



August 16, 2018

Andrew W. Pupke  
Director, Pinellas County Real Estate Management Dept.  
509 East Avenue S.  
Clearwater, FL 33756

Re: Pinellas County/City of Clearwater  
Joint Use Facility

Dear Andrew:

Thank you for this opportunity to submit our proposal to provide an update of the feasibility study for a joint-use facility between Pinellas County and the City of Clearwater. The potential joint-use facility is proposed to house the administrative functions of Pinellas County as well as the City of Clearwater. The study will look at 3 potential sites in Downtown Clearwater for the joint-use facility.

The program area for the building will be based on information provided by the County and City as follows:

- City – 40,500 SF (includes circulation factor)
- County – 84,749 SF (includes circulation factor)
- Shared Space – 40,500 SF (includes circulation factor)
- Total SF – 165,749 SF
- Parking Garage (5 spaces/1,000 SF) – 830 spaces

Per our discussion, following is the scope of service we anticipate in completing the study:

Site Evaluation:

- Evaluate the 3 potential sites in Downtown Clearwater for their ability to fit the joint-use facility
- Develop a conceptual layout to test fit the program requirements on each site.
- Review site infrastructure for the proposed facility
- Review zoning codes for each site
- Develop advantages and disadvantages for each site
- Provide budget estimates for site improvements on each site

Project Meetings:

- We will provide (2) meetings with the City and County executive staff to review and finalize the report.

Develop a Final Report/Presentation:

- Develop space block diagrams for test fitting on the site options
- Develop diagrams for test fitting the space blocks on the 3 sites
- Develop potential site access points
- Identify the site existing infrastructure for each site
- Identify the advantages and disadvantages for each of the 3 sites
- Provide a budget estimate for the facility and a budget for each specific site

Presentation to County Commission and City Commission:

- Present our findings to the Pinellas County Commission and the Clearwater City Council

In development of the feasibility study we will be working with Cardno, Inc. for the site evaluation and Construction Consultants & Associates for project budgeting.

Williamson Dacar Associates will provide Pinellas County and the City of Clearwater a feasibility study to evaluate moving forward with the project.

In addition to our study, I have included an allowance of \$1,000 for printing cost and \$5,000 for additional services that may be necessary to complete our work. All additional services will be approved by the County prior to the work.

In development of the study, Williamson Dacar Associates estimates this work will take approximately 8 weeks once we receive notice to proceed.

Our fee for this work is based on the attached fee proposal for architectural fee proposal.

|                                   |                    |
|-----------------------------------|--------------------|
| Site Planning                     |                    |
| Williamson Dacar Associates       | \$19,920.00        |
| Cardno, Inc.                      | \$17,457.00        |
| Report / Meetings / Presentations |                    |
| Williamson Dacar Associates       | \$14,880.00        |
| Cardno, Inc.                      | \$10,002.00        |
| Budget Estimating                 |                    |
| CC&A                              | \$ 3,000.00        |
| Williamson Dacar Associates       | \$ 1,530.00        |
| Cardno, Inc.                      | \$ 2,079.00        |
| Printing                          | \$ 1,000.00        |
| Additional Services Contingency   | <u>\$ 5,000.00</u> |
| Total                             | \$74,868.00        |

Our fee would be invoiced on a monthly basis for the work completed during the prior month.

If the project stops, our office will be reimbursed for our work to date based on our hourly rate. If the scope of work changes we would complete the work on an hourly basis or submit a lump sum fee proposal. Following are our hourly rates:

|                                 |          |
|---------------------------------|----------|
| Principal Architects/Engineers  | \$165.00 |
| Registered Architect/Engineer   | \$120.00 |
| Project Manager                 | \$100.00 |
| Senior Engineer                 | \$100.00 |
| Graduate Architect              | \$ 90.00 |
| Sr. Architectural Drafting      | \$ 70.00 |
| Sr. Engineering Drafting        | \$ 70.00 |
| CADD Drafting                   | \$ 60.00 |
| Administration/Clerical Support | \$ 55.00 |

Our office looks forward to working with you on this project. Should you have any questions, please give me a call.

Cordially,



Ted Williamson, AIA, PE, LEED AP

Attachments:      Cardno, Inc. proposal letter dated 8/13/18  
                            CC&A proposal letter dated 7/17/18  
                            Fee Worksheet

# WDA Development

## PROPOSAL FOR ARCHITECTURAL SERVICES

13-Aug-18

DATE

Pinellas County/City of Clearwater Joint Use Facility

FACILITY/PROJECT

|               |   | HOURS       |                                       |            |                 |          |              |
|---------------|---|-------------|---------------------------------------|------------|-----------------|----------|--------------|
|               |   | PRINCIPAL   | REGISTERED<br>ARCHITECT /<br>ENGINEER | GRAD ARCH  | CAD<br>DRAFTING | CLERICAL | GRAND TOTALS |
| Hourly Rates: |   | \$165.00    | \$120.00                              | \$90.00    | \$70.00         | \$55.00  |              |
| 1             | Initial Planning Meeting                  | 4           |                                       | 4          |                 |          |              |
| 2             | Program Update Meetings                   |             |                                       |            |                 |          |              |
| 3             | Program Development                       |             |                                       |            |                 |          |              |
| 4             | Test Fit on Potential Sites               | 24          | 60                                    |            | 60              |          |              |
| 5             | Review of Options                         | 16          | 16                                    |            |                 |          |              |
| 7             | (2) Meetings with City/County Exec. Staff | 8           | 8                                     |            |                 |          |              |
| 6             | Final Plan                                | 6           | 12                                    |            | 16              |          |              |
| 8             | Presentation to Comm./Council             | 12          | 12                                    |            | 12              |          |              |
| 9             | Final Report                              | 8           |                                       | 16         |                 | 8        |              |
| 10            | Cost Estimate                             | 6           |                                       | 6          |                 |          | \$3,000.00   |
| 11            | Civil Review of 3 Sites                   |             |                                       |            |                 |          | \$29,538.00  |
| 12            |   | 2           | 2                                     |            |                 |          |              |
|               | TOTAL HOURS A (Items 1-11)                | 86          | 110                                   | 26         | 88              | 8        | 318          |
|               | SUBTOTAL A (Hours x Rate)                 | \$14,190.00 | \$13,200.00                           | \$2,340.00 | \$6,160.00      | \$440.00 | \$36,330.00  |
| 13            |   |             |                                       |            |                 |          |              |
| 14            | Contingency                               |             |                                       |            |                 |          | \$5,000.00   |
|               | EXPENSES                                  |             |                                       |            |                 |          | \$1,000.00   |
|               | TOTAL (A+B Subtotals + Printing)          |             |                                       |            |                 |          | \$74,868.00  |

August 13, 2018



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

**RE: Joint Use Facility Feasibility Proposal  
Three (3) Properties in Downtown Clearwater  
Clearwater, Pinellas County, Florida**

Cardno

380 Park Place Blvd  
Suite 300  
Clearwater, FL 33759  
USA

Phone: +1 727 531 3505  
Fax: +1 727 539 1294

[www.cardno.com](http://www.cardno.com)

Dear Mr. Williamson:

As you have requested and as a follow-up to comments received by Pinellas County on August 10, 2018, Cardno will assist and provide Williamson Dacar Associates (WDA) a site civil/planning Feasibility Report for three independent sites located in downtown Clearwater, FL. Our scope is based on assisting WDA evaluate the various site civil related components within the program massing of the property including, but not limited to: Zoning, Land Use, Setbacks, utilities, stormwater, landscape buffers, etc.

Cardno will collect data from available web-based resources, coordinate with local planning and engineering staff, and prepare a due diligence feasibility report for each site.

Cardno will support WDA in preparing the Massing Conceptual Plans, such as access connections, utility service locations, parking and setbacks for each of the three (3) sites.

Based on the massing conceptual plans, Cardno will prepare site civil scoping items for each site to assist WDA Cost Estimator in preparation of a construction cost estimate to the Client.

Lastly, Cardno will attend and participate in up to two (2) coordination meetings over the estimated three (3) month project with WDA. In addition to the coordination meetings with WDA, the following four (4) meetings are anticipated: one (1) pre-meeting (s) prior to formal presentation (s) to both Pinellas County BOCC and City of Clearwater City Council, and/or the Stakeholders for each entity.

The above scope of services will be performed in accordance with Cardno's approved hourly rate schedule with the County, on a **lump sum basis of \$29,538 without further authorization**. Any Permit Fees and Expenses will be billed as incurred.

Should this proposal meet with your approval, please note your acceptance by signing in the space provided on the attached Scope of Services and return one executed copy for our files. A separate Terms and Conditions contract will be executed upon approval of above scope and fee.

Sincerely,

Bryan L. Zarlenga,  
PE

Digitally signed by Bryan L.  
Zarlenga, PE  
Date: 2018.08.13 11:59:30 -04'00'

Bryan L. Zarlenga, PE  
Senior Principal - Site Development

|                           |
|---------------------------|
| <b>Accepted by:</b> _____ |
| <b>Title:</b> _____       |
| <b>For:</b> _____         |
| <b>Date:</b> _____        |



### **Pinellas County Rate Schedule**

| <b>CLASSIFICATION</b>                                 | <b>RATE</b> |
|---|-------------|
| PRINCIPAL   | \$290       |
| PROJECT DIRECTOR                                      | \$205       |
| SENIOR - ENGINEER/ HYDROGEOLOGIST/ECOLOGIST/ARCHITECT | \$170       |
| PROJECT MANAGER                                       | \$145       |
| SENIOR PLANNER  | \$155       |
| LANDSCAPE ARCHITECT                                   | \$125       |
| DEMOGRAPHER/ECONOMIST                                 | \$170       |
| SENIOR GIS SPECIALIST                                 | \$145       |
| ENGINEER INTERN                                       | \$105       |
| BROWNFIELDS MANAGER                                   | \$145       |
| DESIGNER  | \$104       |
| PLANNER   | \$110       |
| SENIOR ENVIRONMENTAL TECHNICIAN                       | \$110       |
| GIS SPECIALIST  | \$95        |
| ENVIRONMENTAL SCIENTIST/GEOLOGIST                     | \$85        |
| FIELD TECHNICIAN                                      | \$80        |
| CLERICAL  | \$70        |

For Expert Witness Testimony and related services, a surcharge of 50 percent will apply.

Effective Period: thru December 31, 2018

Rates are subject to adjustment as appropriate to compensate for inflation, cost of doing business and/or changes in the workforce

**PINELLAS COUNTY-CITY OF CLEARWATER JOINT FACILITY FEASIBILITY  
ESTIMATED MANHOUR FEE SCHEDULE (REVISED DATE 08-13-18)**

|            |  | Principal | Project Manager | Senior Project Engineer | Senior Planner | Designer | Administrative Assistant |             |                 |
|------------|--|-----------|-----------------|-------------------------|----------------|----------|--------------------------|-------------|-----------------|
| PHASE      | DESCRIPTION  | \$290.00  | \$145.00        | \$170.00                | \$155.00       | \$104.00 | \$70.00                  |             |                 |
|            |  | Hrs.      | Hrs.            | Hrs.                    | Hrs.           | Hrs.     | Hrs.                     | Total Hours | Total Cost (\$) |
| <b>I</b>   | <b>BASIC SERVICES</b>  |           |                 |                         |                |          |                          |             |                 |
|            | KICKOFF MEETING  | 2         |                 |                         |                |          | 1                        | 3           | \$650           |
|            | SITE VISIT (S) - (3 SITES @ 3 HOURS EA)  |           |                 | 9                       |                | 9        | 1                        | 19          | \$2,536         |
|            | REVIEW PREVIOUS REPORTS/INFORMATION  |           | 3               |                         | 3              |          | 1                        | 7           | \$970           |
|            |  |           |                 |                         |                |          |                          | SUB-TOTAL   | <b>\$4,156</b>  |
| <b>II</b>  | <b>SITE FEASIBILITY STUDY</b>  |           |                 |                         |                |          |                          |             |                 |
|            | SITE FEASIBILITY STUDY (3 SITES)   | 6         | 9               | 12                      | 18             | 12       | 1                        | 58          | \$9,193         |
|            | ASSIST WDA ON CONCEPT MASSING PLAN (3)   | 3         | 3               | 6                       | 3              | 12       | 1                        | 28          | \$4,108         |
|            | ASSIST WDA ON COST ESTIMATING SCOPE (3)  |           | 3               | 6                       |                | 6        |                          | 15          | \$2,079         |
|            |  |           |                 |                         |                |          |                          | SUB-TOTAL   | <b>\$15,380</b> |
| <b>III</b> | <b>MEETINGS AND COORDINATION</b>   |           |                 |                         |                |          |                          |             |                 |
|            | BI-MONTHLY MEETINGS WITH WDA/CLIENT (2)  | 4         | 8               |                         | 4              |          | 1                        | 17          | \$3,010         |
|            | ONE (1) MEETING WITH COUNTY EXECUTIVIES PRIOR TO PRESENTATION - PREPARE & ATTEND | 1         | 6               |                         | 2              | 2        | 1                        | 12          | \$1,748         |
|            | PRESENTATION TO COUNTY (1) - PREPARE & ATTEND                                    | 1         | 6               |                         | 2              | 2        | 1                        | 12          | \$1,748         |
|            | ONE (1) MEETING WITH CITY EXECUTIVIES PRIOR TO PRESENTATION - PREPARE & ATTEND   | 1         | 6               |                         | 2              | 2        | 1                        | 12          | \$1,748         |
|            | PRESENTATION TO CITY (1) - PREPARE & ATTEND                                      | 1         | 6               |                         | 2              | 2        | 1                        | 12          | \$1,748         |
|            |  |           |                 |                         |                |          |                          | SUB-TOTAL   | <b>\$10,002</b> |
|            | <b>TOTAL FEE</b>   |           |                 |                         |                |          |                          |             | <b>\$29,538</b> |

**NOTES:**

1. Meetings above include time from Staff to prepare documentation and material for presentation. Only the PM would attend the meetings.





July 17, 2018

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

Re: Pinellas Co/City of Clearwater Joint Use Facility  
Pinellas Co., 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. The scope of work shall include budgeting for three different sites.

|  |               |            |
|--|---------------|------------|
| Feasibility Study Construction Cost Budget | approx. 24hrs | \$3,000.00 |
|  | Total Fee     | \$3,000.00 |

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.

A handwritten signature in black ink, reading 'Robert A. Kaupp'.

Robert A. Kaupp, LEED AP  
President

Williamson Dacar Associates  
Approved: \_\_\_\_\_  
Dated: \_\_\_\_\_