



July 15, 2025

Linda Whitaker
Project Manager | Facilities
Union County

FEE PROPOSAL FOR EXISTING JAIL ADAPTIVE REUSE STUDY FOR UNION COUNTY - DRAFT

Dear Linda:

Little is excited about this opportunity to present a proposal for design consulting services to Union County. Our understanding is that the county has funds set aside for this *Existing Jail Adaptive Reuse Study* and needs this work to be completed by the end of 2025.

To provide these services, it is our understanding that the County will provide PDFs of the existing Jail and Administration building to the design team as soon as possible so that we can better understand the size and scope of existing conditions to accurately develop our fees for the services described below.

Little's team will consist of:

- Little – Architectural, Project Management and Structural
- Hemphill-Randel – Architectural, Jail design expert
- Justice Planners – Jail planning
- AME Consulting Engineers – Mechanical, Electrical, Plumbing, Fire Protection
- Timmons – Site Planning and Civil Engineering
- Palacio - Cost Estimator

DESCRIPTION OF SERVICES

SCOPE OF WORK

Part 1: High level building assessment of the existing Jail and Administration buildings to confirm that these buildings can be adaptively reused.

- Site visit of existing Jail and Administration building
- Summary report of findings
 - Architectural
 - Structural
 - Mechanical
 - Plumbing
 - Electrical
 - Fire Protection
- Code Analysis: perform high level code analysis of existing buildings and what code implications take effect if reused for another use

Part 2: Adaptive Reuse Study

- Develop adaptive reuse options (approximately 8-10 options)
 - Assess the different options and provide pros and cons for each
 - Present options and summary to County Facilities team
 - County to provide direction to narrow to 2-3 options to develop further
- Adaptive reuse space planning studies for jail and administration building for 2-3 selected options
- Potential operational or logistical impacts



Part 3: Conceptual Site Planning

Several of the adaptive reuse options that have already been discussed require an analysis of the site holistically. Understanding where the new jail will be located is critical in determining the appropriate security, connections, and separations between the existing buildings and the new jail facility. The location and proximity of the new Jail and Medical Examiner's Office in the overall campus plan directly affect the feasibility of the potential adaptive reuse options.

- Develop 2-3 site concept studies based on selected adaptive reuse options
- Assess the different site options and provide pros and cons for each
- Present site planning options to County Facilities team

Part 4: Cost Estimates

- Provide high level cost estimates for 2-3 options (include basic operations costs)
- Review cost estimates with County Facilities team

Part 5: Final Study Report and Presentation

- Present study results to Board of County Commissioners
- Compile final study report for County

PROJECT MANAGEMENT

Little will be the primary point of contact and will provide general project management activities for this study.

1. Little will have a representative at all in-person meetings with the Owner.
2. Little will attend all virtual meetings with the Owner.
3. Little will schedule meetings, help produce and distribute all meeting minutes
4. Little will be responsible for communication with the Owner, and all other consultants.

DELIVERABLES

1. Comprehensive Final Study report, including supporting data informing decisions.
2. An appendix of meeting minutes if desired.

BASIS OF COMPENSATION

1. Little – Architecture	\$12,000
2. Little – Project Management	\$ 7,500
3. Little – Structural Engineering	\$ 4,000
4. Hemphill-Randel – Architecture/Jail Design	\$17,000
5. Justice Planners – Jail Planning	\$10,000
6. AME Consulting Engineers - Mechanical, Electrical, Plumbing, Fire Protection	\$18,000
7. Timmons – Site Planning and Civil Engineering	\$ 9,500
8. Palacio – Cost Estimating	\$ 8,500

Grand Total **\$86,500***

*Reimbursable Expenses are included.

An initial payment of zero (\$ 0.00) dollars shall be made upon execution of the Owner /Architect Agreement.



Payments are due and payable thirty (30) days from the date of our invoice. Amounts unpaid forty-five (45) days after the invoice date shall bear interest of prime rate in the location of the Project, plus 2% per annum.

POTENTIAL STUDY ENHANCEMENTS

- Facility Condition Assessment

SCHEDULE OF SERVICES

Work shall commence on approval of this proposal and shall be completed by the end of 2025.

If you agree with the scope of services and fees as outlined, please execute this proposal, and return one copy to our office. Thank you again for this opportunity to serve you.

Sincerely,



Thomas Carlson-Reddig, AIA, LEED AP
Global Practice Leader | Community
Little

Accepted By:

Name

Title
Union County

