



City of New Port Richey (Client)
Elaine D. Smith, CPRP
Director of Parks and Recreation
6630 Van Buren St.
New Port Richey, FL 34652

July 14, 2020

Ref: Architectural and Engineering Design Services Proposal for Meadows Dog Park

Dear Elaine,

Wannemacher Jensen Architects, Inc. (WJA) is pleased to submit this proposal to provide Services for Meadows Dog Park. This proposal is based upon the following assumptions.

Project Description/Information

Location:

Larch Ln & Meadowbrook Ln., New Port Richey, FL 34653

Program and Physical Characteristics:

Facility upgrades to the Meadows Dog Park located south of Cecelia Drive and west of Madison Street. These upgrades include the removal and replacement of the existing playground, replacement of the existing fence, the installation of sod, parking lot, and signage improvements.

Client's Budget for Construction Cost:

\$500,000 Construction Budget.

Scope of Services

Task 1: Master Planning

Based upon a Client provided approved program we will prepare a Master Plan for review and approval. The documents will consist of items necessary to convey the nature of the conceptual approach including a site plan for Client review and feedback.

The Architect will:

1. Coordinate and attend a kick-off meeting to discuss and reach an understanding of the Client's Project requirements.
2. Review the program and other information provided by the Owner, review laws, codes, and regulations applicable to the Project.
3. Evaluate the Owner provided program, schedule, budget for the Cost of Work, Project site, and other information pertinent to the requirements of the Project.
4. Coordinate and attend progress meeting(s) via web conference.
5. Prepare conceptual Master Plan

6. Submit Master Plan Documents for Owner's review and approval.

Task 2: Architectural Construction Documents

The Architect will prepare Construction Documents for the restroom building. It is anticipated that the restroom building will be a repeat/re-siting of the Frances Park restroom completed by WJA. WJA will make minor revisions to previously completed documents. The Construction Documents will consist of detailed Drawings and Specifications that describe requirements for the construction of the work. The Construction Documents will be used for the purpose of bidding, permitting, and construction.

The Architect will:

1. Meet and coordinate systems with engineering design consultants.
2. Coordinate and attend progress meeting(s) via web conference.
3. Prepare a set of Construction Documents including detailed design plans, detailed building system plans, specifications identifying materials, systems and their respective standard of quality.

Task 3: Assistance with Permitting/Bidding

Following the Client's approval of the Construction Documents, the Architect will assist the Client/Contractor with permitting and obtaining bids from subcontractors.

The Architect will:

1. Provide Signed and Sealed document sets for permitting
2. Modify documents as required in response to Permit Review comments
3. Assist the Client/Contractor with preparation and distribution of bid documents.
4. Respond to questions and provide clarifications and interpretations of the Construction Documents to Client/Contractor and prospective subcontractors.

Task 4: Surveying

Consultant will complete a Boundary, Topographic, and Tree Survey for the project area.

Task 5: Geotechnical Engineering

Consultant will perform a preliminary geotechnical engineering study consisting of one boring for the parking area. A report will be prepared and provided discussing the results.

Task 6: Civil Engineering

Upon receipt of an approved concept site plan from the architect, Consultant will prepare a preliminary site plan. Consultant will prepare a preliminary on-site grading and paving plan. Engineer will attend meetings with the Architect to review the preliminary design site civil documents. Upon approval of the preliminary plans, Consultant will prepare a final site plan and grading plan. Engineer will assist the architect with the preparation and submission of the Site Plan Application. Consultant will visit the project site to observe the status of work, to allow substantial completion certification. Consultant will prepare a record drawing from the as-built survey provided by the contractor of constructed site improvements.

It is assumed that no Stormwater Management will be required. It is also assumed that no more than 3,000 square feet of impervious will be added.

Task 7: Landscape Architecture

Our landscape architect will prepare landscape plans to address the location, size, quantity of trees, palms, shrubs, and ground covers, typical planting details and specifications. Irrigation requirements will be shown in the permit drawings with notes.

Task 8: Public Meeting

WJA will attend one Public Meeting or Commission Meeting.

Task 9: Construction Administration

The Architect will provide construction oversight to ensure the project is built according to the Construction Documents. The Architect will assist the Contractor when conflicts or clarifications are needed. The Architect will make periodic site visits to observe construction and follow the progress.

The Architect will:

1. Review Contractor's pay applications.
2. Attend up to four meetings/site visits at the project site.
3. Review of and respond to the contractor's submittals and shop drawings.
4. Provide telephone and email correspondence as necessary.
5. Respond to the contractor's questions and need for clarifications.
6. Review and respond to the Contractor's prepared as-built drawings.

PROPOSED FEES:

The following is a summary of the total fees for all services listed above.

Task	Design Services	Total Fee
Task 1	Master Planning	\$8,000
Task 2	Architectural Construction Documents	\$6,000
Task 3	Assistance with Permitting/Bidding	\$500
Task 4	Surveying Services	\$9,800
Task 5	Geotechnical Engineering	\$4,200
Task 6	Civil Engineering	\$11,000
Task 7	Landscape Architecture	\$8,000
Task 8	Public Meeting	\$1,500
	Total	\$49,000
Task	Construction Services	Total Fee
Task 9	Construction Administration	\$8,000
	Total	\$8,000

The Following Services Are Not Included Within This Fee:

- Stormwater Design is not anticipated to be required
- Application fees and fees paid to secure approval from authorities with jurisdiction over the Project
- Renderings, Models, mock-ups, professional photography, and presentation materials
- Measured Drawings of Existing Facilities
- Existing Facilities Analysis

- Asbestos Consultation/Surveys
- Environmental Assessments
- Traffic Analysis
- Existing Site Utility Infrastructure Improvements
- Life Cycle Cost and/or Energy (FLEET) Analysis
- LEED Consultation
- Graphic and Signage Design
- Value Analysis or Value Engineering after 50% Construction Documents
- Cost Estimating
- Construction Phasing or Multiple Bid Submissions
- Renderings/Models/Videos
- Changes to Scope, Size or Complexity
- Revisions to Previously Approved Documents

Thanks for the opportunity to propose services for your project. Your signature below will indicate your approval of the Scope of Services, Proposed Fees, and General Stipulations. Please sign, date, and return one copy of this letter to our office. Please call if you have any questions or comments.

Sincerely,
Wannemacher Jensen Architects, Inc.



Jason Jensen, AIA, LEED AP, Principal

Approved:

Signature

Date

Printed Name

General Stipulations

Additional Services Compensation

Additional work outside of the scope stated herein will be billed at hourly rates below or negotiated as a lump sum at the time of the request.

1. If the construction budget or size of the project is increased by the owner more than 5% then an additional A/E fee of 10% shall be applied for the increased budget amount.
2. Additional Services of the Architect's consultants shall be the amount invoiced to the Architect plus 15%.

Hourly Rate Schedule

Principals	\$236.00
Associate Architect, Engineer or Registered Designer	\$151.00
Architectural Associate	\$100.00
Administrative	\$75.00

Payment Provisions

1. Invoices will be prepared monthly and reflect progress to date.
2. Amounts unpaid 60 days from the invoice date are subject to 1.5% interest - 18% annually.
3. In the event of late payment, WJA may stop work on the project until payment is received. WJA shall not be responsible for any schedule delays due to a stop of work due to late payment.

Proposal Provisions

1. This fee proposal is valid for 90 days. If not accepted by Client within 90 days of the proposal date, fees and hourly rates may need to be adjusted.

Owner's Responsibility

1. Unless identified and included in the Scope of Work and Proposed Fees, the Owner is responsible for providing all project information and restrictions including written program requirements, surveys, utilities, geotechnical evaluations, flood elevation certificates, easements, deed restriction, local ordinances, legal issues, etc. that need to be considered for the design of the project. Program requirements shall include space requirements and relationships, special equipment, systems, and other objectives and requirements.
2. Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the progress and schedule of the Architect's services.
3. Owner shall provide the Architect and its Consultants access to the Project site as reasonably required.

Copyright

The Architect and its Consultants shall be deemed the authors and owners of their respective drawings, specifications, renderings, and other documents and shall retain all common law, statutory, and other rights, including copyrights.

Promotional Materials

The Architect shall have the right to include photographic or design representations of the project as promotional and professional materials. Reasonable access to the completed project shall be given to the Architect and its consultants. Information and materials identified by the Owner in writing as confidential or proprietary shall not be included in the promotional materials. The Owner shall

provide professional credit for the Architect in the Owner's promotional materials and in all news related releases referring to the Project.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to Wannemacher Jensen Architects, Inc. and their consultants, the risks have been allocated such that Client agrees that, to the fullest extent permitted by law, Wannemacher Jensen Architects, Inc. total liability to Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from cause shall not exceed the said fees for the individual project. Such causes include Wannemacher Jensen Architects, Inc. negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Pursuant to Florida State Statute 558.0035, an individual employee or agent of the Design Professional may not be held individually liable for negligence.