

TASK ORDER NO. 19

SCOPE OF SERVICES AND FEE PROPOSAL

Fleet Maintenance Building Design Development City of New Port Richey January 10, 2019

Task Order No. 19 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 CITY is interested in renovating and upgrading their existing Fleet Maintenance Building on Pine Hill Road, New Port Richey. The building is a pre-engineered metal building that was originally constructed in 1973 and has undergone numerous interior and exterior renovations over the years. The Fleet Maintenance Building requires both an exterior “face-lift”, as well as some interior modifications to the existing building layout to improve functionality. Based on the previous walkthrough of the facility and discussions with CITY staff, it is understood that no major changes to room layout are required. In addition, the CITY is interested in having the structure (steel frame, purlins, girts, roofing panels, and wall panels) evaluated to meet current Florida Building Code structural requirements for wind. Review of other buildings and structures on the site is not included in this project.

In response to the CITY’s request, 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, electronic files. Conduct internal kick-off meeting. Prepare project invoices and status reports.

Task 2 – Schematic Design

Task 2A - Existing Data Review, Data Acquisition

- A. Review existing drawings made available by the CITY of the Fleet Maintenance Building and the building site.
- B. Inventory the existing Fleet Maintenance Building.

1. Measure physical sizes (height & area) of the existing Fleet Maintenance Building. Work shall be accomplished via field work and review of existing drawings.
2. Identify the type and numbers of rooms and spaces in the building. Work accomplished via field work and interviews with CITY staff.
3. Identify the types of utilities serving the existing building (i.e. propane gas, telephone, electric, water, sewer, cable, fossil fuels, etc.). Work accomplished via field work, interviews with staff, and review of existing drawings.
4. Identify general physical condition of the building interior and exterior. Identify room finishes. Work accomplished via field work and interviews with staff.

Task 2B – Programming Session

- A. Meet with CITY staff to discuss and establish the level of hardening desired for the Fleet Maintenance Building. Determine the parts of the building that the CITY wants renovated or reconfigured. Discuss potential uses of the site identified by the City, for example distribution of sand bags, storage of impounded vehicles.
- B. Prepare meeting minutes to document the discussion and decisions made at the Programming Session.

Task 2C – Schematic Drawings

- A. Prepare schematic level drawings including Site Plan, Building Floor Plan, and Building Exterior Elevation Views based on the programming requirements established in the Programming Session. Prepare planning level (AACE Class 5) opinion of probable construction cost (OPCC). Class 5 OPCC are defined to be accurate within a range of -50% to +100% of the actual cost.

Task 3 – Design Development

Task 3A – Structural Evaluation

- A. Evaluate the existing structure's ability to meet current Florida Building Code 6TH Edition (2017) structural requirements for wind loads.
- B. Review options for renovating the existing Fleet Maintenance Building and reconfiguring the roof to meet the programming requirements established in the Programming Session.

Task 3B – Electrical Evaluation

- A. Evaluate the existing building's electrical system and components for their capacity to meet current demands.
- B. Evaluate the existing lighting fixtures for their life cycle expectancy and efficiency.

Task 3C – Mechanical Systems Evaluation

- A. Evaluate the existing building's mechanical system and components for their capacity to meet current demands.
- B. Evaluate the existing mechanical equipment and system components for their life cycle expectancy and efficiency.

Task 3D – Site Evaluation

- A. Evaluate the use of the overall site based on current and anticipated use. Make recommendations on how the City can improve use of the site, including access, safety, and flow of traffic.
- B. Determine square footage of indoor storage capacity required to store materials currently stored on-site based on the programming requirements established in the Programming Session. Recommend building enclosure type and size.

Task 3E – Design Development Drawings

- A. Prepare design development level drawings from the accepted schematic design and the evaluations performed in Task 3. Design development drawings will include Site Plan, Building Floor Plan, Building Sections, Finish Schedules, and Building Exterior Elevation Views. The design development drawings will not include separate structural, mechanical, plumbing or electrical drawings; however recommended improvements based on the discipline evaluations will be noted on the Building Floor Plan and Building Section drawings. Prepare preliminary (AACE Class 4) OPCC. Class 4 OPCC are defined to be accurate within a range of -30% to + 50% of the actual cost.
- B. Meet with CITY staff to review the design development drawings and OPCC.

CITY STAFF ASSISTANCE

The CITY will be asked to assist 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 access to the site.
2. Meet with the CONSULTANT on site.
3. Available construction and record drawings for all structures and improvements on the site.
4. Record drawings of the existing utilities (telephone, electric, gas, water, wastewater, and reclaimed water systems) for the existing Fleet Maintenance Building and building site.
5. Inventory of fleet stored on site.
6. Inventory of fleet maintained on site.
7. Inventory of materials and bulk storage stored on site.
8. Existing and projected staff that use the site, including schedules.

DELIVERABLES

1. Programming Session meeting minutes.
2. Schematic Level Drawings (pdf and 3 hard copies) and planning level OPCC.
3. Design Development Drawings (pdf and 3 hard copies) and preliminary OPCC.
4. Power Point presentation (MS Power Point and Adobe pdf).

COORDINATION

Work performed as part of this Task Order will be coordinated through Gary Peterson, Public Works Construction Engineering & Inspection Manager. 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. 19, the CITY will compensate the CONSULTANT on a lump sum basis. Compensation to the CONSULTANT for rendering the above identified services and products shall not exceed the following:

| | |
|------------------------------------|------------------|
| Task 1 - Project Management | \$ 5,600 |
| Task 2 – Schematic Design | \$ 12,400 |
| <u>Task 3 – Design Development</u> | <u>\$ 25,900</u> |
| Total Lump Sum Fee | \$ 43,900 |

ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE

If required by the CONSULTANT 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> |
|----------------------------|--|
| Data Review and Site Visit | 3 weeks |
| Programming Session | 4 weeks |
| Schematic Level Design | 7 weeks |
| Design Development | 12 weeks |
| Council Meeting | TBD |

**TASK ORDER NO. 19
FLEET MAINTENANCE BUILDING DESIGN DEVELOPMENT
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. 19, 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. 19, 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. 19, 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.

Witness:



Mitchel A. Chiavaroli, PE, Dir. of Engineering

1/10/2019

Date

CITY OF NEW PORT RICHEY, FLORIDA

Mr. Rob Marlowe, Mayor

Date