



WILLIAMSON DACAR ASSOCIATES

WORK ORDER INITIATION FORM for the CITY OF CLEARWATER

Date: June 26, 2017

Project Number: _____

City Project Number: 17-0031-EN

1. PROJECT TITLE:

Feasibility Study for the Downtown Main Library

2. SCOPE OF SERVICES:

The project scope will entail a feasibility study for the Downtown Main Library. The study is to focus on the Libraries First Level including the Café and outside seating area and the Roof Top Terrace. The feasibility study is to consider how the Library Spaces can be enhanced and integrated with the proposed Imagine Clearwater Plan. The study is to balance aesthetic and programming potential to enhance the Library operations.

Task 1. Initial Planning Meetings

Stakeholder Workshops

Williamson Dacar Associates and BFrank Studio will meet with various Library stakeholders to develop an understanding of the projects major goals and objectives, library utilization and the potential uses for integration with the Imagine Clearwater Plan. The stakeholder workshops will encourage collaboration and help the constituents build a consensus for moving forward. We propose the following stakeholder meetings

- Library Staff
- City Leadership
- Imagine Clearwater Team
- Others as may be appropriate

Task 2. Develop Planning Options

The second phase of the feasibility study will be to develop options based on the input from the initial stakeholder meetings and the Imagine Clearwater master planning document. During this phase our work will include:

- A review and verification of the library's current space allocations and relationships
- Development of initial design options and alternates for presentation to City staff
- Review of MEP and structural systems for implementation of proposed options
- Preliminary budgeting of planning options.
- Conduct workshops with Community Organizations to obtain feedback on the preliminary options.

During this phase, we anticipate 2 meetings with City staff. The first meeting will be to review our initial options and a second meeting to review the feedback from Community Organizations.

We anticipate 2 meetings with community organizations. One would be scheduled during the day and a second in the evening.

Once we have developed a proposed plan we would present the proposed plan to the stakeholders for initial feedback.

Task 3. Final Feasibility Plan Development

Once we have received input on the proposed feasibility options, we will prepare a final plan for presentation to the City and stakeholders. We anticipate 2 presentations of the final plan. One presentation would be to the City Council and a second to the Library stakeholders.

3. PROJECT GOALS:

The goal of the feasibility study for the Downtown Clearwater Library is to develop a plan to enhance and/or repurpose the first level and roof terrace area of the library to integrate with the Imagine Clearwater Master Plan.

Williamson Dacar Associates will develop a report of the feasibility study. The report will include:

1. Rendered site plan
2. Rendered of proposed first floor plan
3. Rendered floor plans of the 2nd – 4th floors, identifying changes if any
4. Rendered roof terrace plan
5. Interior/exterior renderings (5) in base proposal
6. Report on MEP/Structural implications of the proposed plan
7. Preliminary estimate of cost for proposed changes

An animation of the proposed plan could be developed, if desired, but this is not included in our scope of work.

4. BUDGET:

See Attachment B, this price includes all labor and expenses anticipated to be incurred by Williamson Dacar Associates for the completion of these tasks in accordance with Professional Services Method Lump Sum – Percentage of Completion by Task **for a fee not to exceed Ninety-nine thousand five hundred twenty Dollars (\$99,520.00).**

5. SCHEDULE:

The project is to be completed 4 **months** from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Initial Stakeholder meetings	21 calendar days
Information compilation	21 calendar days
Planning options	30 calendar days
Finalize planning options and presentations	21 calendar days

6. STAFF ASSIGNMENT (Consultant):

Principal in Charge	Ted Williamson AIA, PE
Project Manager	George Tharin RA
Principal Planner	Beverly Frank, BFrank Studio
MEP Engineering	Gerald Crnkovich PE, TLC Engineering
Cost Estimating	Bob Kaupp, CC&A

7. CORRESPONDENCE/REPORTING PROCEDURES:

ENGINEER’s project correspondence shall be directed to Ted Williamson, AIA, PE. All City project correspondence shall be directed to: Tim Kurtz, Senior Landscape Architect with copies to others as may be appropriate.

8. INVOICING/FUNDING PROCEDURES:

For work performed, invoices shall be submitted monthly to the City of Clearwater, Engineering Department, Attn.: Veronica Josef, Senior Staff Assistant, PO Box 4748, Clearwater, Florida 33758-4748. Invoices will be prepared monthly based on a percent complete for each taskCity Invoicing Code: 0315-94892-561000

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 or Cost Times Multiplier.

- 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).
- F. If Cost Times Multiplier, hours, hourly rates, names of individuals being billed, amount due, previous amount earned, 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).
- G. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

10. SPECIAL CONSIDERATIONS:

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

{Insert a discussion of any other special considerations here}

PREPARED BY:

Ted Williamson AIA, PE
President
Williamson Dacar Associates

Date

APPROVED BY:

Michael D. Quillen, PE
City Engineer
City of Clearwater

Date



CITY OF CLEARWATER ENGINEERING DEPARTMENT

WORK ORDER INITIATION FORM 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. If not available Land Desktop files are still acceptable, however the City or Clearwater is currently phasing out Land Desktop.

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.

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

Downtown Main Library Feasibility Study

Williamson Dacar Associates, Inc.

WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
1.0	Pre- Design			
1.1	Initial Workshops (6)		\$18,900.00	
1.2	Planning		\$53,430.00	
1.3	Structural		\$2,720.00	
1.4	Meetings		\$8,770.00	
1.5	Cost Estimate	\$2,500.00	\$0	
1.6	MEP Review	\$6,700.00	\$0	
				\$93,020.00
2.0	Design			
2.1	Ground Surveys (xyz, Inc.)	\$0	\$0	
2.2	Geotechnical Services	\$0	\$0	
2.3	Utility Locations by Vacuum Excavation (10)	\$0	\$0	
2.4	Task Allowance (10%)		\$0	
				\$0
3.0	Final Design Plans and Specifications			
3.1	30% Submittal		\$0	
3.2	60% Submittal		\$0	
3.3	90% Submittal		\$0	
3.4	Final Construction Documents		\$0	
3.5	Task Allowance (10%)		\$0	
				\$0
4.0	Permitting Services			
4.1			\$0	
4.2	Task Allowance (10%)		\$0	
				\$0
5.0	Construction Phase Services			
5.1	Preconstruction Conference		\$0	
5.2	Contractors RFI's		\$0	
5.3	Shop Drawing Review		\$0	
5.4	Task Allowance (10%)		\$0	
				\$0
Subtotal, Labor and Subcontractors				\$0
Permit Review Fees				\$0
Other Direct Costs (printing, renderings)				\$1,500.00
(Not applicable to lump sum Work Orders)				\$5,000.00
Grand Total				\$99,520.00



June 27, 2017

Ted Williamson, AIA, PE, LEED AP
Williamson Dacar Associates
15500 Lightwave Drive, Suite 106
Clearwater, FL 33760

**Re: Downtown Clearwater Main Library Feasibility Study
Professional Engineering Services Proposal No: 105**

Dear Ted:

It was a pleasure speaking with you on June 26, 2017 regarding the Downtown Clearwater Main Library and we look forward to working with the Williamson Dacar Associates (CLIENT) design team on this project. As we discussed, TLC Engineering for Architecture, Inc. (TLC) proposes to provide Mechanical, Electrical, Plumbing, and Fire Protection engineering services for the project, with proposed scope and fee as outlined below.

PROJECT SCOPE

We understand the project is to consist of a feasibility study for required MEP system renovations for the entryway modifications and roof level patio expansion. TLC's proposal is based on information provided in your email dated June 21, 2017.

BASIC SCOPE OF SERVICES

Basic Scope of Services shall be as follows

:

- a. Heating, Ventilating and Air-Conditioning (HVAC) Engineering- - Review existing drawings and make recommendations in a report outlining solutions for modification required to accommodate proposed remodeling.
- b. Plumbing Engineering - Review existing drawings and make recommendations in a report outlining solutions for modification required to accommodate proposed remodeling.
- c. Electrical Engineering - Review existing drawings and make recommendations in a report outlining solutions for modification required to accommodate proposed remodeling.

TLC anticipates submittals:

- Final MEP Feasibility Report

**Downtown Clearwater Main Library Feasibility Study
Professional Engineering Services Proposal No.: 105**

Page 2

FEE

We propose to provide the above-described basic scope of services for the following fee structure plus reimbursable expenses at 1.0 times direct cost.

- MEP/FP Engineering Fee \$ 6,700.00

Reimbursable expenses include all out-of-county, travel-related costs, (TLC's Tampa office to be considered point-of-origin for all trips), airfare, mileage, meals, lodging, plotting and printing (except as required for in-house coordination), photography, courier services, shipping and express mail.

Billing will be monthly, based upon percentage of completion and reimbursable expenses. Payment is due within 15 days of receipt of payment from Owner.

If this proposal is acceptable, your signature below will confirm TLC's authorization to proceed. Retain one copy and return one copy to TLC Engineering for Architecture, Inc. at the address on page 1 of this proposal. This authorization constitutes CLIENT's commitment to pay the fee and reimbursable expenses, and represents that approval has been received by CLIENT from the Owner. Alternatively, TLC can enter into a contract agreement with CLIENT using AIA Document C401 – 2007 Edition – Standard Form of Agreement Between Architect and Consultant.

We look forward to your favorable selection of TLC and the opportunity to assist your team for this and future projects. Please give me a call with any questions or comments.

Yours truly,

TLC ENGINEERING FOR ARCHITECTURE, INC.



Gerald A. Crnkovich, PE
Associate/Senior Electrical Engineer



Jason M. Heffelmire, PE
Principal/Regional Director

WILLIAMSON DACAR ASSOCIATES

By: _____

Print Name and Title

Date

ATTACHMENT A

INFORMATION TO BE FURNISHED BY THE CLIENT
Professional Engineering Services Proposal

1. Reliable and accurate existing drawings. Extensive field verification or development of as-built documentation of existing systems is not anticipated or included in proposed work scope.

CC Construction
&A Consultants &
Associates

June 22, 2017

Mr. Ted Williamson
Williamson Dacar Associates
15500 Lightwave Dr. Suite 106
Clearwater, Florida 33760

Re: City of Clearwater Downtown Library
Clearwater, Florida

Dear Ted:

C C & A Construction Consultants & Associates, Inc. is pleased to have this opportunity to present this proposal to provide the following construction cost estimates for the above mentioned project. This proposal shall include conceptual cost budgets for two schemes.

Master Plan Conceptual Design Cost Budget	approx. 20hrs	\$2,500.00
	Total Fee	\$2,500.00

We welcome this opportunity to work with you and your team of Professionals on this project. If you have any questions in regard to this proposal please call me at your convenience.

Sincerely,

C C & A Construction Consultants & Associates, Inc.



Robert A. Kaupp, LEED AP
President

Williamson Dacar Associates
Approved: _____
Dated: _____