

7 October 2010



Mr. Charles Clarke Administrator  
Cass County Government  
120 Broadway  
Cassopolis, MI 49031

**RE: CASS COUNTY COURTHOUSE REHABILITATION STUDY  
CASSOPOLIS, MI**

Subject: Architectural and Engineering Services Proposal



**QUINN EVANS**  
ARCHITECTS

219 E. N. MAIN STREET  
ANN ARBOR, MI 48104  
734 663 5886

Dear Mr. Clarke :

This letter is a proposal ("Agreement") for Quinn Evans Architects to provide professional consulting services to assist Cass County Government in assessing the feasibility of rehabilitating the original c. 1899 Cass County Courthouse and the c. 1970s Courthouse Annex Connector into new offices for the County Administration and related County departmental offices that are currently located in the Annex Building.

For ease of reference, "QEA" refers to Quinn Evans Architects; "Owner" refers to Cass County Government. "The Building" refers to the original Courthouse Structure and the Annex Connector.

#### **UNDERSTANDING OF THE PROJECT**

The project site consists of the immediate site area surrounding the Building and the portion of the county parking lot that would be required to support the proposed project. The Building is located at 120 Broadway in Cassopolis, Mi., located on the prominent intersection of the city center area. The original Courthouse structure is a 3 story building with a total floor area of approximately 20,700 square feet including the attic mechanical room. The Annex Connector is a 3 story addition of approximately 4,800 square feet which houses a lobby, elevator, second enclosed stairway and public restrooms.

The original Courthouse structure is a fine example of Richardsonian Romanesque architecture which was common for civic structures of the c. 1900 turn of the century period. It is defined by massive stone facades with large windows and an arched central entry on each of the 4 facades. The building is topped with a steep hip roof structure and a multi story clock tower which makes an impressive visual statement on the Cassopolis streetscape. The original 1899 Seth Thomas Clock works continues to provide a functioning monumental community clock today.

The Courthouse had, in over 100 years of use, experienced a number of renovations and changes of use and had been altered in a number of ways on the interior, but the exterior has been well maintained and appears to be structurally sound and a good candidate for rehabilitation and continued use. While the interior has been change extensively with past modernization efforts, the original architectural character is evident in both form and detail. The Annex connector constructed in the 1970's provided improved life safety egress, and elevator service to all floor and introduced new public restroom to a then very active courts facility. Over the last 10 years the original courthouse has been completely vacated following the construction of the new courts facility on the north edge of town. The building was formally shut down and has been "mothballed", but well maintained for the last few years. There has been some moisture penetration through below grade walls in the last few years but it has not lead to serious damage.

In 2007, the County commissioned a feasibility study of the entire facility including the 20,000 square foot, 2 story Annex Building which is located just to the north of the Annex Connector. This study provides some technical information on building use and building condition which will be helpful in the proposed Rehabilitation Study. The Building Committee demonstrated interest in the potential of the rehabilitation of the Original Courthouse Structure as the new

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county offices and the desire to preserve and save this important historic regional building which should be a cultural asset to the County. Unfortunately, many similar historic regional civic buildings have been torn down over the year. Cass County now has one of few remaining examples of this period of civic architecture. A good example of a similar regional government making the commitment to its historic civic architecture is the ongoing rehabilitation of the historic 1890's City Hall Building in Bay City, MI.

On September 9<sup>th</sup>, Michael Quinn FAIA, of Quinn Evans Architects, toured the Original Courthouse structure, the Annex Connector and, the Annex Building with the County Administrator and the Ahoc Building Committee. We discussed alternate strategic plans for going forward to make a determination about County space needs and the future of the original Courthouse Structure. It was agreed that a feasibility study should be undertaken to determine if the County offices, now located in the Annex structure, could be relocated into a historically respectful rehabilitation of the Original Courthouse structure would be possible and also economically feasible. It was agreed that Quinn Evans Architects, a full service architectural firm that specializes in the rehabilitation and reuse of historic structures, should provide a proposal for services to provide a rehabilitation feasibility study to demonstrate the potential of reusing the historic courts building. This Study proposal would be the first step in providing the County with information on which to make a commitment to this project in terms of creating good government office space, preserving a community resource and making a logical financial investment.



#### APPROACH TO THE PROJECT and PROJECT TEAM

Quinn Evans Architects (QEA), Ann Arbor MI office, will manage the overall project effort, the QEA staff for the project will be Michael Quinn FAIA principal and project lead, Ann Dilcher AIA, who is managing the current rehabilitation of the Bay City Hall structure and is a certified historic preservation specialist, will serve as project manager. Additional QEA staff will support her QEA leadership. GMB of Holland MI. will provide all consulting engineering services proposed for the project. QEA has an ongoing strategic relationship with GMP for our historic work on the west side of the state. The cost estimating will be provided by a certified construction cost specialist, Robert Brown of RW Brown Inc. who provides cost estimating on a regular basis for QEA projects.

#### SCOPE OF BASIC SERVICES / DELIVERABLES

Quinn Evans Architects will gather, document and analyze information, prepare and coordinate documents to facilitate the timely completion of the project. The work contemplated by this proposal includes the following tasks:

1. Rehabilitation Study (Time Frame: maximum 16 weeks)  
*We will prepare Concept Design drawings, a report and preliminary project cost model to describe the scope and character of the project. This task includes the following services and deliverables:*
  - Attendance at team kick-off meeting to confirm project goals, objectives, schedule and to review county departmental space needs for the proposed project.
  - Limited Field Survey to confirm existing conditions.
  - Complete a code evaluate for building and life safety requirements
  - Complete a limited evaluation of structure and MEP systems conditions and requirements
  - Preparation of base drawings, including plans, selected elevations, and pertinent building sections.
  - Prepare concept design alternatives (up to 3)
  - Facilitate a review of preliminary design alternative with the Owner to select preferred alternative.
  - Preparation of final concept design drawings,

- Prepare a preliminary estimate of project cost
- Develop and narrative report that summarizes our assessment of existing conditions and describes the recommended concept design including preliminary engineering assumptions.
- Present final recommendations at 1 client or review meeting.

DELIVERABLE: *Final Design Package, including design recommendation reports, and final concept design drawings.*

#### SCOPE OF OPTIONAL SERVICES

QEA would enlist more extensive assessment and design planning service for engineering systems and structural assessment of the building and the proposed rehabilitation plan. This would result in more detailed recommendations for conceptual engineering treatments and solutions. And the ability to improve the accuracy of the estimated cost of construction for the proposed rehabilitation plan. This work would be completed by GMB Engineers.

DELIVERABLE: *Final design package would include a more comprehensive narrative proposed engineering concept and may be annotated on design plans.*

The following assumptions have been made in the preparation of this proposal:

- A project budget has not been set.
- The Owner will provide available background information for use in preparing the design documents, including geo-technical information, documentation of the existing building and site plan
- QEA has not included time for public presentations, reviews or approvals.
- This proposal specifically excludes any costs associated with environmental assessment and remediation.
- QEA will conduct a general field survey of the existing building and take basic measurements to confirm the accuracy of existing building drawings.
- Structural, mechanical and electrical engineering services are limited to cursory review and outline recommendations only in the basic services offered here.
- Significant changes for cost reduction purposes after completing design or documentation will be treated as additional services.

#### PROPOSED FEE FOR BASIC PROFESSIONAL SERVICES

##### BASIC SERVICES

Quinn Evans Architects fee for professional services including budgeted expenses to complete the base project scope, as described is a stipulated Lump Sum of **THIRTY- FOUR THOUSAND TWO HUNDRED SIXTY AND 00/100 DOLLARS (\$34,260.00)**. Project schedule would be 16 weeks.

##### OPTIONAL SERVICES

Expanded Structural, Mechanical Electrical and Plumbing concept engineering services including recommendations and description of proposed design solutions can be provide as part of an expanded concept design rehabilitation study for the addition professional service fee including budgeted expenses for a an additional stipulated Lump Sum of **FIFTEEN THOUSAND FOUR HUNDRED AND 00/100 DOLLARS (\$15,400.00)**. This fee assumes that the Optional Services is accepted as the same time as the Basic Services proposal. Project schedule would be extended to 20 weeks.



**ADDITIONAL SERVICES**

Unless noted otherwise, requested changes from previously approved design or scope of services shall be performed on an hourly basis, plus reimbursable expenses.

**REIMBURSABLE EXPENSES**

Out-of-pocket expenses such as printing, long distance telephone calls and facsimile, postage and freight, and travel are in addition to the Fee and will be billed as reimbursable expenses payable to Quinn Evans Architects at 1.1 times the amount of the incurred expense.

**TERMS AND CONDITIONS**

The QEA Terms and Conditions attached are hereby incorporated into this Agreement.

This offer is valid for 90 days from the date thereof.

We appreciate the opportunity to meet with you and offer this proposal for your consideration. If you agree with the scope of services and terms outlined above, please sign the attached copy of this letter and it will serve as an Agreement for professional services and authorize us to begin work.

If you have any questions, please call.

Cordially,

Quinn Evans Architects



Michael L. Quinn FAIA  
Principal

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Charles Clarke  
Cass County Government Administrator.

