

28 August 2020

Mr. Scott Fish, Construction Project Manager II  
Public Works Department, City of New Port Richey  
6132 Pine Hill Road  
Port Richey, FL 34668

Re: Professional Pre-Design and Basic Architectural & Engineering (A & E) Services  
Public Works Fleet and Storage Facilities

**Task Order Number: 1**  
**SCOPE OF SERVICES AND FEE PROPOSAL**  
**FLEET WAREHOUSE AND STORAGE IMPROVEMENT**  
**CITY OF NEW PORT RICHEY**

Dear Mr. Fish:

Williams Architects is delighted to provide the City of New Port Richey with this Task Order, outlining our understanding of the opportunity to work with you, your staff and your Council on the Fleet Warehouse & Storage Improvements Project RFQ 20-004. We look forward to our involvement on the Project.

We have outlined the highlights of our proposed professional services and associated fees to perform the Pre-Design and Basic Architectural & Engineering (A & E) Services as identified herein. This Task Order outlines our proposed understanding of the A & E Services, associated fees and, a preliminary schedule for the Project. Please refer to the pages that follow for additional detail.

**ARCHITECTURAL TEAM MEMBERS**

The following team members represent the Williams Architects critical Management Team; however, the services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Mark S. Bushhouse / Principal-In-Charge
- Marc Rohde / Project Manager
- Jack Christie / Local Architect

**PROJECT SCOPE DESCRIPTION**

New Fleet & Warehouse Building will be constructed on the City owned parcel located on Pine Hill Road in Port Richey, FL. The new facility will be a one-story structure with approximately 10,000 sf under roof and six (6) bays with vehicle lifts, two (2) bays without lifts, two (2) large truck bays, three (3) outside bays (under overhangs), two (2) office, kitchen, small conference room, restrooms with showers and lockers, and exterior rooms for air compressor, oil storage, and antifreeze. The existing Fleet & Maintenance Building will be redesigned to store small and large materials that are currently stored inside and outside. The City understands the new Fleet & Warehouse Building may be a pre-engineered metal building with standard metal roof deck/purlins and metal siding girts or a conventional structure as the City will decide. City budget for construction and scope of the project: \$2,000,000.

The existing Fleet & Warehouse Building will remain in service until the new Fleet & Warehouse Building is constructed.

## **STEP 1 – PRE-DESIGN SERVICES:**

### **1) Perform Project Overview / Kick-off:**

We will review the details of the work plan with the Senior Staff and other participants deemed appropriate by the Owner's identified Project Manager and attend a Project kick-off meeting which will address the following:

- Identify Project Team and Project Managers (Owner and Project Consultant Team).
- Review and establish project timeline.
- Review our methodology contained in the scope of services herein and agree on the implementation strategies regarding the same.
- Identify data / documentation (data collection) to be provided by Owner for the Project Consulting Team to review.
- Review existing facilities, functions, staffing and equipment to understand space needs.
- Review existing building operations to understand operational needs.
- Select meetings for on-site attendance by Williams (Jack Christie will be on site and Williams to attend the other appropriate meetings via Zoom)

### **2) Space Needs Analysis - Programming:**

Work with staff to develop a Building Space Program that includes the spaces and functions needed while eliminating overlaps or gaps between program areas and the associated space requirements. Then we, as the Architect, review with the Owner and use our experience to finalize a space program that lists each space necessary to meet the functional needs. This will then be reviewed with high-level staff for any needed refinements.

### **4) Site Analysis:**

During this process, work would occur with the Project Design Team to review the preliminary planning and engineering evaluation of the site. This process would consist of the following steps:

- Review all site documentation provided by the City's staff.
- The Project Consultant Team will look at site issues for utilities, drainage, site topography, site access, location, compatibility, and other site review parameters with the Owner.
- The Project Consultant Team will analyze and provide guidance on new building location, design/layout of drainage, access drives, parking, material storage yard, grading.
- Williams shall provide Solicitation and Coordination services as the Owner's Agent for site survey, soil borings/geotechnical engineering, environmental investigation and design and utility locates as follows;
  - a. Review of required scope of services and determination of vendors to be solicited for proposals with the Owner.
  - b. Preparation of Request for Proposals, distribution to selected vendors, collection and review of proposals, recommendation to Owner on best proposal for each service required.
  - c. Based upon Owner approvals, and on the Owner's behalf, approve proposals and coordinate each vendor's services.
- Investigate the structural capacity of the existing building and determine the likely improvements required to meet current hurricane resistance codes and standards.

5) **Conceptual Design:**

Our Team will provide the Architectural and Planning professional services required to address facility space needs and site design. We will provide a design solution for the Owner's review and incorporate comments elicited through this process, evolving the concept into a directional solution, with representative set of Preliminary Concept Design drawings and project budgets. We will attend scheduled meetings to discuss and develop the Preliminary Concept. We take a hands-on approach during these meetings investigating multiple options and alternatives into a refined and preferred singular Preliminary Concept Design Plan and its project budget, which provides clear direction of the final plan. With sufficient documentation, we are able to delineate the advantages of the preferred solution over those not chosen. We will provide a program statement of the selected site and building elements and associated project and budget.

**STEP 2 – BASIC DESIGN SERVICES:**

SCHEMATIC DESIGN:

- Receive Owner approval of the Conceptual design and budget and authorization to begin Schematic Design.
- Refine design/layout of building, site grading, parking, material storage yard, and potential remodel of existing building.
- Preparation of site and building schematic plans.
- Preparation of preliminary Project Schedule from Design through Construction.
- Review and determine Mechanical, Electrical, Plumbing and other specialty systems for the facility.
- Preparation of Schematic Design Site Plan graphically defining design intent. Plans shall include site and floor plans, exterior design computer-generated renderings, building sections and key details.
- Preparation of reports that describe the basic building materials and systems.
- Preparation of Preliminary Estimate of Probable Construction Cost.

DESIGN DEVELOPMENT

Once the basic design and scope of the Project has been reviewed and accepted by the City of New Port Richey, our Team would then begin with the Design Development Phase of this Project; wherein detailed floor, ceiling and roof plans, typical wall sections and details, elevations and site plans would be further developed to fully explain the design of this facility. Work during this phase would include detailed code review and involvement of our full team of engineers and designers to review and determine the civil, structural, mechanical, electrical, plumbing and other systems involved in the facility. This phase would culminate in further refinement of the detailed design documents / outline specifications, and cost estimate along with a presentation to staff for acceptance.

CONSTRUCTION DOCUMENTS

During this phase, we would work with our engineers to provide detailed drawings of every aspect of this site and building, including a project manual that has the bid forms, contracts, and the specifications for all aspects of the facility. These documents would then be used for review by the staff at 50% and 95% complete milestones, as well as issuing a building permit and bidding by contractors. We will prepare applications, plans and material submittals as required for building permit review.

We utilize numerous other computer systems to assist in the delivery of high quality technical / professional services. These systems include computerized rendering, specifications systems, keynoting, estimating, project reporting, and project accounting.

PERMITTING

We submit for permit review to local building department and the other Governing Authorities having Jurisdiction. We regularly monitor this process and promptly respond to document updates in an effort to expedite the permits.

**BIDDING / NEGOTIATION**

During this phase, we would assist the City by issuing the documents to interested bidders, attend a pre-bid conference with all interested contractors, answer questions and issue addenda as necessary, attend the bid opening, review the reputations of the lowest bidder(s) to assist the City with our recommended lowest qualified bidder for this Project.

**CONSTRUCTION ADMINISTRATION**

During this phase, we visit the site once every other week for 38 weeks and meet with the City and Contractor to review all aspects of the Project, assisting the City in understanding the schedule and progress of the work, as well as issuing field reports for each of our visits, informing the City and Contractor as to work that is acceptable and unacceptable. We also review the payout requests as submitted by the Contractor and recommend payment to the City. We review, comment on and approve shop drawings as submitted by the Contractor for the various systems and components within the building. We provide information and clarification, and issue change orders throughout the construction phase to administer the contract. At the conclusion of the construction phase, we again visit the site to walk through the facility and provide a punch list of all the outstanding items that need to be completed and/or corrected, and assist the City in reviewing and accepting all of the as-built, warranty, and maintenance manuals provided by the Contractor.

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 superior projects on time and within budget, in an environment marked by an excellent working relationship between the client, the architect and the Contractor.

**POST CONSTRUCTION**

We visit the facility 11 months after substantial completion for warranty review and documentation of warranty issues.

**SCHEDULE MANAGEMENT & PROPOSED PROJECT SCHEDULE**

We will work with the City to develop a Project Schedule that meets your goals and objectives. To that end, we propose the below noted preliminary Project Schedule, which is subject to review by the Contractor and mutually acceptable to the Owner and Architect as follows:

| <u>Preliminary Project Schedule Tasks:</u>       | <u>Duration</u> | <u>End Dates</u> |
|--|-----------------|------------------|
| City Approval (estimated)                        |                 | Aug. 21, 2020    |
| Pre-Design                                       | 6 Weeks         | Oct. 2, 2020     |
| Owner Approval                                   | 2 Weeks         | Oct. 16, 2020    |
| Schematic Design                                 | 7 Weeks         | Dec.11, 2020     |
| Cost Estimate & Owner Approval                   | 4 Weeks         | Jan. 08, 2021    |
| Design Development                               | 7 Weeks         | Feb. 26, 2021    |
| Cost Estimate & Owner Approval                   | 3 Weeks         | Mar 19, 2021     |
| Construction Documents                           | 8 Weeks         | May 14, 2021     |
| Quality Control / Cost Estimate / Owner Approval | 2 Weeks         | May 28 2021      |
| Bidding / Owner Contract Approval                | 6 Weeks         | July 09, 2021    |
| Construction Administration (38 weeks)           | 9 Months        | April 3, 2022    |

**PROFESSIONAL PROJECT SERVICE FEES**

The compensation to the Architect by New Port Richey shall be paid on a fee basis, as described below, for the Scope of Services performed in accordance with the enclosed compensation breakdown. The Architect shall bill the City monthly for the percentage of services / work performed for the previous months' time.

**A & E Services Fees:**

Pre-Design Services \$ 17,000.00

Basic Services

Includes Architecture and Civil, Structural, Mechanical, Electrical and Fire Suppression Engineering Design.

Includes the Schematic Design, Design Development, Construction Documents, Bidding / Contracts and Construction Administration Phases.

|   |       |                     |
|---|-------|---------------------|
| Schematic Design                                | (18%) | \$ 41,940.00        |
| Design Development                              | (18%) | \$ 41,940.00        |
| Construction Documents                          | (42%) | \$ 97,860.00        |
| Bidding / Contracts                             | (02%) | \$ 4,660.00         |
| Construction Administration (38 weeks included) | (20%) | \$ 46,600.00        |
| <b>Total for Basic Services</b>                 |       | <b>\$233,000.00</b> |

**TOTAL OF ALL FEES: \$250,000.00**

Our basic services and other Lump Sum based fee work will be invoiced on a percentage of work completed basis. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below or as mutually agreed. Our Consultant's rate schedules vary for each Consultant, but they are comparable to our own rates enclosed herein. These are revised 1 June each year.

Rate Table

|   |                |
|---|----------------|
| Principal II .....                        | \$ 243.00/Hour |
| Principal I .....                         | \$ 224.00/Hour |
| Associate Principal.....                  | \$ 206.00/Hour |
| Senior Associate/Senior Project Mgr. .... | \$ 202.00/Hour |
| Associate / Project Manager .....         | \$ 184.00/Hour |
| Architect III .....                       | \$ 163.00/Hour |
| Architect II .....                        | \$ 150.00/Hour |
| Architect I .....                         | \$ 135.00/Hour |
| Senior Project Coordinator II.....        | \$ 163.00/Hour |
| Senior Project Coordinator I.....         | \$ 150.00/Hour |
| Project Coordinator IV.....               | \$ 123.00/Hour |
| Project Coordinator III .....             | \$ 112.00/Hour |
| Project Coordinator II .....              | \$ 95.00/Hour  |
| Project Coordinator I.....                | \$ 82.00/Hour  |
| Project Technician II.....                | \$ 64.00/Hour  |
| Project Technician I.....                 | \$ 49.00/Hour  |
| Aquatic Engineer II.....                  | \$ 194.00/Hour |
| Aquatic Engineer I.....                   | \$ 148.00/Hour |
| Director of Marketing.....                | \$ 181.00/Hour |
| Marketing Coordinator .....               | \$ 131.00/Hour |
| Accounting .....                          | \$ 174.00/Hour |
| Secretarial .....                         | \$ 123.00/Hour |
| Clerical .....                            | \$ 87.00/Hour  |
| Director of Interior Design .....         | \$ 165.00/Hour |
| Interior Designer V .....                 | \$ 129.00/Hour |
| Interior Designer IV .....                | \$ 108.00/Hour |
| Interior Designer III.....                | \$ 84.00/Hour  |
| Interior Designer II.....                 | \$ 71.00/Hour  |
| Interior Designer I.....                  | \$ 49.00/Hour  |

### REIMBURSABLE EXPENSES

- In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses with no markup. Project related Reimbursable Expenses include such items as travel, vehicle mileage, tolls, printing, copies, photography, renderings / slides, phones & fax, postage / messenger / overnight courier, direct miscellaneous Project supplies, etc.
- For the costs of the site survey, soil borings/geo-technical engineering, environmental investigations, testing and design and any needed utility locates, we will invoice the client at our cost. These services and costs are outside of our professional services and are additional to our fees and other costs.

### EXCLUSIONS:

The following items are not included within our Professional Services Fee but can be provided at a mutually agreed upon fee.

- Wetland investigations or mitigation design.
- Design of a structural slab on grade and / or a deep foundation system should the geotechnical investigation indicate that the soil is not suitable for shallow foundation systems for this structure.
- Detailed Cost Estimating. Services do include square foot type estimating.
- Interior finishes color and final material selections (basic type of materials to be specified)
- Design of low voltage wiring, security, access control and audio-visual systems
- Landscape design
- Additional construction site visits or weeks of construction administration services
- Fuel station canopy design

### CONTINGENT OPTIONAL ADDITIONAL SERVICES

Professional services excluded from, or that noted within this LOP can be provided on an hourly, or otherwise mutually agreed upon fee basis by the Owner and Architect in accordance with the rate table herein.

### CLOSING

Upon your review and City approval, this shall be added to the existing PAS Continuing Services Agreement, dated March 18, 2020 as Task Order Number 1.

Thank you again for this wonderful opportunity to continue to provide our Professional Architectural Services to New Port Richey. If you have any additional questions or comments, please do not hesitate to contact me at your earliest convenience.

Cordially,



Mark S. Bushhouse, AIA, LEED AP  
President / Managing Principal

TASK ORDER NO. 1

Fleet Warehouse and Storage Improvement Project

Williams Architects

A. SCOPE OF SERVICES – The City of New Port Richey hereby authorizes the firm of Williams Architects, to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 1, 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. 1, SCOPE OF SERVICES AND FEE PROPOSAL.

C. KEY PERSONNEL – Williams Architects 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 Williams Architects Consultants, 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: Mark Bushhouse, AIA, LEED, AP

D. COMPENSATION – Professional fees for this authorization will be lump sum in accordance with the PROFESSIONAL ARCHITECTURAL SERVICES CONTINUING CONSULTING AGREEMENT with the City of New Port Richey, dated March 18, 2020.

E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 1 and authorize the Consultant to proceed at the direction of the City's representative, in accordance with the SCOPE OF SERVICES AND FEE PROPOSAL.

Witness:

WILLIAMS ARCHITECTS

\_\_\_\_\_

\_\_\_\_\_  
Mark Bushhouse, President/Managing Principal

\_\_\_\_\_  
Date

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date