

# CONSULTANT WORK ORDER

<b>Date:</b>	<b>08/01/2022</b>
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## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>Design Services - City Hall</b>	
<b>City Project Number:</b>	<b><u>22-0019-EN</u></b>	
<b>City Plan Set Number:</b>	<b><u>2022011</u></b>	
<b>Consultant Project Number:</b>	<b><u>2240</u></b>	

## 2. SCOPE OF SERVICES:

The City of Clearwater intends to engage an architectural firm to conceptualize a new city hall that anchors a municipal campus that includes the current Municipal Services Building, Clearwater Police headquarters and Municipal Services Garage into a connected and cohesive public complex. The city would also like the successful firm to analyze the space needs of the adjacent municipal services building and the needs of those departments anticipated to reside in the new City Hall to reimagine space allocation within the adjacent buildings with a focus on balancing internal and external efficiencies, such as a development services center. Firm shall evaluate using reclaimed water for cooling water and grey water systems. Innovative and cost-effective design for both construction and long-term operational and maintenance costs is paramount. The City wishes to consider obtaining a mid-level formal LEED certification versus constructing to LEED standards. LEED Silver certification is anticipated and project will be in alignment with the City’s Greenprint 2.0.

The successful firm will be expected to bring these concepts and ideas to life through full architectural and site designs that balance function and aesthetics with constructability and budget while ensuring that the building is constructed with environmental sensitivity in mind and assists the city in meeting its sustainability related goals. While architectural design is focused on a new city hall, the city may choose to partner with the successful firm on generating architectural plans for renovation of the municipal services building as an add on to this project. Staff expects a minimum of three conceptual design options for staff review and comment following conceptual review, to include alternative architectural styles. Additionally, the city expects the successful firm will provide a preliminary plan for public engagement at the time of firm selection.

Design for the parking garage structure is not included in this Work Order.

The City's Total Project Budget is \$30 million. The Construction Cost for the Building is estimated to be \$20 million.

## I. PRE-DESIGN PHASE:

### **Task 1.1 Concept Design & Preliminary Site Planning**

The Architect will:

1. Attend a kick-off meeting with the City.
2. Coordinate and attend up to four meetings with the City.
3. Review the information provided by the City.
4. Review the site conditions.
5. Review laws, codes, and regulations applicable to the Project.
6. Analyze the space needs of the adjacent municipal services building departments and analysis of those who reside in the current city hall that are anticipated to reside in the new City Hall, to reimagine space allocation within the adjacent buildings with a focus on balancing internal and external efficiencies.
7. Prepare a program of spaces for individual spaces and rooms.
8. Develop up to three conceptual design options. Each option will include:
  - a. One conceptual site plan.
  - b. One conceptual floor plan.
  - c. Three exterior rendered perspectives
  - d. One conceptual cost opinion.

The Civil Engineer will:

1. Provide Due Diligence Site Feasibility
  - a. Provide a Site Feasibility Report which includes: Utility availability and sizes, preliminary drainage analysis, existing streets, compatibility with zoning requirements / review of existing Master Plans, landscape buffers, internal plantings, tree preservation, irrigation needs, vehicular use area and informal meetings with City Staff.
  - b. Provide additional research concerning existing permit history with the Southwest Florida Water Management District, City of Clearwater Development Review, County Staff, adjacent properties, watershed areas, and miscellaneous utility providers adjacent or on the existing property.
2. Attend Pre-Application Meetings
  - a. Schedule and attend one (1) preliminary meeting with the City of Clearwater during each of the four phases (Programming, Schematic, Design Development & Construction Documents), a total of four (4) meetings to review the site plan prior to each submittal.
  - b. The purpose of these meetings will be to confirm design parameters and standards assumed for each phase of the project.

- c. one (1) pre-application meeting with each of the following agencies: SWFWMD, City of Clearwater Public Works (Transportation) and Pinellas County (Trail) (as applicable). The purpose of these meetings will be to begin the site planning, off-site convertible street and trail requirements, utility analysis and permitting processes.

## II. DESIGN PHASE:

### **Task 2.1 Geotechnical Services**

Although site planning and final structural details are in the formative stages, we understand that the structure is likely to be 3-stories in height. The scope currently includes six (6) Standard Penetration Test (SPT) borings. These borings have been budgeted to a depth of 55 feet based upon significant local experience in the near vicinity of the subject lot. This will allow sufficient penetration into the underlying limestone formation for the evaluation of both shallow as well as deep foundation alternatives.

In addition to the structure borings, we plan for three (3) classification borings which we have budgeted to a depth of 6 feet.

A Double-Ring Infiltration (DRI) test may be required dependent upon the drainage design for the project. At the DRI test, we will also conduct a test boring to a nominal depth of 10 feet in order to classify subgrade soils and provide information for estimation of normal seasonal high groundwater levels.

A limited laboratory testing program has also been budgeted to aid in characterizing the engineering properties of the subsurface soils. Our laboratory test would likely include grainsize analyses, Atterberg Limits and organic content tests, as deemed appropriate.

The results of our field and laboratory studies will be included in a geotechnical report encompassing a presentation and discussion of the following:

1. Logs of the exploratory borings
2. Results of laboratory tests
3. Results of infiltration tests
4. Discussion of subsurface soil and groundwater conditions including an estimate of the normal seasonal high groundwater level in the stormwater retention area
5. Recommendations for subgrade preparation and foundation design
6. Estimated total and differential settlement
7. Pavement design considerations
8. Recommendations for quality assurance inspection and testing during the construction stage
9. Recommendations for further geotechnical investigation if warranted

### **Task 2.2 Topographic and Boundary Survey**

The boundary survey portion of the scope will include the retracement of the boundaries of Blocks 5 and 8, and of the North, East, and South boundaries of Blocks 6 and 7 of Magnolia Park, Plat Book 3, page 43 of the Public Records of Pinellas County, Florida.

Topographic survey limits are as described above and will include the depiction of all above-ground fixed improvements, trees, spot elevations of ground and pavement surfaces, drainage inlets, manhole rims, valve boxes, utility vault lids, curbs, sidewalks, and ramps. Above ground visible evidence of subsurface utilities will be shown. Invert elevations of storm and sanitary piping, culverts and structures will be obtained (to the extent deemed necessary by the Project Civil Engineer) where such may be obtained without physical entry into structures.

Site benchmarks and horizontal control points will be established and shown on the survey map in support of future site surveying and construction efforts.

The survey will be prepared in accordance with the Standards of Practice set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J-17.050-052 pursuant to Chapter 472.027, Florida Statutes.

The deliverable item for this task will be a map of survey in PDF format electronically signed and sealed by a Florida licensed surveyor and mapper, together with an AutoCAD drawing representing the survey map.

### **Task 2.3 Subsurface Utility Exploration**

The Civil Engineer will designate existing subsurface utilities within the right-of-way of Pierce Street. Utility designation within other areas of the project (as yet to be defined) will be performed under the Supplemental Surveying/SUE Services.

This effort will be performed using a combination of ground penetrating radar (GPR), electromagnetic signal induction, and above-ground visible evidence of subsurface utilities.

The deliverable items for this task will be the markings in the field reflecting designated evidence of subsurface utilities, and a field sketch of same.

It is understood that efforts under this task will be authorized to be performed prior to mobilization under the Topographic Survey task.

#### **Task 2.4.1 Civil Eng. Design – MSC Site**

For the option that places the new city hall on the existing MSC site, the Civil Engineer will prepare Civil Engineering Construction Documents showing paving, grading, drainage, signing & pavement marking, water, and sewer facilities. The Plans will show connections to utilities at appropriate locations. It is assumed that Stormwater Management Systems for water quality and attenuation will be provided within conventional stormwater ponds or thru innovative stormwater techniques and meet the City's Stormwater criteria. It is assumed that the water and sewer utilities are available within the existing Right-of-Ways adjacent to the project, with adequate capacity to serve this project and no off-site utility extensions will be required. It is also assumed that no off-site roadway improvements (other than the 1 Block of Pierce Street into a

Convertible Street and 2 Blocks of South East Avenue) or structured parking garages will be required under this Scope of Services. If Structural Engineering is needed to design onsite retaining walls, outdoor vertical elements, parking garage structures, sign foundations, etc. the Architect will provide those services.

The Civil Engineer will include submittal packages at the 60%, 90%, and 100% Phases for review and comments prior to Permitting for each Phased Element (ie. MSC site, South Parcel, Pierce Street, and Pinellas Trail). The Civil Engineer has included the preparation of Technical Specifications for Civil Engineering to support in developing a bid package and compliment the City's standard Specifications.

#### **Task 2.4.2 Civil Eng. Design – South Parcel**

For the scope of work to be located on the block that is South of Pierce Street and East of the Pinellas Trail, the Civil Engineer will prepare Civil Engineering Construction Documents showing paving, grading, drainage, signing & pavement marking, water, and sewer facilities. The Plans will show connections to utilities at appropriate locations. It is assumed that Stormwater Management Systems for water quality and attenuation will be provided within conventional stormwater ponds, connections to existing stormwater drainage system or thru innovative stormwater techniques and meet the city's stormwater criteria. It is assumed that the water and sewer utilities are available within the existing Right-of-Ways adjacent to the project, with adequate capacity to serve this project and no off-site utility extensions will be required. It is also assumed that no off-site roadway improvements (other than the 1 Block of Pierce Street into a Convertible Street and 2 Blocks of South East Avenue) or structured parking garages will be required under this Scope of Services. If Structural Engineering is needed to design onsite retaining walls, outdoor vertical elements, parking garage structures, sign foundations, etc. the Architect will provide those services.

#### **Task 2.4.3 Civil Eng. Design – Pierce Street**

For the redevelopment of Pierce Street to a convertible street, between South Myrtle and the entrance to the Police Station, the Civil Engineer will prepare Civil Engineering Construction Documents showing paving, grading, drainage, signing & pavement marking.

#### **Task 2.4.4 Civil Eng. Design – Pinellas Co. Trail**

For the redevelopment of the Pinellas Co. Trail and closing of South East Avenue, from Park Street to Franklin Street, to be a linear park, the Civil Engineer will prepare Civil Engineering Construction Documents showing paving, grading, drainage, signing & pavement marking.

#### **Task 2.5 Civil Eng. Permitting**

The Civil Engineer will prepare and submit permit application forms and exhibits in accordance with and containing specific technical information required by agencies for each Phase of Development (i.e. MSC City Hall Site, South Parcel Town Square-Parking Lot, Convertible Street and Pinellas Trail – Two Blocks).

National Pollutant Discharge Elimination System (NPDES) Permit -The Civil Engineer will prepare the Notice of Intent (NOI) Stormwater Permit Application; the NOI will be

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executed by the Architect and forwarded to the U.S. Environmental Protection Agency (EPA) and the Florida Department of Environmental Protection (FDEP). The Stormwater Pollution Preservation Plan (SWPPP) will be prepared and executed by the selected contractor and placed on file. It will be the responsibility of the contractor to monitor compliance with the SWPPP and to complete the Notice of Termination (NOT) at the completion of the project.

Utility Permits - The Civil Engineer will prepare and submit, as engineer of record, the FDEP Health Department permit applications for the following utilities: the onsite sanitary sewer collection system and the water distribution systems. This process involves also submitting applications to the utility provider for each utility service for signatures and approvals. The Civil Engineer will utilize data provided by the Plumbing Engineer and Fire Protection Consultant for inclusion in the permit submittals (i.e. fixture counts, proposed flow requirements, flow tests, etc.).

Assume no off-site extensions or relocations anticipated other than utility main connection at the adjacent property ROW.

City of Clearwater - Building and Site Construction Document Permit – The Civil Engineer will submit the necessary sets of signed and sealed Civil Engineering Plans and Documents for inclusion into the Building Plans Permit submittal. The Civil Engineer can assist in the permitting expedition and submittals with City of Clearwater Building Department.

Southwest Florida Water Management District (SWFWMD ERP Modification) - It is assumed that a conventional stormwater system design will handle both water quality and attenuation improvements for this site. It is also anticipated that any adverse geotechnical, environmental and/or floodway conditions will not affect this project. The Civil Engineer has included preparation of necessary stormwater calculations based on the 10-year design for the infrastructure piping. A SWFWMD Environmental Resource Permit Modification for Water Quality Treatment and Quantity Attenuation permitting will be prepared in accordance with the City's stormwater criteria and District's rules and regulations and submitted via online submittal.

City of Clearwater/Pinellas County Right-of-Way Use Permit (Pierce Street, South East Avenue, Franklin Street, S. Myrtle Avenue and Park Street) - The Civil Engineer will submit an access/sidewalk, utility and drainage connection application based on the anticipated access & pedestrian connections to City of Clearwater and/or Pinellas County for review and approval. The Civil Engineer shall provide the necessary calculations, applications and permit submittals in accordance with the City and/or County rules and regulations. If it is determined that off-site roadway improvements to Park Street, S. Myrtle Avenue, Franklin Street, and/or signalization are required as a result of the application, the additional work will be performed under separate Scope of Services for an additional fee. The Contractor will be responsible for any Maintenance of Traffic Plans (MOT) and filing the permit, as they will be responsible for any bonding

and/or construction activities within the Right-of-Way. The Civil Engineer's scope only includes sufficient information to obtain approval of the design intent of the project.

**Task 2.6 Civil Eng. Bidding**

The Civil Engineer will assist through the public competitive bid process. These services are limited to preparation of the civil components of the bid package; participation in a pre-bid meeting; responding to bidder written questions; issuance of bid addendums and review, tabulation and ranking of submittals.

**Task 2.7 Civil Eng. Construction Phase Services**

The Civil Engineer anticipates the following Post Design Services based on our history with similar projects and estimated construction duration of Eighteen (18) months, assuming all Phased Elements start at the same time. Permit closeouts and transfer certifications by the Engineer of Record are included in this scope of services. Additional construction time may warrant a supplemental scope of services to complete supplemental tasks.

Attend one (1) pre-construction conference at the job. Attend one (1) construction meeting/teleconference per month at the job site for Eighteen (18) months of construction. Purpose of attendance is to provide coordination and clarification on construction-related issues. During on-site attendance, the Civil Engineer's staff will also document on-site observations for general conformance with the contract documents. A report and photographs will be provided for each construction observation made. Attendance for additional meetings will be charged on a Time and Materials basis.

Provide up to eight (8) hours per month (limited to 5-months) for Shop Drawing reviews and approximately twelve (12) hours per month (limited to 18-months) to review Request for Information (RFI). Each generated RFI should be provided electronically and include contractor's proposed resolution for review and approval by the engineer. Provide up to one (1) hour per month for Contractor Pay Application review related to site/civil components of the pay request. Attend up to twelve (12) site visits throughout construction for certifications, inspections, and testing as needed.

Conduct Substantial Review and prepare associated Punch List of outstanding site/civil items to be completed by the contractor to satisfy contract documents. One (1) follow up inspection of contractor's resolution of punch list items will be performed. The punch list inspection shall be coordinated by the contractor and owner. Additional reviews required beyond the follow up will be charged on a Time and Materials basis. Two (2) Follow-up Post Construction Phase are also included, typically at 6-month and 12-month post certificate of occupancy.

Review the As-Built "Drawing" and resulting "Survey" for completeness and prepare the Record Drawings based on the as-built drawing and survey provided by others. As-Built Drawing and Survey must be prepared by the contractor or the contractor's surveyor in accordance with permitting agency specifications. Prepare completion certifications to the permitting agencies including Southwest Florida Water Management District, City of Clearwater, FDEP, and Pinellas County, as applicable.

**Task 2.8 Landscape Architecture**

The Landscape Designer will participate in the conceptual planning for final determination of the City Hall development site. Our efforts will be in the form of planning support, site development diagrams and graphic imagery.

It is anticipated that the Landscape Designer will support in preparation, execution and reporting up to two meetings for public engagement to solicit community desires, interest, and goals for the City Hall development.

Landscape architectural design services will be provided for the new City Hall and the public realm for the City of Clearwater. Specifically, with the two city blocks bounded by Park Street (north), Franklin and Pierce Streets (south), S. Myrtle Avenue (east) and Pinellas Trail (west).

1. Landscape for City Hall and the additional adjacent site
2. Landscape for park/City square on south parcel with new parking lot
3. Including landscape design needed for the public realm (streetscape along designated streets as identified and Pinellas Trail) where the site design will have impacted the existing public facilities (sidewalk, roadway, and bikeway).

Public realm design for this project will include, landscape, hardscape improvements, including sidewalks and crosswalks, designed seating areas and/or 'mini-plazas' incorporated within a large City square, site amenities, site lighting, planting, and irrigation treatments in coordination with architectural features.

**Task 2.9 Stakeholder Outreach**

The Architect will attend up to three meetings with project Stakeholders. It is assumed these meetings will be completed prior to the completion of the 30% Design Documents.

**Task 2.10 Public Meeting/Presentation**

The Architect will attend up to one public meeting/presentation/workshop to gather input from the public.

**Task 2.11 City Commission Presentation**

The Architect will attend up to one City Commission meeting/presentation

**Task 2.12 Cost Estimating**

A cost estimate will be completed after approval of the 30%, 60%, and 90% Design Documents. It is assumed the Construction Manager will provide a cost estimate for Final Construction Documents.

**Task 2.13 DRC Application**

The Architect will prepare and submit Planning and Development Application and will attend the required meeting or public hearings as required.

**Task 2.14 Existing Chiller Upgrade**

The Mechanical Engineers will analyze the existing mechanical drawings for the existing chiller plant and, if available, trending data to determine actual usage. If necessary, we will assemble a scope of work for a Test & Balance contractor to establish existing

operational conditions. A new high-efficiency chiller plant would then be designed to serve the existing building and the new addition. The team will investigate opportunities for utilizing reclaimed water or condensate water as make-up to new cooling towers, if such design is feasible and applicable to the project.

**Task 2.15 LEED Certification**

This project is being assumed as to pursue a single LEED Silver certification under the programmatic dependency exception of the LEED Minimum Program Requirements. This scope is based on a single (1) LEED certification assumption; however, if upon further review of more advance drawings and preliminary program design by the GBCI, it is determined that a different path to achieve a LEED certification is required, an additional services fee may be required.

The LEED Consultant's services include:

1. LEED Consultant proposes to represent the ownership and design team as the Sustainability Consultant and LEED Program Manager on behalf of the USGBC/GBCI while pursuing a LEED Certification for New Construction under Version 4.0 or 4.1.
2. LEED Consultant will provide the Energy Modeling services and serve as the Building Commissioning Agent, providing Fundamental Building Commissioning as required under the LEED Version 4.0/4.1 rating system.
3. LEED Consultant assumes management of the entire certification process from design to final construction submittal and certification.
4. Provide advice to ownership and A/E on cost-efficient sustainability and increased performance design strategies, included but not limited to: passive design, heat-gain management, heat island effect, energy conservation measures, etc.
5. Coordinate LEED efforts with all team members, complete most LEED templates, except those required to be completed by the Engineer of Record.
6. LEED Consultant will provide comprehensive LEED PM and Commissioning Design Reviews, LEED and commissioning site visits, inspections, and testing as described in this scope.
7. Reviews of construction submittals.
8. Work with the construction team to guide them on providing construction-related documentation and implementation of strategies, all leading towards the successful achievement of the LEED certification.
9. LEED Consultant proposes to include specialized consulting regarding Enhanced Building Commissioning under EAc1 Option 1 for 3 points.

The Architect's, Mechanical Engineer's, and Electrical Engineer's LEED accredited personnel will assist the project's LEED Consultant in analyzing and implementing various LEED requirements for completing the building's certification application.

Services include:

1. Research and design for optimizing orientation, shading and glazing areas.
2. Daylighting simulation for optimizing natural lighting. Analyze lighting controls and views analysis.
3. Optimizing energy efficiency of the envelope, lighting systems, and HVAC systems.
4. Integration of green building systems into the project

5. Review appropriateness of sustainable design strategies in relation to community infrastructure, site layout, water conservation, energy efficiency, resource efficiency, and indoor environmental quality.
6. Identify strategies for Regional Priority credits and Innovation in Design credits.
7. Research and select products that contribute to multiple credits.
8. Perform compliance review of materials, products, and finishes, which are often affected by LEED requirements. Provide draft of additional material specifications/substitutions required to obtain LEED certification.
9. Provide assistance in identifying suppliers/vendors for the project.
10. Finalize contract documents with LEED specifications fully incorporated.
11. Coordinate and assist with LEED credit assessments, scorecards, and design templates
12. Coordinate with the contractor on all LEED requirements
13. Review shop drawings and project submittals for LEED requirements and compliance

**Task 2.16 Interior Design & Furniture**

The Architect's scope of services will include interior design services for the project. The Interior Designer will:

1. Attend meetings with the City's design team to assess new furniture needs.
2. Survey selected existing building furniture and equipment if required.
3. Prepare furniture plans and drawings to assist with placement & installation.
4. Perform materials research and compile selections.
5. Provide specifications and select all room finishes, including carpet, paint, wallcovering, wall base, plastic laminate at millwork cabinets, vinyl composition tile, furniture fabric, exterior window blinds, etc.
6. Select and document interior signage.
7. Provide assistance with new furniture selection and furniture specifications.
8. Provide assistance with the solicitation and review of competitive bids from furniture manufacturers.
9. Provide on-site assistance during move-in.

**Task 2.17 AV/IT/Security Coordination**

The electrical / low voltage engineer will work with the City's AV/IT vendors and engineers to establish the required scope of work. Our drawings and specifications will include provisions for the associated power, data, conduit, and junction boxes requirements.

**Task 2.18 Fire Protection**

The fire protection engineer will design a new wet-sprinkler system as required for NFPA 13 compliance.

**Task 2.19 Site Lighting**

The electrical engineer will provide site lighting photometric and branch wiring design for the site.

**Task 2.20 Traffic Study**

The Civil Engineer has included an allowance should a Transportation Impact Study for the proposed City Hall Site located between Franklin and Park Street along S. Myrtle Avenue in Clearwater, Florida be required. Based on typical Impact Studies, the following items would be collected: Data Collection, Trip Generation, Trip Distribution & Assignment, Crash Analysis, Capacity Analysis, Turn Lane Length Analysis, Mitigation of Impacts, and a Final Report. A more detailed proposal would be submitted should these services exceed the allowance and scope understanding.

**Task 2.21 A/E Design – South Parcel**

Full architectural design, permitting, bidding, and construction administration for the South Parcel park's vertical structures and components. This includes structural and MEP engineering.

**Task 2.22 Photovoltaic Design Coordination**

Concept and integration design, coordination, and electrical engineering of pre-manufactured photovoltaic solar panel systems.

**Task 2.23 Public Art Coordination**

Coordination with the City and selected artist to incorporate public art into the project. Up to three meetings with the City and/or artist are included.

**III. FINAL DESIGN PHASE:**

**Task 3.1: 30% Submittal**

Based upon an approved program of spaces we will prepare 30% Design Documents for the City's review and approval. The documents will consist of items necessary to convey the nature of the schematic approach, including an architectural site plan, preliminary building plans and other drawings or graphics as needed for City personnel & stakeholder review and feedback.

The Architect will:

1. Determine building code requirements and incorporate them into the design.
2. Determine site development constraint information and incorporate into the design.
3. Prepare site plan concepts and alternatives.
4. Prepare floor plan concepts and alternatives.
5. Identify preliminary materials and equipment.
6. Up to three meetings with City personnel as needed to develop and coordinate the 30% Design Documents.

**Task 3.2: 60% Submittals**

Based upon the City's approval of the 30% Design Documents, we will prepare 60% Design Documents for the City's review and approval. The Design Development Documents will consist of items necessary to illustrate and describe the development of the schematic design, including building plans, sections, elevations and diagrammatic layouts of building systems necessary to convey the character of the project.

The Architect will:

1. Meet with all design team consultants and coordinate systems and drawing backgrounds.
2. Up to three meetings with City personnel to review project progress and design documents.
3. Prepare a progress set of Construction Documents at 60% Completion, including detailed design plans, detailed building system plans, specifications identifying materials, systems and their respective standard of quality.

**Task 3.3: 90% Submittal**

Based upon the City's approval of the 60% Design Documents, we will prepare 90% Design Documents for the City's review and approval. The 90% Design Documents will illustrate and describe the further development of the approved 60% Design Drawings and will consist of detailed Drawings and Specifications that describe requirements for the construction of the work. The 90% documents will consist of drawings and specifications for Architectural, MEP, and Structural.

The Architect will:

1. Prepare a progress set of Construction Documents at 90% Completion, including detailed design plans, detailed building system plans, specifications identifying materials, systems and their respective standard of quality.
2. Up to three meetings with City personnel to review project progress.

**Task 3.4 Final Construction Documents**

Based upon the City's approval of the 90% Design Documents, we will prepare Final Construction Documents for the City's review and approval. Final Construction Documents will be used for the purpose of bidding, permitting, and construction.

The Architect will:

1. Prepare a set of Construction Documents at 100% Completion, including detailed design plans, detailed building system plans, specifications identifying materials, systems and their respective standard of quality.

**IV. BIDDING PHASE:****Task 4.1: Permitting and Bidding Services**

Following the Client's approval of the Permit 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 the building permit.
2. Modify documents as required in response to Building 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 via addendum/addenda.
5. Provide Conformed Drawings and Specifications per bid addendum/addenda.

## V. CONSTRUCTION PHASE:

### Task 5.1: Construction Administration

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

We will:

1. Review of Contractor's pay application.
2. Attend meetings at the project site twice per month for up to 18 months
3. Provide 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. Attend the Substantial Completion walk-through.
7. Prepare a Punch List.
8. Attend the Final Completion Walk-Through.
9. Prepare Record Drawings based on Contractor's prepared as-built drawings.

The scope and fee assume Construction Administration will be provided for a 18-month period. If the construction exceeds 18 months, an additional fee for construction administration will be required.

## 3. PROJECT GOALS:

- Three conceptual design options in PDF format.
- 30% Design Documents in PDF Format.
- 30% construction cost estimate in PDF Format.
- 60% Design Documents in PDF Format.
- 60% construction cost estimate in PDF Format.
- 90% Design Documents in PDF Format.
- 90% construction cost estimate in PDF Format.
- Final Construction Documents in PDF Format.
- Attendance at pre-construction meeting.
- 36 project site visits/meetings during Construction.
- Substantial and Final completion walk-through.

## 4. FEES:

This price includes all labor and expenses anticipated to be incurred by Wannemacher Jensen Architects, Inc. for the completion of these tasks in accordance with Professional Services Method "B" – Lump Sum – Percentage of Completion by Task **for a fee not to exceed Two Million Nine Hundred Forty Eight Thousand Three Hundred Forty Dollars (\$2,948,340).**

See Attachment "A" for total cost per task.

Basic Services (Tasks 3, 4, and 5) are based on the State of Florida’s Department of Management Services Fee Curve utilizing a Construction Budget of \$20 million at 6.70% (Complexity B – More than Average Complexity). If the Client’s Building Construction Budget is increased, the Architect’s Basic Services shall be recalculated using the State of Florida’s Department of Management Services Fee Curve based on the increased budget amount.

The permit application fees will be paid by the consultant and invoiced to the City as a reimbursable.

## 5. SCHEDULE:

The project is to be completed in **443** days from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

<b>Concept Design &amp; Preliminary Site Planning:</b>	<b>60 calendar days</b>
<b>Owner Review</b>	<b>14 calendar days</b>
<b>30% Construction Plans:</b>	<b>80 calendar days</b>
<b>Owner Review</b>	<b>14 calendar days</b>
<b>60% Construction Plans and Permit Applications:</b>	<b>70 calendar days</b>
<b>DRC Review &amp; Recommendation Process</b>	<b>45 calendar days</b>
<b>(Owner Review during this time)</b>	
<b>90% Construction Plans:</b>	<b>70 calendar days</b>
<b>Final Construction Documents:</b>	<b>30 calendar days</b>
<b>Permitting:</b>	<b>60 calendar days</b>

City review and approval periods are estimated in the schedule above.

## 6. STAFF ASSIGNMENT:

Wannemacher Jensen Architects – Architecture and Interiors

Principal in Charge – Jason Jensen

Project Manager – Joah Bury

Carastro & Associates, Inc – Mechanical, Electrical, Plumbing, Fire Protection Engineering, & Low Voltage

Master Consulting Engineers – Structural Engineering

Stantec – Civil Engineering & Landscape Architecture

CC&A – Cost Estimating

Driggers Engineering Services Inc – Geotechnical Testing

Sequil Systems– LEED Consultation

City of Clearwater Staff  
Tara Kivett, P.E. Project Manager  
Elliot Shoberg, P.E Engineering Assistant Director

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Joah Bury  
132 Mirror Lake Drive N Unit 301  
St. Petersburg, FL 33701  
727.822.5566  
joah@wjarc.com

All City project correspondence shall be directed to:

Tara Kivett, P.E.  
100 S. Myrtle Ave.  
Clearwater, FL 33756  
727 562-4758  
Tara.Kivett@myclearwater.com

with copies to others as may be appropriate.

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code: ENGF220001-DSGN-PROSVC**

For work performed, invoices shall be submitted monthly to:

**ATTN LELAND SIVANISH, SENIOR ACCOUNTANT  
CITY OF CLEARWATER, ENGINEERING DEPARTMENT  
PO BOX 4748  
CLEARWATER, FLORIDA 33758-4748**

Contingency services will be billed as incurred only after written authorization provided by the City to proceed with those services.

## 9. INVOICING PROCEDURES:

At a minimum, in addition to the invoice amount(s) the following information shall be provided on all invoices submitted on the Work Order:

1. Purchase Order, Project and Invoice Numbers and Contract Amount.
2. The time period (begin and end date) covered by the invoice.
3. A short narrative summary of activities completed in the time period.
4. Contract billing method – Lump Sum or Hourly Rate.

5. If Lump Sum, the percent completion, amount due, previous amount earned and total earned to date for all tasks (direct costs, if any, shall be included in lump sum amount).
6. If Hourly Rate, hours, hourly rates, names of individuals being billed, amount due, previous amount earned, the percent completion, total earned to date for each task and other direct costs (receipts will be required for any single item with a cost of \$50 or greater or cumulative monthly expenses greater than \$100).
7. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

## 10. CONSIDERATIONS:

Consultant acknowledges the following:

1. The Consultant named above is required to comply with Section 119.0701, Florida Statutes, where applicable.
2. All City directives shall be provided by the City Project Manager.
3. "Alternate equals" shall not be approved until City Project Manager agrees.
4. All submittals must be accompanied by evidence each has been internally checked for QA/QC before providing to City.
5. Consultants/Contractors are not permitted to use City-owned equipment (i.e. sampling equipment, etc.).
6. Documents posted on City website must ADA accessible.

## 11. ADDITIONAL CONSIDERATIONS:

All work orders should include considerations for the following:

1. Sea Level Rise and Flood Resilience, as applicable.
2. Submittal of a Critical Path Method (CPM) Schedule(s).
3. Submittal of a Project Catalog with the following items, as appropriate:
  - a. Data requests, assumptions, critical correspondence, meeting agenda, sign-in sheets, meeting minutes, document comment-response log(s), technical memorandum/reports, addenda, progress reports, regulatory correspondence, and other project-related documents.
  - b. If construction project, also include design plans, conformed plans, change orders, field orders, RFIs, work change directives, addenda, progress reports, shop drawing and progress submittals, as-builts, record drawings, and other project-related documents such as O&M manuals and warranty information.
  - c. At the conclusion of the project, ENGINEER will combine this information into a Project Catalog and submit to the City for review and comment.

4. Arc Flash labeling requirements:
  - a. All electrical designs and construction shall adhere to NFPA 70 E “Standard for Electrical Safety in the Workplace”.
  - b. Updated calculations of Fault and Arc Flash, and provisions for new or updated Arc Flash equipment labeling shall be included in the contract documents.

## 12. SPECIAL CONSIDERATIONS:

The design team will adhere to the following City of Clearwater guidelines:

- Downtown District Development Standards
- Clearwater Greenprint 2.0
- Stormwater Drainage Criteria.

## 13. SIGNATURES:

**PREPARED BY:**



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**Jason Jensen, AIA, LEED AP**  
**President**  
**Wannemacher Jensen Architects, Inc.**

8/11/2022

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**Date**

**APPROVED BY:**

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**Tara Kivett, P.E.**  
**City Engineer**  
**City of Clearwater**

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**Date**

**ATTACHMENT "A"****CONSULTANT WORK ORDER – PROJECT FEES TABLE**

Design Services – City Hall

Wannemacher Jensen Architects, Inc.

22-0019-EN

City of Clearwater

# CONSULTANT WORK ORDER

## PROJECT FEES TABLE

Task	Description	Subcons ultant Services	Labor	Total
<b>1.0</b>	<b>Pre-Design</b>			
1.1	Concept Design & Preliminary Site Planning	\$60,000	\$90,950	<b>\$150,950</b>
<b>Pre-Design Total:</b>				<b>\$150,950</b>
<b>2.0</b>	<b>Design</b>			
2.1	Geotechnical Services	\$15,500	\$2,325	\$17,825
2.2	Topographic and Boundary Survey (if required)	\$37,500	\$5,625	\$43,125
2.3	Subsurface Utility Engineering	\$4,500	\$675	\$5,175
2.4.1	Civil Eng. Design – MSC Site	\$80,000	\$12,000	\$92,000
2.4.2	Civil Eng. Design – South Parcel (if required)	\$60,000	\$9,000	\$69,000
2.4.3	Civil Eng. Design – Pierce Street (if required)	\$42,500	\$6,375	\$48,875
2.4.4	Civil Eng. Design Pinellas Co Trail (if required)	\$27,500	\$4,125	\$31,625
2.5	Civil Eng. Permitting	\$50,000	\$7,500	\$57,500
2.6	Civil Eng. Bidding	\$5,000	\$750	\$5,750
2.7	Civil Eng. Construction Phase Services	\$48,000	\$7,200	\$55,200
2.8	Landscape Architecture	\$93,400	\$14,010	\$107,410
2.9	Stakeholder Outreach		\$9,300	\$9,300
2.10	Public Meeting/Presentation/Workshop		\$3,810	\$3,810
2.11	City Commission Presentation		\$3,810	\$3,810
2.12	Cost Estimating	\$24,850	\$3,728	\$28,578
2.13	DRC Application		\$9,460	\$9,460
2.14	Existing Chiller Upgrade (if required)	\$160,000	\$24,000	\$184,000
2.15	LEED Certification - Silver	\$139,950	\$59,833	\$199,783
2.16	Interior Design & Furniture		\$48,000	\$48,000
2.17	AV/IT/Security Coordination	\$48,000	\$7,200	\$55,200
2.18	Fire Protection	\$12,000	\$1,800	\$13,800
2.19	Site Lighting	\$15,000	\$2,250	\$17,250
2.20	Traffic Study (if required)	\$20,000	\$3,000	\$23,000
2.21	A/E Design – South Parcel (if required)	\$49,407	\$115,283	\$164,690
2.22	Photovoltaic Design Coordination	\$5,500	\$6,600	\$12,100
2.23	Public Art Coordination		\$5,280	\$5,280
<b>Design Total:</b>				<b>\$1,311,546</b>

**ATTACHMENT "A"****CONSULTANT WORK ORDER – PROJECT FEES TABLE**

Design Services – City Hall

Wannemacher Jensen Architects, Inc.

22-0019-EN

City of Clearwater

<b>3.0</b>	<b>Final Design Plans and Specifications</b>			
3.1	30% Submittal	\$80,400	\$120,727	\$201,127
3.2	60% Submittal	\$134,000	\$174,394	\$308,394
3.3	90% Submittal	\$176,880	\$225,373	\$402,253
3.4	Final Construction Documents	\$53,600	\$80,484	\$134,084
<b>Final Design Plans and Specifications Total:</b>				<b>\$1,045,858</b>
<b>4.0</b>	<b>Permitting and Bidding Services</b>			
4.1	Permitting and Bidding Services	\$10,720	\$16,097	<b>\$26,817</b>
<b>Permitting Services Total:</b>				<b>\$26,817</b>
<b>5.0</b>	<b>Construction Phase Services</b>			
5.1	Construction Administration	\$80,400	\$187,769	<b>\$268,169</b>
<b>Construction Phase Services Total:</b>				<b>\$268,169</b>
<b>SUBTOTAL, LABOR AND SUB-CONTRACTORS:</b>				
<b>6.0</b>	<b>Permit Fees (Allowance)</b>			<b>\$25,000</b>
<b>7.0</b>	<b>Reimbursable Expenses (Allowance)</b>			<b>\$20,000</b>
<b>8.0</b>	<b>Design Contingency (Allowance)</b>			<b>\$100,000</b>
<b>GRAND TOTAL:</b>				<b>\$2,948,340</b>

## ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES

Design Services – City Hall

Wannemacher Jensen Architects, Inc.

22-0019-EN

City of Clearwater

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# CONSULTANT WORK ORDER

## CITY DELIVERABLES

### 1. FORMAT:

The design plans shall be compiled utilizing the following methods:

1. City of Clearwater CAD standards.
2. Datum: Horizontal and Vertical datum shall be referenced to North American Vertical Datum of 1988 (vertical) and North American Datum of 1983/90 (horizontal). The unit of measurement shall be the United States Foot. Any deviation from this datum will not be accepted unless reviewed by City of Clearwater Engineering/Geographic Technology Division.

### 2. DELIVERABLES:

The design plans shall be produced on bond material, 24" x 36" at a scale of 1" = 20' unless approved otherwise. Upon completion the consultant shall deliver all drawing files in digital format with all project data in Autodesk Civil 3D file format.

NOTE: If approved deviation from Clearwater CAD standards are used the Consultant shall include all necessary information to aid in manipulating the drawings including either PCP, CTB file or pen schedule for plotting. The drawing file shall include only authorized fonts, shapes, line types or other attributes contained in the standard release of Autodesk, Inc. software. All block references and references contained within the drawing file shall be included. Please address any questions regarding format to Mr. Tom Mahony, at (727) 562-4762 or email address [Tom.Mahony@myClearwater.com](mailto:Tom.Mahony@myClearwater.com).

All electronic files (including CAD and Specification files) must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.