect may rely.
4. The ACRJ shall provide to the Architect, at no cost, copies of all available documentation of existing ACRJ and site involved in the Project as described in the project Scope of Work including floor plans and other drawings. If adequate documentation of existing conditions in the form of building and site drawings which accurately depict current conditions is not available, the ACRJ may elect to have the Architect prepare such drawings and/or surveys at additional cost. The ACRJ acknowledges that lack of such adequate documentation may hamper or prevent the Architect from completing some of the tasks described in this Agreement, and/or may have an adverse impact on the Architect's ability to develop effective facility concepts and recommendations, and to illustrate proposed concepts. The Architect shall have no responsibility for any consequences of its use of inaccurate documentation provided by the ACRJ.

Cost of Services

We propose a lump sum compensation for the services defined above. The lump sum cost of the services for each phase, including our expenses for travel, communication, and reproduction of documents for our own office use and the following documents for the City's use: three sets of the Schematic Design submission, three sets of the Design Development submission; ten sets of the Construction Documents submission (for ACRJ and Building Permit submission); and six sets at Bidding/Construction Administration. The lump sum cost of services shall be as indicated on the enclosed Exhibit B which provides breakdown by phase.

Extended Construction Administration Services – if the Contractor has not achieved Final Completion within 15 months of Notice to Proceed we will provide extended Construction Administration services at \$48,800 per month ($\$813,600 / 15 \text{ months} = 54,240 \times 0.90 = \$48,816$; 15 months = 14 months from NTP to SC and 1 month from SC to Final Completion) or \$1,575/ calendar day for partial months, or as negotiated on an hourly basis as needed.

The cost of the services is not tied to the construction cost. It is based on the level of effort and professional time required to provide the services.

We will invoice monthly in proportion to the progress of our services. The lump sum amounts will not change unless the ACRJ authorizes substantive changes in the Project scope or in the scope or extent of our services. In such cases, adjustments to the cost of services would be as negotiated and mutually agreed by the ACRJ and Moseley Architects. Moseley Architects' 2023 hourly rates are enclosed as Exhibit F.

Exclusions

Our proposal does not include the following services or costs, but we can provide these services if requested for additional compensation.

1. Special Inspection Services and Code-required construction materials testing.
Services consisting of Special Inspections Services for construction and construction materials testing will be confirmed in scope at the completion of the Design Phase and negotiated as an Additional Service at that time.
2. Commissioning services. (It is understood that “Enhanced Commissioning Services” services are being provided by the program manager or a third-party consultant.)
3. Preparation of easement, property acquisition, off-site easement acquisition, and right-of-way plats. (All utility tie ins are deemed to be within ACRJ Property or Right of Way.) Survey Parcel Consolidation or subdivision plats.
4. Submission fees or cost to secure site plan approval, building permit approval, or approval or permitting from any regulatory agency.
5. Wetlands delineation, confirmation, impact permitting, and perennial stream assessment related services.
6. Irrigation system design services.
7. Design or investigation of off-site survey, off-site utilities, off-site storm water measures, off-site access design, or other off-site improvements. Design services for on-site stormwater measures are included. Design services for connection to off-site utilities are included.
8. Services associated with additional land use approvals, including, but not limited to, re-zoning, variances, exceptions, conditional use permit, and special use permit. It is understood this will not be required for the Project.
9. Services associated with Authority Having Jurisdiction permitting beyond Building Permit Approval, Site Plan Approval and Land Disturbance Permitting.
10. Environmental services, studies, or surveys; environmental site assessments, Environmental Impact Review, and testing are not included, but can be provided as an Additional Service if needed.
11. Ground penetrating radar and test holes for utilities are excluded but can be provided as an Additional Service if needed.
12. Preparation of a stormwater management certification, including storm drain and BMP certifications (survey and design confirmation), and “as-built” drawing is not included, but can be provided as a supplemental service if needed. (If improvements are to be made to the existing BMP it is assumed the Contractor will coordinate all certifications.)
13. Our proposed services do not include investigation or testing of concealed or inaccessible building conditions, and Moseley Architects shall not be responsible for unanticipated construction costs or other issues resulting from the discovery during construction of concealed conditions that differ from those shown on record drawings of the building provided by ACRJ.
14. Phase I / II / III Environmental Site Assessments.
15. Threatened and Endangered Species or Bat Assessments (no clearing is anticipated).
16. Cultural Resource Analysis.
17. Historic / Archaeological Study.
18. Design Services related to the repair, redevelopment or maintenance of existing adjacent onsite improvements.

19. Traffic Impact Analysis.
20. Turn Lane Warrant Analysis.
21. Monument sign design and permitting.
22. Design survey beyond the completed design survey limits.
23. SUE survey beyond the completed SUE limits.
24. Survey construction staking.
25. Water quality impact assessment.
26. Any other services not specifically described by this proposal.

Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, toxic mold, or any other hazardous or regulated substances in relation to the Project, nor does our proposal include any services related to hazardous materials. Separately from this contract, the ACRJ shall provide all necessary services related to hazardous materials.


Moseley Architects will incorporate the ACRJ's hazardous materials abatement documents/Construction Documents into the bid package and Contract Documents to provide a single package of bidding and Construction Documents.

Schedule

We will develop a schedule that is mutually agreeable to both the ACRJ and Moseley Architects and anticipate the services can be completed generally as indicated on the enclosed Exhibit D with regard to durations but will slide approximately six months as a result of starting the project design in December 2023 in lieu of June 2023. We understand that ACRJ expects the Project be completed in a timely manner.

If this proposal is satisfactory, please issue appropriate documentation indicating the ACRJ's agreement and authorization to proceed. We understand that ACRJ intends to use the Contract enclosed as Attachment H to the RFP and we request the opportunity to review and propose edits to same concurrent with negotiations with ACRJ. As always, we appreciate this opportunity to be of service.

Sincerely,


Anthony J. Bell III, AIA
Vice President

Enclosures: As indicated above.



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Thursday, October 26, 2023

Mr. Tony Bell, AIA, LEED AP BD+C
Vice President
Moseley Architects
3200 Norfolk Street
Richmond, VA 23230

Re: Albemarle Regional Jail (ARJ) Design Services

Mr. Bell,

Thank you for the opportunity to team with Moseley Architects (MA) to provide this proposal for Design and Construction Administration services for the scope of work associated with the Albemarle Regional Jail expansion and renovation project, located at the intersection of Peregrory Lane and Avon Street Extension (State route No. 742).

The scope and fee associated with the project has been developed based on the planning study titled "Expansion & Renovation of the Albemarle – Charlottesville Regional Jail", dated December 22, 2021.

Under this Agreement, Timmons Group will provide professional civil engineering services relative to the proposed jail and site improvements.

This proposal is based on discussions between Moseley Architects, Albemarle County and Timmons Group. It is anticipated that this will be submitted through the county site plan approval process. We look forward to the opportunity of working with you on this project. If you have any questions, please feel free to contact me at 804-200-6592 or Bruce at 804-200-6511.

Sincerely,

A handwritten signature in black ink that reads "Thad Rich".

Thad Rich, PE
Project Manager

A handwritten signature in blue ink that reads "Bruce McCloy".

Bruce McCloy, PE, LEED AP, DBIA
Principal

SCOPE OF SERVICES Albemarle Regional Jail

FIELD SERVICES

Task S01 – Survey

Timmons Group will perform a field-run topographic survey of a parcel of land and adjacent areas being the current lands of the existing Albemarle-Charlottesville Regional Jail facility located at the intersection of State Route 742, Avon Street Extended, and Peregory Lane. Additionally, a northwesterly portion of the following **adjacent** parcel will be performed.

Majority of the site is improved with existing parking, impervious surface, and building structures; Adjacent lands to be surveyed present vegetated areas with a stormwater management facility.

Total area of survey = 14 AC., approximately. Basis of datum will be NAD83 / NAVD88. Survey will include location of existing buildings or structures incidental to the survey area along a common structural component (i.e. foundation wall). Finished Floor elevations will be observed as accessible. *(Given secure nature of site, coordination of site access may be required for floor elevations deemed necessary for design.)* Storm Drainage and Sanitary structures, if any, will be located, opened, and direct measured one structure beyond the site limits. Survey will be exhibited in PDF and provided in contemporary C3D (2023) format, with surface provision at a 1' contour interval.

Limited land record research will be performed incidental to understanding and recovery of boundary evidence for presentation of a 'compiled' boundary survey *and* existing easements affecting the survey area. Formal boundary survey of the entire parcel is not implied. Please note that while research efforts shall be thorough and performed by a licensed (Virginia) land surveyor, and in lieu of a title report or abstract, no assurance can be stated that any or all easements / encumbrances affecting the project site will be gathered.

Task S02 – Subsurface Utility Exploration

An underground utility survey will be performed to designate and map underground facilities on the project site(s). This utility survey will include horizontal designation through geophysical methods and is defined as Quality Level "B" by the American Society of Civil Engineers (ASCE). The accuracies of the markings are subject to the depth and electrical conductivity of the utility as well as site conditions and manhole access. Plastic and fiber optics lines without tracer wires may be unlocatable. This service does not include the use of ground penetrating radar. Exclusions: sanitary & storm lines including laterals and roof drains; irrigation systems; and abandoned lines.

**Refer to Appendix A for Boundary Map.*

SCOPE OF SERVICES
Albemarle Regional Jail

Task G01 – Geotechnical Investigation

Our proposed scope of geotechnical services will consist of performing geotechnical borings, performing laboratory testing, and preparing a design-phase geotechnical engineering report. Our assumptions and proposed tasks are discussed below.

Assumptions

The following assumptions have been made regarding our geotechnical services. If these assumptions are not correct, we request the opportunity to revise our scope and fee prior to authorization.

- The fieldwork can be completed during the normal weekday business hours of 8 AM to 5 PM.
- Equipment used for the exploration, such as the drill rig, can be parked on site overnight. We have not budgeted for a daily mobilization of the drill rig.
- Excess drill cuttings can be spread in landscaped areas of the site. Additional fees will be applicable if excess drill cuttings require removal from the site.
- The building will have a maximum height of two stories.
- Maximum column and wall loads for the new building will be 300 kips and 8 kips per linear foot, respectively.
- Site grading will require maximum excavation depths of 5 feet.
- The project will consist of a 28,000 square-foot building addition. No new paving is understood to be proposed. As such, this scope only includes borings for the proposed building addition.

Field Exploration

- A geotechnical professional will perform a site reconnaissance and locate borings in the field using GPS equipment.
- We will contact MISS Utility to mark existing underground utilities near boring locations. We will also subcontract a private utility locator to scan for underground utilities within a 10-foot radius around the borings using surficial scanning methods.
- Perform six (6) Standard Penetration Test (SPT) borings with a mechanical drill rig in accordance with ASTM D1586. Borings will be performed in the proposed 28,000 square-foot building vicinity to depths of 30 feet below the existing ground surface, or auger refusal, whichever occurs first. Total proposed drilling is 180 feet. Within borings, split-spoon samples will be collected in conjunction with SPT testing. Split-spoon samples will be collected at 2-foot depth intervals in the top 10 feet and at 5-foot intervals thereafter. A few bulk soil samples will also be collected.
- Upon completion of borings, borehole water levels will be recorded, and the boreholes will be backfilled with drill cuttings up to the original ground surface. In pavement areas, the tops of boreholes will receive asphalt cold patch. Excess soil cuttings will be spread in landscaped areas of the site. Soil samples will be returned to our office for visual classification and laboratory testing.

SCOPE OF SERVICES

Albemarle Regional Jail

Laboratory Testing

Representative samples of soils will be subjected to natural moisture content, soil classification, Standard Proctor, CBR testing, and one-dimensional swell in our laboratory.

Geotechnical Engineering Report

A geotechnical engineering report will be prepared based on performed borings, laboratory testing, and our engineering analysis. The report will include the following:

- Site plan showing boring locations.
- Description of the exploration sampling methods as well as soil test boring logs.
- Water levels encountered in the borings.
- Laboratory test results for soil and rock samples
- Depth and location of unsuitable materials, if encountered in borings.
- Foundation recommendations for building, including recommended foundation type, allowable capacity, embedment, and estimated settlement.
- General information regarding site preparation including re-use of on-site soils as fill, identification of deleterious soils encountered in the borings, impact of weather and construction equipment on grading, fill compaction recommendations, and preparation of soil subgrades.
- Seismic site classification recommendation in general accordance with the current Virginia Building Code.
- Earth pressure coefficient for below-grade loading dock walls (if required). Recommended thicknesses for site pavements.

Task E01 – Preliminary Wetland Assessment

Timmons Group will review existing, readily obtainable environmental information on the site such as USGS mapping, aerial photography, NWI mapping and soil survey information. A site visit will be conducted to observe the extent of potential jurisdictional wetlands and/or waters of the U.S. In the event that wetlands and/or waters of the U.S. are present, a preliminary wetland assessment map estimating the approximate size, shape and location of these features on the subject property will then be prepared. Timmons Groups' findings will be documented in a memorandum report.

**Refer to Appendix A for Boundary Map*

SCOPE OF SERVICES
Albemarle Regional Jail

BASIC DESIGN SERVICES

Task PS01 – Schematic Design (35%) Services

This task is for collaborating with the Architect, Client, and Design Team to develop a schematic plan which will be used to establish a site plan with respect to the local zoning ordinance, site circulation, and other required site improvements. Specific items to be developed to a schematic level of design include:

- Existing Conditions Plan prepared based on the survey per the scope noted above.
- Demolition Plan, including staging and laydown limits.
- Erosion & Sediment Control Plans and associated details.
- Site layout plan, including placement of site roads, entrances, sidewalks, parking lots, dumpster, and any equipment pads.
- Schematic Grading Plan including drainage, storm sewer, and surface conveyance systems.
- Horizontal alignment of domestic/ fire water connections (to within 5' of the building).
- Flow Test coordination and Water Model (*Flow test to be performed by Albemarle County Service Authority*)
- Horizontal alignment of on-site sanitary gravity connections (to within 5' of the buildings, or to the discharge site of plumbing equipment like grease traps or oil/water separators).
- Schematic Storm Water Management design, in accordance with DEQ and Albemarle County standards.
 - a. It is assumed that the existing downstream SWM facility west of the Jail has sufficient capacity and can be utilized for this project.
- Schematic Landscape plan as necessary to meet minimum code standards.
- Miscellaneous standard notes and details related to civil items.

The following meetings and project coordination efforts are included in this proposal:

- One (1) in-person site meeting at project kickoff
- Up to six (6) teleconference meetings during the Schematic Design and Revisions process, with attendance at the discretion of Moseley Architects

Task PS02 – Design Development (60%) Documents

The design development phase will refine the site programming that is agreed upon by the architect's design team and owner in the schematic phase. This phase will be used to produce the required civil engineering drawings necessary for the design completion of the jail, and its associated improvements, to be submitted through the county site plan approval process.

We will coordinate with the Architectural Design Team for the locations of associated improvements and will prepare civil specifications.

Timmons Group shall further develop the Site Design developed during the Schematic Design process, to specifically include the following:

- Existing Conditions Plan prepared based on the survey information acquired during survey of site.
- Demolition Plan, including staging and laydown limits.

SCOPE OF SERVICES
Albemarle Regional Jail

- Erosion and Sediment Control Plan, in accordance with VESCH standards and specifications
- Further development of site components, including vehicle turning motions, ADA compliance, and amenities in accordance with stakeholder needs
- Rough grading plan, including preliminary cut/fill analysis.
- Emergency vehicle accessibility compliance
- Extensions of necessary wet utilities to 5' from the building exterior, to include sanitary sewer, domestic water, fire water (as necessary), and stormwater conveyance.
- Confirmation of ADA accessibility
- Preliminary onsite SWM design, accounting for both quantity and quality mitigation.
 - There is a regional pond southeast of the site. Based on the plans of the regional pond, the courthouse site falls outside of the drainage area and is not accounted for in the regional pond calculations.
 - Regarding *quality* mitigation, the purchase of nutrient credits is acceptable, and shall be pursued, in accordance with DEQ standards and specifications. We anticipate being well under the maximum "single site plan purchase" threshold of 10 pounds of nutrient credits.
- Preliminary landscaping plan, parking lot landscaping and buffer plantings. (*Task L01*)
- Preliminary photometric plan (*Task L02*)
- Inclusion of equipment pads and dry utilities on the site plan (for reference only)

The plan will be revised as necessary to garner approval from all stakeholders.

**Note, if there are revisions to the established site programming or proposed requests for development outside the proposed site limits, including design services relating to the repair, redevelopment or maintenance of the existing adjacent onsite improvements, an additional fee may be required.*

Task PS03 – Construction Documents (100%) Services

Timmons Group shall prepare construction documents building on the Preliminary Design developed, which will consist of the following:

- Existing conditions plan prepared based on the survey information.
- Demolition plan, including staging and laydown limits.
- Erosion and sediment control plan, in accordance with VESCH standards and specifications
- Final placement of site components in accordance with stakeholder needs
- Final grading plan, including cut/fill analysis.
- Emergency vehicle accessibility compliance and associated turning motions.
- Plan and profile of extensions of necessary wet utilities and associated appurtenances to 5' from the building exterior, to include sanitary sewer, domestic water, fire water (as necessary), and stormwater conveyance.
- Confirmation of ADA accessibility, and detailed grading plan to ensure this.
- Final SWM design, accounting for both quantity and quality mitigation. An availability letter for the necessary nutrient credits will also be obtained.
- Final landscaping plan, parking lot landscaping and buffer plantings
- Final photometric plan
- Inclusion of equipment pads and dry utilities on the site plan (for reference only)

SCOPE OF SERVICES
Albemarle Regional Jail

- Details and standard notes related to all civil items.
- 65% Progress print and meeting

The plan will be revised as necessary to garner approval from all stakeholders.

CIVIL ENGINEERING DESIGN SERVICES

Task PS04 – County Site Plan Process

This phase is to coordinate submission of documents through the site plan process and obtain County approval. We will address county review comments as necessary to obtain Site Plan approval.

Task L01 – Landscape Design Services

Timmons Group will prepare landscape plans and supporting notes, details, and specifications suitable for locality approval and construction. Landscape plans will utilize civil engineering base files and will be incorporated into the site plan package. All site related features including building, paving, utilities, signage, and light pole locations will be coordinated to eliminate conflicts with proposed landscaping.

Landscape plans may include tree canopy coverage, perimeter buffering, screening of above ground utilities, parking lot screening and interior parking lot plantings. Existing landscaping will be preserved wherever possible and credited towards locality requirements.

Anticipated construction documents are as follows:

- Landscape plans meeting minimum locality code requirements
- Landscape notes and details
- Landscape specifications (to be issued with construction documents)

Coordination with plan review staff, design team, etc. for construction plan submittals and review sets is included.

Task L02 – Site Photometric Plan

Timmons Group will work with a local lighting distributor to share base drawing files and design the site lighting to meet minimum locality standards for approval. Lighting plans will be coordinated with other disciplines to avoid lighting conflicts with landscaping, utilities, and other features. Light fixture and pole selection will be coordinated with the owner for approval prior to submission of the plans.

Anticipated construction documents are as follows:

- Photometric plan showing light fixture locations and photometric light levels on the ground plane
- Lighting notes and details showing fixture cut sheets and specifications.

Structural engineering for light pole bases is included. The detail and design implementation of all electrical work should be provided by an electrical engineer (fee not included in this scope of work).

SCOPE OF SERVICES
Albemarle Regional Jail

CONSTRUCTION ADMINISTRATION

Task CA01 – Construction Administration Services

During construction of this project, we will provide the following:

- Preparation of civil specifications, to be included in the bid package
- Preparation of civil addenda for bid package, as necessary
- Up to 4 site visits for the purpose of kickoff, site inspections, RFI addressal, or onsite meetings
- RFI addressal, both during bidding and during construction
- Review and approval of shop drawings and product submittals
- Preparation of as-built drawings based on contractor redlines provided
- Preparation of closeout punchlist and review of associated adjustments
- Documentation of previously unknown conditions found during construction, to be provided to the Owner

**The budget is based on an 15-month construction administration service duration. If services are required beyond the anticipated 15-month duration, then a separate construction administration proposal for and extension of these services will be provided.*

**SCOPE OF SERVICES
Albemarle Regional Jail**

Base Proposal Fee Summary

Field Services

Task S01 – Survey.....	\$28,300
Task S02 – Subsurface Utility Exploration	\$22,800
Task G01 – Geotechnical Services	\$17,600
Task E01 – Preliminary Wetland Assessment	\$3,900
Field Services Subtotal	\$72,600

Basic Design Services

Task PS01 – Schematic Design Services	\$17,640
Task PS02 – Design Development Services	\$38,000
Task PS03 – Construction Documents Services	\$35,440
Basic Design Services Subtotal	\$91,080

Civil Engineering Design Services

Task PS04 – County Submittal Services	\$11,760
Task L01 – Landscape Design Services	\$13,200
Task L02 – Site Photometric Plan	\$5,000
Civil Engineering Design Services Subtotal.....	\$29,960

Construction Administration Services

Task CA01 – Construction Administration Services	\$23,200
Construction Administration Services Subtotal	\$23,200

Proposal Base Fixed Fee Total	\$216,840
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*Refer to the next page for services excluded from the proposal base fixed fee;

SCOPE OF SERVICES
Albemarle Regional Jail

Exclusions - Services not anticipated for this project

The following services below are not anticipated to be needed for this project based on the site visit. If these services are required or requested, we can provide separate proposals for the services we offer.

1. Phase I / II / III Environmental Site Assessments
2. Threatened & Endangered Species or Bat Assessments (*no clearing is anticipated*)
3. Cultural Resource Analysis
4. Historical // Archeological study
5. Design services relating to the repair, redevelopment or maintenance of existing adjacent onsite improvements
6. Survey Parcel Consolidation or Subdivision Plats
7. Easement Plats (*all utility tie ins are deemed to be within ARJ Property or Right of Way.*)
8. BMP Certifications (*if improvements are to be made to the existing BMP, it is assumed the contractor will coordinate all certifications*)
9. Plats related to property acquisition
10. Right of Way or Offsite Easement Acquisitions and Plats
11. Traffic Impact Analysis
12. Turn Lane Warrant Analysis
13. Special Inspections
14. Monument Sign design and permitting
15. Water Model (*Albemarle County DPU to provide*)

Exclusions - Services potentially required

The following services below are exclusions that may be potentially required. If these services are required or requested, we can provide separate proposals for the services we offer.

1. Design Survey beyond the completed design survey limits
2. SUE Survey beyond the completed SUE limits
3. Survey Construction Staking
4. Construction Materials Testing and Observations
5. Wetlands Delineation, confirmation, impact permitting (*Dependent on preliminary wetlands survey*)
6. Water Quality Impact Assessment (*dependent on preliminary wetlands survey*)
7. Design of onsite Mechanical/Electrical/Plumbing utilities (*by respective utility providers/designers*)

**SCOPE OF SERVICES
Albemarle Regional Jail**

APPENDIX A



ACRJ Expansion and Renovation
COST OF SERVICES

October 24, 2023; Revised October 27, 2023

Basic Services

Architecture / Building Engineering (Structural, Mechanical (HVAC/P/FP), Electrical) / Security design services	
Schematic Design (based on moving forward with the general design from the previously completed study)	\$601,300
Design Development	\$813,600
Construction Documents	\$1,238,000
Bidding	\$70,700
Construction Administration	\$813,600
Civil Engineering design services	
Schematic Design	\$17,640
Design Development	\$38,000
Construction Documents	\$35,440
County Submittal Services	\$11,760
Bidding	\$2,320
Construction Administration	\$20,880
Landscape Architecture, minimum zoning requirements	\$13,200
Site Photometric Plan	\$5,000

SUBTOTAL BASIC SERVICES **\$3,681,440**

Supplemental Services

Survey	\$28,300
Subsurface Utility Designation	\$22,800
Geotechnical study	\$17,600
Preliminary Wetland Assessment	\$3,900
Furniture design services	
Schematic Design	\$22,900
Design Development	\$30,600
Construction Documents	\$61,200
Bidding	\$7,600
Construction Administration	\$30,600
Community Engagement	
Meetings and Communications	\$35,000
Direct expenses	\$1,825
LEED certification pursuit services	
LEED related services	\$69,800
Energy Model preparation for LEED pursuit	\$12,000
LEED Project registration (Direct expense)	\$1,350
LEED Design phase application fee (Direct expense)	\$9,000
LEED Construction phase application fee (Direct expense)	\$2,900
Food Service design services	
Schematic Design	\$1,770
Site Evaluation Trip 1	\$2,470
Design Development	\$2,360
Construction Documents	\$4,720
Bidding	\$590
Construction Administration	\$2,360
Construction Administration Trip 2	\$2,470
Detailed construction cost estimating	
Schematic Design	\$26,970
Design Development	\$32,915
Value Engineering coordination with ACRJ 3rd Party VE provider	\$6,960
Construction Documents	\$17,980
Direct Expenses Moseley Architects (Printing of documents for ACRJ, travel expenses, printing/communication expenses)	\$5,000
Direct Expenses Timmons Group	\$5,000

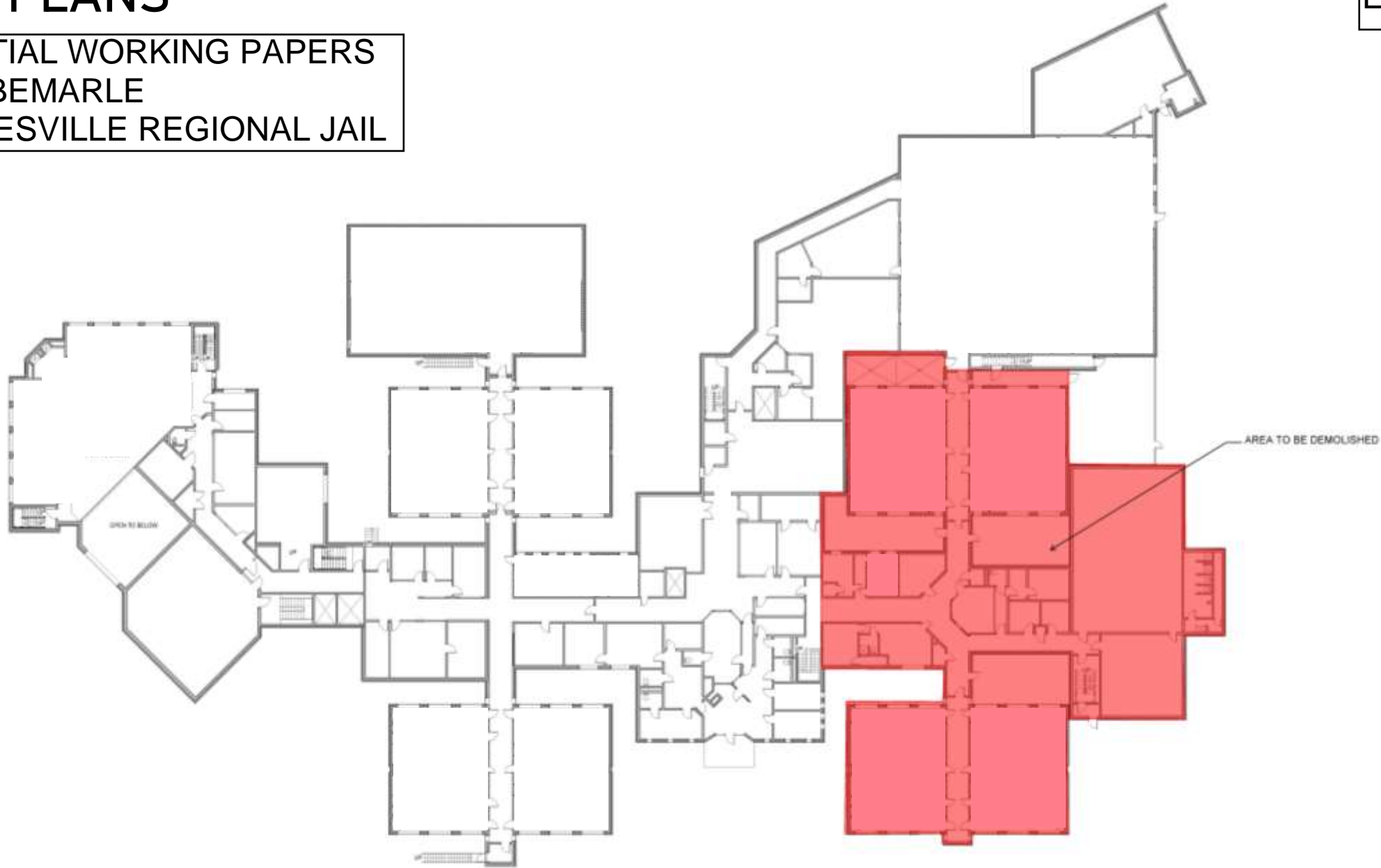
SUBTOTAL SUPPLEMENTAL SERVICES **\$468,940**

TOTAL **\$4,150,380**

FLOOR PLANS

EXHIBIT C

CONFIDENTIAL WORKING PAPERS
OF THE ALBEMARLE
CHARLOTTESVILLE REGIONAL JAIL



FOURTH FLOOR - DEMOLITION

FLOOR PLANS

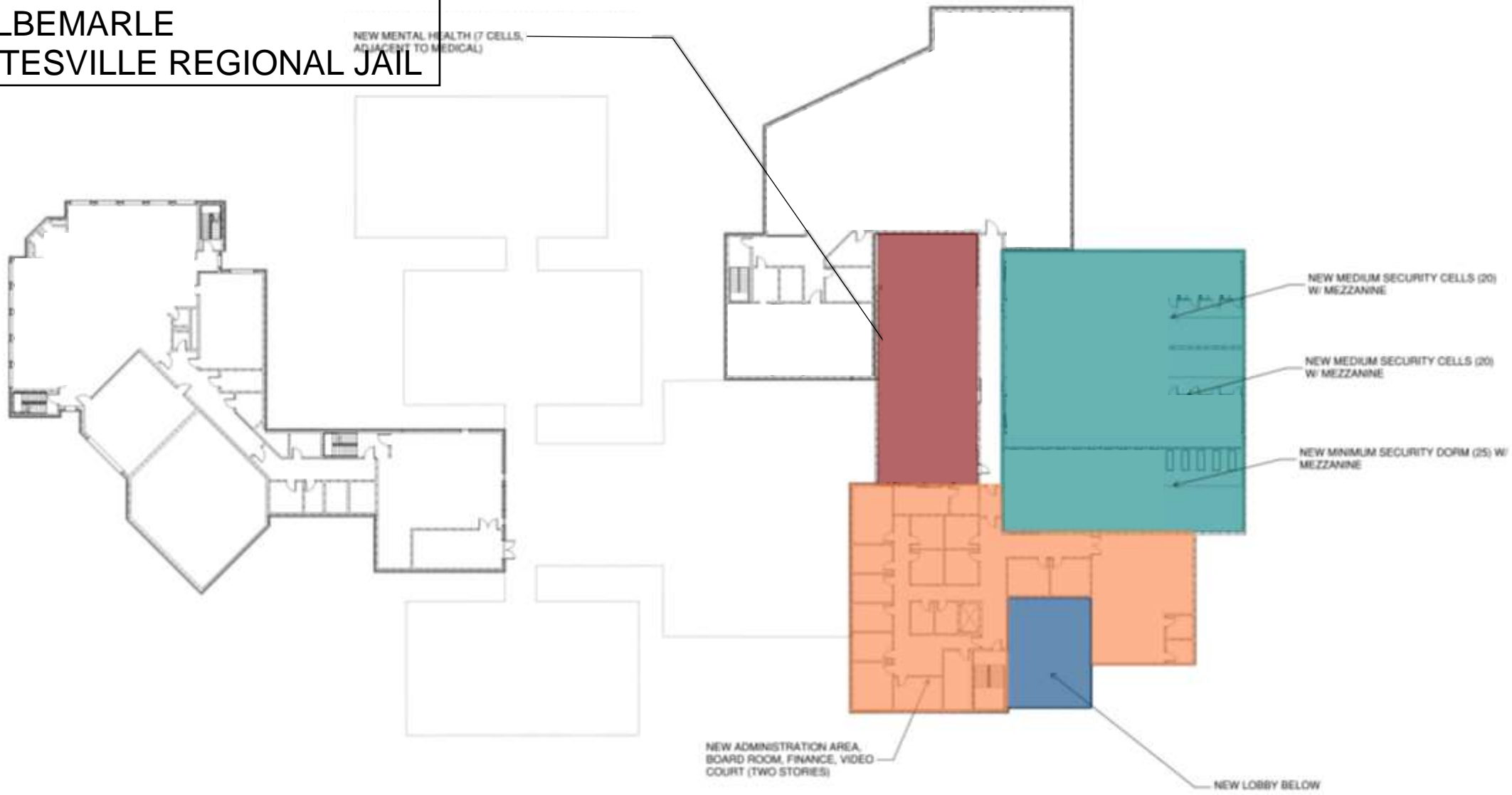
CONFIDENTIAL WORKING PAPERS
OF THE ALBEMARLE
CHARLOTTESVILLE REGIONAL JAIL



FOURTH FLOOR - NEW WORK

FLOOR PLANS

CONFIDENTIAL WORKING PAPERS
OF THE ALBEMARLE
CHARLOTTESVILLE REGIONAL JAIL



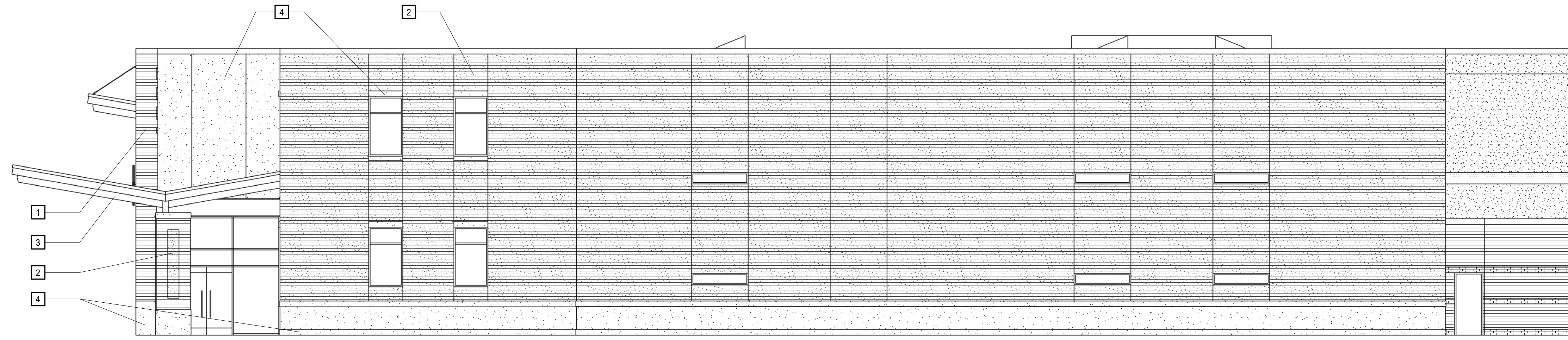
FIFTH FLOOR - NEW WORK

FLOOR PLANS

CONFIDENTIAL WORKING PAPERS
OF THE ALBEMARLE
CHARLOTTESVILLE REGIONAL JAIL



THIRD FLOOR - NEW WORK



BUILDING ELEVATION KEYNOTES	
REPRESENTED BY [1]	
APPLIES TO THIS DRAWING	
1	BRICK COLOR 1
2	BRICK COLOR 2
3	CANOPY
4	PRECAST CONCRETE

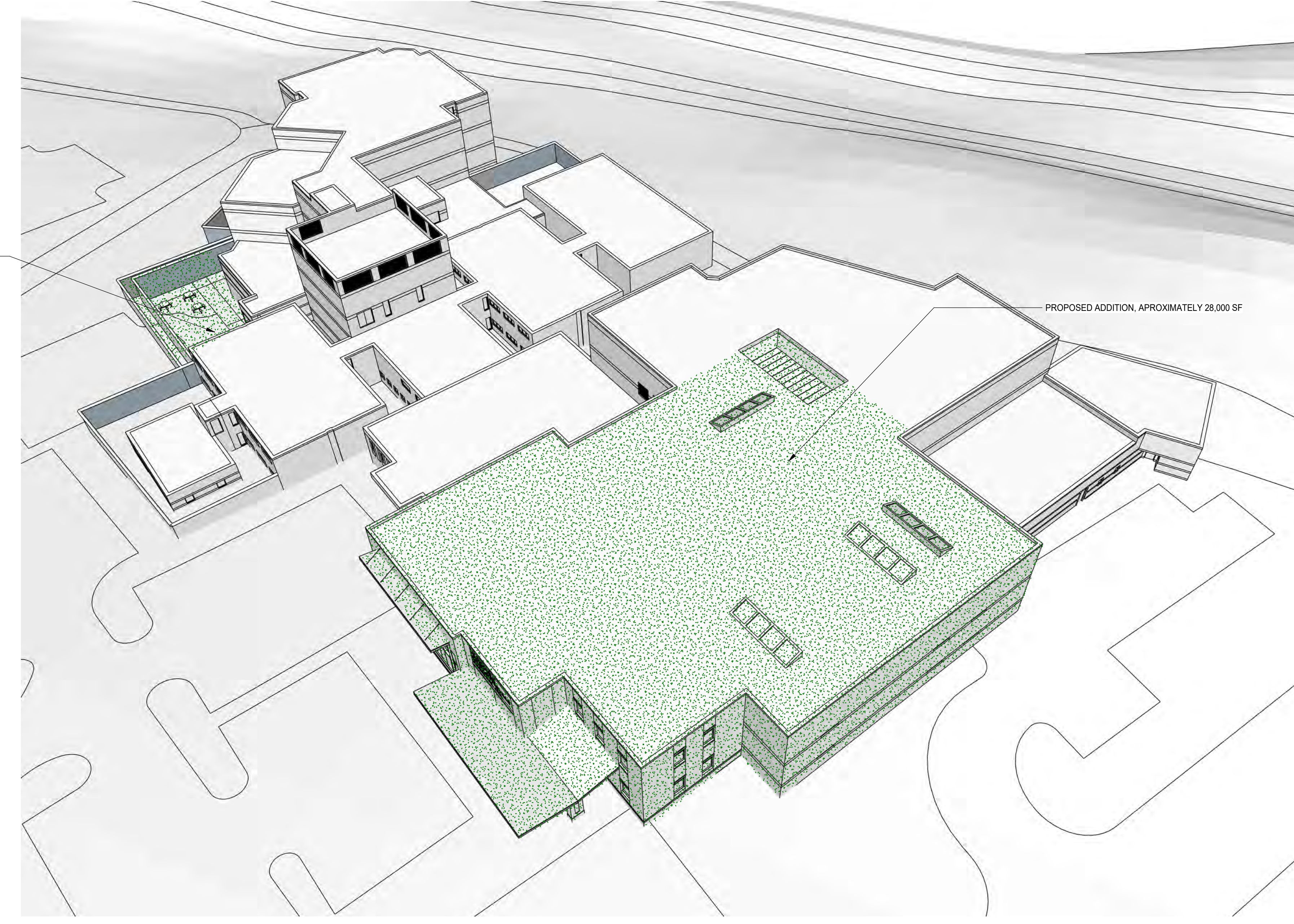
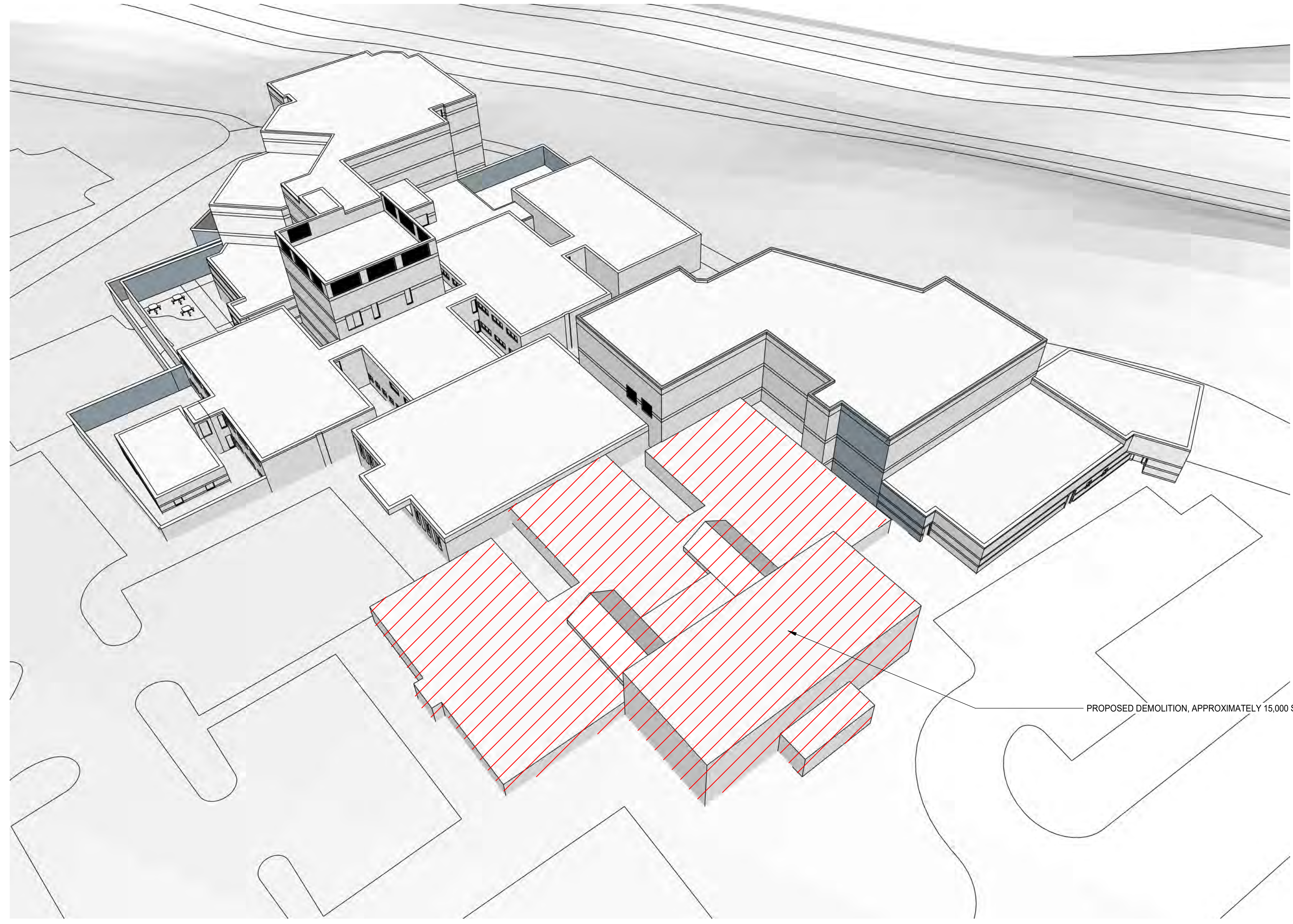
2 PROPOSED EAST ELEVATION - ADDITION
1/8" = 1'-0"



1 PROPOSED SOUTH ELEVATION - ADDITION
1/8" = 1'-0"



PROJECT NO:	593756
DATE:	December 31, 2021
REVISIONS	
DATE	DESCRIPTION



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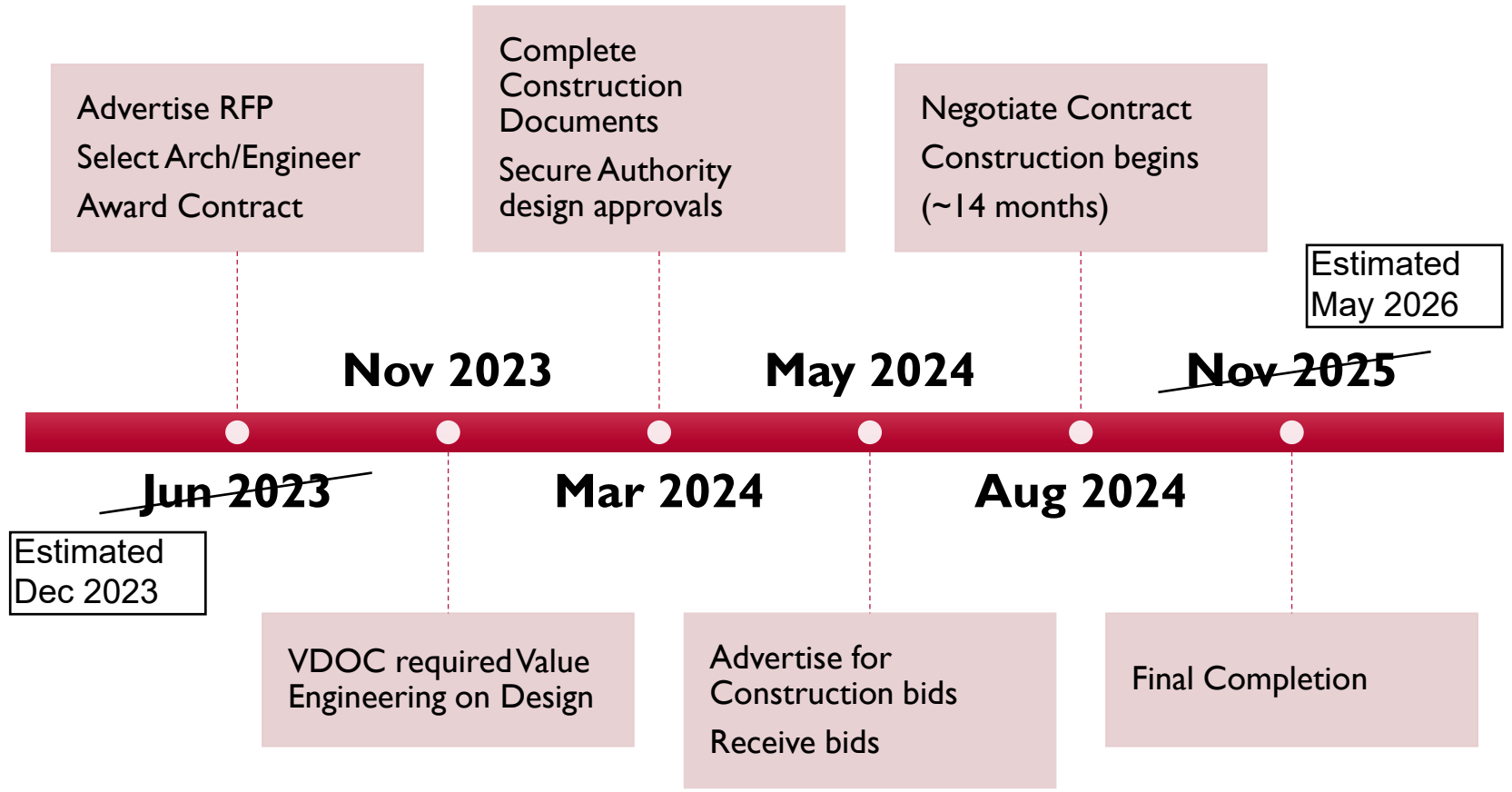
**COMMUNITY BASED CORRECTIONS PLAN - PLANNING STUDY
FOR ALBEMARLE - CHARLOTTESVILLE REGIONAL JAIL**
ALBEMARLE - CHARLOTTESVILLE REGIONAL JAIL
160 PERGATORY LANE, CHARLOTTESVILLE, VIRGINIA 22902

PROJECT NO: 593756
DATE: December 31, 2021

REVISIONS	
DATE	DESCRIPTION

AXONOMETRIC
DIAGRAMS

PROJECT PLANNING, DESIGN AND CONSTRUCTION SCHEDULE



Albemarle - Charlottesville Regional Jail Expansion

FOODSERVICE CONSULTING PROPOSAL



Project Proposal: Albemarle - Charlottesville Regional Jail Expansion
Client: Moseley Architects
Date: 10/27/2023
Submitted by: Emily Pureza

Statement of Work

Date: 10/27/2023

Between "us", Foodesign, and "you", Moseley Architects:

You, Moseley Architects, are hiring Foodesign located at 220 N Ames St Suite 101, Matthews, NC 28105, to perform the following services at the rates outlined in this proposal for the **Albemarle - Charlottesville Regional Jail Expansion**

Scope of Project:

- Design renovations associated with the central kitchen and food storage areas to upgrade, replace, and reconfigure the existing walk-in coolers and freezer compartments to maximize storage capacity and bring into compliance with current codes.

Schematic Design:

- Provide one on-site review of existing food service areas.
- Prepare schematic design plan based on all design criteria as determined.
- Provide preliminary budget estimate for food service equipment.
- Submit schematic design for review by Architect and Owner.

Design Development:

- Prepare design development plan showing equipment to be installed.
- Key equipment by number to a descriptive equipment list on drawing.
- Prepare complete cut sheet book for all equipment items included on the plan drawings.
- Prepare detailed estimate of installed cost of food service equipment.
- Submit Design Development plan for review by Architect and Owner.
- Revise drawing per review comments for final approval of design.

Construction Documents:

- Prepare 1/4" scale food service equipment plan(s) keyed by number to schedule.
- Prepare outlet sheet(s) that locate plumbing and electrical requirements for all equipment.
- Fully coordinate equipment requirements with all design disciplines as needed.
- Detail drawings of walk-in coolers and freezer compartments including refrigeration system sizing.

- Attend virtual meetings as needed.

Bidding:

- Provide document clarification and preparation of agenda during the bidding process.
- Provide written responses to bid questions, as they arise.
- Assist Architect and the Contractor in the evaluation of Food Service Equipment bids.

Construction Administration:

- Review all food service submittals for completeness and compliance with contract documents.
- Assist Architect/Engineer in responding to Contractor's inquiries, preparing change orders, etc.
- One site trip to complete final report.
-

Your Investment - Foodservice

Total fee for the project based on the scope outlined herein shall be broken down as follows:

No.	Description	Price
1	SCHEMATIC DESIGN	\$1,770
	SITE EVALUATION TRIP # 1	\$2,470
2	DESIGN DEVELOPMENT	\$2,360
3	CONSTRUCTION DOCUMENTS	\$4,720
4	BIDDING	\$590
5	CONSTRUCTION ADMINISTRATION	\$2,360
6	CONSTRUCTION ADMINISTRATION TRIP #2	\$2,470
Total		\$16,740

Trips will be billed at the flat rate of \$2360 per trip including travel expenses.

Trips not made will not be billed.

Hourly Rates:

DESIGN PRINCIPAL	\$170
DESIGN ASSOCIATE	\$120
DRAFTING TECH	\$80
ADMIN	\$45

NEXT STEPS

1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It is important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. Once we receive notification of your acceptance, we'll contact you shortly to sort out the next steps and get the project rolling.
3. If you'd like to speak to us by phone, don't hesitate to call.



Foodesign Associates

Moseley Architects

MOSELEYARCHITECTS

ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN • CONSTRUCTION SERVICES

SCHEDULE OF HOURLY BILLING RATES CALENDAR YEAR 2023

Principals	\$249
Architects	
Senior Project Manager	\$228
Project Manager	\$179
Architect	\$171
Project Designer	\$113
Security and Detention Design	
Security Design Specialist	\$215
Moseley Engineering Director	\$249
Moseley Mechanical/Electrical/Plumbing/Engineering	
Senior Engineer	\$200
Engineer/Designer	\$163
Intern Technician	\$113
Moseley Structural Engineering	
Senior Engineer	\$179
Engineer/Designer	\$149
Intern Technician	\$113
Moseley Interior Design	
Interior Design Director	\$200
Senior Interior Designer	\$134
Project Interior Designer	\$113
Corrections Planner	\$249
Criminal Justice Consultant	\$194
Construction Administration	
Construction Administrator	\$171
Specification Writer	\$171
Sustainability Planning	
Sustainability Planning Director	\$200
Energy Analyst	\$167
Sustainability Coordinator	\$149
Administrative	\$79

Rates are subject to change on January 1 of each year.