

# CONSULTANT WORK ORDER

<b>Date:</b>	<b>08/16/24</b>
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## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>Design Services – MSB</b>	
<b>City Project Number:</b>	<b><u>23-0035-EN</u></b>	
<b>City Plan Set Number:</b>	<b><u>2024027</u></b>	
<b>Consultant Project Number:</b>	<b><u>2240</u></b>	

## 2. SCOPE OF SERVICES:

### MUNICIPAL SERVICES BUILDING RENOVATION

**Municipal Services Building Interior Remodel / Renovation:**

The renovation will transform approximately 66,063 SF of existing space into a functional and more efficient office and public interface environment; the scope of work includes floor plan modifications, and separation of existing departments and lobby interface. The aim is to create a productive workspace that meets the specific needs of the remaining City Hall departments while providing a comfortable and aesthetically pleasing atmosphere for employees and visitors alike.

The architectural process includes space planning, and floor plan layout modifications. The scope of the renovation work is to not exceed a Level 2 Alteration. Level 3 Alteration is not anticipated, nor included in this scope of work.

Mechanical, Electrical and Technology design services for the HVAC, Plumbing, Fire Protection, Electrical, Communications, Fire Alarm, Access Control and Audio-Visual (Conference rooms only) systems upgrades in the existing Municipal Services Building will consist of the following:

- Adjustment of sprinkler head locations where needed to accommodate floor plan changes.
- Roof drains and drain piping replacement.
- Relocation of existing terminal units and air devices where needed to accommodate floor plan changes.

- Replacement of the Direct Digital Controls system.
- Branch ductwork modifications where needed to accommodate floor plan changes.
- New indoor LED fixtures for entire building.
- New occupancy sensors for entire building.
- Replacement of indoor emergency and egress light fixtures for areas in scope of Work.
- New branch power where needed to accommodate floor plan changes.
- New fire alarm system.
- Replacement of telecommunications horizontal cabling and jacks.
- Audio Visual upgrades in Conference rooms.
- Coordination with third party vendor for providing power, conduit and j-boxes for access controls and video system upgrades.

Existing restrooms, stairs, elevators, and furnishing selection are not included in this Work Order. LEED certification and/or design is not included in this scope of Work.

The scope for the modernization approach and recommendations in the Municipal Services Building Feasibility Study dated June 26, 2023 is not included in this Work Order except for:

Roof drains and associated piping replacement.

Replacement of interior finishes for areas in scope.

## I. DESIGN PHASE:

### **Task 1.1 Cost Estimating**

A cost estimate will be completed for each deliverable phase of 30%, and 70% Design Documents. It is assumed the Construction Manager will provide a cost estimate for Final Construction Documents.

### **Task 1.2 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 and 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 1.3 Restrooms Renovation Alternate**

Provide an alternate design in documents for renovation in the three stacked gang restrooms. The scope of work includes:

1. Replacement of existing lavatories outside of toilet compartments, like-for-like in the same location and utilizing the existing plumbing piping rough-ins.
2. Address ventilation.
3. Replacement of wall tile at lavatory.
4. Resurfacing of partition walls.
5. Replacement of counters.

## **II. FINAL DESIGN PHASE:**

### **Task 2.1: 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 and 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 2.2: 70% Submittals**

Based upon the City's approval to proceed with the 30% Design Documents, we will prepare 70% 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 70% Completion, including detailed design plans, detailed building system plans, specifications identifying materials, systems and their respective standard of quality.

**Task 2.3 Final Construction Documents**

Based upon the City's approval of the 70% 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.
2. Up to three meetings with City personnel to review project progress.

**III. BIDDING PHASE:****Task 3.1: 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.

**IV. CONSTRUCTION PHASE:****Task 4.1: Construction Administration**

The Architect's Scope of Services will be to visit the site as outlined below in order to become generally familiar with the progress and quality of the portion of the Work completed and to determine that the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. We will assist the Contractor when conflicts or clarifications are needed.

The Architect's engineers will make periodic site visits to observe construction and follow the progress. The architect will keep the owner reasonably informed with the progress and quality of the portion of the Work completed.

We will:

1. Review of Contractor's pay application.
2. Attend meetings at the project site twice per month for up to 9 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 request for information.
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 9-month period. If the construction exceeds 9 months, an additional fee for construction administration will be required.

### 3. PROJECT GOALS:

For the Municipal Services Building Renovation project:

- 30% Design Documents in PDF Format.
- 30% construction cost estimate in PDF Format.
- 70% Design Documents in PDF Format.
- 70% construction cost estimate in PDF Format.
- Final Construction Documents in PDF Format.
- Attendance at pre-construction meeting.
- 18 project site visits/meetings during Construction.
- Substantial and Final completion walk-through.

### 4. FEES:

See Schedule "A"

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 One Million, One Hundred Forty Thousand, and Three Hundred Two Dollars (\$1,140,302).**

### 5. SCHEDULE:

The project is to be completed in 319 days from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

For the Municipal Services Building Renovation:

**30% Construction Plans:**

**62 calendar days**

<b>Owner Review</b>	<b>14 calendar days</b>
<b>70% Construction Plans and Permit Applications:</b>	<b>96 calendar days</b>
<b>Owner Review</b>	<b>43 calendar days</b>
<b>Final Construction Documents:</b>	<b>44 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 – Mary Alvarez  
Project Architect – Tyler Ostrozynski  
Emerald Engineering, Inc. – Mechanical, Electrical, Plumbing, Fire Protection  
Engineering, and Low Voltage

City of Clearwater Staff  
Tara Kivett, P.E. Project Manager

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant’s project correspondence shall be directed to:

Mary Alvarez  
132 Mirror Lake Drive N Unit 301  
St. Petersburg, FL 33701  
727.382.0801  
[mary@wjarc.com](mailto:mary@wjarc.com)

Tyler Ostrozynski, AIA  
132 Mirror Lake Drive N. Unit 301  
St. Petersburg, FL 33701  
727.308.2251  
[tyler.ostrozynski@wjarc.com](mailto:tyler.ostrozynski@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](mailto:Tara.Kivett@myclearwater.com)

with copies to others as may be appropriate.

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code: ENGF230001-DSGN-PROSVC**

For work performed, invoices shall be submitted monthly to:

**ATTENTION: JAMIE GAUBATZ, SENIOR ACCOUNTANT  
CITY OF CLEARWATER, PUBLIC WORKS DEPARTMENT/ENGINEERING  
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”.

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:**

**APPROVED BY:**

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

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

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**Date**

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**Date**

**ATTACHMENT "A"**

CONSULTANT'S WORK ORDER – PROJECT FEES TABLE

Design Services – MSB

Wannemacher Jensen Architects, Inc.

23-0035-EN

City of Clearwater

**CONSULTANT WORK ORDER**

PROJECT FEES TABLE

MUNICIPAL SERVICES BUILDING RENOVATION

23-0035-EN

Task	Description	Subconsultant Services	Labor	Total
<b>1.0</b>	<b>Design Services</b>			
1.1	Cost Estimating	\$19,965	\$2,995	\$22,960
1.2	Interior Design and Furniture	\$0	\$67,200	\$67,200
1.3	Restroom Renovation Alternate	\$5,000	\$19,550	\$24,550
<b>Final Design Plans and Specifications Total:</b>				<b>\$114,710</b>
<b>2.0</b>	<b>Final Design Services</b>			
2.1	30% Submittal	\$34,575	\$108,468	\$143,043
2.2	70% Submittal	\$69,150	\$216,935	\$286,085
2.4	Final Construction Documents	\$76,065	\$238,629	\$314,694
<b>Final Design Plans and Specifications Total:</b>				<b>\$743,822</b>
<b>3.0</b>	<b>Permitting and Bidding Services</b>			
3.1	Permitting and Bidding Services	\$4,610	\$14,462	\$19,072
<b>Permitting Services Total:</b>				<b>\$19,072</b>
<b>4.0</b>	<b>Construction Phase Services</b>			
4.1	Construction Administration	\$46,100	\$144,623	\$190,723
<b>Construction Phase Services Total:</b>				<b>\$190,723</b>
<b>SUBTOTAL, LABOR AND SUB-CONTRACTORS:</b>				<b>\$1,068,327</b>
<b>5.0</b>	<b>Reimbursable Expenses (Allowance)</b>			<b>\$20,000</b>
<b>6.0</b>	<b>Design Contingency (Allowance)</b>			<b>\$51,975</b>
<b>GRAND TOTAL:</b>				<b>\$1,140,302</b>

## **ATTACHMENT "B"**

CONSULTANT SUPPLEMENTAL 1 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.