



Leroy Chin
Park, Planning & Project Manager
City of Clearwater
100 South Myrtle Avenue
Clearwater, Florida 33756-5520

November 19, 2015

Ref: Morningside Recreation Center Scope of Services and Fee Proposal

Dear Leroy,

Wannemacher Jensen Architects, Inc. is pleased to submit the following proposal for Architectural and Engineering Design services for the new Morningside Recreation Center. This Proposal is based on the following Scope of Services and assumptions.

1. Total project budget is \$5,469,000. This includes building construction, sitework, furniture, fixtures, equipment, A/E Fees, geotechnical soil borings, surveys, and all other project soft costs.
2. The building is assumed to be approximately 21,000 sf. However, the building square footage may need to be reduced to stay within budget.
3. For purposes of this fee proposal, the construction budget, including sitework and parking, is assumed to be approximately \$210 per sf or \$4,410,000.
4. Please note that we will work diligently to keep the project within budget. If during the design process, the building sf and/or other program requirements mandate that the construction budget be increased and the City provides additional funds, we would respectfully request that our Fee be adjusted to reflect this increase in budget.
5. The building will not be designed as a hurricane shelter nor will it require an emergency generator.
6. Landscape and Irrigation Design Drawings and Technical Specifications will be provided by the City.
7. The City will coordinate all work by Duke Energy, Verizon, Brighthouse, Telephone & Data Wiring, Security System, Fire Alarm, Speakers and Sound System. Our drawings will provide locations for all infrastructures to support their requirements.
8. The City will contract directly with C. Fred Deuel for Civil Engineering and SWFWMD permitting. Our Team will coordinate with C. Fred Deuel as required.
9. The City will contract directly with a Geotechnical consultant to perform soil borings and prepare a report. The Architect and Civil engineer will provide location of soil borings and any other geotechnical reporting requirements.
10. The City will provide the Design Team will a topographical/tree survey of the entire site.
11. The approximate Building Program includes the following list of spaces. Note that the actual sf for each space may be slightly different.
 - Gymnasium 10,500 sf one full size BB court, two side BB courts
 - Fitness room 2,000 sf
 - Multi-purpose room(s) 5,000 sf flexible/divisible into two or three spaces
 - Total Program 17,500 sf

The remaining 3,500 sf will be dedicated to circulation, lobby, office/admin area, mechanical, electrical, storage, toilet rooms, etc.

12. The City's Security Vendor will identify quantity, location, equipment, cable type, hardware, etc. for all key pads, door alarm pads, cameras and other security/access control equipment. Our scope of services will include the incorporation of required interior and exterior infrastructure into the documents. The City will provide drawings and cut sheets to the Architect and Electrical Engineer locating all equipment.
13. We will coordinate with the artist during the final design phase to assist with technical information. Note that if the artist is not selected until the Construction Document phase and changes are required in the design that affect previously approved drawings, the work will be considered an additional service. All coordination with the artist during the construction phase will be performed by the Contractor and the City.

SCOPE OF WORK

SCHEMATIC DESIGN & MASTERPLANNING

1. Building Code review and documentation.
2. Prepare a detailed site plan.
3. Prepare floor plans based on approved program.
4. Develop exterior building forms to illustrate design and volume.
5. Initiate coordination with the various consultants.
6. Preliminary identification of materials and equipment to be used.
7. The City will attend the BPRC Development Review meeting and forward comments to the Design Team. We assume that attendance by the Consultant will not be required.
8. Total of 2 meetings with the City Parks and Recreation staff to review plans.
9. Prepare meeting notes.
10. Felicia will lead the Design Committee and facilitate Community Input sessions. We will attend the meetings, prepare presentation drawings, and assist Felicia with questions from the Community. We anticipate no more than two Community Input gatherings.

FINAL DESIGN

1. Integrate primary and secondary building design schematics with design schematics to include the mechanical, electrical and communications engineering disciplines based upon approved schematic design documents.
2. Incorporate structural design solutions and/or alternates with architectural designs.
3. Prepare notes listing the major materials and room finishes.
4. Meet with all design team consultants and coordinate systems.
5. Evaluate design alternatives for the building.
6. Coordinate drawings and backgrounds with all team consultants.
7. Coordinate with the City's Geotechnical Consultant. Recommend locations of the geotechnical testing program to analyze subsoil conditions for use in foundation and underground construction design.
8. Prepare preliminary architectural plans, elevations and building sections.
9. Total of 2 meetings with the City Parks and Recreation staff to review plans.
10. Prepare meeting notes.
11. Prepare rendered site plan and floor plans for presentations.
12. A single 3 dimensional perspective rendering of the building will be generated for presentations.

CONSTRUCTION DOCUMENTS

1. Prepare detailed drawings to illustrate all aspects of the proposed design based upon approved Design Development Documents.
2. Architectural Plans, Elevations, Building Sections, Wall Sections, Interior Elevations, interior and Exterior Details, etc.
3. Mechanical, Electrical, Plumbing, Life Safety Engineering Plans, Legends, Details, Schedules, Notes, Risers, etc., including quantity & location for the voice/data & audio/visual infrastructure.
4. Structural Foundation Plans, Framing Plans, Wall Sections, Details, etc.
5. Technical book specifications will be provided for review at 60% Con Docs. Front end specifications will be provided by the City.
6. Prepare 60% complete review set.
7. Prepare 80% complete review set.
8. Meetings with all Design Team consultants. Owner may wish to attend these meetings.
9. Respond in writing to the City's review comments.

PERMIT ASSISTANCE

1. Prepare documents for permit submittal to the City. Leroy will facilitate the submittal.
2. 4 complete sets of signed and sealed Construction Documents, also including civil, landscape and irrigation plans prepared by the Owner's consultants.
3. Creation of revised drawings as required – 4 each signed and sealed.
4. Responses to permit review comments as required.
5. The City of Clearwater building plans review fees will be paid by the City.
6. The Pinellas County Health Department app. Fee (if required) will be paid by the City.
7. Building, right-of-way, etc. permitting fees will be paid by the Owner or Contractor.

BID ASSISTANCE

1. The City of Clearwater will prepare the advertisement for bids, general conditions, legal documents and appendices associated with the technical specifications.
2. Attendance at the pre-bid conference.
3. The City of Clearwater will handle distribution of bid documents.
4. Assist the City of Clearwater with bid addenda as required to respond to Contractor's questions.
5. Note that electronic copies of the construction documents will be provided to the City on CD. These files are for the City's use only. The City shall agree not to modify, change or reuse the computer files without the knowledge or written consent of the design professional.

CONSTRUCTION ADMINISTRATION

Note that Tasks 1 thru 9 below are performed by the Architect, the MEP/FP Engineers and the Structural Engineer. All consultant correspondence is via the Architect.

1. Shop drawing and submittal review.
2. Telephone and email coordination and correspondence.
3. Respond to Contractor's questions and need for clarifications.
4. Issue Supplemental instructions and drawings.
5. Attendance at substantial completion walk-through – one time only.
6. Preparation of a single punch list.
7. Attendance at final completion walk-through – one time only.
8. Review Contractor prepared as-built drawings, close-out doc's, O&M manuals & warranties.
9. The City's Parks & Recreation Dep't, and the Architect & Engineers will perform the following:
 - Review and monitor the Contractor's critical path schedule.

- Review of Contractor's schedule of values.
 - Review of Contractor's pay application.
10. A 10 month Construction Schedule is assumed to substantial completion with 1 additional month until final completion.
 11. Near the conclusion of building construction and for the purposes of obtaining as-builts from the Contractor, the design team will forward a CD to the City containing the Drawing Sheets necessary to complete as-builts. These files will be forwarded to the Contractor by the City.
 12. Planned Construction Site Visits are as follows:

DISCIPLINE	PLANNED SITE VISITS
Architecture	21 *
Mechanical/Electrical	7

- * Site visits by the Architect's Project Manager includes 2 meetings per month for 10 months, including the Substantial Completion Punchlist. One additional site visit is included to review the Final Punchlist. Note that if additional site visits or punchlist walk-thrus are required because of the Contractor's failure to complete the project, we will request additional services based on our hourly rates.
- * If the construction duration extends beyond 12 months, because of the Contractor's failure to complete the project, we will request add services that will be paid for by the Contractor.

COST ESTIMATE

Based upon the completed documents, the cost consultant will prepare a detailed estimate of probable construction cost of the work. After the estimate is complete we will present it to the City's design team and review the cost of the work. Please note that the estimate will follow the CSI format and provide detailed line items. Cost Estimates will be prepared at the following stages:

1. Cost Estimate following Schematic Design.
2. Updated Cost Estimate following Design Development.
3. Updated Cost Estimate following 80% Construction Documents.

FIRE SPRINKLER SYSTEM DESIGN WITH HYDRAULIC CALCULATIONS

Previously, these detailed services were provided by the fire sprinkler subcontractor hired by the Contractor. Building departments are now requiring that these detailed design services be prepared by the engineering design professional.

1. Provide a Fire protection design, including sprinkler head, riser, and piping layout along with hydraulic calculations.
2. Note that a recent fire flow test within the last 6 months must be provided to the design team by the City. The specifications for the fire flow test will be provided by the Plumbing Engineer during the design phase.

THRESHOLD INSPECTION

Threshold Inspection Services are mandated by Florida Law for large assembly public buildings. The Recreation Center qualifies as a large assembly building. The Threshold Inspector shall observe that the structural work during construction is executed in substantial accordance with the permitted official contract documents. The Threshold Inspector will inspect the following areas:

1. Foundation reinforcement and concrete placement.
2. Load bearing CMU wall reinforcement, erection and concrete placement.
3. Structural steel erection and connections.
4. Steel roof deck placing and fastening.

COORDINATION WITH OWNER'S CONSULTANTS

Subconsultants hired directly by the City of Clearwater, specifically the Civil Engineer, will require coordination efforts by the Design Team. Emails, phone calls and other forms of communication will be required to coordinate all technical aspects of the site work with the building design.

SERVICES NOT INCLUDED IN THE FEE

- Note that sustainable building features and environmental issues will be considered and discussed with the City of Clearwater during the design process however services associated with LEED and/or Green Globe building certification is not included.
- The construction delivery method is assumed to be traditional hard bid. If a different method is utilized, such as construction manager, it will result in add services if the Architect is asked to participate in the selection process and assist in the development of a RFQ.
- Life cycle cost analysis of any system.
- Value engineering of any system or product after the Bid Phase except if the price is higher than the probable cost estimate performed by the Cost Consultant after 80% Construction Documents, then the Architect will assist with value engineering.
- Owner requested changes to the scope after 60% construction documents.
- Additional site visits as requested by the Owner or as required by the Contractor's failure to comply with the documents, codes or support the construction schedule.
- Building commissioning services.
- Building Information Modeling (BIM).
- Three dimensional physical presentation model.
- Record drawing production to document Contractor notations or changes in the CAD files. This includes documentation of field modifications made by the Contractor that may be required to obtain a certificate of occupancy.
- Assistance with new furniture selection and furniture specifications.
- Creation of a color board.
- Site lighting design and site electrical infrastructure location, including photometrics & branch wiring design for any new or renovated parking at the site.
- Lightning protection design specifications.
- Specification of telecommunications cables.
- Design of end user active electronic components are not included, i.e. telephone systems, ethernet desktop devices, UPS's, wireless access points, paging systems, audio/video systems, etc.
- Any remodeling and/or renovations of the existing Pool Building or Pool.
- Identify quantity, location, cable type, camera type, NVR/DVR type, etc. for a CCTV surveillance system.
- Identify quantity, location, cable type, hardware, etc. for an access control system.

PROPOSED FEES

The following is a summary of the total fees for all services including basic services and additional services itemized below. An estimate of anticipated reimbursable expenses is also included. Note that the fees have been generated utilizing the State of Florida's Department of Management Service (DMS) fee guidelines. This is also the fee guideline utilized by the Pinellas County School Board and the State Board of Regents.

The DMS guidelines were developed with the thought that the competitive negotiation of Architectural and Engineering fees represents some of the most important proactive dollars expended on a project. These funds are an investment that affects both the quality and successful completion of a project. It is for this reason that the schedules used as a guideline for determining fees by the Department are thought to be the fairest way for both Professional and Owner to come to terms on a project fee.

DESIGN TEAM MEMBERS

Wannemacher Jensen Architects, Inc.	Site Masterplanning & Architecture
McCarthy and Associates, Inc.	Structural Engineering & Threshold Inspection
Colwill Engineering	Electrical Engineering, Fire Alarm, Mechanical, Plumbing, Fire Sprinkler Engineering
John Crum	Cost Consultant

DMS Fee Curve Calculation: \$4,410,000 Construction Cost – Group “D” – Average Complexity = 6.99% Fee for Basic Services.

Basic Services (per the DMS Fee Curve)	Total Fee
Schematic Design & Masterplanning	\$39,264.00
Final Design	\$76,130.00
Construction Documents	\$127,331.00
Permit Assistance	\$5,359.00
Bid Assistance	\$5,359.00
Construction Administration	\$54,817.00
Sub-Total	\$308,260.00
Specialty Services	
Master Planning (normally \$7,500)	\$0.00
Rendering (normally \$3,500)	\$0.00
Detailed Cost Estimate following Schematic Design	\$5,000.00
Updated Cost Estimate following Design Development	\$2,600.00
Updated Cost Estimate following 80% Construction Docs	\$2,000.00
Fire Sprinkler System Design	\$8,500.00
Threshold Inspection Services (not to exceed)	\$24,000.00
Coordination with Owner’s Consultants	\$4,500.00
Sub-Total	\$46,600.00
Total for All Services	\$354,860.00

Additional Services Compensation

- A. Additional work outside of the scope stated herein and approved in writing, will be billed at hourly rates below or negotiated as a lump sum at time of the request. Note that the hourly rate schedule will be adjusted annually.

Hourly Rate Schedule

Principals	\$236.00
Associate Architect, Engineer or Registered Designer	\$151.00
Intern Architect	\$100.00

Administrative

\$75.00

Reimbursable Expenses - all reimbursables will be marked up 10%.

We estimate that reimbursables and out of pocket expense's will be no more than \$5,500.00.

- A. Printing and plotting costs, courier, mail and overnight delivery costs incurred by the A/E Design Team for review, team distribution, and bid & permit documents.
- B. Jiffy Blueprinting will be utilized by all Team members for printing whenever possible.
- C. Mileage to the job site and meetings at \$0.575 per mile.

Payment Provisions

- A. Invoices will be prepared monthly and reflect progress to date. (30 days net).

Schedule:

- A. Our work will be completed according to the established schedule developed by the Owner and Architect. Our ability to meet this schedule is dependent on timeliness of decisions and meetings.
- B. The City would like to complete the permit process prior to issuing the documents for bid.
- C. It is anticipated that construction would begin during the fourth quarter of 2016.
- D. Note that this fee proposal is good until December 31, 2015. In addition, if subsequent to the Notice to Proceed, the project is put on hold through no fault of the Architect for a period of 6 months or longer at any point during the design and/or construction process, then we reserve the right to adjust our fees.

Certification:

Wannemacher Jensen Architects, Inc. will certify as a licensed Professional Architect registered in accordance with Florida Statute 471 (481), that the above project's construction plans meet or exceed all applicable design criteria specified by City municipal ordinance, State, and Federal established standards. We understand that it is our responsibility as the project's Professional Architect to perform a quality assurance review of these submitted plans to ensure that to the best of our ability and within the accepted standards of practice, such plans are free from errors and/or omissions.

This certification shall apply equally to any further revision and/or submittal of plans, computations, or other project documents, which we may subsequently tender.

We hope this proposal is acceptable and we look forward to working with you on this project. Please let me know if you have any questions.

Sincerely,
Wannemacher Jensen Architects, Inc.



Jason Jensen, AIA, LEED AP, Principal