



PliskoArchitecture, P.A.

SUPPLEMENTAL WORK ORDER

for the CITY OF CLEARWATER

Date: June 5, 2017

City Project Number: 17-0013-FI

1. PROJECT TITLE:

EOC Addition to Training Building at Fire Station 48

2. SCOPE OF SERVICES:

Prepare Contract documents

Architectural, structural, mechanical, and electrical design services for a new One Story 3,235 gross SF addition to the existing Training Building located at Fire Station 48 and further defined per approved Preliminary Floor Plan dated revised April 27, 2017. Building design shall include 12" access floor through out addition, clean agent fire protection system and backup generator. Consultant will retain geotechnical engineering firm to prepare soils testing for building addition, if the City does not have a soils report for the original FS 48 Training Building.

Civil Engineer and Landscaping if required will prepared by City of Clearwater Engineering Department. City Engineering Department shall also handle any site permitted including applying for an Environment Resource Permit.

Detailed estimating shall not be provided since a Construction Manager is being used to construct the project.

I. PRE-DESIGN and Schematic Phases

Set up meeting with BPRC committee to review proposed Building addition.

Prepare Architectural Site Plan, Floor Plan, Exterior Elevations, Building Sections for owner approval and Construction Manager's use.

II. 50% DESIGN PHASE

Revise site plan, dimensioned floor plan, and wall sections. Submit Electrical, A/C and clean agent fire suppression requirements. Submit specification outline. Submit to City of Clearwater for review and comments. Work with Construction Manager to update their cost estimate

III. FINAL DESIGN PHASE

Respond to staff 50% submittal review comments. Finalize contract documents and specifications for staff review.

IV. PERMITTING

Submit plans for City of Clearwater permitting and respond to permitting comments. Revise drawings reflecting permit comments.

V. CONSTRUCTION PHASE

Review shop drawings, respond to RFI's which relate to interpretation of contract documents, review construction, prepare punch list and assist City with final closeout documents. Architect will review as-built drawings prepared by the contractor to verify if they reflect changes made during construction.

3. PROJECT GOALS:

The Architect shall submit three (3) signed and sealed Plans on 24" x 36" sheets and Contract Documents (specification book) labeled "ISSUED FOR BIDDING AND PERMIT" along with electrical copies for permitting.

Prior to City Council award date, two (2) copies of signed and sealed plans and contract documents (specification book) labeled "CONFORMED" shall be submitted. Revisions made during permitting and CM pricing shall be included in plan sets and noted as revised.

4. BUDGET:

See attachment B. This price includes all labor and expenses anticipated to be incurred by Plisko Architecture, P.A 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 One Hundred and One Thousand and Fifteen Dollars (\$101,015.00).

5. SCHEDULE:

The Consultant shall submit deliverables per the following schedule. The time frame does not include City review time. The project is to be completed 150working days plus City review time from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Schematic Phase	35 working days
50% Design Phase	40 working days
Final Design Phase	60 working days
Final construction documents	15 working days

6. STAFF ASSIGNMENT (Consultant):

Alex Plisko: Project Manager

Tim Kurtz: Project Manager

7. CORRESPONDENCE/REPORTING PROCEDURES:

Architect’s project correspondence shall be directed to Alex Plisko. All City project correspondence shall be directed to Tim Kurtz, with copies to others as may be appropriate.

8. CORRESPONDENCE/REPORTING PROCEDURES:

Invoices for work performed shall be submitted monthly to the City of Clearwater, Engineering Department, Attn.: Veronica Josef, Senior Staff Assistant, PO Box 4748, Clearwater, Florida 33758-4748. Contingency services will be billed as incurred only after written authorization is provided by the City to proceed with those services.

City Invoicing Code: **0315-94888-561300-519-000-0000**

9. INVOICING PROCEEDURES

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

- A. Purchase Order Number and Contract Amount.
- B. The time period (begin and end date) covered by the invoice.
- C. A short narrative summary of activities completed in the time period
- D. Contract billing method – Lump Sum
- E. 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).

10. SPECIAL CONSIDERATIONS:

The consultant named above is required to comply with Section 119.0701, Florida Statutes (2013) where applicable.

PREPARED BY:

APPROVED BY:

**Alex Plisko
President
Plisko Architecture, P.A.**

**Michael D. Quillen, PE
City Engineer
City of Clearwater**

_____ **Date**

_____ **Date**



CITY OF CLEARWATER ENGINEERING DEPARTMENT

WORK ORDER INITIATION FORM CITY DELIVERABLES

11. DELIVERABLES

The design plans shall be produced on bond material, 24" x 36".

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

EOC Addition to Training Building at Fire Station 48

PLISKO ARCHITECTURE, PA

WORK ORDER INITIATION FORM**PROJECT BUDGET**

Task	Description		Labor	Total
1.0	Pre- Design and Schematics			
1.1	Architect/Consultants Site Visits to Verify Existing Conditions		\$1,200.00	
1.2	Design		\$3,500.00	
1.4	Meetings		\$1,750.00	
1.5	Printing for Owner Review		\$100.00	
				\$6,550.00
2.0	50% Design Phase			
2.1	Meetings		\$1,800.00	
2.2	Design		\$19,400.00	
2.3	Printing for Owner Review		\$200.00	
				\$21,400.00
3.0	Final Design Plans and Specifications			
3.1	Meetings		\$2,000.00	
3.4	Final Construction Documents		\$0	
3.5	Task Allowance (10%)		\$24,000.00	
3.6	Printing for Owner Review		\$200.00	
				\$26,200.00
4.0	Permitting Services			
4.1	Permitting		\$2,000.00	
4.2	Revisions to Contract Documents		\$4,000.00	
4.3	Printing for permitting and Revisions		\$3,500.00	
				\$9,500.00
5.0	Construction Phase Services			
5.1	Preconstruction Conference		\$750.00	
5.2	Contractors RFI's		\$5,000.00	
5.3	Shop Drawing Review		\$5,000.00	
5.4	Site Visits and and Progress Meetings		\$14,250.00	
				\$25,000.00
Subtotal for Services				\$88,650.00
Allowance (Permitting and Soils Investigation)				\$3,500.00
Contingency (10%)				\$8,865.00
Grand Total				\$101,015.00