

16 April 2020

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

Re: Proposal for Continuation of Architectural, Interior Design, and Engineering Basic Services
City of New Port Richey Public Library
Williams Architects Project No. 2018-018

Dear Ms. Manns:

Williams Architects is tremendously excited to continue our work with the City of New Port Richey for its upcoming renovation project, and we are pleased to present this proposal for continuing Architectural, Interior Design, and Engineering Services to implement proposed renovations to the City of New Port Richey Public Library. Our team truly looks forward to the opportunity to continue to 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 Public Library wishes to engage Williams Architects and its consultant team to complete construction documents, bidding and permit phase services, and construction phase services for the renovation of the New Port Richey Public Library based on the scope, budget, and design developed to date. The project shall include a \$100,000 solar array system that will allow the City and Library to receive a \$100,000 EBSCO Solar grant, and shall include replacement of the facility's windows. Since our prior agreement with the City was to develop the project to a 50% construction document level, this Proposal and Scope of Services is necessary to complete the required services to finish design and engineering and bid and construct the project. We understand the Library's budget for construction and furnishings to be approximately \$1,825,000 inclusive of contingencies. This budget is further broken down as follows:

Renovation Construction	\$ 1,385,000
Solar Array	\$ 100,000
Window Replacement	\$ 175,000
Furniture	\$ 150,000
<u>Signage and Graphics</u>	<u>\$ 15,000</u>
Total Value Assigned to Williams Architects	\$ 1,825,000

We understand the City intends to engage a Construction Manager At-Risk (CMr) to construct the project.

PROJECT TEAM MEMBERS

Williams Architects proposes to utilize the following Team Members to complete the Scope of Services for the Project:

Architecture & Interior Design	Williams Architects
Structural Engineering	Structures One (Odessa, FL)
Mechanical, Plumbing, and Electrical	McKim & Creed (Tampa/Clearwater, FL)
Construction Observation	Williams Architects and Christie & Christie Architects (Tampa, FL)



PROJECT APPROACH

We understand the history, tradition and sentimental attachment the Library has in City of New Port Richey. We want to be very sensitive to these strong community feelings and be sure we meet the City Council, Staff, and community goals for 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:

- Completion of Construction Documents Phase
- Bidding and Permitting Phase
- Construction Administration, Close-Out, and Warranty Phase

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. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.

Completion of Construction Documents Phase

During this phase, we work with our consulting engineers to finalize detailed drawings of every aspect of the renovation and furniture scope of work, including a project manual that has the bid forms, contracts, and the specifications for all aspects of the facility. These documents are then used for issuing of a building permit, as well as bidding by contractors. 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, project reporting, and project accounting. We assist the Construction Manager with preparing cost-saving alternatives, alternate bid items, and phasing diagrams as required to bid the project. This phase culminates in a presentation to the City of New Port Richey for review and approval of the project and authorization to move forward with bidding.

Bidding and Permitting Phase

During this phase, we submit our documents for permit review to the City of New Port Richey. We regularly monitor this process and promptly respond to plan review comments to expedite issuance of the building permit. We issue the documents to interested bidders using an online plan room service that distributes bid documents electronically. In conjunction with the Construction Manager, we participate in a pre-bid meeting, answer questions, issue addenda as necessary, attend and administer a bid opening, conduct reference checks and interviews to determine the lowest qualified bidders, and provide a recommendation to the City Council for award of the contract for construction.

Additionally, we will coordinate and administer bids and procurement for the furnishings selected by the City of New Port Richey. We will review the lowest bidders to determine which furniture vendor(s) are the lowest qualified bidders and provide a recommendation to the City of New Port Richey. Once the Library has accepted a vendor's bid for furnishings, we assist the City of New Port Richey Public Library in preparation of the contracts.

Construction Administration, Close-Out, and Warranty Phase

During this phase, we visit the site on a bi-weekly basis and meet with the Owner and Construction Manager to review all aspects of the Project, assisting the client in understanding the schedule and progress of the work, as well as issuing field reports for each of our visits. Most of the site visits will be performed by Jack Christie of Christie & Christie Architects in St. Petersburg under contract arrangement with Williams Architects. We understand that Jack has a previous relationship with the City, and we believe his experience and proximity to the project site will add value to the overall services provided. Williams Architects management will continue to visit the site and participate in meetings as needed, likely on a monthly basis. We also review the payout requests as submitted by the constructor(s) and recommend payment to the Owner. We review and comment on shop drawings for the various systems and components. We provide information and clarification throughout the construction phase. At the end of the construction phase, we again visit the site to walk through the renovated areas and provide a punch list of all the outstanding items that need to be completed and/or corrected and assist the Owner in reviewing and accepting all of the as-built, warranty, and maintenance manuals provided by the constructor(s). We will review submittals for furniture items and be on site during furniture installation as part of this phase. Finally, as part of our Basic Services, we include a walk-through of the facility with the Owner 10 months after substantial completion to determine any outstanding warranty items so that the constructors can be notified, and items corrected prior to the expiration of the warranty. 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

Although a desire for LEED certification of the project has not been identified to date, our Team takes seriously our responsibility to help preserve the environment. We are committed to minimizing the impact on our 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.

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the City's requirements and subsequent discussions with City and Library staff. This preliminary schedule is subject to change based on the timing of engagement of a Construction Manager and their subsequent review of the project.

Preliminary Project Schedule

Task/Phase	Completion Date
• Authorization to Proceed	May 20, 2020
• CM Selection Assistance	May 2020
• 90% Construction Documents Complete	End June 2020
• Submit Documents for Permit to City of New Port Richey	End June 2020

• 99% Construction Documents Complete	End July 2020
• Issued For Bid Construction Documents Complete – Final Review With City & Library	August 2020
• Issue for Bid	To Be Determined
• Pre-Bid Meeting at Library	To Be Determined
• Bid Opening	To Be Determined
• Award of Construction Contracts	To Be Determined
• Construction Phase	To Be Determined

PROPOSED ARCHITECTURAL, INTERIOR DESIGN, AND ENGINEERING FEES

Based on the current estimate of costs of work assigned to Williams Architects, we propose a stipulated sum fee of **NINETY FOUR THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$94,750)** for the work described in this Proposal. Our Basic Services include architecture, interior design, furniture specification/procurement, mechanical, electrical, fire protection, and plumbing engineering. Design and specification assistance related to data, security, and AV requirements for the project are also included.

We shall invoice for each phase as a percentage of the nine percent total fee as listed below:

1. Construction Documents Phase	65%
2. Permitting and Bidding Phase	5%
3. Construction Administration/Close-Out/Warranty Phase	30%
Total Basic Services	100%

If the scope of work should substantially increase during the course of the project beyond the scope agreed upon at the conclusion of the previously completed services, we will negotiate a fee adjustment to the mutual satisfaction of the City of New Port Richey Public Library 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 Public Library for work not included, shall be provided on an hourly basis per our standard schedule of hourly rates. 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 2021.

Principal II	\$ 236.00/Hour
Principal I	\$ 217.00/Hour
Associate Principal	\$ 200.00/Hour
Senior Associate/Senior Project Mgr	\$ 196.00/Hour
Associate / Project Manager	\$ 179.00/Hour
Architect III	\$ 158.00/Hour
Architect II	\$ 146.00/Hour
Architect I	\$ 131.00/Hour
Senior Project Coordinator II	\$ 158.00/Hour
Senior Project Coordinator I	\$ 146.00/Hour
Project Coordinator IV	\$ 119.00/Hour
Project Coordinator III	\$ 109.00/Hour
Project Coordinator II	\$ 92.00/Hour
Project Coordinator I	\$ 80.00/Hour
Project Technician II	\$ 62.00/Hour
Project Technician I	\$ 48.00/Hour
Aquatic Engineer II	\$ 188.00/Hour
Aquatic Engineer I	\$ 144.00/Hour
Director of Marketing	\$ 176.00/Hour
Marketing Coordinator	\$ 127.00/Hour
Accounting	\$ 169.00/Hour
Secretarial	\$ 119.00/Hour
Clerical	\$ 84.00/Hour
Director of Interior Design	\$ 160.00/Hour
Interior Designer V	\$ 125.00/Hour
Interior Designer IV	\$ 105.00/Hour
Interior Designer III	\$ 82.00/Hour
Interior Designer II	\$ 69.00/Hour
Interior Designer I	\$ 48.00/Hour

In addition to our estimated fees, we recommend the Library 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 our direct cost. Reimbursable expenses include project-related expenses such as travel, automobile mileage and tolls incurred in the course of traveling to and from the project site, printing & photocopying, photography, telephone & fax, online plan room services, postage / messenger / FedEx, project related supplies, etc. We will make every reasonable effort to minimize travel costs by utilizing industry discounts and advance booking travel arrangements to the extent possible. Except for documents required for building permits, we anticipate that most 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 and specifications for our use in developing the documents. (Most of these are already in our possession)
2. We include attendance at one City of City of New Port Richey permit review meeting.
3. Meetings with Library Staff to review and discuss project details and design progress are typically scheduled on a biweekly basis, either by videoconference or in-person at the Library. We include as many meetings during the course of the project as are required for Staff to ensure understanding of and satisfaction with the design approach and its development.
4. We include up to **twelve (12)** combined site observation/Owner-Architect-Construction Manager meeting visits during the Construction Phase of the project to observe building construction progress and **two (2)** site visits to observe furniture installation. We include **one (1)** site visit during the Ten-Month Warranty Walkthrough Phase to review outstanding warranty items. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between FPPL and WA.
5. We anticipate the construction phase will take approximately four to five (4-5) months. All Basic Services (with the exception of the Ten-Month Warranty Walkthrough Phase) shall conclude sixty (60) days beyond Substantial Completion but no later than nine (9) months after the start of construction.
6. We include one set of bid documents and one bid phase for building construction and one set of bid documents and one bid phase for furnishings.
7. 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 Construction Phase.
8. We shall be compensated for all alternate bid items drawn and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
9. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
 - a. Meetings and site visits beyond those noted herein
 - b. Zoning / Appearance Review Services and Meetings
 - c. As-Built Documentation
 - d. Fast track construction (multiple bid releases beyond one building construction and one furnishings bid release)

CONCLUSION

Upon the City's acceptance of this Proposal, a mutually agreeable AIA Owner-Architect Agreement shall be created which shall more specifically outline the contractual obligations of all parties for this Scope of Work. This executed Proposal shall become an Exhibit to the Owner-Architect Agreement.

We truly appreciate this opportunity to continue our professional 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,



Andrew R. Dogan, AIA, NCARB, LEED AP
Principal / Director of Library Design & Planning

xc: Mark Bushhouse, President & Managing Principal / Williams Architects
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 according to the terms and conditions of this Proposal.

Printed Name and Title
City of New Port Richey Authorized Representative

Authorized Signature
City of New Port Richey Public Library

Date

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