

TASK ORDER NO. 15

SCOPE OF SERVICES AND FEE PROPOSAL

**City Hall Renovations
City of New Port Richey
August 3, 2017**

Task Order No. 15 between McKim & Creed, Inc., hereinafter referred to as CONSULTANT, and the City of New Port Richey hereinafter referred to as CITY, shall be as described below.

PROJECT DESCRIPTION

The two-story glass block wall at the main entrance on the north side of City Hall is in disrepair and in need of replacement. The CITY previously requested the CONSULTANT to prepare design options for the replacement of the glass block, including the glass block window on the 1st and 2nd floors of the City Hall building. Seven (7) design concepts were prepared and submitted to the CITY, with the CITY selecting Option 7. The CITY is requesting a proposal to prepare contract documents for Option 7 to be issued for competitive bids.

To accomplish the task of preparing contract documents, the CONSULTANT will provide the **Scope of Work** outlined as follows:

Task 1 – Project Management

- A. Develop project documents and filing systems for the project that include; project set-up, project schedule, project management plan, hard and electronic file systems, and conduct an internal kick-off meeting with design staff. Prepare and present formal project status reports each month to accompany invoices.

Task 2 –Design Phase Services

- A. Based on the selected design concept Option 7, the CONSULTANT shall prepare contract documents for the modifications to the north side main entrance of City Hall. Contract documents for the project shall include architectural, structural, HVAC, and electrical designs. CONSULTANT shall prepare construction drawings with technical specifications placed on the drawings. Front-end

(Division 0) contract specifications will be prepared as a separate document utilizing City of New Port Richey standard construction documents as applicable.

- B. Contract documents will be submitted for review by the CITY, at the 90% and Issued for Bid stages.
- C. Prepare and submit engineer's opinion of probable construction cost (OPCC) at the 90% and Issued for Bid design stages.
- D. Meet with CITY staff to review the 90% design submittal and discuss CITY staff comments. Comments received will be incorporated into the Issued for Bid submittal.
- E. Assist with obtaining CITY Building Department Permit. 90% design will be submitted to the Building Department. Assistance is limited to submitting plans and responding to Building Department questions. CITY will pay all permit fees.
- F. Preliminary plan sheets anticipated include:
 - Code and Life Safety sheet
 - Demolition Plan & Temporary Construction Details (for weather protection and building security)
 - Floor Plans (Architectural, Structural, HVAC, & Electrical)
 - Reflected Ceiling Plan
 - Sections and Details (Civil, Architectural & Structural)
 - Window and Finish Schedules
 - Window Details

Task 3 – Bid Phase Assistance

- A. CONSULTANT will attend an information conference, conducted by the CITY, to provide an overview of the project and to respond to bidders' questions.
- B. CONSULTANT will prepare responses to bidders' questions and will provide clarification to the contract documents. This information will be provided to the CITY for the CITY's use when issuing addenda. For budgeting purpose, we have assumed that no more than two (2) addenda will be issued.

Task 4 – Limited Construction Phase Services

- A. CONSULTANT will provide shop drawing submittal reviews, review and respond to Contractor's requests for information (RFI's), review Contractor initiated field orders and provided recommendations, attend one final

walkthrough when requested by the Contractor and the CITY, and prepare record drawings from the Contractor's marked-up as-built drawings. Contractor's as-built drawings shall be reviewed and accepted by the CITY prior to sending these to the CONSULTANT. For budgeting purposes, CONSULTANT assumed no more than fifteen (15) submittals and five (5) RFI's, and all construction observation will be performed by the CITY. CONSULTANT may require additional fees for submittals and RFI's beyond the quantities previously identified.

CITY STAFF ASSISTANCE

The CITY will be asked to provide assistance to the Project Team in order to complete the project on a timely basis. The following is a list of items requested from the CITY.

1. Provide all available drawings, shop drawings, previous reports, etc. that pertain to the previous construction and renovations to City Hall.
2. Provide CONSULTANT access to the project site.
3. Meet with CONSULTANT and provide review of the preliminary (90%) design submittal.
4. Obtain all required permits and pay all permit application fees.
5. Provide prospective bidders "Issue for Bid" contract documents.
6. Conduct pre-bid information conference and issue all addenda.
7. Conduct pre-construction meeting and provide meeting minutes.
8. Provide construction administration, including coordination with the contractor and CITY staff, construction observation, contractor pay request reviews, preliminary and final walkthroughs and prepare punchlists. CITY shall provide CONSULTANT copies of construction site visit reports and photos.

DELIVERABLES

1. Design review meeting minutes.
2. Design drawings, technical specifications and OPCC at the 90% design stage. Deliverable will be in Adobe pdf format.
3. Signed and sealed Issued for Bid drawings, technical specifications and contract front-end documents. Deliverable will be in Adobe pdf format and three (3) signed and sealed hard copies.
4. Responses to potential bidder questions during the bid phase for CITY's use when issuing addenda.
5. Shop drawing submittal reviews, RFI responses, field order recommendations.
6. Record drawings.

COORDINATION

Work performed as part of this Task Order will be coordinated through Lisa Fierce, Development Director. Correspondence to the CONSULTANT will be directed to Mitch Chiavaroli, PE.

CONSULTANT'S COMPENSATION

For the above described Scope of Services in Task Order No. 15, the CITY will compensate the CONSULTANT on a lump sum basis. Compensation to the CONSULTANT for the above identified services and products shall be \$30,150.

Partial compensation may be requested on a monthly basis for the percentage of the task completed.

ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE

If required and authorized by the CITY, additional services related to this Task Order, shall be provided by the CONSULTANT for additional professional fees negotiated with and agreed to by the CITY.

SCHEDULE

<u>Item</u>	<u>Weeks Following Notice to Proceed</u>
Design kick-off meeting	1 week
90% design submittal	8 weeks
CITY review and meeting	10 weeks
Issue-for-Bid submittal	14 weeks
Bid phase services	TBD ⁽¹⁾
Construction phase services	TBD ^(1, 2)

⁽¹⁾ Dependent on CITY's schedule.

⁽²⁾ Construction phase services assumes construction will be completed within 3 months from contractor's notice to proceed.

**TASK ORDER NO. 15
CITY HALL RENOVATIONS
McKim & Creed, Inc.**

- A. SCOPE OF SERVICES – The City of New Port Richey hereby authorized the firm of McKim & Creed, Inc. to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 15, SCOPE OF SERVICES AND FEE PROPOSAL.
- B. TIME OF COMPLETION – Work under this authorization will begin upon Notice to Proceed from the City and will be completed within the schedule presented on the attached statement entitled TASK ORDER NO. 15, SCOPE OF SERVICES AND FEE PROPOSAL.
- C. KEY PERSONNEL - McKim & Creed, Inc. shall appoint a single representative with whom the City of New Port Richey shall coordinate. This representative shall have the authority to transmit instructions, receive information, interpret and deliver decisions, etc. Key personnel assigned to the project by McKim & Creed, Inc. shall not be removed from the project without the prior written approval of the City of New Port Richey. For this authorization key personnel are as follows: **Mitch Chiavaroli, PE**
- D. COMPENSATION – Professional fees for this authorization will be lump sum in accordance with the PROFESSIONAL ENGINEERING AND WATER-RESOURCE AND ENVIRONMENTAL CONTINUING CONSULTING AGREEMENT with the City of New Port Richey, dated December 17, 2013.
- E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 15, and authorize the Consultant to proceed at the direction of the City's representative, in accordance with the SCOPE OF SERVICES AND FEE PROPOSAL.

McKIM & CREED, INC.



Mitchel A. Chiavaroli, PE, Dir. of Engineering

August 4, 2017

Date

CITY OF NEW PORT RICHEY, FLORIDA

Mr. Rob Marlowe, Mayor

Date