

**TASK ORDER NO. 21-02  
SCOPE OF SERVICES AND FEE PROPOSAL  
RAILROAD SQUARE IMPLEMENTAION  
CITY OF NEW PORT RICHEY**

**I. PROJECT SCOPE**

**Description:**

The City of New Port Richey (CITY) is planning improvements for Railroad Square on Nebraska Ave between Grand Blvd and Adams Street. The CITY previously requested Wannemacher Jensen Architects (ARCHITECT) to assist the CITY in providing conceptual design options for the streetscape to include planters and sidewalks. The City has selected an option for the ARCHITECT to implement. The ARCHITECT will prepare construction documents and will provide construction administration services for the Project.

Hannah Ambrose will serve as the ARCHITECT'S project manager on this task order for the duration of the scope of services. The ARCHITECT will provide project management as part of this task order, which shall include: continuous management and coordination of the overall project; preparation of miscellaneous correspondence; coordination of ARCHITECTURAL services; and attendance project meetings with the CITY as stated under Section II. The progress of the project will be discussed with the CITY's designated project manager during the scheduled meetings, and as necessary throughout the remaining life of the project. A written summary of the project status and completed tasks will be provided with each invoice submitted by the ARCHITECT.

Based on the above background discussion, the following specific tasks and services are anticipated for this project, and are included in this Scope of Services:

**1.0 ARCHITECTURAL DESIGN, PROJECT MANAGEMENT, AND CONSTRUCTION ADMINISTRATION**

- Project management and coordination of the overall project and its consultants
- Prepare architectural design construction documents.
- Attend up to two (2) design review meetings via online conference
- Attend up to one (1) public meeting with all the property owners
- Provide Signed and Sealed document sets for permitting
- Modify documents as required in response to Permit Review comments
- Assist the City with preparation and distribution of bid documents.
- Respond to questions and provide clarifications and interpretations of the Construction Documents to CITY/Contractor and prospective subcontractors.
- Review Contractor's pay applications.
- Attend up to three (3) site visits/meetings during construction.
- Review of and respond to the contractor's submittals and shop drawings.
- Provide telephone and email correspondence as necessary.
- Respond to the contractor's questions and need for clarifications.
- Attend the Final Completion Walk-Through.
- Review and respond to the Contractor's prepared as-built drawings.

**2.0 ELECTRICAL ENGINEERING**

- Electrical engineering services will consist of the design for the lighting systems and general electrical receptacles for the project including load calculations, partial riser diagrams, luminaire schedules, drawings and specifications.
- Construction Administration (CA) services will include: shop drawing reviews, responses to

RFI's and a project observation visit.

### **3.0 STRUCTURAL ENGINEERING**

- Construction Documents for the shade structure/bandshell.
- Bidding Phase
- Construction Administration to include;
  - Review Shop drawings for the Structural elements designed by Engineer.
  - Review signed and sealed shop drawings and calculation for those building elements that are indicated in Engineers drawings as designed by others.
  - RFI responses and Coordination with Contractor.
  - Two site visits during construction.

### **4.0 CIVIL ENGINEERING**

- Attend two meetings to review the preliminary design site civil documents.
- Attend two meetings to obtain site design input on issues related to the project.
- Engineer will prepare a preliminary site plan
- Engineer will meet with the SWFWMD to discuss obtaining an exemption for this project because of the expected reduction in impervious areas and vehicle use areas.
- Engineer will prepare a preliminary on-site grading and paving plan
- Attend meetings to review the final design site civil documents, and discuss regulatory comments received during the approval process as they relate to site design.
- Upon approval of the preliminary site plan, Engineer will prepare a final site plan.
- Engineer will prepare a final on-site grading and paving plan
- Assist the architect with the preparation and submission of the Site Plan Application to New Port Richey Development Services
- Prepare and submit the Water Management District Environmental Resource Permit application in accordance with the District's requirements to obtain an exemption for the project.
- Prepare and submit the necessary permit applications to the FDOT for both the road connection permit and the drainage connection permit. Comments received from the FDOT would be addressed to obtain approvals on these permits.
- Visit the project site on five occasions to observe the status of work, to allow substantial completion certification.
- Review site work shop drawings submitted by the contractor.
- Coordinate with the contractor, and owner's representative to prepare a punch list of construction deficiencies for correction prior to the preparation of substantial completion certifications.
- Prepare a record drawing from the as-built survey provided by the contractor of constructed site improvements.
- Prepare local certification upon substantial completion of the required project facilities.

### **5.0 LANDSCAPE ARCHITECTURE**

- Landscape plans (Signed and Sealed Planting Plan) will address the following: location, size, quantity of trees, palms, shrubs, and ground covers, typical planting details and specifications.
- The landscape plan preparation will include: up to two rounds of revisions for comments; up to one (1) Client Meeting.
- Based on Client and City Comments, the planting plan will be finalized and one final plan prepared. Standard planting installation details and specifications for the proposed landscape will be provided.

- Consultant will provide irrigation zones for limit of work area only with irrigation spray head locations, lateral and mainline layout, pipe sizing, sleeving, remote control valve locations, point of connection to municipal potable water, and equipment list within the limit of work area. It is assumed a new irrigation system will be prepared for the limit of work only.
- Standard irrigation installation details will be provided for proposed landscape areas.
- Consultant can address landscape and irrigation questions from bidders during the project's bid phase.
- Up to three (3) site visits will be provided for construction observation.
- A final punch list may be prepared at the end of construction.

## 6.0 COST ESTIMATING

- Consultant will provide a cost estimate at the completion of the construction documents.

## II. DELIVERABLES

This Scope of Services is to include the following deliverables:

- Provide Signed and Sealed Construction document sets
- Cost estimate of the Construction Documents in PDF format
- Meetings and Site Visits as outlined in Section I.

## III. ASSUMPTIONS

This Scope of Services is based upon the following assumptions:

- Surveys and reports are not included.
- Traffic Analysis or report is not included
- Design of any building, vertical structures, or canopies aside from the Shelter/Bandshell are not included.

## IV. ARCHITECT'S COMPENSATION

For Task 1 described above, the CITY will compensate the ARCHITECT on a lump-sum basis. Compensation to the ARCHITECT for the services included in the above tasks shall not exceed the following:

1.	ARCHITECTURAL DESIGN, PROJECT MANAGEMENT, AND CONSTRUCTION ADMINISTRATION	\$21,780.00
2.	ELECTRICAL ENGINEERING	\$3,450.00
2.	STRUCTURAL ENGINEERING	\$4,370.00
3.	CIVIL ENGINEERING	\$24,150.00
4.	LANDSCAPE ARCHITECTURE	\$9,200.00
5.	COST ESTIMATING	\$1,035.00
	TOTAL AUTHORIZATION	\$63,985.00

**V. ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE**

If required by the ARCHITECT and authorized by the CITY, additional services related to this Task Order shall be provided by the ARCHITECT for additional professional fees negotiated with and agreed to by the CITY.

**VI. PROJECT SCHEDULE**

The ARCHITECT will begin the activities described herein within two weeks of receiving written notice to proceed. The estimated project schedule is outlined as follows:

<u>Task</u>	<u>Weeks to Complete After Notice to Proceed Issued</u>
Construction Documents	12.0 Weeks

TASK ORDER NO. 21-02  
RAILROAD SQUARE IMPLEMENTATION  
City of New Port Richey

Wannemacher Jensen Architects, Inc.

A. SCOPE OF SERVICES – The City of New Port Richey hereby authorizes the firm of Wannemacher Jensen Architects, Inc. to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 21-02, 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. 21-02, SCOPE OF SERVICES AND FEE PROPOSAL.

C. KEY PERSONNEL – Wannemacher Jensen Architects, 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 Wannemacher Jensen Architects, 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: Jason Jensen, AIA, LEED AP & Hannah Ambrose, AIA.

D. COMPENSATION – Professional fees for this authorization will be lump sum in accordance with Wannemacher Jensen Architects, Inc. invoices prepared monthly and due Net 30 days. Monies not collected within 45 days are subject to 1.5% interest - 18% annually.

E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 21-02, 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:

WANNEMACHER JENSEN ARCHITECTS, INC.

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\_\_\_\_\_  
Jason Jensen, Principal

\_\_\_\_\_  
Date

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

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

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date