

18 December 2018

Ms. Debbie Manns, City Manager
City of New Port Richey, Florida
5919 Main Street
New Port Richey, FL 34652

Re: Proposal for Architectural, Interior Design, and Engineering Services –
City of New Port Richey Design, Renovation, and Furnishing
Williams Architects Project No. 2018-018

Dear Ms. Manns:

Williams Architects is pleased to present this proposal for Architectural, Interior Design, and Engineering Services for the proposed renovations to the Library facility of the City of New Port Richey as identified in the Final Presentation and Report to the City Council of New Port Richey in October of 2018. Our team truly looks forward to the opportunity to again work with the City of New Port Richey on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

PROJECT BACKGROUND / UNDERSTANDING

The City of New Port Richey wishes to undertake renovations to the Library facility with an approximate construction value of \$1,850,000. The Scope of Work shall include, but not necessarily be limited to, exterior improvements including additional signage and site furniture; construction of a solarium space immediately south of the existing building; new entrance doors; interior improvements including general replacement of finishes, lighting fixtures, and furnishings throughout the facility; creation of new lower level meeting rooms and upper level children's program rooms; creation of new quiet study rooms on both levels; and creation of new and/or remodeled office spaces on both levels.

Costs for the proposed Scope of Work are currently estimated as follows:

Building Construction Cost –	\$ 1,600,000
Furniture Base Cost -	\$ 250,000
Total Construction/Furnishings Value Assigned to Architect:	\$ 1,850,000

A project delivery method (General Contractor, Construction Manager, etc) has not yet been defined. We understand that the City wishes to engage Williams Architects to develop the design and construction documents to a point at which detailed cost estimates can be created by an independent, local estimator and firm decisions can be made regarding phasing of the project, with documents to be completed according to those phasing and budget decisions at a later date. We believe that completing a scope of services that includes design validation, design development, and partial development of construction documents and specifications to an overall 50% completion level will achieve the City's goals.

PROJECT APPROACH

We understand the history, tradition and sentimental attachment the Library has in New Port Richey. We want to be very sensitive to these strong community feelings and be sure we meet the community's goals for this project. Through our experience together, we have learned a



great deal about how the Library works, communicates, and makes decisions. This is important background information from which to now move forward with this project.

The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging design process that will meet your goals for this project.

This approach, described on the following pages, includes these steps:

- Design Validation / Project Kickoff / Data Collection
- Design Development Phase
- Partial Construction Documents and Specifications

This is a very specialized project type that requires experienced architects and engineers for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule / meeting matrix to ensure we have effectively communicated the process and expectations of the entire project team. This process has proven to be highly effective in achieving our clients' goals for the project.

Design Validation / Project Kick-off / Data Collection Phase

Williams Architects and our consultant team review all data collected and meet with staff and Board to gather additional input. In the kick-off meeting we discuss:

- A. Expectations/Tasks - Define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives) will be discussed and a project schedule will be developed.
- B. Design Validation - Facilitate discussions regarding the previously completed Needs Assessment and Space Planning Study to confirm and validate aspects of the previously presented concept design.
- C. Communiqué – Confirmation on lines of communication, points of contact, level of involvement by City of New Port Richey leaders and staff, and other related project management details.
- D. Data Collection – Review potential data and information required in order to facilitate a thorough understanding of the project background and required services from the Client and the Design Team.
- E. Budget – Review cost parameters and funding mechanisms.
- F. Schedule – Confirm the proposed schedule and associated milestone dates.

Design Development Phase

During this phase of the Project, we review the program data and incorporate these findings into design criteria in order to more fully develop the concept design developed during our Needs Assessment and Space Planning Study. We facilitate meetings between the Architect and City of New Port Richey staff to review the Project and permit requirements. We conduct meetings to review system requirements, options, cost, lead time, schedules, and code analysis. Our Team will identify building systems and furniture options for further discussion. We will also review and update the project schedule. Floor plans and three-dimensional color renderings are further developed to fully explain the design of the facility. Proposed furnishings and interior finishes will be presented for consideration. Work during this phase includes further development of a preliminary cost estimate and involvement of our full team of engineers and designers to review and define the mechanical, electrical, plumbing, and other systems involved in the renovation scope of work. Additionally, furniture and shelving selections are explored and cost estimates for same developed. This phase culminates in a presentation to the City Council of City of New Port Richey for review and approval.

Partial Construction Documents & Phasing Plan Phase

During this phase, we work with our consulting engineers to provide detailed drawings of more aspects of the renovation and furniture scope of work, including a project manual that has the specifications for all aspects of the facility. As the design and details of the project are further developed, we will continue to refine preliminary cost estimates and identify potential strategies for phasing of the Work based on available funding. We utilize and develop our drawings with an in-house computer aided design 3D in the BIM (Building Information Management) system. We will also utilize numerous other computer systems to assist in the delivery of high quality technical / professional services. These systems include additional computerized renderings, specifications systems, keynoting, estimating, project reporting, and project accounting. Furniture and shelving requirements will be further identified and selected. We will continually strive to maintain open and ongoing communication with all members of the Project Team throughout the Project so that issues can be discussed and solved in a logical manner, thus avoiding problems and potential delays. This enables us to complete projects on time and within budget, in an environment marked by an excellent working relationship between the client and the architect.

GREEN ARCHITECTURE / SUSTAINABLE DESIGN

Our Team takes seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy and water efficiently, and which focus on avoiding health issues stemming from indoor environmental quality. We embrace the principles outlined by the U.S. Green Building Council and which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®. We make use of applied research, advanced analytical and modeling tools, and a closely integrated, multi-disciplinary design team to develop solutions marked by optimized design and the achievement of budgetary goals. Focusing on water use, waste reduction and indoor air quality, we develop effective design solutions and specify materials to support efforts to reduce or eliminate negative effects on the environment.

COST CONTROL

Our Project Team has demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective Project solutions. We will work with the City of City of New Port Richey to balance Project costs while maintaining desirable Project design and aesthetic qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and recommending cost options if necessary. Our Team is also concerned with providing improvements that are economical to construct while taking into consideration the life-cycle impact on maintenance costs. We will review cost-saving options and seek consensus among the Project Design Team so value-engineering options can be integrated up-front into the design process.

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the Library's requirements:

Preliminary Project Schedule

Task/Phase	Completion Date
• Authorization to Proceed	January 2019
• Project Start Up / Design Validation Phase	February 2019
• Design Phase Complete	April 2019
• Partial (50%) Construction Documents Phase Complete	June 2019

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| • Phasing Plan Complete | July 2019 |
| • Construction Documents Completed For Bidding | To be determined |
| • Bidding/RFP Phase | To be determined |
| • Award of Contracts | To be determined |
| • Construction Phase | To be determined |

PROPOSED ARCHITECTURAL AND ENGINEERING FEES

We propose to provide the above referenced services consisting of Design Validation, Design Development, 50% Construction Documents for a lump sum, fixed fee not to exceed NINETY NINE THOUSAND FOUR HUNDRED FIFTY FIVE DOLLARS (\$99,455). This fee is based on the following calculation from the State of Florida Department of Management Services Fee Guide Calculator for AE Services:

Value of Building Construction and Furniture Assigned to Williams Architects	\$1,850,000
Group C (Repairs and Renovations) Basic Services Percentage Fee (8.59%):	\$ 158,915
Plus Preliminary Cost Estimating, Required Furniture Specifications, Site Furniture Selection, Signage/Graphics, and Low Voltage Design (Additional Services Per DMS Fee Guide Calculator)	\$ 40,000
Total Full Services Fee (Including Bidding & Const. Admin Services)	\$ 198,915
Basic Services Fee Less 50% For 100% Construction Documents, Bidding & Construction Administration Services Not Authorized at This Time	\$ 99,455

Our Basic Services include architecture, interior design, furniture and shelving, specification/procurement, site furniture selection, structural, mechanical, electrical, fire protection, and plumbing engineering.

We shall invoice for each phase as a percentage of the total Fee as listed below:

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| 1. Design Validation / Project Kickoff / Data Collection Phase | 5% |
| 2. Design Phase | 35% |
| 3. 50% Construction Documents / Phasing Plan Phase | 60% |

If the scope of work should substantially increase during the course of the project beyond the scope proposed in the Needs Assessment and Space Planning Study, we will negotiate a fee adjustment to the mutual satisfaction of the City of New Port Richey and Williams Architects.

Hourly Rates

Any services performed on an hourly basis and Additional Services requested in writing by the City of New Port Richey for work not included, shall be provided on an hourly basis at the rates listed below. Our consultant's rate schedules vary for each consultant, but they are generally comparable to our own. These rates shall be revised the beginning of June each year. The following rates shall hold through 31 May 2019.

2018/2019
WILLIAMS ARCHITECTS
RATE TABLE

Principal II	\$ 229.00/Hour
Principal I	\$ 211.00/Hour
Associate Principal	\$ 194.00/Hour
Senior Associate/Senior Project Mgr.	\$ 190.00/Hour
Associate / Project Manager	\$ 174.00/Hour
Architect III	\$ 153.00/Hour
Architect II	\$ 142.00/Hour
Architect I	\$ 127.00/Hour
Senior Project Coordinator II	\$ 153.00/Hour
Senior Project Coordinator I	\$ 142.00/Hour
Project Coordinator IV	\$ 116.00/Hour
Project Coordinator III	\$ 106.00/Hour
Project Coordinator II	\$ 89.00/Hour
Project Coordinator I	\$ 78.00/Hour
Project Technician II	\$ 60.00/Hour
Project Technician I	\$ 46.00/Hour
Aquatic Engineer II	\$ 183.00/Hour
Aquatic Engineer I	\$ 140.00/Hour
Director of Marketing	\$ 171.00/Hour
Marketing Coordinator	\$ 123.00/Hour
Accounting	\$ 164.00/Hour
Secretarial	\$ 116.00/Hour
Clerical	\$ 82.00/Hour
Director of Interior Design	\$ 155.00/Hour
Interior Designer V	\$ 121.00/Hour
Interior Designer IV	\$ 102.00/Hour
Interior Designer III	\$ 80.00/Hour
Interior Designer II	\$ 67.00/Hour
Interior Designer I	\$ 47.00/Hour

In addition to our estimated fees, we recommend the City maintain an Owner contingency fund within the overall project budget to allow for the potential of Additional Services and unforeseen conditions, etc. not included herein.

REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Owner for our reimbursable expenses at a 1.15 multiplier. Reimbursable expenses include project-related expenses such as travel, meals, lodging, car rental, and tolls incurred in the course of traveling to and from the project site, printing & photocopying, photography, telephone & fax, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. Detailed receipts/documentation for reimbursable expenses shall be provided to the City upon request. We anticipate that the majority of the documents created in conjunction with our scope of work will be transmitted electronically.

PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings for our use in developing the documents. (Such documents have already been provided)
2. We include up to **six (6)** on-site meetings at the Library as part of our services under this Agreement. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between NPL and WA.
3. We will attend up to **three (3)** City Council meetings throughout the course of the project to provide the Council with progress updates as mutually agreed. These meetings shall be scheduled in conjunction with other project progress meetings. Meeting time beyond the defined limits will be invoiced on an hourly basis.
4. This proposal is based on the "professional standards" for architectural services provided by similar firms performing similar services. The client understands that in the course of producing these documents, imperfections and inconsistencies may occur. We recommend that the Owner maintain a contingency equal to 2% of the Construction Cost to account for these conditions during the future Construction Phase.
5. We shall be compensated for all alternate bid items drawn and approved change orders during construction that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
6. The following items or services are not included as part of our proposed Scope of Services under this Agreement, but can be provided as an Additional Service:
 - a. Completion of construction documents and specifications to a 100% level
 - b. Creation of bidding phase/RFP documents
 - c. Bidding phase assistance
 - d. Construction administration
 - e. Meetings and site visits beyond those noted herein
 - f. As-Built Documentation (typically the responsibility of the Constructor)

CONCLUSION

If the City of New Port Richey is in agreement with the terms and conditions of this proposed Letter of Agreement, please sign and date below, and return a copy to our office. Upon receipt of this Letter of Agreement, we will be ready to commence with the defined Architectural / Engineering Services, and we will incorporate this Letter of Agreement into a formal AIA Agreement, mutually agreeable to the City of New Port Richey and Williams Architects. In the meantime, it is understood that the general terms contained within this proposal herein are as per the AIA B103-2017 Agreement and the Architect's Standard of Care. We truly appreciate this opportunity to continue our team's relationship with the City of New Port Richey and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Mark Bushhouse, AIA, LEED AP
President/Managing Principal



Andrew R. Dogan, ALA, LEED AP
Associate Principal

xc: Sonja L. Sporleder, Accounting Associate / Williams Architects

ACCEPTANCE:

The City of New Port Richey hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.

Printed Name and Title
City of New Port Richey Authorized Representative

Authorized Signature
City of New Port Richey

Date

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