

**RESOLUTION 22-213**

**A RESOLUTION TO AUTHORIZE THE MAYOR TO SIGN AN ARCHITECTURAL & ENGINEERING SERVICES AGREEMENT WITH RENAISSANCE GROUP FOR SERVICES FOR FIRE STATION 4.**

**WHEREAS**, the City of Spring Hill Fire Department has identified a need for an outside consultant for Architectural & Engineering services for fire station 4; and

**WHEREAS**, a Request for Qualifications was advertised with Statement of Qualifications opened on August 16<sup>th</sup>; and

**WHEREAS**, eight Statement of Qualifications were received, and staff narrowed it down to the top 3.

**WHEREAS**, Cost Proposal was \$218,000 & staff recommends approval of anticipated contingency of \$82,000; and

**WHEREAS**, Budgeted in FY 22/23 from Capital Project Fund (313-48010-972) in the amount of \$700,000.

**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen:

1. Approval of entering into an Architectural & Engineering services agreement with Renaissance Group for a total cost of \$300,000.
2. Authorization of the Mayor to sign Architectural & Engineering services agreement with the Renaissance Group.

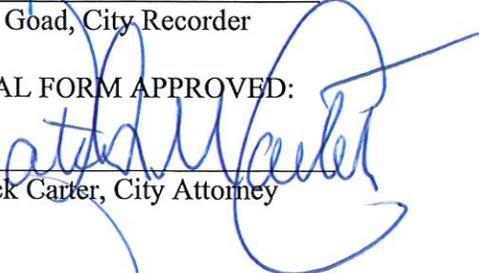
**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 19th day of September, 2022.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



**REQUEST:** *Approval of Resolution 22-213*  
**SUBMITTED BY:** Kevin Glenn, interim Fire Chief  
**DATE:** September 19th, 2022  
**RE:** To authorize the Mayor to sign a Professional Services Agreement with Renaissance Group for services for Fire Station 4.  
**ATTACHMENTS:** Cost Proposal & Services

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**PURPOSE:**

The purpose of this resolution is to authorize the Mayor to sign a Professional Services Agreement with Renaissance Group for services for Fire Station 4.

**BACKGROUND:**

The city has identified the need for an outside consultant for Architectural and Engineering services for Fire Station 4. The city has identified the need for this fire station at the corner of Duplex Road and Buckner Lane.

A request for qualifications was advertised with Statement of Qualifications opened on August 16<sup>th</sup>. A department committee was established for selection process and the committee recommended Renaissance Group unanimously.

**FINANCIAL IMPACT:**

Funding for the design plan is budgeted in FY 22/23 under Capital Project Fund (313-48010-972). The current estimated cost is \$300,000 and have up to \$700,000 budgeted.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 22-213 to authorize the Mayor to sign a Professional Services Agreement with Renaissance Group for Services for Fire Station 4.



**Renaissance  
Group**

September 8, 2022

**To:** Kevin Glenn, Acting Fire Chief  
**Spring Hill Fire Department**  
199 Town Center Parkway Lower Level  
Spring Hill, Tennessee 37174

**Re:** **Architectural and Engineering Fee Proposal for  
New Spring Hill Fire Station No. 4**  
Intersection of Duplex Road and Buckner Lane  
Spring Hill, Tennessee

Chief Glenn:

Renaissance Group, Inc. is pleased to submit our proposal to provide Architectural and Engineering Design Services for the New Spring Hill Fire Station No. 4 for the City of Spring Hill, Tennessee as follows:

**SCOPE OF SERVICES:**

- Site area of approximately 3.03 acres
- Site is served by both public water and sanitary sewer service
- Site access will be from both Duplex Road and Buckner Lane
- Site is located adjacent to occupied single-family residences
- Fire station will house an engine, ladder company, rescue company and ambulance for a total of fourteen (14) personnel per shift
- Fire station will include three (3) apparatus bays with a total square footage of approximately 12,000 square feet
- Fire station will include a police department substation
- Full fire sprinkler system as required by code

**BASIC SERVICES INCLUDE:**

- Services including design and construction documents:
  - a. Facilities Programming Services
  - b. Architecture Services
  - c. Interior design Services
  - d. Mechanical and Plumbing Engineering
  - e. Fire Protection Engineering
  - f. Structural Engineering
  - g. Electrical Engineering
  - h. Civil Engineering



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- i. Land Surveying including boundary, easements and topography
- j. Geotechnical Services
- k. Landscape Architectural Services
- l. Data and Communication Design Services
- m. Preparation of detailed plans and specifications for construction including building, interiors, site, utilities and stormwater, landscaping, signage, etc.
- n. Preparation of contract proposal and all necessary bidding documents
- o. Preparation of estimate of probable cost at various design milestones including initial programming, 30%, 60% and 95%.
- p. Preparation of detailed project schedule through completion of construction
- q. Design submission for City review at 30%, 60%, and 95% design
- r. Preparation of all necessary post letting plan revisions as required
- s. Coordination and meetings with City and other entities
- t. Coordination of a minimum of one (1) public meeting at select milestone in design schedule including as well as periodic design status briefings with Board of mayor and Alderman
- u. Preparation of record documents
- v. Obtain environmental and all other necessary permits from authorities having jurisdiction as required
- w. Adherence to all applicable City regulations and standards and other applicable standards and specifications
- x. Construction administration services

**SERVICES NOT INCLUDED:**

- Rezoning
- Off Site Utilities

**COST OF SERVICES:**

Fee for Scope of Services as identified above as Basic Services will be a lump sum fee of **Two Hundred and Eighteen Thousand and No/100 Dollars (\$ 218,000.00)**, as follows:

**COST OF SERVICES BY PHASE:**

Facility Programming Phase:	\$ 10,000.00
Schematic Design Phase	\$ 20,000.00
Design Development Phase	\$ 40,000.00
Construction Document Phase:	\$ 80,000.00
Civil Engineering Phase:	\$ 25,500.00
Landscape Architecture Phase	\$ 7,500.00
Geotechnical Phase:	\$ 5,000.00



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Land Surveying Phase:	\$ 5,000.00
Construction Administration Phase:	\$ <u>25,000.00</u>
<b>Total Lump Sum Fee Proposal:</b>	<b>\$ 218,000.00</b>

**ADDITIONAL SERVICES:**

Additional services will be based on an hourly rate and will be requested and approved by the Owner prior to commencement of work.

**ADDITIONAL SERVICE COMPENSATION HOURLY RATES:**

**Architecture**

Principal	\$200.00/Hour
Project Architect	\$175.00/Hour
Designer Architect	\$175.00/Hour
Project Manager	\$160.00/Hour
BIM Coordinator	\$130.00/Hour
Project Captain	\$110.00/Hour
Architectural Specialist	\$100.00/Hour
Intern Architect	\$ 80.00/Hour
Construction Administration	\$150.00/Hour

**Interior**

Interior Manager	\$175.00/Hour
Interior ASID	\$150.00/Hour
Interior Designer	\$130.00/Hour

**Engineering**

Principal	\$200.00/Hour
Project Civil Engineer	\$160.00/Hour
Engineer	\$100.00/Hour

**Administration**

Financial Associate	\$ 90.00/Hour
Marketing	\$ 90.00/Hour
Clerical	\$ 60.00/Hour



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**REIMBURSABLE EXPENSES:**

All cost for submission fees, printing cost and shipping cost will be billed to the Owner at our cost with no additional mark-up.

Thank you for this opportunity and we are available to start immediately if this fee proposal is acceptable. The recommended agreement form will be the AIA Document B104 – 2017, Standard Abbreviated Form of Agreement Between Owner and Architect, incorporating information as discussed above. If you have any questions or need additional information, please give me a call.

Sincerely,

**RENAISSANCE GROUP, INC.**

  
Michael E. Terry, AIA  
Senior Vice President | Partner  
[mterry@rgroup.biz](mailto:mterry@rgroup.biz)  
901-332-5533

**ACCEPTED:**

**CITY OF SPRING HILL, TENNESSEE**

  
Name Jim Hagan  
Title: Mayor

**CITY OF SPRING HILL**

Request for Qualifications  
Fire Station No. 4  
Duplex Road/Buckner Lane

WHAT YOU  
VALUE IS  
OUR PRIORITY



9700 VILLAGE CIRCLE SUITE 100, LAKELAND TN 38002 | 901.332.5533 | RGROUP.BIZ



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Group

August 10, 2022

Kevin Glenn, Interim Fire Chief  
City of Spring Hill  
199 Town Center Parkway  
P.O. Box 789  
Springhill, TN 37174

Re: New Fire Station No. 4 Architectural and Engineering Design Services

Chief Glenn,

Renaissance Group, Inc. is pleased to submit our qualifications to provide our services to the City of Spring Hill for the new Fire Station No. 4. Our team represents knowledge and experience in the design of fire station facilities that include projects for the City of Franklin, the City of Germantown, Town of Collierville, Shelby County, City of Columbia and the City of Bowling Green, KY. We are also quite comfortable working on projects in Middle Tennessee, and have worked on fire stations in Franklin and Columbia, which are not far from Spring Hill.

RGI also has additional project experience with public sector clients such as the United States Postal Service, City of Memphis, Memphis-Shelby County Airport Authority, Tennessee Department of Transportation, Shelby County Schools, Collierville Schools, Arlington Community Schools, Bartlett City Schools, and Lakeland Schools. Because of this experience, our team has gained unique knowledge and understanding of the special requirements for this type of project.

Renaissance Group's commitment is to provide quality planning and design that meets the expectations of the City of Spring Hill by providing a highly functional, energy efficient, cost effective, state-of-the-art facility that engages the community environment while reflecting and improving the character of the neighborhood. We are dedicated to protecting the design integrity of this project while maintaining the established program requirements, adhering to the approved budget and meeting the production schedule.

Along with our consultants, who have a tremendous amount of fire station design experience, we believe we have built a team of professionals that have the qualifications and experience to deliver the best facility possible while maintaining the approved budget and meeting all the needs and requirements of the City of Spring Hill and the Fire Department.

Thank you for this opportunity, and I look forward to teaming with the City of Spring Hill to deliver a successful project.

Sincerely,  
*Renaissance Group*



Michael Terry, AIA, NCARB  
Senior Vice President & Partner  
901-332-5533, mterry@rgroup.biz

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Renaissance Group Inc.  
9700 Village Circle, Suite 100  
Lakeland, TN 38002

Phone 901.332.5533  
www.rgroup.biz

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RENAISSANCE GROUP: CITY OF SPRING HILL,  
NEW FIRE STATION NO. 4 DESIGN SERVICES

# 1. INTRODUCTORY INFORMATION

# WHY RENAISSANCE

Everything we do at Renaissance Group is a direct reflection of what matters most to our clients. What you value is our priority.

We believe that investing time to develop relationships is a powerful tool. It helps us discover what is valuable to you so we can make those things a priority and a reality in your project.



## 1 REBIRTH

Although we are veteran architects, we constantly ask ourselves how we can improve our process to better serve you. We also stay up-to-date on the latest industry tools and skills.



## 2 RELATIONSHIP

We work hand in hand with our clients every step of the way. The process is one that is both collaborative and innovative so that the outcome is uniquely tailored to meet your needs.



## 3 REALIZE

We listen to you and understand what you value and need from the beginning in order to improve your bottom line throughout the project.



## 4 RESPOND

We achieve successful projects that meet your business needs and budget via creative design and personal service. Our work is a direct reflection of what matters most to you.

# RENAISSANCE AT A GLANCE



FOUNDED

1979

## SERVICES OFFERED

Architectural design, civil engineering, landscaping, comprehensive master planning, interior design, feasibility studies, site selection analysis, road design, rezoning applications, sustainability, BIM



30

EMPLOYEES

## REGISTERED PROFESSIONALS

Salvador A. Feraci, NCARB, AIA; Douglas W. Burris, NCARB, AIA; Michael E. Terry, AIA; Barry Allmon, LEED AP; Ronald E. Colin, Jr., NCARB, AIA, LEED AP; Tony Dai, NCARB, AIA; Michael Tushek, Nick Jackson, NCARB, AIA; Mark Allmon, NCARB, AIA; Wesley Wooldridge, PE, ISACA; Brandon Allen, LEED AP

## MARKETS SERVED

Educational facilities, municipal facilities, religious facilities, healthcare facilities, multi-family facilities, financial offices, residential development, commercial development, maintenance facilities, airports, municipal engineering, logistics facilities, manufacturing facilities, warehouse facilities

## PARTIAL CLIENT LIST

City of Bartlett, FedEx, Shelby County Schools, City of Memphis, Town of Collierville, Memphis Shelby County Airport Authority, Memphis City Schools, TDOT, Crittenden County, Jackson/Madison County, University of Memphis, City of Germantown, U.S. Postal Service, General Service Adm, Social Security Administration, St. Jude Children's Research Hospital, City of Lakeland, Servicemaster, Ethan Allen, Vista Host Hotel Management, CEI

## ACCREDITATIONS

AIA (American Institute of Architects), NCARB (National Council of Architectural Registration Boards), NCEES (National Council of Examiners for Eng. & Surveying), Service Associate of the Tennessee School Boards Association, Certified Arborist, LEED (Leadership in Energy and Environmental Design), ASLA (American Society of Landscape Architects), CLARB (Council of Landscape Architect Review Boards), NCIDQ (National Council for Interior Design)

# EXECUTIVE SUMMARY

Renaissance Group works in many different markets, but municipal facilities, especially fire stations, is a market that is of particular interest to us. Our team is uniquely qualified for this project due to our understanding and experience of designing fire stations, as well as working with the local municipalities. We have assembled a team that can guide and assist the City of Spring Hill through every step and phase required to create the best fire station for the specific needs of the City.

## Fire Station Experience

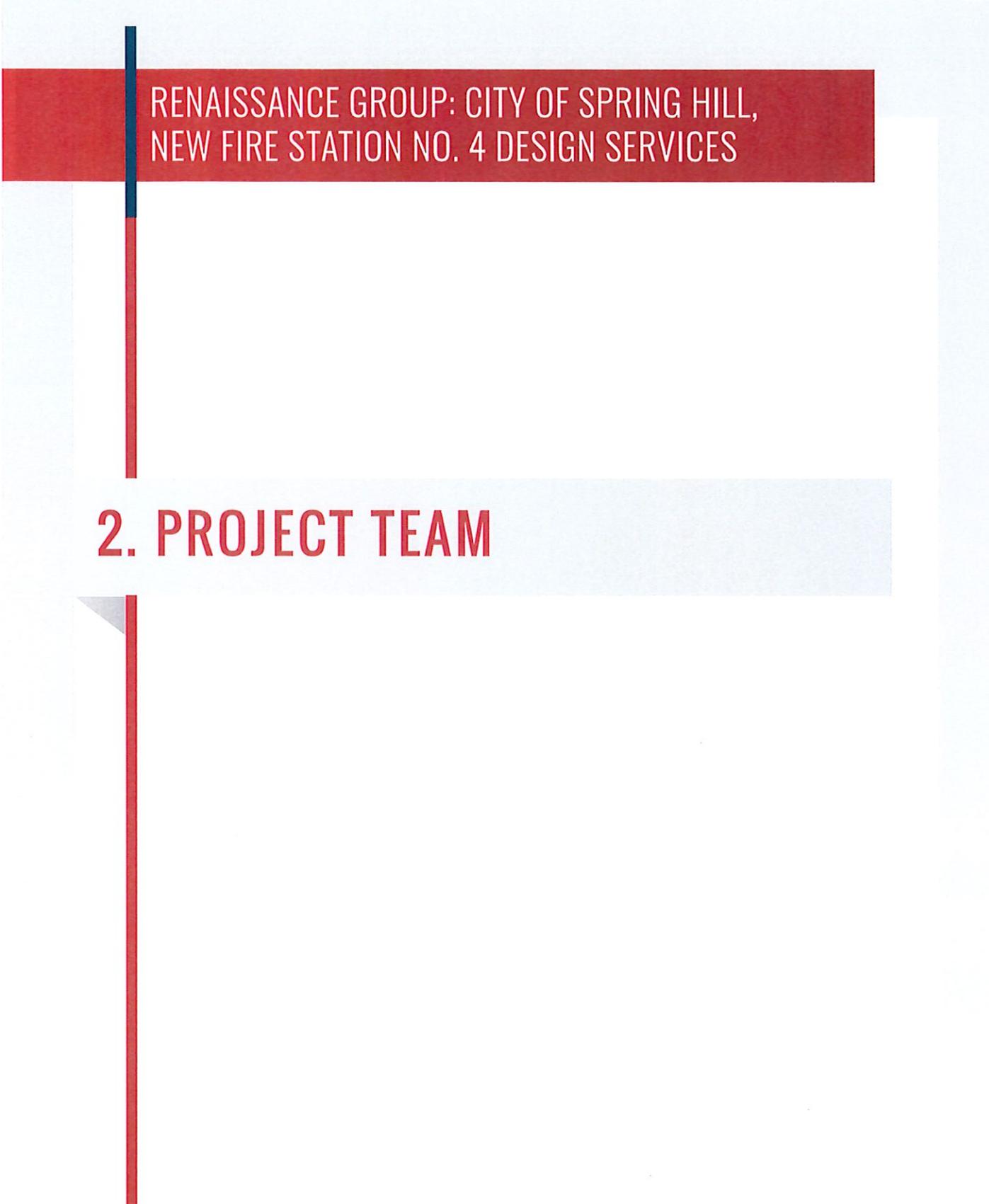
- Over 15 stations, projects and fire administration buildings.
- Completed Fire Station 8 in the Westhaven area of Franklin, TN, which will be used as a prototypical station for the City of Franklin and has a LEED Silver Rating.
- Germantown Fire House 4 achieved LEED Gold Rating.
- Additional fire stations include Franklin Fire Station 7, Collierville Fire Station No. 5, Northaven Fire Station No. 67, and Lakeland Fire Station.

## Experience with Government Agencies and Municipalities

- United States Postal Service Indefinite Quantity Contract for Architecture and Engineering.
- City of Memphis Indefinite Quantity Police Planning Contract, which includes the design and construction of five new police precincts.
- Multiple projects for the Tennessee Department of Transportation projects including Boswell Road Engineering Office and garage and office renovations.
- Memphis-Shelby County Airport Authority 102,000 sq.ft. administrative and support facility.

## A Knowledgeable Team

- Team approach to every project with committed Principal/Owner involvement.
- Team consultants also boast a significant amount of experience with municipalities and fire stations.
- Proven history of meeting program requirements while maintaining budgets and schedules.
- Dedicated to provide an appropriate amount of staff on the team, and will ensure that their workload is balanced and efficient.
- RGI has a suite of modern 3-D capabilities allowing us to integrate virtual design, production tools and REVIT software, to provide a state-of-the-art Building Information Modeling (BIM) package.
- BIM construct the project virtually before the foundation is laid, allowing for cost effectiveness on construction solutions before problems arise.



RENAISSANCE GROUP: CITY OF SPRING HILL,  
NEW FIRE STATION NO. 4 DESIGN SERVICES

## 2. PROJECT TEAM

# TEAM OVERVIEW

## LEAD ARCHITECT, INTERIOR DESIGN & CONSTRUCTION ADMINISTRATION

**Renaissance Group, Inc.(RGI)** of Lakeland, Tennessee, will serve as the lead architect, project manager, interior designer and construction administration for our team. In business in the Memphis area for over 43 years, they provide a full range of services including pre-design/planning, architecture, civil engineering, landscape architecture, interior design and LEED consulting. Renaissance Group Inc. has provided A/E services for government agencies such as TDOT and the United States Postal Service, and for municipalities throughout the MidSouth. Municipal projects include Franklin Fire Station 8, Franklin Fire Station 7, Columbia Fire Rescue No. 3, Bowling Green Fire Station 7, Germantown Fire House 4, Collierville Fire Administration Building, Bristol Fire Station #2, Crump Station Police Precinct, and Ridgeway Station Police Precinct, to name a few.

Renaissance Group's role will be to serve as the point of contact for the City of Spring Hill, work through scope and phasing recommendations, budgeting, programming, coordinate the sub-consultants, produce the design and construction documents, assist in the bidding process, lead the construction administration and coordinate the close-out process.

Michael Terry will be the contact person for this project. [mterry@rgroup.biz](mailto:mterry@rgroup.biz); 9700 Village Circle, Ste. 100, Lakeland, TN 38002; 901-332-5533

## STRUCTURAL, ELECTRICAL, MECHANICAL, PLUMBING & FIRE PROTECTION ENGINEERING, DATA & TELECOMMUNICATIONS CONSULTANT

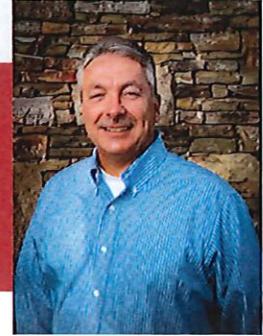
**Chad Stewart & Associates, Inc.(CSA)** out of Lakeland, TN, is a full service structural, electrical, mechanical, plumbing and fire protection consulting firm dedicated to outstanding customer service, innovative design, and cutting-edge technology. CSA has been providing comprehensive structural engineering services to clients nationwide since 2004, electrical engineering since 2016, and added mechanical engineering in 2021. CSA strives to provide innovative and responsive structural and electrical engineering solutions for architectural projects of all shapes and sizes. They have worked on a variety of municipal projects with Renaissance Group, including Columbia Fire Rescue No. 3, Bowling Green Fire Station 7, Collierville Fire Station Number 5, and City of Memphis Central Police Precinct.

## CIVIL ENGINEERING, SURVEYING, GEOTECHNICAL & LANDSCAPE ARCHITECT CONSULTANT

**Barge Design Solutions (BDS)** out of Nashville, Tennessee, was founded in 1995 and is a multidisciplinary engineering consulting firm that places a strong focus on providing cost-effective, high-quality solutions to their clients' short-term and long-term needs. Their staff of over 400 serves clients nationwide from 15 offices located in Texas, Tennessee, Alabama, Georgia, and Ohio. They will provide civil engineering, surveying and landscaping for this project. Fire station experience includes Finger Fire Station Disaster Recovery CDBG, Milledgeville Fire Station Addition, Sevierville Fire Station, Millington Aircraft Rescue and Firefighting Facility, City of Memphis Fire Stations 5, 16, 20, 23, 27, 45, 53 and 35.

# MICHAEL TERRY

SENIOR VICE PRESIDENT & PARTNER | AIA



**39 YEARS**  
*Professional Experience*



**EDUCATION**  
*University of Memphis,  
Bachelor of Architectural  
Technology*



**REGISTRATION**  
*Tennessee*



## REPRESENTATIVE PROJECTS

*Germantown Fire House 4 – Germantown, TN  
Bowling Green Fire Station #7 - Bowling Green, KY  
Columbia Fire Rescue No. 3 – Columbia, TN  
Franklin Fire Station No. 7 – Franklin, TN  
Franklin Fire Station No. 8 – Franklin, TN  
Lakeland Fire Station 1 – Lakeland, TN  
Crump Station Police Precinct – Memphis, TN  
Ridgeway Station Police Precinct – Memphis, TN  
Tillman Station Police Precinct – Memphis, TN  
Appling Farms Police Precinct – Memphis, TN  
TDOT Maintenance Facility Renovations – Memphis, TN  
City of Memphis DNA Storage Facility – Memphis, TN  
Memphis Shelby County Airport Authority Administration  
& Maintenance/Storage Facility – Memphis, TN  
TDOT Administration Building Boswell Rd – Memphis, TN*

\*Current commitments include Bristol Fire Station #2.

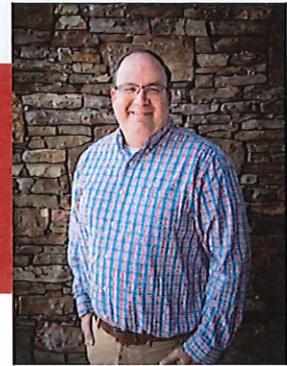
**QUICK  
CREATIVE  
CONCEPTUAL**

Smart and determined, Mike has a track record as an architect who exceeds the standard. He has earned his place along side the best in his profession by applying intelligence, creativity, and one hundred percent effort to every project.

Mike has built a solid resume leading Renaissance Group's government projects. Whether it be the airport, police department, fire department or highway department that needs a new facility, Mike produces solid, comprehensive construction documents that withstand the scrutiny of the public bidding process.

# RON COLIN

PROJECT ARCHITECT | AIA, NCARB, LEED AP BD+C



**24 YEARS**  
*Professional Experience*



**EDUCATION**  
*Kansas State University,  
NCARB Bachelor of  
Architecture*



**REGISTRATION**  
*Tennessee*

## REPRESENTATIVE PROJECTS

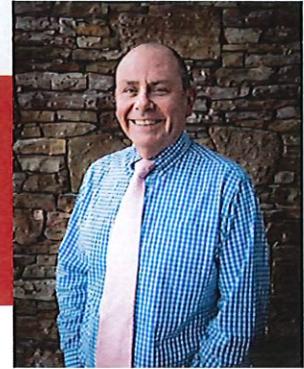
*Germantown Fire House 4 – Germantown, TN  
Bowling Green Fire Station #7 - Bowling Green,  
Franklin Fire Station No. 8 – Franklin, TN  
Franklin Fire Station No. 7 – Franklin, TN  
Columbia Fire Rescue No. 3 – Columbia, TN KY  
Northaven Fire Station No. 67 – Shelby County, TN  
Arlington Fire Station 71 Renovations – Arlington, TN  
Collierville Fire Administration Bldg. – Collierville, TN  
MSCAA Airport Maintenance Bldg. – Memphis, TN  
FedEx Air Ops Training Center – Memphis, TN  
FedEx Air Experience Center – Memphis, TN  
FedEx New Hangar 21 – Memphis, TN  
FedEx HUB Restroom Renovations – Memphis, TN  
FedEx Hangar Improvements 24, 25, & 27 –  
Memphis, TN  
FedEx International Input Canopy II – Memphis, TN  
New Collierville High School – Collierville, TN  
C.C.L. Labels – Collierville, TN  
Cordova Safey – Memphis, TN*

\*Current commitments include Bristol Fire Station #2.



# CHRISTOPHER SPELTZ

ARCHITECTURAL DESIGNER



## 29 YEARS

*Professional Experience*



## EDUCATION

*University of Kentucky;  
Bachelor of Architecture*

*University of Texas Charles  
Moore Graduate Program*

## REPRESENTATIVE PROJECTS

*Germantown Fire House 4 – Germantown, TN  
Franklin Fire Station No. 8 – Franklin, TN  
Columbia Fire Rescue No. 3 – Columbia, TN  
Collierville Fire Station #5 – Collierville, TN  
Central Police Precinct Prototype – Memphis, TN  
Patriot Bank – Collierville, TN  
Triumph Bank – Memphis, TN  
Arlington High School – Arlington, TN  
Southwind High School – Memphis, TN  
W. H. Brewster Elementary – Memphis, TN  
Collierville Middle School – Collierville, TN  
Memphis Pink Palace Museum – Memphis, TN  
Chenal Pointe at the Divide – Little Rock, AR  
The Mill at McCullough Apartments – Tupelo, MS*

\*Current commitments include Lofts on the Square and Belly Acres in Southaven.



# CINDY CLARK

INTERIORS



## 19 YEARS

*Professional Experience*



## EDUCATION

*Watkins College of Art & Design  
Bachelor of Fine Arts  
Nashville, TN*

## REPRESENTATIVE PROJECTS

*The Inn at Pickwick State Park- Counce, TN*

*St. Jude Children's Research Hospital Residence -  
Memphis, TN*

*Theatre Memphis- Memphis, TN*

*Regional Medical Center of Memphis - Memphis, TN*

*Saint Francis Hospital - Memphis, TN*

*Cannon Motors- Oxford, MS*

*Apple Grove Alzheimer's & Dementia Residence -  
Memphis, TN*

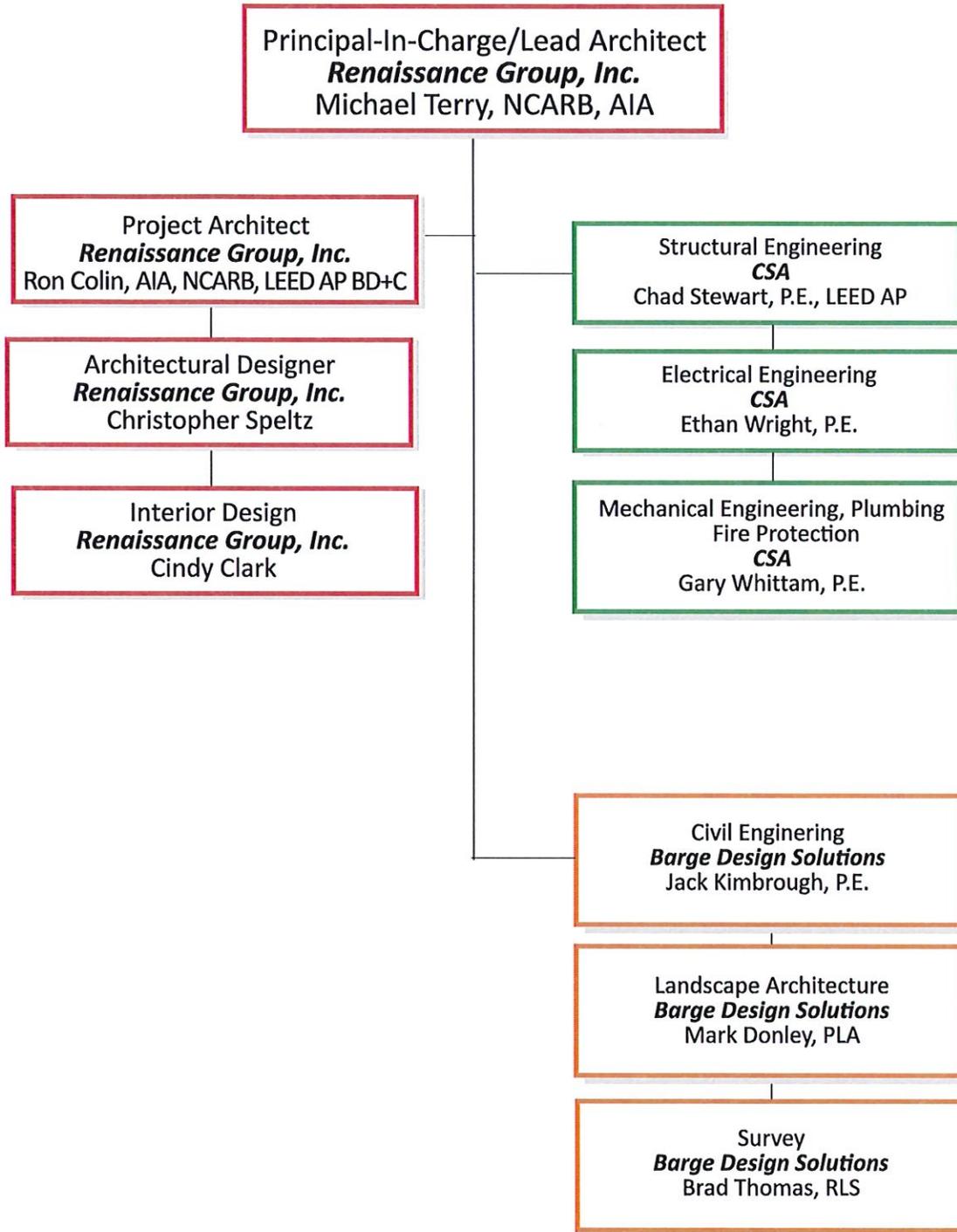
*FedEx Corporate Facilities- Various locations*

*Contract Documents for design standard  
renovations for restaurants such as Chili's & Wendy's*

\*Current commitments include St. Jude Children's Research Hospital.



# ORGANIZATIONAL CHART





RENAISSANCE GROUP: CITY OF SPRING HILL,  
NEW FIRE STATION NO. 4 DESIGN SERVICES

### 3. METHODOLOGY/APPROACH

# OUR APPROACH

The Renaissance Approach goes above and beyond the basic approach by executing your values with innovative design elements to ensure your project's success. The traditional roadmap is "form follows function". We go deeper and wider for a more well-rounded approach.

**BASIC APPROACH**

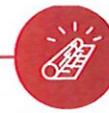
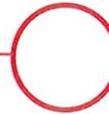
**OUR APPROACH**

FORM

FUNCTION

CLIENT VALUES

INNOVATIVE DESIGN



## FORM

Providing innovative and fiscally responsible project execution.

## FUNCTION

Discovering your programmatic needs and developing a clearly communicated plan.

## CLIENT VALUES

Developing an integrated and tailored process to deliver results that align your values, function, and form.

## INNOVATIVE DESIGN

Understanding what is most important to you and reflecting your needs throughout the design.

# METHODOLOGY & APPROACH

Over the past 43 years, Renaissance Group has developed a very successful relationship with government agencies, providing planning, cost estimating, master and preliminary design, construction documentation, and construction administration, establishing project design guidelines, identifying project scope, and formalizing project budgets.

It takes vision, imagination, experience, and the knowledge of the realities of budget constraints, timelines, and construction challenges to understand that each client and each project require a unique approach. Our extensive work on fire stations projects varying in size and scope gives our team a unique understanding of these type of projects. With our understanding of the latest technologies and design trends related to fire stations, we believe we will be a great fit for this project. We also strive to deliver projects that are unique to each client, as well as a project that enhances the surrounding neighborhoods.

We are also very familiar working with the commissions and boards, and understand the processes that must be developed and information that must be submitted in order to obtain approvals. We have a great track record with helping establish realistic budgets and adhering to these budgets throughout the duration of the project.

## PROJECT UNDERSTANDING

Renaissance Group, Inc. (RGI) will work side-by-side with the City of Spring Hill and the Fire Department to achieve four major design goals: function of the facility, budget and scheduling requirements of the City, durability / low maintenance for the new Station, and an aesthetically pleasing exterior design that complements the surrounding neighborhood. We consider these to be the four most important aspects in the design of any new Fire Station. Relying on this experience and current knowledge, our team will be able to help program a facility with the critical paths a Fire Fighter needs to reach the apparatus, sleeping quarters that allow the Fire Fighters to get a better night's sleep – both male and female, and ways to save time and money on maintenance and cleaning.

## ORGANIZATION TO PERFORM SERVICES

Our Design Team Principal-In-Charge (A/E) and Project Manager (A/E) will be the same people throughout the duration of the project so the continuity of topics and decisions will never "slip through the cracks". We will work to collaboratively conduct interviews to provide feedback from the appropriate parties in order to define the actual final scope of work and detailed requirements. We will be in constant communication with not only the City's Project Management Team, but also the engineering consultants to guarantee all project needs are implemented into the final design.

One reason RGI's design approach has been so successful is our commitment of having a partner in our firm involved in all aspects of the project. Even though our process requires many different people working toward the same goal, we believe our responsibility to our clients is for one of our partners to oversee all aspects of the services provided. This personal involvement guarantees our clients the best opportunity for experienced advice and decisions. Most importantly, this approach provides quality design, quality construction documents and minimal change orders during construction.

## ASSISTING IN DEVELOPMENT OF PROJECT SCHEDULING, COORDINATION OF CONSULTANTS, QUALITY & COST CONTROL

Project scheduling will be done together with City staff to insure realistic deadlines are established while maintaining the City's overall project schedule. We are also proposing to use consultants that we have a consistent track record of meeting project schedules and providing experience in fire station design. We will coordinate with our consultants on a consistent basis using 3-D software technology and face-to-face work sessions.

This process has proven to produce quality design documents with few design-driven change orders and projects that bid within the established construction budgets. Our team understands and appreciates the highest quality assurance for projects we are involved with. To avoid costly delays and increased design and construction costs, we continually monitor and review our progress throughout all phases of the project. At key points throughout the planning and design process, we establish milestones to monitor the quality and progress. These include communicating with our client the planning programs, their goals and objectives, understanding the scope of the project and reviewing code requirements. We will review design and plan alternatives and their feasibility and constructability, technical and coordination review of documents while avoiding potential conflicts, delays and increased costs.

# METHODOLOGY & APPROACH

In order to assure results, our consultant/design team will assist the City in creating implementation strategies and action plans throughout the duration of the project. These implementation strategies and action plans will clearly set forth the 'who does what, where and when' structure necessary to make a plan happen. The action plans involve: implementation strategy and action plan, phasing and scheduling plan, and development guidelines.

## PRE-DESIGN

RGI will meet with the City of Spring Hill team and fire department staff to become familiar with needs of the specific project. We will facilitate programming investigation, and assist in the development of the project scope. We will evaluate the functional and spatial needs for the facility, review the preferred building systems, closely examine all project scope requirements, including ADA compliance, evaluate energy efficient components, and perform the due diligence required to fully understand the issues related to the site and site utilities in order to establish the approved project budget. RGI will require all necessary consultants to participate in this process in order that all issues are understood and considered.

## SCHEMATIC DESIGN

Following feedback from the City, our consultants and our studies, RGI will prepare schematic design drawings and documents consisting of site plan, floor plan, and exterior elevations, preliminary costing, for the City to review and approve. Throughout this process, RGI will be in constant communication with the consulting engineers and the City team, asking questions, validating decisions, and verifying that program requirements are met. Our team will further evaluate life cycle specific components and methods to achieve the required energy efficient systems.

## DESIGN DEVELOPMENT

After the City has approved the building and site schematics, RGI will proceed to design development where we begin to develop the building's site, structural requirements, heating and cooling systems, lighting and power requirements, and communication requirements while analyzing the building's energy requirements. RGI will also begin to study cost in more detail as more decisions are documented.

RGI will communicate and consult with all consulting engineers and the City as the design decisions are being made in this phase. RGI will also discuss how the decisions affect the economics of the project, including operational costs versus initial costs. RGI will move forward from design development to finalizing construction documents and specifications where details, dimensions, and all chosen systems are included for bidding. We will work closely with all consulting engineers to make sure all project requirements are met.

## CONSTRUCTION DOCUMENTS

Upon approvals of the design development phase, the architectural and engineering team will complete the construction documents or contract documents and the written specifications to the level that contractors can bid the project. This is the phase where all technical aspects of a project get defined and documented for every component of the project. Final City and State code reviews occur at this level as well for final plan approval and permitting. RGI's intent is to have the absolute best and most accurate set of plans possible for construction so there are fewer problems during construction. We believe this part of what the architect provides is crucial for each client to minimize change orders throughout the project construction.

## BIDDING

Once final plans have been completed and approved by owner and all governmental agencies, the bidding portion is usually managed by the architect to issue plans and advertise for the construction bidding. All plans get distributed to the interested and qualifying companies by the architect who handles all questions and addendums issued during the bid time. After the bidding process the architect / owner collect the bids and select a qualified bidder. This process can take 3-4 weeks of time for average projects.

# METHODOLOGY & APPROACH

## CONSTRUCTION ADMINISTRATION

During construction, RGI will review and approve the following items; all shop drawings for each component the contractor proposes to use on the project, all contractor pay applications, change order request, questions from the field during construction, conduct weekly, bi-weekly or monthly job site visits, quality control reviews, and a host of other task when necessary based on the contractor and owner needs for a successful project. All of this is done in a timely matter as to not cause delays or stoppage of work.

This is a crucial time that helps make a successful project. Once the project is complete, RGI will issue substantial completion notices and do a final punch list walk through with the owner and contractor for compliance of plans and specifications. Once the building is finished and client is happy, we have completed the project.

## CODE ANALYSIS

In dealing with code analysis and local jurisdictional approvals, we provide a preliminary evaluation of code issues related to the design. We also identify special project needs and their requirements. Once the preliminary evaluation is complete, we will sit down with local code enforcement officers including the fire marshal and planning officials, evaluate the preliminary code analysis, and uncover any additional code concerns. Then we will provide a code analysis report back to the local code enforcement and fire marshal offices and planning for their review. This will become the basis of our final code analysis of the proposed project.

## COMMUNICATION

One of the primary roles as the architect, besides design, is leading the team, organizing and communicating to the team of consultants all the objectives and goals respective to each discipline for the project, as well as engaging the public when necessary. We believe that if the design team fails to communicate with each other, the project will not succeed or reach its highest objectives. This team would establish from the beginning regular data collecting, interviews with key team members and representatives to gather programmatic data and challenge the provided program. Documentation of all interviews, meetings, photographs and research would be provided in written form for each phase of this process and distributed to all entities. RGI takes full advantage of cloud-based technology, and uses programs such as OneNote to share information in "real time", such as meeting notes, etc.

Communication is key to the success of a project. A few examples of how we successfully maintain communication are A) we document in detail all Design Team led meetings to keep a record of decisions made. B) We use a responsibility matrix to help delineate what party will be responsible for "gray" items in the scope of construction. C) The graphics we create for all presentations are created in-house and are available for the Client's use as well.

## COST ESTIMATING METHODS

RGI's vast municipal experience allows us to look back at previous projects and use this knowledge for the best construction methods, that and ultimately helps control the construction cost of a project. Additionally, our relationships with local contractors gives us an opportunity to reach out and receive guidance for construction situations. We are always researching new products, as well as referring to the RS Means Building Construction Cost Data Manual as a reference. The process of cost estimating requires a team approach from the owner, architect and product vendors. Cost estimating starts with understanding the owners scope for the project and properly detailing the plans to identify all the items necessary to complete the project.

- Northaven Fire Station: Budget-\$1,450,000; Bid-\$1,354,150; Final Cost-\$1,347,828
- Collierville Fire Administration Building: Budget-\$1 million; Bid-\$938,700; Final Cost-\$969,980
- Lakeland Fire Station: Budget-\$1,167,222; Bid-\$1,145,000; Final Cost-\$1,008,795
- Lakeland Middle Preparatory School: Budget-\$14 million; Bid-\$11,740,100; Final Cost-\$12,24,528
- Westhaven Elementary School: Budget-\$12,500,000; Bid-\$12 million; Final Cost-\$11,500,000
- Crump Station Police Precinct: Budget-\$4,324,250; Bid-\$4,217,486; Final Cost-\$4,165,417

# SCHEDULE

Phase	Start Date	Days to Complete	Finish Date
Design Firm Selected	8/23/2022	0	8/23/2022
Contract Negotiation	8/24/2022	18	9/11/2022
Contract Approval from Board of Mayor & Aldermen	9/12/2022	1	9/13/2022
Kickoff Meeting with A/E	9/14/2022	14	9/28/2022
A/E submit 30% drawings for review	9/29/2022	60	11/28/2022
Owner review/approval 30% drawings	11/29/2022	14	12/13/2022
A/E submit 60% drawings for review	12/14/2022	45	1/28/2023
Owner review/approval 60% drawings	1/30/2023	14	2/13/2023
A/E submit 90% drawings for review	2/14/2023	45	3/31/2023
Owner review/approval 90% drawings	4/2/2023	14	4/16/2023
A/E submit 100% documents	4/17/2023	14	5/1/2023
Owner review/approval 100% documents	5/2/2023	14	5/16/2023
Submit to Code Enforcement	5/17/2023	30	6/16/2023
Finalize documents and distribute to bidders	6/19/2023	14	7/3/2023
Receive bids	7/4/2023	32	8/5/2023
Owner bid review and select contractor	8/7/2023	14	8/21/2023
Construction	8/22/2023	240	4/18/2024
Close-out project	4/19/2024	14	5/3/2024



RENAISSANCE GROUP: CITY OF SPRING HILL,  
NEW FIRE STATION NO. 4 DESIGN SERVICES

## 4. RELEVANT PROJECT EXPERIENCE



# FRANKLIN FIRE STATION 8

FRANKLIN, TN     *\*LEED Silver Rating*

 COMPLETED  
2016

 SIZE  
12,710 SQ FT

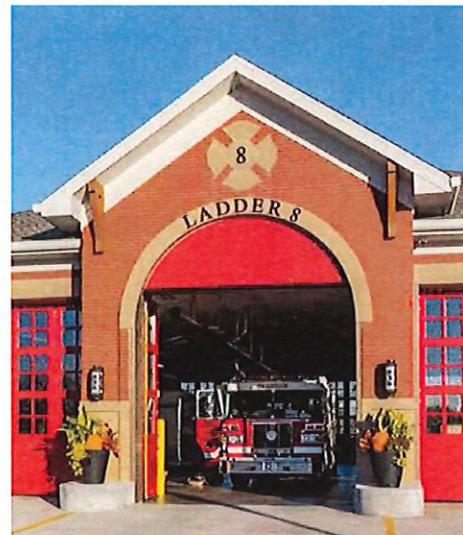
 COST  
\$3,334,824.50



Energy efficient, low maintenance and meets the growing needs of the Franklin Fire Department.

Unique features are a hydronic radiant heated slab in the apparatus bay, individual HVAC units and controls for the sleep rooms, and easily maintained resinous floors.

\*Contact: Brad Wilson, 615-550-6628;  
[brad.wilson@franklintn.gov](mailto:brad.wilson@franklintn.gov)





## GERMANTOWN FIRE HOUSE 4

COLUMBIA, TN *LEED Gold Rating*



COMPLETED  
2011



SIZE  
14,500 SQ FT



COST  
\$3,074,724



- 3-lane drive thru apparatus bay with a capacity of 5 apparatus vehicles.
- Automatic release carbon monoxide vehicle exhaust system.
- 8 individual sleeping rooms.
- Bathrooms shared by every 2 sleeping rooms.
- Backup 911 response center/ emergency power.
- Police office and toilet
- Training/Conference center for 50 people

\*Contact: Fire Chief John Selberg,  
901-757-7279; [jselberg@germantown-tn.gov](mailto:jselberg@germantown-tn.gov)





# COLUMBIA FIRE RESCUE NO. 3



**LOCATION**  
COLUMBIA, TN



**SIZE**  
11,000 SQ FT



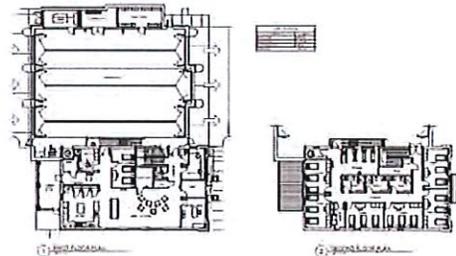
**MORE STATS**  
DESIGN START: May 2017  
CONSTRUCTION: 2019  
COMPLETED: 2020



Architectural and engineering services for a new, 3-bay fire and rescue station.

Designed to resemble the combination fire hall and city hall building that once stood in downtown Columbia.

\*Contact: Fire & Rescue Chief Ty Cobb, 931-560-1700; [tcobb@columbiatn.com](mailto:tcobb@columbiatn.com)  
Chris Cummins, 931-560-1700, [ccummins@columbiatn.com](mailto:ccummins@columbiatn.com)





## BOWLING GREEN FIRE STATION 7

BOWLING GREEN, KY



COMPLETED  
IN DESEIGN



SIZE  
12,000 SQ FT



COST  
NA



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Architectural and engineering services  
for a new, 3-bay fire station.  
\*Contact: David Hehner; 270-393-3055  
David.Hehner@bgky.org





**COLLIERVILLE FIRE STATION NO. 5**  
COLLIERVILLE, TENNESSEE

COMPLETED  
2003

SIZE  
7,700 SQ FT

COST  
\$986,532



*Complete architectural and engineering services for a new 7,700 square foot fire station for the Town of Collierville.*

*\*Contact: (Now retired) Fire Chief Buddy Billings; 901-457-2487*



# RELEVANT EXPERIENCE

## **Franklin Fire Station 7**

*Franklin, Tennessee*

Complete architectural and engineering services for a new, 17,000 square foot fire station for the City of Franklin. The building features three apparatus bays, an EMS bay with separate sleeping quarters, living and sleeping quarters, a gathering space, a kitchen and eating area, underground utilities and landscaping. \*LEED Version 4

## **Bristol Fire Station 2**

*Bristol, Tennessee*

Architectural design for a new, 8,000 square foot fire station with 2.5 bays, that includes EMT.

## **Northaven Fire Station No. 67**

*Shelby County, Tennessee*

Complete architectural and engineering services for a new, 8,600 square foot fire station, including parking lot.

## **Collierville Fire Department Administration Building**

*Collierville, Tennessee*

Complete architectural and engineering services for new 8,700 square foot Administration Facility adjacent to Fire Station No. 3.

## **Collierville Fire Station No. 4**

*Collierville, Tennessee*

Site evaluation and preliminary design for the renovation of an existing facility into a new fire station on Houston Levee Road.

## **Lakeland Fire Station**

*Lakeland, Tennessee*

Complete architectural and engineering services for a new 6,800 square foot fire station for the City of Lakeland.

## **West Memphis Fire Station No. 4**

*West Memphis, Arkansas*

Architectural services for a two-story, 4,000 square foot fire station.

## **Arlington Fire Station 71**

*Arlington, Tennessee*

Renovations to Fire Station 71.

## **City of Bartlett Fire Training Facility**

*Bartlett, Tennessee*

Architectural and engineering services for a state-of-the-art Fire Training Facility.

## **Appling Farms Station Police Precinct and Maintenance Building**

*Memphis, Tennessee*

Complete architectural and engineering services for a new 14,258 square foot police precinct and vehicle maintenance facilities for the City of Memphis

## **Ridgeway Station Police Precinct and Maintenance Building**

*Memphis, Tennessee*

Complete architectural and engineering services for a new 21,000 square foot police precinct and vehicle maintenance facilities for the City of Memphis.